

## Diagnostic Medical Sonography Program

### Proposed Agenda for Virtual Site Visit

This is a virtual site visit scheduled for

Site Visitors:

Below is a schedule of what will take place during the site visit. All times are X Standard Time (XST).

#### Day One

9:00 a.m.	<p>Introductory meeting with program officials via videoconferencing:</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Dean</li> <li>• Medical Advisor</li> <li>• Program Director</li> <li>• Concentration Coordinator</li> <li>• Clinical Coordinator</li> </ul> <p><i>Add or remove any upper administrative and/or adjunct faculty that you feel will/won't benefit from attending</i></p>	<p>Conference Room</p> <p>Location: Phone Number:</p>
9:30 a.m.	<p>Meet with the chief administrative officer and/or anyone else who has fiscal responsibility for the program via videoconferencing:</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Dean</li> <li>• Chief Financial Officer – Please indicate the person who we can talk to regarding understanding how the program runs from a financial standpoint.</li> </ul>	<p>Conference Room</p> <p>Location: Phone Number:</p>
10:00 a.m.	<p>Meet with the program director and clinical coordinators via videoconferencing:</p> <ul style="list-style-type: none"> <li>• Program Director</li> <li>• Concentration Coordinator</li> <li>• Clinical Coordinator</li> </ul>	<p>Conference Room</p> <p>Location: Phone Number:</p>
10:30 a.m.	<p>Meet with Medical Advisor – I put this down as a potential time. Please edit to accommodate the Medical Advisor's availability.</p> <ul style="list-style-type: none"> <li>• Dr.</li> </ul>	<p>Conference Room</p> <p>Location: Phone Number:</p>
11:00 a.m.	<p>Meet with students in the program via videoconferencing:</p> <p>Students must wear badges Student list and class pictures should be included for site visit visitors</p>	<p>Conference Room</p> <p>Location: Phone Number:</p>

12:30 p.m..	Lunch	
1:30 p.m.	<p>Clinical Site Visits</p> <ul style="list-style-type: none"> <li>• Please pick between 4-6 sites <ul style="list-style-type: none"> <li>◦ If some of the sites listed are located in one facility, we can use more than 4 if time permits.</li> </ul> </li> <li>• Sites visited must encompass all disciplines in the program</li> <li>• Sites must include current sites that house students and ideally ones that recent graduates have been hired</li> </ul> <p>Please provide contact name and phone number for clinical sites for us to call during the site visit.</p>	School Faculty member will provide virtual visits with IT assistance. Site visitors will participate.
3:45 p.m.	<p>Document review:</p> <ul style="list-style-type: none"> <li>• Review of master plan</li> <li>• Student files</li> </ul>	Program Director is available to produce additional documents at site visitors request
5:00 p.m.	Virtual site visit completed for the day	

### Day Two

9:00 a.m.	<p>Site visitors will review materials related to outcomes</p> <ul style="list-style-type: none"> <li>• ARDMS pass rates of graduates</li> <li>• Employer surveys and graduate surveys</li> <li>• Student evaluations of instructors</li> <li>• Student evaluations of clinical affiliates</li> </ul>	Program Director is available to produce additional documents at site visitors request
10:30 a.m.	<p>Site visit team meets with faculty to clarify any specific questions or concerns via videoconferencing:</p> <ul style="list-style-type: none"> <li>• Program Director</li> <li>• Concentration Coordinator</li> <li>• Clinical Coordinator</li> </ul>	<p>Conference Room</p> <p>Location: Phone Number:</p>
11:00 a.m.	<p>Site visit team will virtually tour the classrooms/lab/library</p> <p>Site visit team will continue to review student and program records including:</p> <ul style="list-style-type: none"> <li>• Health forms</li> <li>• Admission data</li> <li>• Samples of evaluation tools and results for both didactic and clinical evaluation</li> <li>• Evidence of counseling reports</li> <li>• Course syllabus</li> <li>• Program policies</li> <li>• Advisory committee meeting minutes</li> <li>• Master plan</li> <li>• CI credentials</li> <li>• Sponsor accreditation</li> <li>• Affiliation agreements</li> <li>• Budget</li> </ul>	<p>School Faculty member will provide virtual visits with IT assistance. Site visitors will participate.</p> <p>Program Director is available to produce additional documents at site visitors request</p>
1:00 p.m.	<p>Meet with the program director and clinical coordinators via videoconferencing:</p> <ul style="list-style-type: none"> <li>• Program Director</li> </ul>	<p>Conference Room</p> <p>Location: Phone Number:</p>

	<ul style="list-style-type: none"> <li>• Concentration Coordinator</li> <li>• Clinical Coordinator</li> </ul>	
1:30 p.m.	<p>Exit briefing via videoconferencing:</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Dean</li> <li>• Medical Advisor</li> <li>• Program Director</li> <li>• Concentration Coordinator</li> <li>• Clinical Coordinator</li> </ul> <p><i>Add or remove any upper administrative and/or adjunct faculty that you feel will/won't benefit from attending</i></p>	<p>Conference Room</p> <p>Location:</p> <p>Phone Number:</p>
2:30 p.m.	Virtual site visit complete	