

Proposed Agenda For [REDACTED] Diagnostic Medical Sonography Program

Day One

**7:30 or 8:30 a.m. – Site visitors picked up at hotel and delivered to program location**

Please let us know if we should plan to eat breakfast at the hotel

**9:00 a.m. – Introductory meeting with program officials.**

Those who should be present are:

**Chief Administrative Officer**

**Medical Advisor**

**Program Director**

**Clinical Coordinator**

\*The program director should feel free to invite anyone else who is involved and interested in the program.

**9:30 a.m. – Meet with the Medical Advisor**

**9:45 a.m. – Meet with the Chief Administrative Officer and/or anyone else who has fiscal responsibility for the program.**

**10:15 a.m. – Meet with Program Director and Clinical Coordinator**

**11:00 a.m. – Meet with students in the program**

*Notes:*

- ✓ *Please provide name tags for students*
- ✓ *Please provide us a typed record of the students names*
- ✓ *All students enrolled should be present*

**12:30 p.m. – Lunch**

We will engage in a working lunch. Please provide us a room where we can meet and work.

**1:00 p.m. – Clinical Site Visits**

- ***Site Visitors may split up during this session. I would like the program director to take myself to as many sites as possible in this time frame, and the clinical coordinator to take the other site visitor to as many sites as possible during this time frame. We will need to pick the sites. We ask that you provide us with which sites are best based on travel time and the availability of students in clinic, graduates of the program employed at these sites and availability of clinical instructors. Within the clinical site visits, we would like to each visit a large hospital, clinic and community hospital if possible. We will determine which sites to visit based on the information you provide us.***

**3:00 p.m. – Document review**

One or both site visitors will begin document review.

**5:00 p.m. – Site visitors taken to hotel**

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**Day Two:**

**8:00 or 9:00 a.m. – Site visitors picked up at hotel**

**9:30 a.m. – Site visitors will review materials related to outcomes:**

- ✓ ARDMS pass rates of graduates
- ✓ Employer surveys, graduate surveys.
- ✓ Student evaluations of instructors
- ✓ Student evaluations of clinical affiliates

**10:30 a.m. – Site visit team meets with faculty to clarify any specific questions or concerns.**

**11:30 a.m.– One site visitor will tour the classroom/lab/laboratory, the other site visitor will review students and program records.**

- ✓ Health forms
- ✓ Admission data
- ✓ Samples of evaluation tools and results for both didactic and clinical education
- ✓ Evidence of counseling reports,
- ✓ Course syllabus
- ✓ Program policies
- ✓ Advisory committee meeting minutes
- ✓ Master Plan
- ✓ CI credentials
- ✓ Sponsor Accreditation
- ✓ Affiliation Agreements
- ✓ Budget

**Noon– Working lunch**

Please provide a quiet room to eat and work in

**1:00 – 1:30 p.m. – Meet with Program Director and Clinical Coordinator**

**1:30 – 2:30 p.m. – Exit briefing**

**Chief Executive Officer**

**Medical Advisor**

**Program Director**

**Clinical Coordinator**

**\*\*All interested parties should be present**

**2:30 p.m. –Transportation to Airport**