

XXXX Occupational Therapy Assistant Program

This is a sample schedule to facilitate planning for the on-site visit. Program directors, in consultation with the on-site team chairperson, may modify the schedule as institutional, faculty, and on-site team member needs dictate.

- Alternations to the schedule can be made to assure reasonable representation of participants from key constituent groups or to more directly address the reason(s) for the fact-find/self-study. Any changes should be made in collaboration with the team chairperson.
 - The number of individuals available for interview by the on-site team for each meeting is 10 or more. If the number falls below 6, there is a potential that the on-site may need to be rescheduled.
 - If interviews have to be conducted via video conferencing ensure that a video conferencing system is in place and that staff facilitating the visit are able to assist the on-site team in using the technology,
 - Check with the team if they will need a printer available for all days of the on-site visit.
- Prepare a tentative list of individuals (on the provided template) who will be interviewed as a part of the schedule. Include the full names, credentials, and titles as these names will be included on the Evaluators' Report. Although changes may occur, having a tentative list facilitates the process for the team. The list of fieldwork educators and capstone mentors should include their place of employment.

OTA-B programs – please allow extra time with applicable groups for baccalaureate project review.

FIRST DAY

8:00 - 8:30 a.m.	Team with program director.
8:30 - 10:00 a.m.	Team with program director and faculty: Overview of mission, philosophy, strategic plan, curriculum design, and program evaluation system of the occupational therapy/therapy assistant program.
10:00 - 10:15 a.m.	Break.
10:15 - 12:00 noon	Team reviews student records* and evaluations of student performance, including classroom assignments, examinations, fieldwork data, graduate and employer survey data, and certification examination results. Program director should have available student outcome data, program materials, meeting minutes, curricular files, selection and retention information, rights and appeals mechanisms, institutional safety policies, and so on. (Team may divide for this session).* <i>To comply with HIPAA regulations, please ensure that no identifiable patient health information is included in student files.</i>
12:00 - 1:00 p.m.	Team alone for lunch.
1:00 - 2:45 p.m.	Team meets with individual faculty/groups of faculty in the order courses occur in the curriculum. The team should experience the content and sequence as would the students in the program.
2:45 - 3:00 p.m.	Break.
3:00 - 3:45 p.m.	Team meets with the academic fieldwork coordinator and capstone coordinator (OTD programs). A breakout room may be required if the team decided to divide.
3:45 - 4:45 p.m.	Team meets with recent graduates and/or Level II fieldwork students. (A breakout room may be required if team decides to divide).

- 4:45 - 5:45 p.m. Team meets with Level I and II fieldwork educators and employers of program graduates (6-10 of each). Academic fieldwork coordinators are not expected to be present.
- (Consider options for scheduling interviews with fieldwork educators and employers, especially in situations where time and distance preclude in-person interviews. Such options may include telephone interviews, conference calls to several locations where fieldwork supervisors and employers can gather easily, and teleconferences).
- 5:45 - 6:00 p.m. Team wraps up the day with program director.

SECOND DAY

- 8:30 - 9:00 a.m. Team with program director
- 9:00 - 9:30 a.m. Team with college/university president and/or designated administrative official, e.g., vice president for academic affairs, dean of medical school. (Be sure to allow for travel time in the schedule if office is located at a distance).
- 9:30 - 10:00 a.m. Team meets with administrator to whom the program director is directly responsible (e.g., dean of the school of allied health).
- 10:00 - 10:15 a.m. Break
- 10:15 - 11:00 a.m. Team meets with students—concurrent groups with 6-10 representatives from each level.
- 11:00 – 1:30 p.m. Team alone in working lunch. Team reviews onsite information and prepares ROSE report. Team chairperson requests for afternoon faculty conferences and additional records to review as necessary.
- 1:30 – 2:30 p.m. Team tours college, teaching/learning areas, laboratories, facility offices, library/resource center, and other areas as necessary (i.e., admissions office, learning center, etc.)
- 2:30 – 4:30 p.m. Individual faculty conferences as requested by team chairperson and further record review as necessary.
Team continues preparation of the ROSE report.
- 4:30 - 5:00 p.m. Team meets with program director.

THIRD DAY

- 8:00 - 8:30 a.m. Team finalizes the Report of On-Site Evaluation (ROSE) and meets with the program director to review it. Wrap-up conference with program director.
- 8:30 – 9:30 a.m. Team discusses program enhancement ideas with the program director and faculty as needed.
- 9:30 - 10:00 a.m. Team presents final report to the president (or designated representative), dean, program director, and faculty. Students and others interested may attend at the invitation of the program director.