**Suggested Schedule for CAPTE Physical Therapist Assistant On-site Visits**

Note: It is CAPTE’s preference to have clinical instructors and students interviewed prior to faculty interviews. This allows the team to follow up on issues if any are identified by those groups. The program director creates a schedule that identifies specific times, allowing 10 minutes between interviews.

**Pre-Visit**

Program director: provides at least two weeks before the visit an electronic Word document of the forms found in the Items Provided On-Site.doc; these include the General Information, Persons Interviewed On- Site and Materials Reviewed forms; **uploads any requested information from the Paper Reviewers no later than the Saturday before the on-site visit.**

On-site Team: Hold hand-off meeting with paper reviewers; Plans visit; reviews on-site materials available at least two weeks before and prepares for new materials requested by the paper reviewers before the start of the visit.

**Sunday Afternoon**

These Sunday meetings can be conducted virtually, in-person, or a blend of both given that some institutions are not open on Sunday.

|  |  |  |
| --- | --- | --- |
| 3:00PM | Program Director | (Review schedule, identify topics of consultative session, if scheduled); tour of teaching and research spaces used by program. |
| 4:10PM | Stakeholder Group 1 |  |
| 5:00PM | Stakeholder Group 2 |  |
| 5:50PM | Stakeholder Group 3 |  |
| **Stakeholder groups include:**   * Clinical education faculty (CIs and CCCEs); program director and DCE/ACCE are not present; minimum of 3-5, must be representative of different practice settings. **For initial accreditation visits, additional individuals may be necessary to ensure a broad representation of clinical education instructors used throughout the curriculum and from a variety of practice settings.** * Recent Graduates **- Established program**   + **New Program:** Advisory committee members, individuals instrumental in developing and evaluating the curriculum and implementing the program. * Employers of Graduates **(minimum of 3- 5) - Established program**   **New Program:** (N/A -no employers at this point)   * Clinical education coordinator (DCE/ACCE) (excludes program director) * Associated faculty * PTA Program Advisory Board (if one exists) * General education faculty (PTA Programs)   Support staff for Program | | |
| 6:45PM | Program Director | 15-minute wrap up and preparatory instructions for Monday morning, if needed. |

**Monday**

Monday: a full day of interviews; a tour of teaching spaces if not possible Sunday

|  |  |  |
| --- | --- | --- |
| 8:00AM | Program Director | Include extra time here for the tour if not completed on Sunday |
| 9:00AM | All core faculty, including the program director. | Faculty and team introductions; team leader provides overview of accreditation process, purpose and value of accreditation, and objectives of the visit. |
| 9:45AM | President and/or Provost |  |
| 10:20AM | Break |  |
| 11:00AM | Students enrolled in 1st year of program (6 to 10 students) |  |
| 11:45AM | Students enrolled in 2nd year of program (6 to 10 students) |  |
| 12:30PM | Lunch, executive session for team |  |
| 2:00PM | Dean |  |
| 2:45PM | Break |  |
| 3:00PM | Student services personnel | Admissions, Financial Aid, Career Services, Tutoring-Testing Services, Library, etc. |
| 3:45PM | Stakeholder Group | Any stakeholder not able to meet with team on Sunday or one from a concurrent session on Tuesday |
| 4:30PM | Program Director |  |
| 5:00 | Executive session | PTA team will write the exit summary |

**Tuesday**

Tuesday: complete interviews with all stakeholders; sessions may be held individually or as concurrent sessions.

|  |  |  |
| --- | --- | --- |
| 8:00AM | Program Director, if needed |  |
| 8:30AM | Core Faculty | PTA team will complete interviews with stakeholders on Tuesday AM and finish writing exit summary |
| 9:25AM | Break |
| 10:30AM | Stakeholder Group (if needed) – if not needed team will use for executive session to put exit summary together |
| 12:15PM | Lunch, executive session for team |  |
| 1:00PM | Team executive session | Team to reach consensus on what to include in team’s report; finalize summary; prepare presentation of exit summary |
| 1:55PM | Program Director | Preview exit summary |
| 2:45PM | Institutional administrators, program director, and core faculty | Exit summary regarding team’s overall findings. |
| 3:30PM | Consultative sessions, if requested |  |
| 4:30 PM | CAPTE team leaves |  |