# Recommended [[1]](#footnote-2)Virtual Site Visit Schedule Template for

# Clinical Postgraduate Initial Applicant Visit

# (To be completed by the program and emailed to [accreditationservices@arc-pa.org](mailto:accreditationservices@arc-pa.org) and the site visit team chair eight (8) weeks prior to the site visit)

**NOTE:** Content below is to show detail that must be provided to the members of the site visit team for each event and represents the recommended sequence and timing that programs are expected to follow, as they prepare to discuss the schedule with the site visit team chair.

This template is best reviewed in conjunction with the Site Visit Protocol document, the Rationale for Site Visit Sessions that provides a description and rationale for each session of the visit, and the Organizing Materials document. Those documents are available on the ARC-PA web site.

**Hospital Name**

**Clinical Postgraduate PA Program Name**

**ARC-PA Clinical Postgraduate Initial virtual Site Visit Schedule**

**Month/date/year**

Evaluators: Enter name of evaluator

Enter name of evaluator

**Day ONE: Day, M/D/Y**

7:30 AM MEETING with PROGRAM ADMINISTRATOR

Name and Title, Program Administrator

8:00 AM REVIEW OF DOCUMENTS AND RECORDS

9:00 AM DISCUSSION OF GOALS, OBJECTIVES, CURRICULUM

Name and Title, Program Administrator

Name and Title, Program Educators

Name and Title, Program Educators

11:30 PM LUNCHEON: TEAM EXECUTIVE SESSION

12:30 PM INTERVIEWS WITH MEMBERS OF THE DIDACTIC INSTRUCTIONAL FACULTY

(provide names and titles of those involved)

Name, Title, and Course Name

Name, Title, and Course Name

Name, Title, and Course Name

2:00 PM MEETING WITH CURRENT PA TRAINEES

Name

Name

Name

Name

2:45 PM BREAK

3:00 PM REVIEW OF DOCUMENTS (Continues)

5:OO PM MEETING PROGRAM ADMINISTRATOR

5:15 PM ADJOURN FOR THE DAY

**DAY TWO: Day, M/D/Y**

7:30 AM MEETING with PROGRAM ADMINISTRATOR

Name and Title, Program Administrator

8:00 AM MEETING WITH KEY SENIOR INSTITUTIONAL OFFICIALS

9:00 AM INTERVIEWS WITH PRECEPTORS (provide name and titles of those involved)

Name and Title, Practice type/rotations involved

Name and Title, Practice type/rotations involved

Name and Title, Practice type/rotations involved

10:00 AM INTERVIEWS WITH GRADUATES

Name

Name

Name

Name

11:00 AM REVIEW OF DOCUMENTS CONTINUES/PREPARE REPORT

12:00 PM LUNCHEON AND PREPARATION OF REPORT

(Program Administrator should be available if needed by team)

1:15 PM TEAM MEETS WITH PROGRAM FACUTY TO CLOSE VISIT

1:30 PM TEAM DEPARTS

1. This recommended agenda may be altered by programs only if approved by the site visit team chair. [↑](#footnote-ref-2)