

CHAP
Review and Approval Committee

Site Review preparation and implementation

1. Training centers come up for review every five years. This year _____
Training Center _____
2. In the September preceding the review year, RAC sends a letter to the training center. See examples. Date letter sent: _____
3. RAC chooses Review Team members:
- three members and two back-up members
- choose team leader and co-leader. The co-leader will lead next year's site review. One of these should be a training center member.
- at least two training center persons,
 o Recommendation: one member be from the next training center to be reviewed
- only one official team member allowed from any one region.
- guests may accompany the team at their own expense for orientation purposes and participate in the review activities but will have no vote in official decisions.
-site review expenses of team members will be paid by the host training center.
- Team Leader _____
Co-leader _____
member _____
back-up member _____
back-up member _____
guest _____
4. In December, the Training Center Representative suggests at least 2 site visit dates.
-Site Review dates are chosen by consensus with Training Center representative and Review Team Members. Site Review dates: _____
- The site visit dates need to include adequate opportunities for observation of classes, skills labs, and clinic experiences.
- Because certification expires at the end of the calendar year, it is recommended that the review be scheduled within the first half of the year. This allows time for any unforeseen events.
-RAC Chair sends out a letter/e-mail to TC and Site team members that includes: dates of review, schedule requirements, deadline for notebook, RAC Standards, and CHA Education Program Evaluation Checklist. Ltr sent to TC: _____
Ltr sent to team: _____
- RAC Chair sends letter/e-mail to CD Chair and CHAPCB Program Coordinator re: site review plan (team members, where, when.) Ltr sent to CHAPCB: _____
Ltr sent to CD Chair: _____

5. The Training Center will compile a RAC Site Review Notebook. The Notebook contains each RAC standard with explanations and supporting documents detailing how each standard is met at that training center. The Training Center representative distributes the completed Notebook and a tentative Session schedule to each site review team member and back-up member. This should occur a minimum of 60 days before the proposed visit.

Notebook received? _____
Session schedule reviewed and the review dates meet all observation needs? _____

Resumes will be posted in a restricted access folder in a secure section of the website. Team members will be given access with a user name and password provided by ANTHC CHAP Statewide Services

Resumes posted? _____

6. Review Team tasks in preparation:
- The three team members and two back-up members will assume responsibility for reviewing specific sections in the Notebook for compliance with the RAC Standards.
Use the RAC CHA Education Program Evaluation Checklist.

Member notebook assignments:

- The Notebook will include all Session schedules from the previous year. Reviewers will choose one schedule for each Session for review. Each schedule is tallied against the "Curriculum Hours by Session" document to assure that all required class/skills/clinic hours were met.

Member(s) who will review Session schedules:

7. 30 days prior to review, the Training Center Coordinator and Team Leader should be contacted by each assigned team member regarding the status of the Notebook; ie: complete/no problems, or any missing, incomplete, or out of compliance Notebook items, including schedule discrepancies. Telephone contact is encouraged, but it must be followed up by a letter/e-mail.

Date Notebook review completed:

Date letter sent _____

8. 30 days prior to site visit, the Team Leader should draft a calendar of site review week activities and submit to TC. Calendar should include time for a meeting with staff and students, a meeting with Medical Director, and attendance at weekly staff meeting that evaluates students.

Calendar sent: _____

Finalized schedule due two weeks before Session starts. Final schedule received: _____
All schedule changes need to be sent to team when they occur.

9. Travel and lodging expenses will be arranged by each team member, then reimbursed by the training center being reviewed.

10. The Training Center should reply in writing with documentation of corrections 14 days prior to the site review visit.

Date reply received: _____

Consider – it may be helpful to delay the site visit to support remediation efforts.

Proceed with site visit? _____

11. Team Leader will send a letter to the TC for distribution to all its staff, explaining the purpose of the site review and the process, including the interviews and observation of training activities.

Date letter sent _____

12. Key members of TC should be present during review, and one member needs to be assigned to assist reviewers throughout site review.

Assigned TC member: _____

13. Plan for three full days

14. Assign one team member to keep one “master” CHA Program Evaluation Checklist.

Team member with “master” Checklist. (often Team Leader)

15. Team members should divide the Checklist items.

-Recommended activities:

- tour of student housing, Training Center, and all clinical sites
- review lesson plan files
- observe lectures
- observe skills practice
- observe clinical training
- interview students (see examples attached)
- interview trainers (see examples attached) & office staff
- interview medical director
- on-site review of all items on checklist

- Notify TC as issues come up – so they have time to rectify/clarify.

- It is useful for the Review Team to schedule time together for a team meeting at the start of the visit and daily.

- During the site review, stay in communication with Training Center staff; missing items may often be easily located.

16. The first draft of the written report should be completed on site before leaving. It should include details of any deficient items noted on the CHA Program Evaluation Checklist. It should note whether those items are “Essential” or “Should Comply” items. The report should also note any areas of excellence noted during the review. The draft should be reviewed by TC coordinator for input before being finalized.
- Refer to “Instructions for RAC Education Program Evaluation Checklist” for details on how to handle “Essential” and “Should Comply” items that are found lacking.
 - Refer to the RAC Standards for detailed explanations of start-up approval, provisional approval, and full approval.
 - If any questions arise, consult with RAC Chair by telephone.
17. Plan to have a preliminary verbal report for the Training Center staff at the end of the visit including review of the draft site review report and Program Evaluation Checklist. At the discretion of the Training Center Coordinator, attendance may include other staff such as CEO, Tribal Health Director.
18. Team leader will contact the RAC Chair with the preliminary report Date:_____ followed by written report when completed.
19. Draft report must contain plans for remediation of any deficiencies noted on the CHA Education Program Evaluation Checklist Include deadlines in remediation plan. Any remediation needed?

Attach copies of related correspondence. _____
20. Compile the interview results and distribute to review team members and Training Center coordinator/director. Date: _____
21. The RAC Chair will call a full RAC meeting. Date:_____
22. RAC members will recommend any changes to the report, or recommend to forward the report as written. Date:_____
23. RAC Chair presents final report, CHA Education Program Evaluation Checklist, and RAC recommendations to CHAP Directors with a face sheet describing the routing of the report. Date:_____
24. CHAP Directors Chair forwards the final report, CHA Education Program Evaluation Checklist, and RAC recommendations to the CHAP Certification Board. Date:_____

25. The CHAP Certification Board Chair forwards the final report, CHA Education Program Evaluation Checklist, RAC recommendations, and Certification document to the Training Center Director and the RAC archives at the office of the ANTHC Statewide Services.

Date:_____

26. The Training Center Coordinator/Director will provide a final copy of the Site Review Notebook for the RAC archives at ANTHC Statewide Services, with all the revised and added supporting documents.

Team leader confirms that final Notebook was sent to ANTHC Statewide Services

Date:_____

Helpful documents:

- 1.A recent RAC site review report to use as a model
- 2.CHAPCB Standards Pertaining to RAC (“RAC Standards”)
- 3.CHA Education Program Evaluation Checklist
- 4.Instructions for RAC Education Program Evaluation Checklist
- 5.Routing sheet (for Site Review report, CHA Education Program Evaluation Checklist, RAC recommendations)
- 6.Session Schedule Guidelines
- 7.RAC Training Center Site Review Schedule (5 year cycle)