



## Revised Site Visit Report

### 2023 CAAHEP Standards and Guidelines

effective December 1, 2025

### Overview for Site Visitors

#### What

- The Site Visit Report for the 2023 CAAHEP *Standards* has been revised.
- Effective immediately, use only the new version for all site visits conducted in accordance with the 2023 CAAHEP Standards. The header background of the Site Visit Report is **red**.
- The functionality provided in the new report has not been incorporated into the Site Visit Report aligned with the 2015 CAAHEP *Standards*.
- The Standards language is available by hovering over the red triangle in the first column.
- The term 'citation' is replaced with 'area of noncompliance' or 'finding'. CAAHEP determines if the area of noncompliance or finding is a citation.

#### Why

- Standardized rationale language has been added to the SV Report and will:
  - Be more efficient for site visitors to complete; template language is provided for rationales.
  - Provide succinct language that addresses the potential areas of noncompliance (formerly known as citations).
  - Provide more consistency among site visitors when writing rationales.
  - Focus on what evidence is not found or is missing.
  - When applicable, provides 'space' to add information, such as identifying the year or years during which there were no Advisory Committee meetings, or the years for which Resource Assessment Matrices (RAMs) were missing. Again, think specificity.
  - An additional tab has been added to the SVR that provides template language for Strengths and Recommendations. The language captures the common themes and is divided into general categories. For Strengths, the categories are Sponsor and Advisory Committee, Resources, Personnel, and Clinical and Capstone Field Internship. Categories in Recommendations include Sponsor and Advisory Committee, Resources, Personnel, Clinical and Capstone Field Internship, and Miscellaneous. The site visit team can modify the language and add other specifics.

- Standardized template language is used when creating Findings Letters and requesting Progress Reports, and this template language for Site Visit Reports is consistent with these processes.

### How

- On the SV Findings tab, instructions appear in the **blue box** to the right. Please review.
- Clarifying **NOTES** appear in **green**. Many of the **NOTES** are intended to guide or direct to the most appropriate Standard as a potential area of noncompliance. The number of repeat areas of noncompliance should be reduced. **NOTES** clarify areas of inconsistency that often occur among site visitors in the interpretation of the accreditation standards.
- On the SV Findings tab, when 'Not Met' is selected, information appears to the right of the Rationale column.
- The template language is in black font.
- If you change your mind and return to 'Met', the template language disappears.
- There may be multiple template language options to select from, for example, liaison orientation and capstone field internship preceptor training. Select all that apply.
- For free text where there is variability and therefore no template language:
  - Language in the template column will be, **"No suggested language; areas of noncompliance in this area are specific to the site visit team findings."**
  - Be specific regarding what is not occurring.
  - If something is missing (i.e., information in student files), list what is missing or what affiliation agreements have expired.
  - When the Site Visit Report is sent to the programs, they will not see the template column.
- The Rationale column in the Site Visit Report is used solely to provide a rationale for noncompliance. Do not add other comments or observations.
- Do not include a recommendation when an area of noncompliance is identified. The Findings Letter will identify the required evidence.
- Other tips:
  - If you change a selection in the met/not met column, to return to the original formatting, highlight the selection and click delete.
  - Copy the template rationale language by highlighting, right-clicking, and copying. Click in the appropriate cell, right-click, and paste the content. Alternatively, click the cell you want, then right-click the formula bar at the top of the document and paste. You do not need to retype the template language.
  - Consider using a blank Word document to draft the language for strengths and recommendations, to make it easier to check spelling and grammar. Double click, copy, and paste into the appropriate row/cell in the report.
  - The Yes/No column has been maintained.
    - **Yes** indicates that the team reviewed/heard the evidence.
    - **No** indicates that the team did not observe the evidence, but it does not necessitate a finding or area of non-compliance, and a potential finding depends on whether the evidence for the issue is noted in another area or manner.

### Other Updates

- The lead instructor section has been modified to apply only to the satellite's lead instructor. Programs that do not operate a satellite are not required to have lead instructors approved by CoAEMSP; therefore, any instructor designated by the program as 'lead' is beyond the CoAEMSP purview.
- The assistant medical director section has been modified and requires information as to whether:
  - The program uses out-of-state affiliates.
    - If yes, is the medical director or an associate medical director licensed in that state(s)?
      - If no, then has the program appointed an assistant medical director as required?
      - If no, it is an area of noncompliance.
      - If yes, is that individual qualified and fulfilling the responsibilities?