



## ARC/STSA Surveillance - On-Site Evaluation Policy & Procedure

**Policy:** The ARC/STSA and/or CAAHEP may elect to conduct surveillance of any site visit and of the on-site evaluators (“team”) for training or quality assurance purposes, and will secure approval from the program’s sponsoring institution prior to conducting surveillance.

Surveillance by anyone other than the ARC/STSA or CAAHEP during any aspect of the ARC/STSA on-site evaluation (“site visit”) process, including any recording methods either temporary or permanent, is highly discouraged and may be conducted only when authorized by the ARC/STSA in advance and in writing.

Unauthorized surveillance is prohibited.

**Definition:** Surveillance refers to the recording of any aspect of the site visit and/or the team using any methods whether audio, video and/or photographic. Surveillance does not refer to the taking of notes.

**Purpose:** The ARC/STSA establishes this *ARC/STSA Surveillance - On-Site Evaluation Policy* to:

1. Ensure the integrity of the site visit process,
2. Specify appropriate subjects of authorized surveillance,
3. Identify when surveillance may be performed, and
4. Specify the retention and distribution of surveillance recordings, and
5. Identify the consequences of non-compliance.

ARC/STSA surveillance of the on-site evaluation process does not interfere with the team’s unfettered conduct of the site visit or inhibit the team’s effectiveness in performing an accurate assessment of the program’s compliance with Standards.

**Subjects:** Appropriate subjects of surveillance by ARC/STSA under this policy may include:

1. Student and graduate interviews,
2. PAC interviews (whether by phone or in-person),
3. Clinical site/Employer interviews (whether by phone or in-person),
4. Faculty interviews,
5. Administration and non-faculty staff interviews, and
6. Oral exit report of the team to Faculty/Administration

**Procedure: 1. ARC/STSA Surveillance**

The site visit will include a series of interviews with constituents of the program (e.g., current students, program advisory committee members, clinical sites, potential employers). These interviews are considered confidential. It is the function of the team to gather information concerning the program's compliance with the Standards based on interviews that are candid and are free from fear of reprisal; therefore:

- a. Interviews are not open to individuals other than those intended to be present (e.g., programmatic faculty or administration are not to be involved in the interviews of students, program advisory committee members, or clinical site/employers).
- b. Interviews with students, program advisory committee members, or clinical site/employers are not to be audio, video or photographically recorded.

**2. Surveillance Authorized by ARC/STSA**

ARC/STSA authorized surveillance is limited and permissible only as specified below.

The site visit team's oral Exit Summary Report may be audiotaped, but not videotaped or photographed. No other portion of the site visit may be audiotaped, videotaped or photographed. If the program elects to audiotape the Exit Summary Report, the following steps must be taken before ARC/STSA approval will be given:

- a. The program must request permission to audiotape the Exit Summary Report from the ARC/STSA office in writing prior to the site visit.
- b. The on-site evaluation team must be informed prior to the beginning of the Exit Report Summary that audio equipment is present, and when recording begins and when recording ends.
- c. A copy of the unedited audiotape made by the program/institution must be submitted to the ARC/STSA within fourteen (14) business days after the Exit Summary Report is presented by the team.

**3. Policy Non-compliance**

The ARC/STSA reserves the right to take disciplinary action against those sponsoring institutions/programs whose representatives knowingly violate this policy, up to and including cancelling a site visit scheduled or in progress, recommending probationary accreditation and involuntary withdrawal of accreditation.

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