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**SURGICAL TECHNOLOGY**

**REQUIRED VISIT MATERIALS CHECKLIST**

**RANDOM/CONTINUING ON-SITE EVALUATIO****N**

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| * All materials listed below must be labeled and organized in the team’s private workroom and must be available upon the team’s arrival. The team may request copies of the documentation to attached to the confidential report.
* If any materials are provided digitally, they must be easily accessible, clearly labeled and organized, as well.
* Please provide access to power (extension cords if needed) and Wi-Fi.
* Coffee, water and light snacks are not required but are appreciated.
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| **Verified in Room** | **Documentation Not Requested in the Self-Study** | **Standard(s)** |
|  | I.D. Badges for Site Visitors for use during On-Site Visit | **N/A** |
|  | Copy of program’s most recent three years annual reports |  |
|  | Copy of institutional accreditation | **I.A.** |
|  | Consortium documentation (if applicable) | **I.B.** |
|  | Organizational Chart | **I.C.** |
|  | Clinical sufficiency survey | **II.A.** |
|  | Publication(s) containing program goals and learning domains | **II.A.** |
|  | Program Advisory Committee (PAC) Form, PAC meeting minutes, public member resume, and practicing CST proof of credential | **II.B.** |
|  | Publication(s) containing minimum expectation statement | **II.C.** |
|  | List of program resources-budget, facilities, computer, office, library, classroom, instructional, lab supplies, lab equipment, lab instrumentation | **III.A.** |
|  | Faculty data sheet and supporting documentation for president, dean, program director, clinical coordinator, didactic/lab faculty | **III.B.** |
|  | Comprehensive Master Curriculum for Surgical Technology Program organized in appropriate sequence (please include syllabi, course content outline, instructional tools, notes, and handouts)  | **III.C.** |
|  | Distance education application (if applicable) | **III.C.** |
|  | Copies of program evaluation materials (please include exams, laboratory competencies, clinical evaluation forms, and clinical case logs) | **IV.A** |
|  | Outcomes Tracking Tool (OTT) and supporting documentation for currently enrolled cohorts (and graduates if applicable) | **IV.B.** |
|  | Program-related publications (school catalog, student handbook(s), program brochure(s) | **V.A.** |
|  | List of documents retained in student records | **V.D.** |
|  | Sample forms used in the student selection process | **V.B.** |
|  | Access to all student-related records (admissions, programmatic, and health) | **V.B., V.C. V.D.** |
|  |  List of any significant program changes and supporting documentation (changes occurring after submission of the Self-Study) | **V.E.** |