

# Site Visitation Team Composition and Responsibilities

## TEAM COMPOSITION

The site visitation team is selected by the Program Accreditation Committee (PAC) and consists of a team chair (usually a PAC representative) and two team members. (See [Sample Letter to Chair of Site Visitation Team, #5-60.](#))

Prior to the site visit, the appropriate program officials of the sponsoring institution are notified of the names and institutional affiliations of the individuals assigned to the team. If any member of the site visitation team is unacceptable to representatives of the sponsoring institution, a request to change the team composition may be forwarded to the team chair for consideration.

## TEAM RESPONSIBILITIES

1. The **site visitation team chair in co-operation with the sponsoring institution's program director** develops the site visit agenda (see [Model Site Visit Agenda, #3-40.](#)) The agenda includes sessions with representatives from the institution's administration, faculty, program officials, clinical personnel, and students, and also includes visits to the library, laboratory and clinical sites. (See [Sample Student Waiver Form, #5-80.](#))
2. The **site visitation team** reviews its findings with the program director prior to presenting a summation of the visit at the exit conference:
  - a) to assure mutual understanding, and
  - b) to avoid presenting inaccurate information.

Note: The sponsoring institution determines who attends the exit conference. It is appropriate for institutional administration, program officials and clinical representatives to attend.

3. The **site visitation team chair and/or team members** report the team's findings related to each competency (see "Competencies in Athletic Therapy" in the [Self Study Report, #5-40](#)) at the exit conference.
4. The **site visitation team chair** prepares and submits the [Report of On-Site Evaluation \(see #5-100\)](#) in keeping with the guidelines provided in [Site Visit Report, #3-60.](#)

Note: The site visitation team does **not** make recommendations regarding accreditation.