

Instructions for Site Visitors Evaluating Dental Education Programs

General Information All Disciplines

- Site visitors serve as fact-finders for the Commission on Dental Accreditation (CODA) and are expected to be thorough and objective when conducting program reviews. An overly critical, negative or judgmental attitude on the part of a site visitor is inappropriate and undermines the value of the accreditation process.
- Site visitors should assess programs according to the established Accreditation Standards as they exist at the time of the site visit and not according to their personal preferences or biases. While it may be helpful for site visitors to offer suggestions based on personal experience, administrators, faculty and staff must clearly understand that programs are evaluated according to the Standards.
- Site visitors should remember that Accreditation Standards are deliberately broad to enable each program to interpret them within its own particular environment. The site visitor can assist the institution by exploring and suggesting alternative means of meeting Standards. However, neither the Commission nor its site visitors can dictate the specifics of how an institution responds to recommendations, since there are many ways in which most requirements may be met. Site visitors should not discuss details about the operation of their own accredited programs.
- Site visitors must regard all information obtained before and during the visit as confidential. Materials provided to a site visitor for the evaluation (e.g., applications, self-study, and supporting documentation) should be securely destroyed after the site visit or left on-site at the institution. Site visit materials can be left with the institution if no notes have been written in/on the documentation. If you have written in the self-study, you **cannot** leave it at the institution unless you remove all of the pages that have notes. Remember, confidentiality lasts forever.
- The site visitors should receive the self-study at least 60 days prior to the site visit. Please review the self-study materials before the site visit and be prepared for the site visit. Note general areas of concern and missing items of information and begin to develop a plan for collecting information on-site. In addition, the document should be carefully checked to ensure there is no Protected Health Information (PHI) or Personally Identifiable Information (PII) in it. If PHI or PII is found, contact the appropriate CODA manager or CODA's HIPAA compliance officer immediately. Review the agenda to ensure all sessions are included and all students/residents are scheduled for the student/resident interviews.
- For advanced and allied site visits, when two site visitors have been assigned to conduct the site visit, the site visitor designated as "chair" of the visiting committee should take responsibility for contacting the institution about the agenda. Contact the program administrator well in advance of the visit (and following review of materials) to discuss the agenda, using the "Suggested Agenda" as a guide. Arrangement of a schedule in advance

will assure that appointments are made with appropriate individuals and that site visitors take this opportunity to identify specific records and documentation that should be available for review.

- For a multi-discipline advanced or allied site visit, if Commission staff are attending the site visit, staff will coordinate the visiting committee's logistical arrangements with the program(s).
- On occasion, advanced site visitors may be asked to serve on a multi-disciplinary site visit (i.e. GPR, Pediatric Dentistry, and Endo). These site visits are 1.5 days and the site visit team is made up of one (1) site visitor from each discipline, plus one (1) CODA staff member. Exception: if one of the disciplines is OMS, there will be two (2) OMS site visitors. It is important to remember that even though there are other disciplines involved, the site visit team still functions as one. On occasion, there may be issues that need to be discussed that involve all disciplines. In addition, since CODA staff will be on the visit, the site visit report must be completed before the entire team leaves the institution on the second day.
- On occasion, allied site visitors may be asked to serve on a multi-disciplinary site visit (i.e. DA and DH). These site visits are 1.5 days and the site visit team is made up of one (1) site visitor from each discipline, one (1) allied dentistry and one (1) CODA staff member/or one (1) site visit chair. It is important to remember that even though there are other disciplines involved, the site visit team still functions as one. On occasion, there may be issues that need to be discussed that involve all disciplines. If CODA staff is on the visit, the site visit report must be completed before the entire team leaves the institution on the second day.
- Meet with other member(s) of the visiting committee, including Commission staff on staffed site visits, the evening before the site visit to review the agenda, materials and plans for the visit.
- Site visitors should always act in a professional manner. A few reminders: (1) Do not use your cell phone or computer for personal business during the sessions. (2) Please be open-minded and do not compare the program to your own. Site visitors should **NOT** accept gifts or invitations from host administrators involving social entertainment. The function of the visit is program evaluation and review.

THANK YOU!!!!

You are the key to a valid and reliable site visit process!! The Commission on Dental Accreditation thanks you for your time and effort. Without the contributions of expertise and time such as yours, the Commission could not conduct its extensive accreditation activities.

<p style="text-align: center;">ACTIVITIES TO BE CONDUCTED BY THE SITE VISIT TEAM</p>	<p style="text-align: center;">Staff/ Site Visit Chair</p>	<p style="text-align: center;">Site Visitor</p>	<p style="text-align: center;">*Allied Dentist/ Commissioner/ NADL Representative</p>	<p style="text-align: center;">State Board Representative</p>
1. Communicate with all team members at least four weeks before the site visit	X			
2. Coordinate team arrival/departure times	X			
3. Obtain rental car, directions, and parking instructions	X			
4. Determine whether adjustments are needed in schedule of conferences	X	X	X	
5. Establish time for first executive session	X			
6. Communicate with institution representatives at least four weeks before the site visit.	X			
7. Request any additional documentation	X			
8. Finalize schedule of conferences with program director	X			
9. Assign writing responsibilities to team members	X			
10. Take notes during conferences	X	X	X	X
11. Provide introductions, explain purpose of visit and initiate discussion during conferences	X			
12. Conduct meeting with advisory committee			X*	
13. Review entire Self-Study	X	X	X	X
14. Conduct clinical observation and DA externship visits.		X	X	
15. Lead faculty interview		X		
16. Conduct student interview		X		
17. Assist team in staying on schedule	X	X	X	X
18. Review equipment and instruments	X	X	X	X
19. Review emergency protocols and equipment			X	
20. Facilitate discussion during executive sessions	X			
21. Formulate recommendations and suggestions	X	X	X	X
22. Conduct final conference	X			
23. Discuss accreditation process and provide information about processing the report	X			
24. Submit completed Team Report and Site Visit Evaluation Report to Commission office within 72 hours.	X			
25. Review and critique preliminary draft of the site visit report	X	X	X	X

X=Area of responsibility assumed by team member.

*In the absence of one of these team members, staff or staff representative assumes primary responsibility.