



Accreditation Review Commission on Education
for the Physician Assistant, Inc.

SAMPLE Site Visit Schedule Template Clinical Postgraduate Visit
(To be completed by program and given to site visit team members)

NOTE: Sample Below is to show detail that would be provided for each event and is based on the sample schedule provided by the ARC-PA. The actual program schedule will be developed by the program director and site visit chair, and may look somewhat different. For example, the visitor(s) may choose not to have any luncheon meetings. However if they do, the detail re names and backgrounds of participants should be provided to them on their schedule

PRETEND HOSPITAL
POSTGRADUATE PA PROGRAM NAME

ARC-PA SITE VISIT SCHEDULE
MONTH/DATE/YEAR

Evaluators: Name 1 (on site)
Name 2 (available by phone)

Day, M/D/Y

Arrive name of airport and city
Visitor #1 Flight #:

Car rentals:

Hotel: Name of Hotel	Clinical Postgraduate PA Program
Street address	Street address
City, state, zip	City, state, zip
Phone: xxx.xxx.xxxx	Phone: xxx.xxx.xxxx
Fax: xxx.xxx.xxxx	PD Cell Phone: xxx.xxx.xxxx
	PD home phone: xxx.xxx.xxxx

Hotel Confirmation # xxxxxxxx

Day, M/D/Y

7:00 AM TRANSPORT TO PROGRAM OFFICES
Name of person picking up visitor

7:30 AM MEETING with PROGRAM DIRECTOR & MEDICAL DIRECTOR
Room: xxxx
Name and title, Program Director
Name and title, Medical Director

8:00 AM INITIAL REVIEW OF DOCUMENTS AND RECORDS
Room: xxxx

