

C A M P E P

Commission on Accreditation of Medical Physics Education Programs, Inc.

Section E: General Accreditation Policies

E.05: Site Visit

Policy No. E.05, Rev 0

Created: 01 Aug 2006

Approved: March 2012

Policy: *Program site visits shall be conducted in accordance with a specified procedure.*

Procedure:

A. Graduate, Certificate, and Residency Education Programs

- .01 When a site visit is scheduled, the expectations shall be communicated to the program director by the lead reviewer to enable appropriate arrangements to be made.
- .02 The site visit shall be of 1-2 days duration and will be scheduled in collaboration with the program director at a time to maximize the ability of the program reviewers to interview all program participants.
- .03 The program director shall be asked to arrange a room suitable for the review team to conduct interviews.
- .04 The schedule shall include:
 - a. Interviews with all faculty, individually if time permits, starting with the program director.
 - b. A brief tour of the facilities.
 - c. A review of all documentation pertaining to the operation of the program.
 - d. A session with the students/residents.
 - e. Interviews with all relevant program administrators and institution management, preferably towards the end of the visit to allow appropriate feedback.
 - f. Time-permitting, a discussion period for the review team to prepare an outline of the report.
 - g. An exit interview with the program director for the review team to verbally communicate the essential findings of the review.

B. Continuing Education Programs

Not applicable