



**Policy Title:** Site Visitor Policy

**Approved By:** ACAOM Executive Committee

**Document History:** Implementation Date: 1 December 2015

Last Updated: 28 October 2016

**Related Policies:** ACAOM Conflict of Interest and Disclosure Policy; ACAOM Conflict of Interest Disclosure Form; ACAOM Confidentiality and Non-Disclosure Agreement; ACAOM Commissioners Manual; ACAOM Site Visitor Manual; ACAOM Code of Conduct and Professional Ethics

**References:**

**Responsible Official:** ACAOM Executive Director

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**Policy Summary:** This guidance outlines the Accreditation Commission for Acupuncture and Oriental Medicine's (ACAOM or Commission) general policy regarding site visitors.

#### A. SITE VISITOR TEAM COMPOSITION.

Generally, site visit teams are comprised of one or more individuals from the following categories:

1. **Administrator** – someone currently or recently directly engaged in a significant manner in postsecondary program or institutional administration (e.g., a President/CEO, Vice-President, or Dean) at an accredited post-secondary institution, not necessarily associated with an Acupuncture/Oriental Medicine (AOM) institution/program.
2. **Academic** – someone currently or recently directly engaged in a significant manner in postsecondary teaching and/or research (e.g., a full or part-time faculty member, teaching administrator or researcher) at an accredited post-secondary institution, not necessarily associated with an AOM institution/program.
3. **Educator** – someone currently or recently directly engaged in a significant manner in postsecondary education in an academic capacity (e.g., a full or part-time faculty member, academic administrator, researcher) associated with an accredited AOM program in an accredited post-secondary institution.
4. **Practitioner** – someone currently or recently directly engaged in a significant manner in the practice of a profession in an area being evaluated (e.g., an individual working part or full-time using the knowledge and/or skills associated with acupuncture and/or Oriental medicine). It is preferred that practitioner site visitors be licensed and/or otherwise professionally credentialed in acupuncture and/or Oriental medicine.

While the site visit team must have at least one representative per category, it is not unusual for members of a team to have expertise in one or more of the other categories. If the Commission determines that the particular circumstances of a program being assessed require particular expertise in addition to those listed above, a person with that expertise may be added to the site visit team.

#### B. CONFLICT OF INTEREST

The Commission will not knowingly appoint an individual as a site visitor who has, or appears to have, a conflict of interest with a program/institution being reviewed or other Commission activity. All site visitors are subject to the Commission's *Conflict of Interest and Disclosure Policy*, and each must complete and submit to the Commission a *Conflict of Interest Disclosure Form* prior to

performing activities on behalf of the Commission. Site visitors are under a continuous duty to promptly disclose to the Commission actual or possible conflicts of interest.

The institution/program has an affirmative obligation to notify the Commission of any proposed site visit team members who they *in good faith* believe have conflicts of interest. The institution/program must timely advise the Commission in writing of any objection(s) to the proposed site visitor(s), documenting the reason(s) for objection. If the objection is based on *reasonable cause*, as determined solely by the Commission, the Commission will replace the proposed site visitor(s).

**C. CONFIDENTIALITY**

All site visitors must execute the Commission's *Confidentiality and Non-Disclosure Agreement* prior to performing activities on behalf of the Commission.

**D. CODE OF CONDUCT AND PROFESSIONAL ETHICS**

All site visitors must complete the Commission's *Code of Conduct and Professional Ethics Policy* training prior to performing activities on behalf of the Commission, and at least annually thereafter.

**Revision History**

Date Revised	Summary of Revisions	Approved By
28 Oct 2016	Reformatted; References added to ACAOM's Conflict of Interest Policy, Confidentiality and Non-Disclosure Agreement, and Code of Conduct and Professional Ethics Policy	ACAOM Executive Director