



Policy Title: Site Visitor Policy

Approved By: ACAOM Executive Committee

Document History: Implementation Date: 1 December 2015

Last Updated: 14 November 2017

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 Guide

References:

Responsible Official: ACAOM Executive Director

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 periodically 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
14 Nov 2017	Revised paragraph D regarding the frequency of Code training for site visitors	ACAOM Executive Director