



## EXIT SUMMATION GUIDE

The purpose of the exit summation is to provide a forum for the site visitors to provide the program with some indication of what will be included in the site visit report to JRC-DMS. **The site visitors should make it clear that they are not presenting an accreditation recommendation, just a summary statement of their findings.**

Persons who may be included in the exit summation include, but are not limited to:

- Site Visitors
- Program Director and key faculty (as designated by Program Director)
- Representative of school administration, if desired by Program Director

Prior to the exit summation, the evaluators should:

- Meet with the Program Director, and possibly with other program personnel, to discuss any last-minute questions
- Meet privately to draft their summation

The exit summation should be conducted in a professional manner and follow the guidelines presented below:

### PROTOCOL FOR EXIT SUMMATION

During the site visit, the site visitor's role is to observe, question and record impressions related to compliance with the Standards, (not to counsel, guide, teach or otherwise help the program to make last-minute improvements.) The exit summation is conducted after all information-gathering is completed. It provides the opportunity for the site visit team to summarize site visit findings for the program.

The exit summation, as well as the entire site visit, can be stressful for the program personnel involved. By following the few guidelines presented below, site visitors will be able to conclude a visit appropriately. As with the rest of the site visit, the exit summation should be conducted with courtesy and professionalism. It is not a time to speak "unofficially" with the program director or other personnel. Comments should be confined to findings related to compliance with the Standards. Nothing should be said beyond the substance of what will be presented in the site visit report. This should take no more than 30 minutes.

1. First, thank the Program Director, etc., for his/her courtesies during the site visit.
2. Next, read the following statement, verbatim:  
**"Site visitors do not make an accreditation recommendation nor do they imply what JRC-DMS' recommendation might be. JRC-DMS bases its recommendation to CAAHEP on review of the self-study, site visit summation and the program's response to findings. Final accreditation action is made by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)." This summation is preliminary. No response is required until you received correspondence from JRC-DMS. JRC-DMS can modify or clarify the site visit summation and report of findings sent to the program following the visit.**  
These are our impressions of some strengths and deficiencies of the program. . .
3. Advise the program that all information gathered by the site visitors is confidential.
4. Provide a summary of those findings that will be in the site visit summation. This is best accomplished by going systematically through the Standards and Guidelines, indicating any deficiencies found.

5. Advise the program of the following:
  - The site visit report is submitted to JRC-DMS. A letter of findings is prepared based on the information contained in the site visit report. A letter is sent to the program for its response.
  - The JRC-DMS Board of Directors will make a recommendation following receipt of the program response to findings letter. Possible recommendations to CAAHEP one of the following: grant initial accreditation; grant continuing accreditation; “table” (i.e. postpone recommendation) pending submission of additional information. In some circumstances probation or withdraw recommendations could also be made.
  - The recommendation of JRC-DMS Board of Directors is sent to the accrediting body, CAAHEP, for a decision at its next meeting. Do not provide a date or indication of when the recommendation will be forwarded to CAAHEP—site visitors should say that the recommendation will be made once all correspondence and submissions have been exchanged by the program and JRC-DMS. Request that the Program Director complete a site visitor evaluation form and return it to JRC-DMS. Indicate that the response is confidential and not seen by the site visitors. (This is sent to the program following the visit.)