



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
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ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs
From: Carol Moneymaker, Executive Director
Date: April 16, 2013
Subject: Unannounced Visit Guidance

In accordance with Chapter III, Section A, Subsection 8 of the *Accreditation Manual*, unannounced visits are conducted regularly as a means of assisting institutions and programs in continued compliance with ABHES requirements. In an effort to provide guidance in this regard, find below the list of required documentation necessary for ABHES' review upon arrival at the institution. Management is encouraged to discuss the potential for an unannounced visit with pertinent staff and to assure that in the absence of on-site management, another individual(s) is delegated and authorized to take responsibility, including having immediate access to the necessary documentation for ABHES. Please be advised that much of the documentation identified below may be prepared in advance and retained in a particular area.

UNANNOUNCED VISITATION: REQUIRED DOCUMENTATION

General

1. A private workroom with a telephone.
2. An organizational chart, including names and titles.
3. Current catalog, including addenda.
4. Published Grievance Policy and Complaint file.
5. Most recent ABHES Annual Report and back-up documentation.
6. Copies of all advertising (e.g., mailers, brochures, newspaper, website, television).
7. Recruitment /Admissions staff training materials and scripts.
8. Clinical Experiences/Externship information: affiliation agreements as applicable, and viability verification.
9. Program Effectiveness Plan(s), including supporting documentation, i.e., surveys.

Preparing for an Unannounced Visit

Faculty and Students

1. A staff and faculty roster, including names, titles, offices/classrooms, and hours.
2. Schedule of classes (course numbers, course titles, meeting times, room numbers, instructors, and the enrollment roster for each class on the day(s) of the visit.
3. Faculty files for all full-time and part-time (including current adjunct) faculty members.
4. A list of all students enrolled as of the day of the visit, including student name, program and whether enrolled in day or evening classes. Note any students admitted under an Ability-to-Benefit (ATB) determination.
5. Externship information (including student name, place of externship, dates/times of externship, supervisor's name and telephone number) for each site *currently training* students.
6. Documentation of the evaluation conducted of each active externship site.
7. Blank copies of student survey **provided by ABHES today**; print double-sided for each student enrolled on the day of the visit.