

## Guidance on accreditation site visits and tele/videoconference meetings

For Aboriginal and Torres Strait Islander health practice, Chinese medicine, medical radiation practice, paramedicine and podiatry programs of study

This document provides guidance on the site visit and tele/videoconference meeting process for education providers delivering Aboriginal and Torres Strait Islander health practice, Chinese medicine, medical radiation practice, paramedicine and podiatry programs of study.

The [Aboriginal and Torres Strait Islander Health Practice](#), [Chinese Medicine](#), [Medical Radiation Practice](#), [Paramedicine](#) and [Podiatry](#) Accreditation Committee's (the Accreditation Committees) *Guidelines for accreditation of education and training programs* (the Guidelines) outlines the role of a site visit and/or tele/videoconference as part of the agreed accreditation assessment process.

The Health Professions Accreditation Collaborative Forum (the Forum), of which the Accreditation Committees are members, have published a [position statement on accreditation tools used by Forum members](#), to outline the scope of mechanisms and processes used by accreditation authorities to assess programs of study and their education providers. The statement notes that a site visit is just one tool used by accreditation authorities when undertaking their assessment and monitoring functions.

### Format of the accreditation assessment site visit or tele/videoconference meeting

As part of their evaluation of an education provider's accreditation application, an accreditation assessment team (assessment team) will determine - based on an initial review of the application and evidence submitted - whether an onsite/physical site visit (site visit) to the education provider's campus(es) is required. If the assessment team determine a site visit is not required as part of the assessment, they will meet with relevant parties via one or more tele/videoconference meetings.

These visits and/or meetings supplement the assessment team's understanding, through the initial review of an accreditation application, of the education provider and their program.

If an assessment team has undertaken a tele/videoconference meeting as part of the assessment, an Accreditation Committee may determine that, at the time of making its decision on accreditation of the program, a site visit be conducted as part of the monitoring process.

Information regarding the impacts of COVID-19 on assessment activities, including site visits, is outlined below.

### Duration

The duration of a site visit or tele/videoconference meeting will vary depending on:

- whether it is a site visit, or being held by tele/videoconference
- the complexity of the assessment
- the number of programs being assessed

- whether a program is delivered at one or more campuses, and
- how many relevant parties the assessment team need to meet with.

A site visit may range from one-to-three days, or longer if a program is being delivered across multiple campus locations. A tele/videoconference meeting with the education provider may be held over several block periods across multiple weeks (for example, three sessions of four hours across a two-week period).

### **Ongoing impact of COVID-19 on accreditation activities**

As well as significant impacts on education providers, the Accreditation Committees' activities were affected in 2020 and 2021, including for assessors involved in accreditation assessments.

Whilst lockdowns and restrictions continue, there can be no guarantee of site visits happening as part of the assessment phase.

To ensure the safety of all parties, any travel restrictions at the time of an accreditation assessment (for example restrictions in place due to COVID-19) may determine that only a tele/videoconference can be held at that time.

The Program Accreditation Team will liaise with each education provider prior to their expected application submission date to discuss any potential or relevant impacts of COVID-19 on the assessment process.

### **Structure of a site visit or tele/videoconference meeting**

A site visit or tele/videoconference schedule will be developed by the Program Accreditation Team, in consultation with the Assessment team leader and the contact person at the education provider. How the site visit or tele/videoconference is structured will depend on a range of factors, including:

- who the assessment team has determined they need to speak to (for example teaching staff, students, clinical supervisors), and
- practical matters such as the availability of persons for meetings, and on the issues already identified by the assessment team in their review of the education provider's accreditation application.

Sample schedules are provided at *Appendix 1* (for site visits) and *Appendix 2* (for tele/videoconferences).

### **Monitoring visits**

As part of its obligations under section 50 of the Health Practitioner Regulation National Law, as in force in each state and territory, the Accreditation Committee must monitor approved programs of study to ensure they continue to meet the accreditation standards.

Section 3.3 of the Guidelines outline that the Accreditation Committee may determine, either at the time of making an accreditation decision or during ongoing monitoring, that a monitoring visit to an education provider's campus(es) may be deemed necessary to gather further information relating to specific monitoring (conditions and/or monitoring requirements) on accreditation, particularly if there have been changes to delivery of the program, or following a complaint made about an education provider.

For more information on site visit or tele/videoconference processes, education providers should contact the [Program Accreditation Team](#).

## University of Farmington - Site Visit (Onsite) schedule

Accreditation Committee	Accreditation Committee
Program being assessed	Bachelor of Health Science
Mode of visit delivery	On site at Ersatz campus
Assessment Team	Tanya Lewis (Team Leader) Liu Wei Helen Costa Mohammed Rafi
Program Accreditation Team staff	Adanna Ogedegbe, Accreditation Officer (Primary contact) Sven Anders Olsen, Senior Accreditation Officer Maria Patricia Alessi – Manager, Program Accreditation (Attending 0.5 Days)
Contact Details	<a href="mailto:adanna.ogedegbe@ahpra.gov.au">adanna.ogedegbe@ahpra.gov.au</a> (03) 8708 9709 <a href="mailto:program.accreditation@ahpra.gov.au">program.accreditation@ahpra.gov.au</a> 0407 143 592
Key contact at University of Farmington	Associate Professor Irvin Moss <a href="mailto:i.moss@farmington.edu.au">i.moss@farmington.edu.au</a> (03) 1234 5678 Dr Beryl Swanson <a href="mailto:b.swanson@farmington.edu.au">b.swanson@farmington.edu.au</a> (03) 1234 5679
Site visit location(s)	Room of requirement, 10 Pedagogy Street, Ersatz, Victoria

University of Farmington – Site visit schedule  
**SAMPLE ONLY**

*NOTE: All details (including names and contact information) in this sample are fictional*

## Site Visit Schedule – University of Farmington

### DAY 1 – 24 May 2022, Ersatz campus

Venue: Room of requirement

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (critierion)
9:00am – 9:30am	Arrival at University of Farmington, Ersatz campus  Assessment Team meeting	Assessment Team setup and prepare for day one.  Discussions about site visit meetings and approach.  Discuss what further information may be required during the site visit.		
9:30am – 10:00am	Meeting with key representatives from the education provider - chaired by Assessment Team Leader	Arrangements for the visit are confirmed.  The Assessment Team may need to outline any further information to be provided at the site visit and request additional meetings or alter the schedule based on additional information provided.	Discipline lead: A/Prof Irvin Moss  Course Coordinator Dr Beryl Swanson	1.1  1.2

University of Farmington – Site visit schedule  
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## Site Visit Schedule – University of Farmington

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (critierion)
10:00am - 10:30am	Meeting with representatives from Executive	For example: Head of School, School Manager, Finance Manager, Discipline Head.	Head of Department:A/Prof Addison Underwood  Director of Teaching and Learning: Dr Will Greene  Discipline lead: A/Prof Irvin Moss  Course Coordinator: Dr Beryl Swanson	1.3  1.4
<b>10:30am</b>	<b>Morning Tea</b>			
10:45am - 12:15pm	Tour of physical facilities (including those offsite if required)	Teaching rooms (including any clinical teaching facilities), library, welfare support, Aboriginal support staff (11:00am)  This will include teaching spaces, clinical facility, library and research laboratories and the opportunity to meet all key staff (including librarian).	Course Coordinator Dr Beryl Swanson	1.5  1.6
12:15pm – 12:45pm	Meet with student selection officers and/or general student support staff	For example: student selection and/or student welfare staff.	Director of Student Recruitment: Alejandro Peters  Student Welfare Officer: Steve Corrigan  Indigenous Academic Engagement Coordinator: Kirra Smith	1.7  1.8
<b>12:45pm</b>	<b>Lunch</b>			

University of Farmington – Site visit schedule  
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## Site Visit Schedule – University of Farmington

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
1:30pm – 3:00pm	Meetings with students from all year levels, including student representatives	Either together or in groups, or via tele/videoconference, depending on the delivery.	Kylie Wise ( <a href="mailto:13605239@students.farmington.edu.au">13605239@students.farmington.edu.au</a> ) Ayub David ( <a href="mailto:41808556@students.farmington.edu.au">41808556@students.farmington.edu.au</a> ) Ameer Akhtar ( <a href="mailto:51462153@students.farmington.edu.au">51462153@students.farmington.edu.au</a> )	1.9 1.10
<b>3:00pm</b>	<b>Afternoon tea</b>			
3:15pm – 3:45pm	Meeting with key representatives from University of Farmington	Discuss schedule for day two, including any possible alterations and additional information required.	Discipline lead: A/Prof Irvin Moss  Course Coordinator Dr Beryl Swanson	2.1 2.2
3:45pm – 5:00pm	Assessment Team de-briefing and drafting report	Review day one.  Incorporating findings from day one into draft Assessment Team report.		

University of Farmington – Site visit schedule  
SAMPLE ONLY

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## Site Visit Schedule – University of Farmington

### DAY 2 – 25 May 2022, Ersatz campus

#### Venue: Room of requirement

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
8:45am – 9:15am	Arrival at University of Farmington  Assessment Team meeting	Assessment Team setup and prepare for day two.  Discuss what further information may be required during the site visit.		
9.15am – 9.30am	Meeting with key representative from the education provider	Discuss schedule for day two and any additional information.	Discipline lead: A/Prof Irvin Moss	2.3 2.4
9.30am - 10.00am	Meeting with coordinator of clinical teaching	This meeting could occur in the clinical area so that the team can re-visit this area.	Course Coordinator Dr Beryl Swanson	2.5
10.00am - 10.45am	Meetings with clinical instructors/supervisors	This meeting could occur in the clinical area so that the team can re-visit this area.	Clinical Education Coordinator: Ms Lucille Fulton Mr Siyana Dalby (East West Health - <a href="mailto:Siyana.Dalby@eastwesthealth.org.au">Siyana.Dalby@eastwesthealth.org.au</a> ) Dr Rahul Rennie (North South Health – <a href="mailto:Rahul.Rennie@nsh.org.au">Rahul.Rennie@nsh.org.au</a> ) Mr Ameer Akhtar (Left Right Health - <a href="mailto:A.Akhtar@leftright.org.au">A.Akhtar@leftright.org.au</a> ) Ms Paige Calhoun (Middle Health - <a href="mailto:Paige.Calhoun@middlehealth.org">Paige.Calhoun@middlehealth.org</a> )	2.7 2.8. 2.9 2.10
<b>10.45am</b>	<b>Morning Tea</b>			

University of Farmington – Site visit schedule  
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## Site Visit Schedule – University of Farmington

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
11:00am - 11.30am	Meetings with the subject coordinators in other Departments teaching into the program		LIF3SKLZ Subject Coordinator: Dr Ellena Roberts (not a registered practitioner) EXT3RNL Subject Coordinator: Dr Eli Franklin (registered practitioner Registration no. AHPRA0001882817)	3.1 3.2 3.3 3.4
11:30am – 12:30pm	Meeting with staff responsible for teaching and assessing the program		<b>First year:</b> Dr Eira Estrada (UFE101) Dr Macaulay Herring (FUE101) <b>Second year:</b> A/Prof Irvin Moss (representing FUE201) Dr Beryl Swanson (EFU201) Dr Yusra Busby (OFU201) <b>Third and fourth years:</b> Dr Will Greene (FUE301; UOF301; FUE401; UOF401) Ms Lucille Fulton (PLC3MNT, FAK4CRS) <b>Senior Coordinator Placement Operations:</b> Mr Bobbie Raymond <b>Clinical Education Coordinator:</b> Ms Lucille Fulton	3.5 3.6 3.7 3.8 3.9 3.10
12:30pm	<b>Lunch</b>			

University of Farmington – Site visit schedule  
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## Site Visit Schedule – University of Farmington

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
1:15pm – 2:15pm	Meeting with stakeholders / Industry partners	This could be members of industry liaison groups or Course Advisory Committee/s	Course Advisory Committee: Head of Department: A/Prof Addison Underwood External Academic: Edan Poole Industry Advisor: Eduardo Henderson EXT3RNL Subject Coordinator: Dr Eli Franklin Student Representative: Ameer Akhtar	4.1 4.2 4.3 4.4
2.15pm – 4.00pm	Assessment Team meeting	Opportunity to discuss concerns or areas in which additional information is required. Incorporating information gathered at site visit into draft Assessment Team report. Any further information required confirmed.		
4.00pm – 4.30pm	Exit meeting with key representatives, including Head of School, discipline head(s), program coordinators	Wrap up and identify if any further information is required and summarise next steps in the process.	Head of Department: A/Prof Addison Underwood Director of Teaching and Learning: Dr Will Greene Discipline lead: A/Prof Irvin Moss Course Coordinator: Dr Beryl Swanson	5.1 5.2 5.3 5.4 5.5
4:30pm	Assessment Team depart			

University of Farmington – Site visit schedule  
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## University of Farmington - Videoconference schedule

Accreditation Committee	Accreditation Committee
Program being assessed	Bachelor of Health Science
Mode of visit delivery	Via tele/videoconference sessions
Assessment Team	Tanya Lewis (Team Leader) Liu Wei Helen Costa Mohammed Rafi
Program Accreditation Team staff	Adanna Ogedegbe, Accreditation Officer (Primary contact) Sven Anders Olsen, Senior Accreditation Officer Maria Patricia Alessi – Manager, Program Accreditation (Attending 0.5 Days)
Contact Details	<a href="mailto:adanna.ogedegbe@ahpra.gov.au">adanna.ogedegbe@ahpra.gov.au</a> (03) 8708 9709 <a href="mailto:program.accreditation@ahpra.gov.au">program.accreditation@ahpra.gov.au</a> 0407 143 592
Key contact at University of Farmington	Associate Professor Irvin Moss <a href="mailto:i.moss@farmington.edu.au">i.moss@farmington.edu.au</a> (03) 1234 5678 Dr Beryl Swanson <a href="mailto:b.swanson@farmington.edu.au">b.swanson@farmington.edu.au</a> (03) 1234 5679
Zoom details	Session 1: <a href="https://ahpra-gov-au.zoom.us/j/94152954309">https://ahpra-gov-au.zoom.us/j/94152954309</a> - passcode: 4221158 Session 2: <a href="https://ahpra-gov-au.zoom.us/j/65591168487">https://ahpra-gov-au.zoom.us/j/65591168487</a> - passcode: 4940917 Session 3: <a href="https://ahpra-gov-au.zoom.us/j/61379163137">https://ahpra-gov-au.zoom.us/j/61379163137</a> - passcode: 6431932

University of Farmington – Videoconference schedule  
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## Site Visit Schedule – University of Farmington

### SESSION 1 - 24 May 2022

Venue: Via Zoom

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
9:30am – 10:00am	Assessment Team pre-session meeting	Assessment Team setup and prepare for Session one.  Discussions about meetings and approach.		
10:00am – 10:30am	Meeting with key representatives from the education provider - chaired by Assessment Team Leader	Arrangements for the VC sessions are confirmed.  The Assessment Team may need to outline any further information to be provided during the site visit VC sessions and request additional meetings or alter the schedule based on additional information provided.	Discipline lead: A/Prof Irvin Moss  Course Coordinator Dr Beryl Swanson	1.1  1.2
10:30am -11:00am	Meeting with representatives from Executive	For example: Head of School, School Manager, Finance Manager, Discipline Head.	Head of Department:A/Prof Addison Underwood  Director of Teaching and Learning: Dr Will Greene  Discipline lead: A/Prof Irvin Moss  Course Coordinator: Dr Beryl Swanson	1.3  1.4
11:00am	<b>Break</b>			

University of Farmington – Videoconference schedule  
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## Site Visit Schedule – University of Farmington

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
11:15pm – 12:45pm	Meetings with students from all year levels, including student representatives	Either together or in groups, or individually via videoconference, depending on the student locations etc.	Kylie Wise ( <a href="mailto:13605239@students.farmington.edu.au">13605239@students.farmington.edu.au</a> ) Ayub David ( <a href="mailto:41808556@students.farmington.edu.au">41808556@students.farmington.edu.au</a> ) Ameer Akhtar ( <a href="mailto:51462153@students.farmington.edu.au">51462153@students.farmington.edu.au</a> )	1.5 1.6
<b>12:45pm</b>	<b>Lunch</b>			
1:15pm – 1:45pm	Meet with student selection officers and/or general student support staff	For example: student selection and/or student welfare staff.	Director of Student Recruitment: Alejandro Peters  Student Welfare Officer: Steve Corrigan  Indigenous Academic Engagement Coordinator: Kirra Smith	1.7 1.8
1:45pm – 2:00pm	Meeting with key representatives from University of Farmington	Discuss schedule for session two, including any possible alterations and additional information required.	Discipline lead: A/Prof Irvin Moss  Course Coordinator Dr Beryl Swanson	1.9 1.10
2:00pm – 2:15pm	Assessment Team de-briefing	Review session one.		

University of Farmington – Videoconference schedule  
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## Site Visit Schedule – University of Farmington

### SESSION 2 - 25 May 2022

Venue: Via Zoom

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
12:30pm – 12:45pm	Assessment Team meeting	Assessment Team prepare for session two.		
12:45pm – 1:15pm	Meeting with key representative from the education provider	Discuss schedule for session two and any additional information.	Discipline lead: A/Prof Irvin Moss	2.1 2.2
1:15pm – 1:45pm	Meeting with coordinator of clinical teaching	This meeting could occur in the clinical area so that the team can see the area on videoconference.	Course Coordinator Dr Beryl Swanson	2.3 2.4
<b>1:45pm</b>	<b>Break</b>			
2:00pm – 3:00pm	Meetings with clinical instructors/supervisors	This meeting could occur in the clinical area so that the team can see the area on videoconference.  Either together or in groups, or individually via videoconference, depending on the supervisors locations etc.	Clinical Education Coordinator: Ms Lucille Fulton Mr Siyana Dalby (East West Health - <a href="mailto:Siyana.Dalby@eastwesthealth.org.au">Siyana.Dalby@eastwesthealth.org.au</a> ) Dr Rahul Rennie (North South Health – <a href="mailto:Rahul.Rennie@nsh.org.au">Rahul.Rennie@nsh.org.au</a> ) Mr Ameer Akhtar (Left Right Health - <a href="mailto:A.Akhtar@leftright.org.au">A.Akhtar@leftright.org.au</a> ) Ms Paige Calhoun (Middle Health - <a href="mailto:Paige.Calhoun@middlehealth.org">Paige.Calhoun@middlehealth.org</a> )	2.5 2.7 2.8. 2.9 2.10

University of Farmington – Videoconference schedule  
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## Site Visit Schedule – University of Farmington

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
3:00pm – 4:00pm	Assessment Team meeting	<p>Opportunity to discuss concerns or areas in which additional information is required.</p> <p>Incorporating information gathered at the videoconference sessions into draft Assessment Team report.</p> <p>Any further information required confirmed.</p>		

### SESSION 3 – 26 May 2021

Venue: Via Zoom

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
9:00am – 9:15am	Assessment Team meeting	Assessment Team prepare for session three.		
9:15am – 9:45am	Meetings with the subject coordinators in other Departments teaching into the program	Either together or in groups, or individually via videoconference, depending on the coordinators locations etc.	LIF3SKLZ Subject Coordinator: Dr Ellena Roberts (not a registered practitioner) EXT3RNL Subject Coordinator: Dr Eli Franklin (registered practitioner Registration no. AHPRA0001882817)	3.1 3.2 3.3 3.4

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## Site Visit Schedule – University of Farmington

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
9:45am – 10:30pm	Meeting with staff responsible for teaching and assessing the program	Either together or in groups, or individually via videoconference, depending on the staff locations etc.	<b>First year:</b> Dr Eira Estrada (UFE101) Dr Macaulay Herring (FUE101) <b>Second year:</b> A/Prof Irvin Moss (representing FUE201) Dr Beryl Swanson (EFU201) Dr Yusra Busby (OFU201) <b>Third and fourth years:</b> Dr Will Greene (FUE301; UOF301) Ms Lucille Fulton (PLC3MNT, FAK4CRS) <b>Senior Coordinator Placement Operations:</b> Mr Bobbie Raymond <b>Clinical Education Coordinator:</b> Ms Lucille Fulton	3.5  3.6  3.7  3.8  3.9  3.10
<b>10:30am</b>	<b>Break</b>			
10:45am – 11:45am	Meeting with stakeholders / Industry partners	This could be members of industry liaison groups or Course Advisory Committee/s	Course Advisory Committee: Head of Department: A/Prof Addison Underwood External Academic: Edan Poole Industry Advisor: Eduardo Henderson Course Coordinator: Dr Beryl Swanson EXT3RNL Subject Coordinator: Dr Eli Franklin Student Representative: Ameer Akhtar	4.1  4.2  4.3  4.4

University of Farmington – Videoconference schedule  
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## Site Visit Schedule – University of Farmington

Time	Activity	Details	University of Farmington relevant attendees	Ref to standards (criterion)
11:45am	<b>Break</b>			
11:55am – 12:45pm	Assessment Team meeting	<p>Opportunity to discuss concerns or areas in which additional information is required.</p> <p>Incorporating information gathered at videoconference sessions into draft Assessment Team report.</p> <p>Any further information required confirmed.</p>		
12:45pm – 1:00pm	Exit meeting with key representatives, including Head of School, discipline head(s), program coordinators	Wrap up and identify if any further information is required and summarise next steps in the process.	<p>Head of Department: A/Prof Addison Underwood</p> <p>Director of Teaching and Learning: Dr Will Greene</p> <p>Discipline lead: A/Prof Irvin Moss</p> <p>Course Coordinator: Dr Beryl Swanson</p>	<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>

University of Farmington – Videoconference schedule  
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