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### **CPME Virtual Site Visit Guidelines for Colleges of Podiatric Medicine**

Accreditation by the Council on Podiatric Medicine (Council or CPME) assures quality and promotes excellence and continuous improvement in podiatric colleges. The CPME accreditation process endorses and supports diverse paths to achieving high quality education. Since its establishment, the Council has worked to develop practices that are consistent with the recognition set forth by the US Department of Education and in accord with good practices for accrediting bodies, as promulgated by ASPA.

Accreditation by the Council is intended to accomplish at least five general purposes:

1. To inform the public of the purposes and values of accreditation and of the colleges of podiatric medicine that meet established standards and requirements.
2. To assess the extent to which colleges of podiatric medicine meet established accreditation standards and requirements.
3. To hold colleges of podiatric medicine accountable to the profession, consumers, employers, academic institutions, and students and their families by ensuring that these colleges have established mission statements, institutional objectives, and outcomes that are appropriate for preparing individuals to enter postgraduate podiatric medical education.
4. To evaluate the college's success in achieving its mission, institutional objectives, and outcomes.
5. To enhance student learning opportunities by fostering the continuing improvement in colleges of podiatric medicine -- and thereby in professional practice.

Virtual CPME on-site evaluations will follow the same procedures for on-site evaluations as described in CPME 130, *Procedures for Accrediting Colleges of Podiatric Medicine*, with the following practical guidelines for virtual site visits.

Item	Considerations
<b>Platform format and responsibility</b>	<ul style="list-style-type: none"> <li>• CPME will use the Zoom platform for the virtual visit, including a password-protected Zoom link. If the college is unable to utilize the platform offered by CPME due to institutional requirements, the alternate platform must be approved in advance by CPME.</li> <li>• Colleges and site visit teams must ensure all participants have the technology requirements to use the selected platform(s):               <ul style="list-style-type: none"> <li>○ internet connection – broadband wired or wireless (3G or 4G/LTE)</li> <li>○ audio device that may include speakers, microphone, phone or similar device</li> <li>○ webcam built-in or USB plug-in</li> </ul> </li> <li>• Participants should have an alternate device available in case problems arise.</li> <li>• All site visit participants must have both audio and video functioning properly.</li> </ul>
<b>Agenda and interviews</b>	<ul style="list-style-type: none"> <li>• A schedule that identifies individuals to be interviewed by the evaluation team must be prepared by the college and forwarded to the Council office <u>at least four weeks prior to the on-site visit</u> (see CPME 125, <i>Accreditation Guide</i>). The total time spent for the virtual visit should be the same as for an in-person on-site visit.</li> <li>• Once the agenda is accepted by the team chair, a Zoom link will be created for the on-site evaluation. It is the dean’s responsibility to share the Zoom link with all participants.</li> <li>• The dean must be available to the team throughout the entire evaluation. The dean must provide the chair the best method for immediate communication throughout the day (email or text) and should be ready to join the on-site team via Zoom at any time per the request of the team chair.</li> </ul>
<b>Participants</b>	<ul style="list-style-type: none"> <li>• The college should designate a site visit coordinator to assist with the flow of the site visit and to ensure that all participants are able to access the scheduled interviews.</li> <li>• Interviewees should log-on to Zoom at least five minutes prior to the scheduled interview. They will be placed in a waiting room and invited into the Zoom interview room by CPME staff at the appropriate time.</li> <li>• The dean or designated site visit coordinator should alert the team chair through email or text if a participant is unavailable at the scheduled time or if a participant will be joining the interview late.</li> <li>• Within five minutes of a scheduled interview, CPME staff will alert the dean or site visit coordinator through email or text if a scheduled participant does not</li> </ul>

Item	Considerations
	<p>show up for the interview.</p> <ul style="list-style-type: none"> <li>Participants may login to the meeting separately or choose to gather in a meeting room for a group interview.</li> <li>All participants should have a quiet space with minimal distractions and a reliable internet connection.</li> <li>All participants must download the most recent Zoom platform (or app for phone/iPad users) prior to the visit and ensure that the platform is working properly.</li> <li>All participants should mute their microphones unless ready to speak.</li> <li>It is expected that participants will have their camera on when engaging in a virtual site visit.</li> </ul>
<b>Recording virtual visits</b>	<ul style="list-style-type: none"> <li>The Council wishes to establish and maintain a confidential on-site visit process. All individuals present during any portion of the on-site visit will neither record nor distribute any part of the visit conducted on a virtual platform (e.g., Zoom). This includes screenshots, still photos, audio recording, and video recording and applies regardless of whether the state in which the individual is located at the time of the on-site requires only one-party consent.</li> <li>The college may not create an audio or video recording of the virtual on-site evaluation.</li> </ul>
<b>Self-study materials</b>	<ul style="list-style-type: none"> <li>The self-study should be submitted by the college via the secure CPME portal by the requested due date.</li> <li>The team chair will notify the dean of materials that the site visit team will want to review on-site.</li> <li>The team chair may request any additional information needed from college in advance of virtual site visit.</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>The on-site team will review the self-study in preparation for the on-site visit. If any confidential documents (student, faculty files) need to be reviewed during the visit, the team chair will request these documents to be shared virtually through screen sharing.</li> <li>The dean is responsible for ensuring the confidentiality of all meetings.</li> </ul>
<b>Facility tour</b>	<ul style="list-style-type: none"> <li>The college can play a pre-recorded video of the areas to be toured (e.g. university resources: library, classrooms, department offices, practice sites, etc.). If the team has questions, the video can be paused to allow the college to answer.</li> <li>Alternatively, the tour may be done virtually with someone from the college using the camera on a device logged in to the webinar.</li> </ul>



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Item	Considerations
<b>Standards and requirements</b>	<ul style="list-style-type: none"><li>• All accreditation standards and requirements are expected to be reviewed and met, regardless of the format of the site visit.</li></ul>

## For Colleges of Podiatric Medicine

### What stays the same?

- Purpose of the site visit
- Role of the site visit team
- Order of the site visit agenda
- Interviews
- Self-study documents
- The adherence to standards and requirements

### What is different?

- With a virtual site visit, some team members may be conducting the visit in a time zone that is different than the college or the other team members.
- The team chair and the CPME staff should have the cell phone number of both the dean and the designated college site visit coordinator so text conversations can occur should an interviewee not show up, or a replacement interviewee show up for the interview.
- CPME will utilize the waiting room in Zoom, and all interviewees will default to the waiting room. Only the CPME staff, serving as the Zoom administrator, will see the people in the waiting room. The CPME staff will have the capability to move people from the waiting room into the Zoom conference room, and vice versa.

Policy adopted by CPME October 17, 2020