



## SSH Accreditation Expectations

1. General
  - a. Application is complete. All criteria (bold and nonc bold) should have a response, even if the response is “not met at this time” or “not applicable.”
  - b. Application clear (we can work towards a standard format)
2. Pre Site Review:
  - a. Additional information may be requested (list some samples of what and why)
3. Travel:
  - a. Site reviewers are chosen based on 1) geographic location, 2) background and experience and 3) reviewer availability.
  - b. Site reviewers are scheduled to arrive prior to 1700 local time in order to meet the evening prior to the review.
  - c. Site reviewers with scheduled flight times (including layovers) on the usually traveled route in excess of 12 hours, or international travel will require additional accommodations that will include an upgraded cabin of business class flights. The Program is responsible for these additional costs.
4. Site Review:
  - a. Site review schedule should be finalized 1 month prior to review.
    - i. Programs applying for Teaching/Educations should include learners and educators
    - ii. Programs applying for Assessment should include assessors
    - iii. Programs applying for Research should include researchers
    - iv. Programs applying for Systems Integration should include Quality/Patient Safety leadership
  - b. Site reviewers may request alterations to the schedule as needed.
  - c. Site reviews are typically 1 day but this may be expanded to 1.5 days if a Program applies in all four areas. Additionally, the site review team may request a 1.5 day review up to six weeks prior to the scheduled review.
  - d. Site reviewers should have access to the program facilities from 7am to 6pm the day of review.
  - e. All application documents should be in English.
  - f. Site reviews will be conducted in English. The Program is responsible for arranging translators if needed.