

Article IV

GUIDANCE FOR SITE VISIT TEAM MEMBERS

4.01 Data Gathering

The intent of the data gathering process is to determine whether the program meets the ACPEinc Standards of Psychoanalytic Education. The process through which this goal is achieved is twofold. First, it encourages the program to undertake the type of self-examination (guided by our Self Study/Application) that will lead it to determine the extent to which it functions in accord with its own standards as well as the Standards of the ACPEinc. Second, it structures a collaborative process through which data are collected and documentation is obtained to permit the site visitors to formulate and provide feedback on their impressions of the program's functioning.

4.02 Data Gathering Prior to the Site Visit

The Site Visit Team (SVT) will review the Self Study/Application and supporting documents submitted prior to the visit to ascertain whether they are adequate to determine whether the program adheres to the standards of the ACPEinc. It may request additional documents prior to the visit, or request that those be available at the time of the visit.

4.03 Data Gathering During the Site Visit

The SVT is responsible only for evaluating the program against the Standards of Psychoanalytic Education of the ACPEinc. As a matter of principle, it will limit itself to gathering data required responsibly to achieve this mission. Team members will refrain

from making judgments based on how a requirement is implemented at their own program or institution.

The team is there solely to gather information through dialogue, observation, and the review of documents. Care must also be taken not to debate with the faculty, staff, or administrators whether the program complies with the standards; however, site visitors may respond informally to requests for information or guidance originated by members of the program during the course of the visit. The SVT will highlight the strengths and weaknesses of the program in the context of the Standards, and may offer suggestions for improvement in its draft site visit report.

During the site visit, the SVT will verify that the program is functioning as described in the Self Study/Application, and that it is in compliance with the Standards. It will perform observations, review documents, etc., adequate to achieve its mission. It will, within the constraints of the time of the visit, observe activities requested by the program, for example, when a group may be particularly eager to show the SVT an innovative or particularly excellent element of their program. It will not directly observe analyses of candidates or their patients.

4.04 Initial Consensus Process

Before departing, the SVT will meet to engage in a consensus process that will lead to a preliminary report of its findings. If there is substantial disagreement within the SVT such that it cannot achieve consensus at the time of the site visit, the Chair of the SVT will report that to the Chair of the Standing Committee on Accreditation(SCA).

4.05 Closing Meeting

At the conclusion of the site visit, the SVT will conduct an open meeting with members of the program to provide a preliminary impression of the findings of the site visit and to respond to

questions. Prior to opening the meeting for questions, the team will clarify that the purpose of the meeting is to provide a preliminary and non-binding overview of their findings and to answer questions, but it will not debate or defend the findings with the representatives of the program. The team will assure the program that it will have an opportunity to provide a written response to the report if it believes there are factual errors.

4.06 Continuing Consensus Process and Developing Report

After departing the program, subsequent discussions may be held in person or by synchronous or asynchronous electronic communication, to elaborate on or to revise the report.

A preliminary draft of the report will be submitted to the program for review, factual corrections, and comments within two (2) weeks after the conclusion of the site visit. Factual corrections, if verified, will be included in the final version. After receiving the comments of the program, the SVT will amend the preliminary report if needed and submit it to the Chair of the SCA of the ACPEinc.

Actions that may be recommended in the Final Site Visit Report are:

- a) Full Accreditation: All standards are met. Duration is for up to five (5) years.
- b) Provisional Accreditation: Most of the standards are being met, but some standards are not yet achieved. Duration is for up to two (2) years.
- c) Conditional Accreditation: There is a serious deficiency in meeting the Standards that must be corrected. Duration is for up to two (2) years.
- d) Deferral of Accreditation: Standards are not yet met. Program is in development and has not yet been able to meet all standards.
- e) Denial/Revocation: The program does not meet standards.

4.07 Standing Committee on Accreditation

The SCA will discuss the report and determine the action that it will recommend to the Board of Trustees. At the discretion of the chair of the SCA the leader of the SVT will be invited to meet with the Committee. After the close of the meeting, the leader of the SVT in consultation with the chair of the SCA will prepare a final report for submission to the ACPE Board of Trustees. The report will include findings of the SVT and statements of the program's compliance with the ACPEinc standards, including areas needing improvement, and the program's performance with respect to candidate achievement. It should include a recommendation to the Board about which accreditation option the SVT thinks appropriate. In an effort to aid programs applying for accreditation to improve their programs, the report may include suggestions for improvement even when the program meets standards for accreditation. The final report will be submitted for review to the Chair of the ACPEinc SCA, who will present it to the Board of Trustees.

Ratified by the Board of Trustees 20110426; 20150721; 20210119