ACC.P.08: DISTRIBUTED SITE (SATELLITE)

Activity Sphere: Accreditation   **Last Revised**: February 2023
Activity: Entry-level education
Subactivity/task: Academic Accreditation

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POLICY

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Introduction
This policy supplements Policy ACC.P.09 Substantive Change for an accredited Canadian entry-level occupational therapy education program. It defines and specifies actions required where education programs introduce substantive changes to add a new geographic location and distribute its program between the host university and the new geographic location, or to that location.

Distributed Site (Satellite) to an Accredited Program in a new Geographical location
Distributing an entry-level occupational therapy education program that is already accredited by the Canadian Association of Occupational Therapists (CAOT) through the Academic Accrediting Council (ACC) to a new site can increase access to an entry-level occupational therapy education in Canada.

Definition:
A distributed site (satellite) provides a structure and organization that extends access to a program that is already accredited by the Canadian Association of Occupational Therapists (CAOT), through the Academic Accrediting Council (ACC).

A distributed site is different from an isolated distributed component within the host university curriculum such that a component is a single course, term, or learning element for some or all students. The distributed site policy applies to a program that is partially relocating or expanding to a new geographical site where students are allocated to attend that new site rather than the host site. Many types of educational delivery exist, such as video conference lectures and asynchronous delivery with no real-time interaction between learners. If a program modifies the mode of delivery of its curriculum to some or all its students, for example video conferenced lectures, or asynchronous delivery with no real-time interaction between learners these changes may fall under the Substantive Change Policy (ACC.P.09) but are not to be addressed in this supplementary policy.

Principles: a distributed site (satellite) is recognized when all the following conditions exist:

   a) Students admitted to a different location from those admitted to the host university of an accredited program;
   b) Recognition in the governance structure of the Host university;

c) Inclusion in the budgetary, administration and operational structures of the Host university;

d) Faculty designated for the distributed site have ongoing appointments with a responsibility for reporting to the Host university;

e) The mission and curriculum mirror those of the accredited program;

f) Students in the distributed site have equivalent learning opportunities, resources, and evaluation strategies as the accredited Host program.

Procedures for Proposing a Distributed Site (Satellite)

1. An accredited entry-level occupational therapy education program will submit a Substantive Change Notification Form (SCNF) (see policy ACC.P.09 Substantive Change) as soon as planning begins or, if possible, 18 months before admission of the first cohort, indicating its intention to implement a program's distributed (Satellite) site. The ACC Chair will review the intentional plans summarized in the SCNF. In consultation with the program, all indicators relevant to a distributed site will be listed on the SCNF.

2. On notification by the ACC Chair of a program's intent to distribute its program, the Canadian Association of Occupational Therapists will invite the accredited Host Program to apply for an extended accreditation using the same procedure and addressing the relevant Standards for the Accreditation of Occupational Therapy Education Programs (Standards).

3. CAOT will form a review team following the Registry Terms of Reference and will notify ACC of the SCNF at the next scheduled ACC meeting.

4. Programs requesting accreditation for a distributed site will be requested to submit documentation on all Category 1 indicators listed on the SCNF, which will be reviewed by the review team. To minimize documentation requirements from the full package required for new or renewed accreditation, the Host Program will indicate how the distributed site (Satellite) mirrors and differs from the Host Program, including detailed description of differences only. For example, Standard 2 requirements to submit curriculum documents could be minimized to submit only documents associated with the Indicators that demonstrate learning opportunities and resources. A report is submitted to the ACC.

5. The ACC will determine the next steps regarding follow up on Category 1 indicators and submission of documentation on all the Category 2 and 3 indicators listed on the SCNF, to be reviewed by the review team. The ACC will require consultation with local stakeholders or at the discretion of CAOT based on the ACC recommendation, an on-site visit may be requested prior to accreditation of the distributed site (satellite), at least a year prior to graduation of the first cohort.

Procedures – Subsequent Reviews for Distributed Site (Satellite)

1. After a distributed site (Satellite) has received accreditation as an extension to an accredited Canadian entry-level occupational therapy education program, subsequent accreditations will occur as part of the accreditation of the Host program. The educational program's accreditation documents will identify the distributed site's distinct components within a single application for subsequent accreditation. The educational program will provide clear documentation of the differences and relationships between the Host and distributed site diagrams, concept maps, descriptions.

2. The same off-site and on-site team will review both Host Program and distributed sites   in the accreditation review schedule; travel and related costs for the combined visit will be covered by the university seeking masters level entry program accreditation;

3. The team will meet with key people in both the Host and distributed sites, make standard observations (e.g., library, space, offices, office support) and clarify Indicators of interest.

4. The on-site team will review the Host Program as usual, plus at least one member will visit the distributed site in person for one half or full day at the discretion of CAOT. This is expected to extend the on-site review time to three days but may vary depending on distance. Verbal feedback will be delivered to both Host and distributed site simultaneously by means of videoconferencing arranged by the education program.

5. Upon successful accreditation, the Host Program's timeline and status of its current accreditation award applies to both the host and distributed sites. Both the Host and distributed site will be reviewed in one process for future accreditation awards.

Student Notification in a Distributed Site (Satellite)

Programs must be explicit about all elements of the program that are not accredited in all communications. Students admitted to the Host program and studying at a distributed site will not be considered graduates of an accredited program until the CAOT Board has approved the distributed site accreditation recommendation. The students must be informed of the accreditation status, the implications of this status, and any changes that occur.

Distributed Site (Satellite) Seeking Autonomous Accreditation

If a distributed site seeks to become autonomous from the Host Program with its own organizational structure, resources, and curriculum in the same or another university, it no longer meets the criteria of a distributed site and must apply for accreditation from CAOT as a new program.

ACC.P.08: Satellite Program		
Revised	**Agenda item**	**Policy and/or Procedures**
February 2023	B.23.02.C.09	Policy and Procedures
November 2014	B.14.11.8.8	Ref. to old policy: 8211

Related documents:

- Policy ACC.P.09 Substantive Change for an accredited Canadian entry-level occupational therapy education program;
- Standards for the Accreditation of Occupational Therapy Education Programs.