INSTRUCTIONS FOR VOLUNTEER SITE REVIEWERS

The following is a guide to assist volunteer site reviewers in the preparation for site reviews.

1. **Assignment to review**
   Once a volunteer reviewer agrees to do a program site review, the specialty college will inform the AOA of the assignment. Only reviewers who are trained and on the list of approved AOA reviewers can be assigned to conduct site reviews.

2. **Setting the site review date**
   The volunteer site reviewer should contact the program and the OPTI to set a mutually agreeable site review date. Once the date is set and agreed upon by all parties, please inform the AOA and we will send out official site review notification letters to the program and the reviewer. If you wish to use the AOA’s travel agency to book your flight, please contact postdoc@osteopathic.org.

3. **Required Program/Institutional Preparation – 30 days Prior**
   The program will send the AOA their pre-review documentation as directed. The AOA will forward this to the reviewer as soon as it is received.

4. **Day of Review**
   a. **Document Review**
      On the day of the review, the program/institution should have all of the required documents organized and easily accessible to the reviewer. The volunteer reviewer shall ensure that each standard is met on the crosswalk by verifying it through the documentation. If a standard is not met, please describe how it is not met on the crosswalk, in the comments section.
   
   b. **Agenda**
      The program/institution should make every effort to stay on schedule and to encourage review participation, to ensure an efficient and thorough review.
   
   c. **Exit Meeting**
      An exit meeting will not be scheduled on the day of the review. AOA site reviewers are not expected to provide feedback about the review. Reviewers complete the crosswalk based on documentation provided, as well as review day interviews. In accordance with the AOA Basic Document, standard VIII.D.8.2., it is not appropriate for the reviewers to provide review feedback at the conclusion of the review day and therefore, there will not be an exit meeting.

5. **Reviewer’s Report**
   The reviewer will submit their report (crosswalk and deficiency list, if applicable) to the Division of Postdoctoral Training and director of TPRS, Dr. Trent, at STrentDO@osteopathic.org. These documents will be filed permanently at the AOA. There is no narrative report needed but please list the deficiencies cited and the reasons for citation.

6. **TPRS Review of Report**
   You will get a notification back from the TPRS director right away. This will usually be within one working day. It will most likely ask for additional information or defense of some of your findings or the way they are recorded. You will need to modify or change the form to where you and the director are in final agreement. When you get a notice from TPRS that says that your report is ready to be submitted, then you submit your report to the specialty coordinator at the AOA’s Division of Postdoctoral Training. This Division coordinator will then upload your report to our files. Then your report is available to the specialty college and the OPTI.

7. **Specialty College/IIEC Evaluating Committee**
   The reviewer’s report (crosswalk and deficiency list, if applicable) is forwarded to the applicable specialty college’s Education Evaluating Committee or to the Internship and Institutional Evaluating Committee (IIEC) by AOA staff. The pre-review documents that are sent to the AOA prior to the review are also forwarded to the Evaluating Committee. The Evaluating Committee will review the information and make a recommendation for action to the Program and Trainee Review Council (PTRC).

8. **Reimbursement**
   Your expense voucher will be processed once the report has been approved by Dr. Trent.

If you have questions, please contact the AOA at postdoc@osteopathic.org.