

How to Host an AAHRPP Site Visit

The following are suggestions on how you can help the AAHRPP team prepare for their visit to your facility. Within one week of receiving the site visit preparation email, please provide AAHRPP with the following information:

Site Visit Agenda:

You should have received a draft agenda approximately three weeks after the submission of a complete application. If you have not, please contact AAHRPP. Changes to the draft agenda are expected and they will accommodate them when possible. Please send any change requests to the Accreditation Director who is assigned to you and identified in the site visit preparation email or you can call AAHRPP. Note that when interviews identify the COORDINATOR, please ask the study coordinator to be present, not the PI. Review the agenda to ensure that individuals are not being interviewed twice. All interviews will be conducted in the one room you have reserved, not in individual offices.

Room Request:

They will need **one** room for the site visit.

- The records review and interview room needs to be large enough to hold all site visitors, five interviewees, and the records for review. This room should be devoted **exclusively to the use of site visitors for the entire site visit, and have the ability to lock securely**. This will allow site visitors to keep personal and organizational records in one room for the entire site visit.
- The room should have electrical power with **three prong outlets** for laptops.
- An extension cord and power strip is needed if electrical power is not conveniently located.
- Do not provide beverages or food.

Lunches:

- Inform the site visitors about the location of the VA Canteen and vending machines.
- Provide information so site visitors may obtain lunch by **take out or delivery** from a nearby cafeteria or restaurant.
- The site visitors will pay for their own lunch and eat together in the interview room.

Hotel Accommodations:

- Provide AAHRPP with the names of at least three hotels that are close to the VA, reputable, inexpensive, and with either a small conference room or suites available.
- Indicate if the VA has a discounted rate with the hotel.
- Provide the distance (mileage and average time) from the hotel to the VA.

Airport:

- Provide AAHRPP with the name and distance (mileage and average time) of your closest airport(s).

Transportation:

- Provide information about shuttle and/or taxi services in the area to/from the airport.
- Let AAHRPP know how it is best to get around in your area, i.e., some places have very poor taxi service so are there other ways to get around.
- If you have access to a government vehicle, provide transportation for site visitors between the hotel and the VA each day.

Dinner:

- Provide information about good, inexpensive, take out or delivery restaurants in your area.