



On-Site Review Documentation Guidelines

Preamble

Consistency in documentation during the on-site review supports the integrity of the accreditation process, reliability of ratings, opportunity for supported, evidence-based follow up with divisions and accountability of reviewers.

Documentation Requirements:

General

- All handwriting on documents is to be legible, clear, related to the standards and respectful of the ministry unit and personnel.
- All standards in each chapter are to be rated.
- Comments on chapter are consistent with the rating applied and summary sheet comments.

Ratings

- Standards are to be rated using the chart below as a guide

S	Substantial Compliance	Provisions outlined in the standard are met.
P	Partial Compliance <i>Comment required to support this rating</i>	Most provisions of the standard, more than half, are met.
M	Minimal Compliance <i>Comment required to support this rating</i>	Few provisions of the standard, less than half, are met.
NC	Non-Compliance <i>Comment required to support this rating</i>	Indicates that the ministry unit does not comply with the standard.

NA	<p>Not Applicable</p> <p><i>Comment required to support this rating</i></p>	The standard is not applicable to a particular program or ministry unit. Approval of the team leader is required before this rating can be given. The fact that the ministry unit is not doing something does not make the standard not applicable.
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- Rationale for the rating is provided for all standards rated less than substantial either on the chapter document or summary sheet.
- All standards that are rated less than substantial require an accompanying action oriented recommendation on the summary sheet.
- Ratings are to be based on evidence outlined in the procedures of the standard.
- **Not Applicable**
 - Full supporting/clarifying comments are documented for all standards deemed *not applicable*. The basis of the rating should be clearly evident in the comment on the summary sheet and be consistent with notations on the Chapter document and in-line with any documented decisions made by Accreditation Committee.
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 - Approval of the team leader is required for this rating to be given. Team leaders are responsible for ensuring that the documentation requirements for *not applicable* ratings, described above, are met.

Chapter Document

- Reviewers are to write legibly and clearly on the chapter document recording information about evidence seen or not seen. This document is returned to the ministry unit with notations on it and maintained as a permanent record of the review.
- Mark items observed on all checkboxes to identify specific details or sub-standards viewed by reviewer and to demonstrate thoroughness of the review.

Summary Sheets

- Action oriented comments for further compliance are to be recorded for all standards rate less than substantial
- Summary sheet comments are to be clear for easy referencing and action planning by the ministry unit
 - i.e. complete sentences; if only a few items missing from a checklist, name the missing items for easy reference by the unit
- Comments are to reflect the unique requirements of each standard. This demonstrates thoroughness and is easier for the ministry unit to use as a working document.
 - i.e. the exact same comment for multiple standards should not be used unless a whole section is obviously NA, such as the case with standards relating to unions in a non-unionized environment.