

# Volunteer Site Visitors: Roles, Responsibilities, and Benefits

January 2013

## Role

Volunteer Site Visitors play a central and substantive role in the accreditation process. PHAB Accreditation is based on a peer review process.

## Site Visitors:

- Review the documentation submitted by health department applicants prior to the Site Visit;
- Conduct interviews with the health department director, members of the governing entity, community partners, and key departmental staff during the Site Visit to the health department; and
- Write the Site Visit Report.

The Site Visit Report provides the basis on which PHAB's Accreditation Committee makes decisions about health department accreditation status.

For more information, contact the Public Health Accreditation Board, at 703-778-4549.



## Responsibilities of Site Visitors

PHAB has identified the following expectations, duties, and time commitment for individuals who perform this role:

- Commit to serve on at least one Site Visit Team per year;
- Attend the in-person, 2-day PHAB Site Visitor Training at PHAB's expense;
- Complete a short, web-based evaluation of the PHAB Site Visitor Training;
- Complete a Conflict of Interest Disclosure Form and a Site Visitor Agreement;
- Conduct a Pre-site Visit Review of a health department's documentation (as a member of a 3-4 person team, you will be assigned specific sets of standards for review);
- Participate in a series of Pre-site Visit conference calls with members of the Site Visit Team, as needed, to review the documentation and prepare for the on-site review;
- Participate in the 2-3 day Site Visit to a health department at PHAB's expense;
- Contribute to writing the Site Visit Report;
- Provide feedback to PHAB about the experience of being a Site Visitor; and
- Complete an online survey on the performance of your Site Visit Team members.

## As a representative of PHAB, you agree to:

- Review all accreditation application materials prior to the Site Visit;
- Commit to absolute confidentiality;
- Act as a representative of PHAB;
- Commit to be actively engaged for the duration of the Site Visit, which typically requires 3-4 days away from home to complete the Site Visit and related travel;
- Participate as a Site Visit Team member in all related activities before, during, and after the Site Visit; and
- Use e-PHAB, PHAB's online information system to complete Site Visitor activities.

## Benefits to You

Site visitors who have served in this capacity have told us that the experience is rewarding and provides tangible benefits such as networking with other leaders in public health; gaining in-depth information about the accreditation process; participating in a meaningful peer review process; enhancing verbal, written, and technical communication and interviewing skills; learning about new, innovative, and promising public health practices; engaging in professional development; and contributing to the overall improvement of the field of public health.

## How to Apply

Please consider applying to become a volunteer Site Visitor TODAY. Download the application at the following link:

[http://www.phaboard.org/wp-content/uploads/PHAB-Site-Visitor-Application-FINAL\\_December-2012.doc](http://www.phaboard.org/wp-content/uploads/PHAB-Site-Visitor-Application-FINAL_December-2012.doc)

Contact Jeff Lake, PHAB's Volunteer Services Manager, if you have any questions or would like additional information. He can be reached via email at [jlake@phaboard.org](mailto:jlake@phaboard.org) or by phone at (703) 778-4549, ext. 110.