

Location of satellite:

Level of program at satellite:

Sponsor Representative at satellite location:

Name and credentials of satellite instructor (include copy of contract, CV, and license)

Satellite location physician director (include copy of contract, CV, and license if different than program physician)

Action plan documenting how sponsor will provide oversight

Written agreement between sponsor and satellite identifying responsibilities of each

Written plan to promote communication and evaluate progress between sponsor rep, satellite rep, and program

Documentation ensuring curricula, exams, evaluation tools, policies and procedures used must be consistent be

Equipment inventory and AV resource list

Documentation identifying all IC's, SME, and qualified instructors/documentation if different

Identify clinical sites to be used by satellite and provide copies if different

Provisions for satellite program students to have access to resources equivalent to those at primary site

Location where program records will be stored and maintained

Documentation of sponsor financial support for satellite program

Documentation that satellite program has a representative on the program advisory committee

Understanding of adherence to all primary site responsibilities

Course syllabus and course schedule attached

