

Site Visitor Confidentiality Agreement

The ACPEinc maintains strict confidentiality of its board, committee, and site visit activities, and all its communications, to include emails. All members of an ACPEinc site visit team (SVT) will comply with these guidelines:

- Documents submitted by an applicant program represent privileged communications and are to be kept in strictest confidence. Observations and findings made during the course of site visits are similarly privileged and are to be kept confidential. There should be no conversations outside the SVT about any aspect of the visit, even if identities are disguised. Emails and other documents transmitted electronically or on paper are not to be shared outside the SVT.
 - For joint visits with another organization, the ACPEinc Standing Committee on Accreditation (SCA) may make exceptions for designated leaders of the other organization. The ACPEinc Trustee who chairs (leads) the site visit will advise team members about such exceptions.
- The Consensus Conference is an opportunity openly to discuss ideas and impressions. The capacity to speak freely, to deliberate and to change one's mind is essential to the process. It is expected that members will treat the Consensus Conference as they do clinical communications. In no circumstances, without exception, will site visitors disclose particulars of these deliberations.
- The ACPEinc shares its report of the site visit with the relevant program but does not publish it. Visitors are expected to maintain similar confidentiality of the report.

I promise to comply with the confidentiality guidelines delineated in this document.

Signature: _____

Print name: _____ Date: _____