

ACAHM Accreditation Commission for Acupuncture and Herbal Medicine

Policy Title: On-Site Observer Policy

Approved By: ACAHM Executive Director

Document History: Implementation Date: 03 February 2017

Last Updated: 23 January 2024

Related Commission Policies: [Site Visitor Policy](#); [Conflict of Interest and Disclosure Policy](#); [Confidentiality and Non-Disclosure Agreement](#)

References: 34 CFR Part 602; 20 U.S. Code § 1099(b)

Responsible Official: ACAHM Director of Accreditation Services

Policy Summary:

Observers who represent Federal or State departments, agencies or organizations that have a legitimate accreditation or regulatory responsibility, may upon formal request and pre-approval accompany an ACAHM on-site visit team. Observers must make an official request directly to ACAHM's Executive Director or Director of Accreditation Services. ACAHM will coordinate the observation request with the on-site visit team Chair. Each observer, if and when approved, is subject to and must not be in violation of [ACAHM's Conflict of Interest Policy](#). Costs incurred by observers will be paid by the observer's organization.

Observers on an ACAHM on-site visit must abide by the following procedures:

1. With the exception of governmental representatives, all observers must execute and abide by [ACAHM's Confidentiality and Non-Disclosure Agreement](#).
2. The function of observers is generally limited to observing first-hand on-site visit procedures of ACAHM.
3. Observers are not consultants to either the on-site visit team or ACAHM and should be careful not to be drawn into the team as an active member.
4. Observers may attend all phases of the on-site visit, including the entrance and exit conference, subject to approvals by ACAHM and the chair of the ACAHM on-site visit team.
5. If, at the completion of the on-site visit, the team asks the observer for comments on the team's performance, it is appropriate for him/her to inform the team of the major points that will be reported to that observer's agency or organization.
6. Each observer's agency or organization should provide, in advance, their official set of criteria to be used to evaluate the on-site visit team's performance.
7. In assessing the competence of an on-site visit team, the observer should note, not only the members' qualifications, but also their understanding of the purposes and procedures of accreditation.

Revision History

Date Revised	Summary of Revisions	Approved By
170203	New policy	ACAOM Executive Director
190716	Exempted governmental representatives from executing confidentiality agreement	ACAOM Executive Director
220204	Adjusted terminology throughout for ACAHM name change and removal of "Oriental" term; no material revisions made	ACAHM Executive Director
240123	Reviewed; no revisions	ACAHM Executive Director