

Sample Virtual Site Visit Schedule

Site Visit Schedule								
Monday, March 13, 2023								
Time (CST)	Time (EST)	Session Title	Field Representative	Name(s) of Interviewee(s)	Degree	Title/Role	Email Address (for Zoom Invite)	Cell Phone
0800 - 0930	0900 - 1030	Program Director Interview	Dr. Sarah Doolittle	Dr. Barb Pliskow	MD, MSc	Program Director	email@university.edu	123-456-7890
				Alli Dimitriotes	BS	Program Manager	email@university.edu	123-456-7890
0930 - 0945	1030 - 1045	Break						
0945 - 1030	1045 - 1130	Fellows Interview	Dr. Sarah Doolittle	Dr. Jeff M. Block	MD	Second-Year Fellow	email@university.edu	123-456-7890
				Dr. Angie MacArgyle	MD	First-Year Fellow	email@university.edu	123-456-7890
1030 - 1100	1130 - 1200	Faculty Members Interview	Dr. Sarah Doolittle	Dr. Sophia Khalid	MD, MPH	Core Faculty	email@university.edu	123-456-7890
				Dr. Tammy Stewart	MD, PhD	Core Faculty, Associate Program Director	email@university.edu	123-456-7890
				Dr. Erica Pascarelli	MD, MPH	Faculty, Site Director, Clinical Supervisor	email@university.edu	123-456-7890
1100 - 1115	1200 - 1215	Break						
1115 - 1130	1215 - 1230	DIO Interview	Dr. Sarah Doolittle	Dr. Francine Rowen	MD	DIO	email@university.edu	123-456-7890
1130-1200	1230 - 1300	Break						
1200 - 1215	1300 - 1315	Department Chair Interview	Dr. Sarah Doolittle	Dr. Jennifer Szalma	MD	Department Chair	email@university.edu	123-456-7890
1215 - 1230	1315-1330	Break - Preparation for Concluding Meeting						
1230 - 1315	1330 - 1415	Concluding Meeting: Program Director	Dr. Sarah Doolittle	Dr. Barb Pliskow	MD, MSc	Program Director	email@university.edu	123-456-7890
		Program Manager		Alli Dimitriotes	BS	Program Manager	email@university.edu	123-456-7890
		Field Representative	Cell Phone					
		Dr. Sarah Doolittle	123-456-7890					