

CoAEMSP

Committee on Accreditation
of Educational Programs for the
Emergency Medical Services Professions

ACCREDITATION SITE VISIT (Help, they're coming!)

Before...During...After



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of Educational Programs for the
Emergency Medical Services Professions

ACCREDITATION SITE VISIT (Help, they're coming!)

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Mark Your Calendar!

Accreditation Workshop: STEPS to SUCCESS

November 14-15, 2011
Atlanta, GA

www.coaemsp.org/Meetings.htm

2012 schedule
will be announced December 1



Webinars

Thursday, February 16 @ 1pm CT
Thursday, April 26 @ 1pm CT
Topics TBD

www.coaemsp.org/Meetings.htm



PURPOSE of Visit

- Collect and report information
- Consultative resource



Proposed Dates

- Class in progress
- Students available (entire group preferable)
- Key people available



Site Visit Coordinator for CoAEMSP

- Jennifer Anderson Warwick will
 - Contact you to discuss dates
 - Work with you to make sure it's a mutually convenient time – students & key individuals available
 - Coordinate with site visitors for those dates



Site Visitors

- Who is the Site Visit Team?
 - Paramedic educator/physician team – OR –
 - Paramedic educator/paramedic educator team
- How are they qualified?
 - Involved in paramedic education
 - Attended SV workshop & updates
 - QA reports good



Site Visitors

- CVs available upon request from Jennifer
- No conflicts of interest allowed!
- Won't be from your state



Be aware...

- Someone from your State EMS Office may attend as an observer!

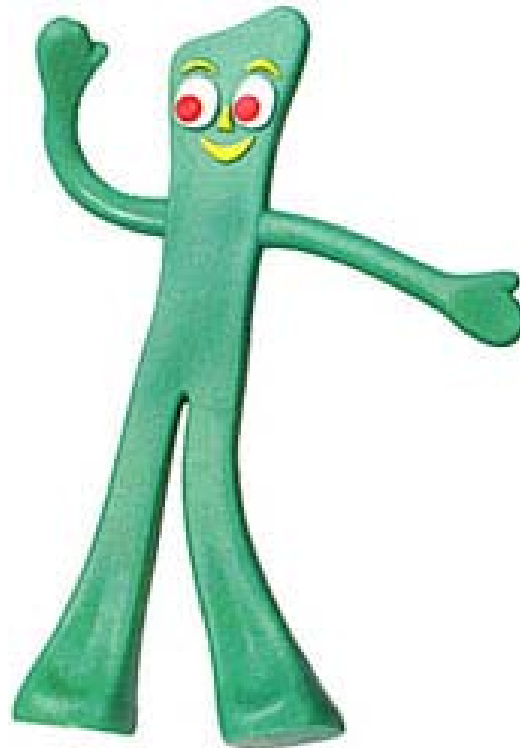


Logistical Arrangements

- **Travel agent** arranges hotel (you suggest options) and air travel
- **YOU arrange** transportation from airport to hotel and hotel to school



Anticipate Need for **FLEXIBILITY!**



Schedule Planning

- Use template on website and adapt
- Include the names of participants
- Submit to team captain for approval



Schedule...

- Recruit/confirm participants
- Secure place to meet/work/print
- Working lunch usually
- No dinner or entertainment
- Exit summation in time for outgoing flights



Collection of Documents

- Sponsorship
- Program goals
- Resource assessment
- Curriculum
- Administrative materials
- Student materials
- Program assessment materials



Helpful Hint

- Have organized files available for site visitors (boxes okay)
- Organized: syllabi, lesson plans, clinical and field affiliation agreements, high stakes exam samples, other
- Student files available: maybe not in work room but site visitors can select students



Self preparation: Review Accreditation Docs

- *CAAHEP Standards and Guidelines*
- Site Visit Report form
- Have others review also
 - Medical Director
 - Faculty
 - Administrative personnel



Self Preparation: Review SV Docs

- Site visitor HANDBOOK – www.coaemsp.org
 - Questions that site visitors will ask
 - SV Report
 - Process issues



Student Preparation

- Inform students at the beginning of the program
 - Program goals and objectives
 - Accreditation status
- Okay to reinforce requirements of accreditation
- Interview: tell them to BE HONEST!



What to EXPECT from Site Visitors

- Professional and consultative
- Review and evaluate according to the CAAHEP *Standards*
- Familiar with Self Study Report and CAAHEP *Standards*
- Confidential



Expectations...

- Sensitive to your politics
- A *draft (unofficial)* report left with you
- Official findings letter in approximately 3 - 4 weeks



Site Visit Quality Assurance

- YOUR input is important to us and the accreditation process



Evening of Arrival ...

- Pick up visitors, light conversation, no social activities
- Site visit team will meet without program personnel



Day 1

Meet with Program Director

- Usually 30 minutes
- Purpose
 - Review agenda/make adjustments
 - Identify what's new



Day 1

Meet with Program Officials

- 30 minutes
- Program Director, key personnel, administrators/officials
- Purpose
 - Explain CoAEMSP process
 - Obtain info about institutional commitment to program accreditation of institution



Day 1

Meet with Medical Director

- 45 min to 1 hour
- Site visitors and Medical Director (no PD)
- *Purpose*
 - Obtain info about medical accountability
 - Can become a coaching session



Day 1

Meet with Faculty

- Approximately 1.5 hours
- All instructors involved in classroom and lab
 - May include PD if part of the teaching faculty
- Purpose
 - Obtain info about teaching activities



Day 1

Meet with Clinical Faculty

- 30 - 45 minutes
- Purpose
 - Obtain info about clinical instruction, opportunities, supervision, evaluation



Day 1

Interview Students

- 45 - 60 minutes
- No PD
- All if possible, randomly selected if not all
- Purpose
 - Verify all areas related to students



Day 1

Interview Recent Graduates

- 45 - 60 minutes
- No PD
- As many as possible, randomly selected
- Purpose
 - Obtain info about experiences



Day 1

Review Records

- 60 minutes or more
- PD necessary
- Randomly selected student files
- Purpose :verify
 - Admission records
 - Signed completion of program competencies
 - Records of clinical and field experiences
 - Student counseling



Day 1 or 2

Visit Clinical Sites

- Variable time
- PD or other faculty transport
- Activity may be split
- Telephone visits may work
- Purpose
 - Interviews with clinical preceptors
 - Focus is not management personnel but preceptors



Day 1

Meet with Program Director

- Informal feedback to PD and faculty based on the day's information
- A list of what documents that are needed for Day 2



Evening of Day 1

- No activities scheduled
- Site visitors use this time to begin report



Day 2

Interview Employers & Advisory Committee Members

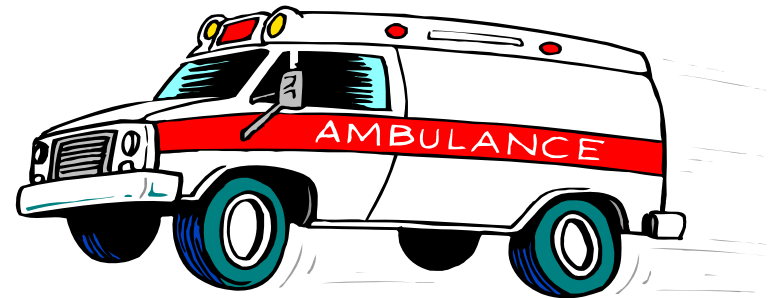
- 30 – 45 minutes
- No PD, MD, or faculty
- Purpose
 - Assess program goals and outcomes and satisfaction with program responsiveness



Day 2

Visit Field Internship Sites

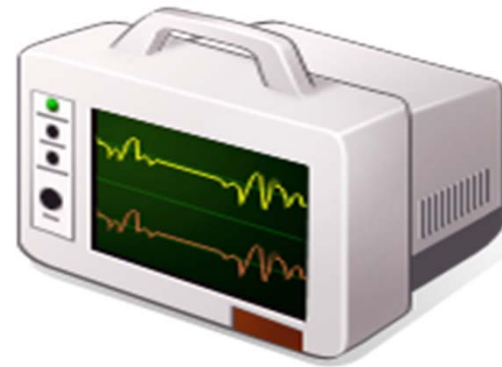
- Interviews with preceptors
- PD or other faculty transport
- No PD or faculty in interview
- Activity may be split
- Purpose
 - Assess internship



Day 2

Other Activities

- Tour program lab, classroom, facilities and instructional equipment/supplies
- Tour library (if available)



Day 2

Interview Program Director

- Purpose
 - Clarify remaining issues
 - May include other faculty



Day 2

Complete Report

- Conference room available
- Working lunch
- PD available



Day 2

Meet with Program Director

- 30 minutes
- Purpose
 - Review report before presented to entire group



Day 2

Exit Summation

- Final meeting with the PD and other principals
- Provide a summary of the team's assessment of the strengths suggestions for improvement related to compliance with *CAAHEP Standards*



Day 2

- *Report is preliminary* and subject to review and revision!
- The report (or summary) will be left with you



Keep In Mind...

- The agenda seldom goes as planned!
- If possible, be random in selection of students, grads and records
- Site visitors are merely reporters
- The program DOES NOT entertain the site visitors



Next Steps

- Make your “to do list”
- Discuss strategies
- Assign tasks
- Meet and discuss regularly
- Enlist help if needed!



Official Site Visit Report

- Findings Letter and Official Site Visit Report to Program within 1 month



Program Response

- Factual accuracy:
 - Confirm accuracy – OR --
 - Identify errors
 - Within 2 weeks from date of letter



Program Response

- Response to findings letter:
 - Working on plans?
 - Implementing plans?
 - Already done and attached
 - Due 60 days before next Board meeting



CoAEMSP Meeting

- Information from site visit and response reviewed by CoA review team
- Recommendation made for accreditation status
- Full Board discusses
- Board makes a decision regarding its recommendation to CAAHEP



Possible Actions by CAAHEP

- Initial accreditation – maximum 5 years
- Continuing accreditation – maximum 5 years
- Probation
- Administrative probation
- Withhold accreditation (initial only)
- Withdraw accreditation (continuing only)
- Tabled (by CoAEMSP)



CAAHEP Meeting

- Reviews CoAEMSP's recommendation
- Makes final decision



Questions?

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