



Checklist for Program Directors of Letter of Review (LoR) Programs

The following checklist is a tool to assist you, the Program Director, with tracking what is required by CoAEMSP and CAAHEP to maintain accreditation. The checklist is an internal document for a program's use. Due dates will differ for each program; therefore, the due date column is empty in many cases. You may fill in the Program's due date. Where the due date is the same for every program, such as the annual report and annual fee, the date is listed.

What	Location	Comments	Due Date
Should have in place prior to seeking Initial Accreditation...			
Establish minimums III.C.2. Establish the required minimum number of patient encounters for each category, including pediatric age subgroups Endorsed by Medical Director and Advisory Committee	Appendix G – Student Patient Matrix located at http://coaemsp.org/Self_Study_Reports.htm	<i>Note:</i> the required minimum number of patient encounters must be two (2) or more, including each of the pediatric age subgroups. The program's established required minimums for patient encounters must be approved by the program's Medical Director (documentation of that approval) and endorsement by the program's Advisory Committee (meeting minutes of that endorsement).	
Tracking System III.C.2. Use a detailed patient encounter tracking system	www.coaemsp.org/Evaluations.htm	Detailed patient encounter tracking system, in use for at least one (1) entire class of students (enrollment through graduation) that will show that every student has met the required minimum patient encounter numbers, in each category, as specified in Appendix G. Programs may create their own, adopt the sample tracking spreadsheets on www.coaemsp.org , or use a commercially available tracking tool.	
Clinical & Field Sites III.A.2. Ensure sufficient clinical and field internship resources		Ensure sufficient clinical and field internship resources necessary to provide every student with the specified number of required patient encounters.	

What	Location	Comments	Due Date
<p>Action Plan for not meeting minimums Develop an action plan by which students can demonstrate competence on the rare occasion where a student does not get live patient encounters</p>		<p>An action plan by which students can demonstrate competence on the rare occasion where a student does not get live patient encounters (e.g., high-fidelity simulation). <i>Note:</i> the alternative method must encompass the psychomotor and affective learning domains associated with the patient encounter. In other words, a written test alone cannot substitute for a patient encounter.</p>	
<p>Advisory Committee II.A. & II.B. Composition and responsibilities are spelled out in the CAAHEP <i>Standards</i>. Evidence must exist to demonstrate that the Advisory Committee plays a substantial role with the program.</p>	<p>http://coaemsp.org/Evaluations.htm</p>	<p>The Advisory Committee must include at least one (1) each of the following categories:</p> <ul style="list-style-type: none"> ▪ students ▪ graduates ▪ faculty ▪ sponsor administration ▪ hospital/clinic representatives ▪ physicians ▪ employers ▪ police and fire ▪ services ▪ key governmental officials ▪ the public <p>The responsibilities are to:</p> <ul style="list-style-type: none"> ▪ meet at least annually ▪ assist program and sponsor personnel in formulating and revising goals ▪ monitor needs and expectations ▪ ensure program responsiveness to change 	
<p>Resource Assessment III.D.</p>	<p>http://coaemsp.org/Evaluations.htm</p>		
<p>Validity and Reliability of Major Exams IV.A.1.</p>			
<p>Outcomes Data Collection IV.B.1.</p>			
Be Familiar with...			
<p>Initial-Accreditation Self Study Report (ISSR) no later than _____. → due no later than six (6) months after graduation of that class of students that was first enrolled after the date of issue of the LoR.</p>			

What	Location	Comments	Due Date
→(CoAEMSP letter awarding Letter of Review status will have the date. If you cannot locate the letter, contact Lynn at lynn@coaemsp.org).			
CAAHEP <i>Standards</i>	www.coaemsp.org or www.caahep.org		
CoAEMSP Interpretations of the CAAHEP <i>Standards</i>	www.coaemsp.org		
CoAEMSP Policies	www.coaemsp.org		
CoAEMSP + CAAHEP websites	www.coaemsp.org and www.caahep.org		
Annual Report	arms.caahep.org	Contact CoAEMSP for Login + Password	Not submitted until CAAHEP grants Initial Accreditation
Annually			
Annual Fee	Emailed to Billing Contact on file	Invoiced May 1	July 1
Resource Assessment	Tools available at www.coaemsp.org		
Faculty (including PD & MD)			
Students			
Advisory Committee			
Program Evaluation			
Exam Results			
Personnel Survey			
Graduate Survey			
Paramedic Employer Survey		Administer 6-12 months <u>after</u> graduation	
Advisory Committee meeting			Advisory Committee meets at least annually
Action plans		Based on results of annual report and/or resource assessment	
As Needed			
Notify CoAEMSP of Personnel Change			No later than 15 days following the
Program Director	www.coaemsp.org/personnel_chang	Submit personnel change form	

What	Location	Comments	Due Date
Lead Instructor(s)	es.htm		date of vacancy
Medical Director(s) [MD, Assoc. MD, Assist MD]			
CEO	www.coaemsp.org/personnel_changes.htm	Name and contact information is sufficient	
Dean of health professions (or equivalent)			
Billing Contact			
Satellite Request Form	http://coaemsp.org/Documents/Request for Approval of a Satellite Location	Adding a satellite? Deactivating a satellite campus? The CoAEMSP must be notified of all active satellite campuses.	As needed

WHO TO CONTACT AT CoAEMSP

Invoices Karen
 Due Dates Karen
 progress report, annual report, self study report Karen
 Paramedic specific content George Gordy
 Consortium agreements + sponsorship George Gordy
 Distance education Gordy
 Best practices Gordy
 Annual Reports Lynn
 User names + passwords Lynn
 Site visit scheduling Jennifer
 Accreditation Tools Jennifer
 Site Visit Findings Letter + Site Visit Report Jennifer
 Satellite Campus Approval & Deactivation Lynn
 Bachelor's degree completion program Lynn
 Program Personnel Changes Lynn
 Invoices Ruth
 Request for Accreditation Services Ruth

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