



The Site Visitor Scoop

May 2009

Volume 1, Number 1

In This Issue

- Key Issues
- Address for Expense Reports
- Standard Interpretation Alert
- Change is Good
- Site Visitor Workshop
- Site Visitor Training & Development

Education Agenda

Have questions about the Education Agenda? Check out the FAQs on our website:

www.coaemsp.org/documents/EdAgendaFAQs.pdf

Site Visitor Workshop

**NAEMSE Meeting
Orlando
Sunday, August 23, 1 – 5pm**

Site Visit Subcommittee

Debra Cason, MS, RN, Chair
Stephen Karl, MD, FAAP
Joe Nelson, DO
Douglas K. York, NREMT-P, PS

Key Issues

The CoAEMSP and the recently formed Site Visit Subcommittee are thrilled to introduce this newsletter to better communicate with you. The Site Visit Subcommittee is “cooking” and we have changes underway that are essential for an effective site visitor. Key issues include:

- Site visitors must leave an UNOFFICIAL copy of the Site Visit Report (SVR), and the report should clearly state it is UNOFFICIAL.
- Under NO circumstances should a site visitor tell a program they do NOT have any Standard violations. This is a function of the CoAEMSP.
- You may email a copy of the SVR within 1 week of the visit to jennifer@coaemsp.org. A hard copy of the report is no longer required; however, you and your team member must verify via email that you agree with the SVR.
- Use ONLY the new, updated SVR that is emailed to you with your site visit confirmation. Replace the old report on your computer NOW, with the new report.



If you have site visit reimbursable expenses, submit your expense report directly to:

**Ruth Crump
Null-Lairson CPA
2000 Loop 197 N, Suite 200
Texas City, TX 77590**

Upon submission of your expense report, you should receive the reimbursement check within 3 weeks.

If you have NO expenses, notify Ms. Crump so that she can invoice the program in a timely manner.

Site Visitor Standard Interpretation Alert

All programs must track pediatrics subage group exposures, including infant, toddler, child, and adolescent. Verify the program tracks these and reports student exposure. Additional patient contacts should be tracked. See Standards III.A.2. (Resources: Hospital/Clinical Affiliations and Field/Internship Affiliations) and III.C.2. (Curriculum: Tracking).

Site Visitor Training & Development

The CoAEMSP is developing a new training and development plan to train new site visitors and enhance the knowledge of current site visitors. The training will be available in several modalities, including classroom and web. If you have ideas for subject content, interested in facilitating a webinar, or would like to help in other ways, please contact Jennifer at the Executive Office (jennifer@coaemsp.org, 817-330-0080, ext. 114).

Contact Us

CoAEMSP Executive Office
4101 W. Green Oaks Blvd.
Suite 305-599
Arlington, TX 76016

Phone: 817-330-0080
Fax: 817-330-0089

www.coaemsp.org

George Hatch Jr, EdD, LP, EMT-P
Executive Director
Ext. 112

george@coaemsp.org

- Standards & Guidelines interpretations
- Self-Study Content

Jennifer Anderson Warwick, MA
Ext. 114

jennifer@coaemsp.org

- Site Visit Coordination
- Site Visitor Training
- Quality Assurance & Improvement

Karen Franks, AAS
Ext. 111

karen@coaemsp.org

- Accreditation Process
- Key Personnel Changes
- Program Address & Name Changes

Bill Goding, MEd, RRT
Ext. 113

bill@coaemsp.org

- Annual Reports
- Technical Support

Change is Good

The CoAEMSP Executive Office is in a flurry of change, streamlining the site visit process, and improving the quality of the accreditation process.

- **Executive Analysis.** Upon receipt of the self-study, Dr. George Hatch reviews the self-study and completes an Executive Analysis. He notes areas of concern the site visit team must address during the site visit. The program will receive a copy of this analysis prior to the team's arrival, providing the program an opportunity to address the issues.
- **Site Visit Scheduling.** Jennifer Anderson Warwick, MA, is scheduling site visits, and will call you to schedule a site visit. The new approach ensures the site visit team is a good fit with each other as well as with the program.

The program is given a date range when CoAEMSP will conduct a site visit, and the site visit date is determined based on site visitor availability.

- **New Travel Agent.** CoAEMSP is using a new travel agency to book airline tickets and reserve hotel rooms:

Tina Richmond • (281) 480-0111 • richmond@travelladers.com

- **Confidentiality Statement.** Approximately one week prior to the site visit, you will receive an email asking you to acknowledge the Confidentiality Statement. You are no longer required to sign the statement and mail it in.
- **Site Visit Report.** The current SVR will be replaced with a NEW SVR later this summer. Several site visit teams have utilized both the old and new format during the last few months. The improved format is easier to work with and will streamline the site visit reporting process. In the pilot program, which many of you participated in, it is clear that the improved format will make life easier for everyone. Contact the Executive Office in advance of your site visit if you have questions.
- **Site Visit Report Due in 1 Week.** The SVR is due one week after the conclusion of the site visit. With much of the report completed prior to the Site Visit Exit Interview, submitting the report soon afterward is reasonable. It expedites the post-site visit process, which has also changed.
- **Findings Letters.** Upon receipt of the SVR, Jennifer has one week to draft a Findings Letter that captures all the strengths and weaknesses the team identified during the program. If issues in the Executive Analysis were not answered, then items from that analysis may appear in the Findings Letter. The draft will be forwarded to the site visit team and Board reviewer for review to ensure all concerns have been summarized and while the site visit is still fresh in your minds. You will have one week to respond, if necessary.

The program will receive a copy of the SVR and Findings Letter within 21 days of the site visit. The program will have 14 days to respond to the factual accuracy of the Findings Letter and will have at least 30 days from the receipt of the Findings Letter to submit new information.

- **Self-Study Documents.** New self-study forms for initial and continuing accreditation (now called the ISSR and CSSR, respectfully) have been redesigned to allow for ALL electronic submission. Currently, programs have the option for submitting the old format through December 31, 2009. As of January 1, 2010, only the electronic ISSR and CSSR will be accepted.

What does this mean for the staff, our reviewers, and you the site visit team? A more concise, easy to work with format that eliminates the need for mailing and lugging heavy binders around with you, maximizes resources, and increases efficiency. Thus far, the draft has proved beneficial to those viewing it, and we anticipate its implementation this month. Refer to the website for posting of the new format after May 8.

- **Website Redesign.** A redesigned website will debut this month. New look, new layout, more information. Check it out!