



# The Site Visitor Scoop

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## Standards Interpretations

[www.coaemsp.org/Standards.htm](http://www.coaemsp.org/Standards.htm)

## Meeting Dates

### 2009

October 30-31  
CAAHEP Board Meeting

November 6  
CoAEMSP Board Teleconference

November 20  
CAAHEP Board Teleconference

### 2010

January 21-22  
CAAHEP Board Meeting

February 6-7  
CoAEMSP Board Meeting

March 19  
CAAHEP Board Teleconference

## Site Visitor Standard Interpretation Alert: Sponsorship & Consortium Agreement

The CoAEMSP Board recently adopted the Standard interpretation for Sponsorship through policy.

### Sponsoring Institution (I.A.4.)

A governmental fire academy or EMS training agency may be a sponsor under I.A.4. It must be an agency of the federal, state, city, or county government; it must be authorized by the State to provide initial educational programs; it must

- - EITHER - -

have an articulation agreement with an educational institution (Standard I.A1) that can provide college credits for the training, if it cannot give credits in its own rights

- - OR - -

be recognized by the state as a postsecondary educational institution.

### Consortium Agreement (I.B.2.)

A consortium agreement is an agreement, contract, or memorandum of understanding between two entities to provide governance of a program. The members of the consortium set up a separate Board to establish and run an educational program. The governance, lines of authority, roles of each partner must be established in the agreement, and have an organizational chart.

For a sample consortium agreement, visit [www.coaemsp.org/Documents/Consortium%20agreement%20Paramedic%20sample.doc](http://www.coaemsp.org/Documents/Consortium%20agreement%20Paramedic%20sample.doc).

## Change is Good:

### New Site Visit Report, Standards Interpretation Guide, Site Visitor Manual, and More!

In the last newsletter we shared with you the exciting changes the CoAEMSP was making, including the streamlining of the site visit process and improving the quality of the accreditation process. More change is taking place, making it easier for you to do your job...site visit programs!

### New Site Visit Report.

The CoAEMSP Executive Committee approved the implementation of a new Site Visit Report. Several site visitors have already begun using it, and reaction is positive. The Report is self explanatory and

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

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- Annual Reports
- Technical Support

## Mail Expense Reports

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## Make Travel Arrangements

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easy to use. Of course, if you have questions, call Jennifer at the Executive Office. All site visitors will use this report; you will receive a copy of it via email when the site visit is confirmed. Once final revisions are made based on the initial feedback, a copy of it will be posted online. Look for it online November 1<sup>st</sup>.

You are reminded to review the Executive Analysis for the program PRIOR to arrival in the host city, and to answer ALL questions and concerns expressed in the Executive Analysis.

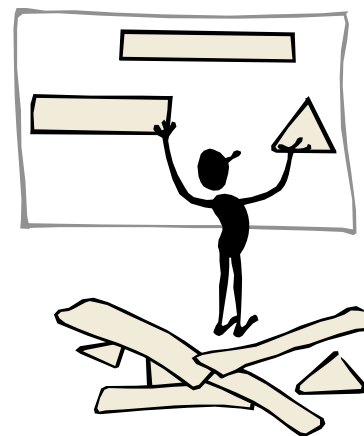
## Social Networking.

Visit us on Twitter ([twitter.com/coaemsp](https://twitter.com/coaemsp)) and Facebook [www.facebook.com/group.php?gid=94991884756&ref=mf](https://www.facebook.com/group.php?gid=94991884756&ref=mf)

## CoAEMSP Interpretation Guide.

The CoAEMSP is creating a companion document that contains excerpts of the *CAAHEP Standards and Guidelines For the Accreditation of Educational Programs in the EMS Professions* with CoAEMSP

interpretations adopted by CoAEMSP through policies. The interpretations are NOT part of the Standards and Guidelines document and are subject to change by CoAEMSP. Policy revisions may occur often, so this document should be reviewed frequently to ensure the most current version. Questions regarding the interpretations can be directed to the CoAEMSP Executive Office. Available soon at [www.coaemsp.org/Standards.htm](http://www.coaemsp.org/Standards.htm).



## Site Visitor Manual.

The Quality Assurance and Site Visit Subcommittees have been busy revising the Site Visitor Manual, making it more robust with ALL the information and documents related to a site visit. The completion date for the Site Visitor Manual is November 1<sup>st</sup>. Each of you will receive a copy, and the Manual will be available online at [www.coaemsp.org/Site\\_Visits\\_Visitors.htm](http://www.coaemsp.org/Site_Visits_Visitors.htm).

## Hotel Reservations.

All hotel reservations will be made by the CoAEMSP travel agent. She will provide you with the hotel confirmation in the same email as your airline confirmation. Along with your \$75 per diem, you will also receive a lodging advance of \$100 per night. This will not cover all the expense, but will help offset the upfront cost. If you have questions or concerns, contact Jennifer.

## Peer Evaluations and Post Site Visit Questionnaires.

Evaluations completed by the program and site visitors following a site visit will be done via SurveyMonkey. The CoAEMSP Executive Office will send you a link to the survey following the site visit. The survey should take you less than 5 minutes to complete.

## Revised Site Visit Agenda Template.

The suggested site visit agenda has been revised. Please review it. The template is a suggested timeline, and the final agenda times will vary based on program location in relation to clinical and field sites.

## Sponsors of the CoAEMSP

American Ambulance Association (AAA)\*

American Academy of Pediatrics (AAP)

American College of Cardiology (ACC)

American College of Emergency Physicians (ACEP)

American College of Osteopathic Emergency Physicians (ACOEP)

American College of Surgeons (ACS)

American Society of Anesthesiologists (ASA)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

International Association of Fire Chiefs (IAFC)\*

National Association of Emergency Medical Services Physicians (NAEMSP)

National Association of Emergency Medical Technicians (NAEMT)

National Association of EMS Educators (NAEMSE)

National Association of State Emergency Medical Services Officials (NASEMSO)

National Registry of Emergency Medical Technicians (NREMT)

\* added as a sponsor in April 2009

## Site Visitor Qualifications

The CoAEMSP Board recently revised its site visitor qualifications for paramedic educators and physicians. In addition to meeting the requirements for paramedic educator or physician, all site visitors will be required to:

- Successfully complete Site Visitor exam on CAAHEP.org.
- Successfully complete any required Site Visitor Updates (with post update exam.)
- Consistently acceptable quality assurance reports.
- Attend any required CE sessions provided by the CoAEMSP (web-based, in-person, or other format) to ensure continuous compliance with CAAHEP Standards and Guidelines.
- Participate in a minimum of three (3) site visits in a 24-month period.
- Successful completion of the Site Visitor Training Workshop under current CAAHEP *Standards* or acceptable alternative as identified by Site Visit Subcommittee.
- If retired and not currently working in a CAAHEP accredited paramedic program, has worked in EMS education within the past five (5) years.

## Paramedic Educator

- Employed as an educator in a CAAHEP accredited paramedic program, at least 30% employee to the program.
- At least two (2) years of full-time experience or five (5) years of part-time experience as a paramedic educator in a CAAHEP accredited paramedic program.
- Knowledgeable about education issues, especially curriculum, exam development, program evaluation, and student evaluation.
- Minimum of a Bachelor's degree.
- Qualify as a program director under current CAAHEP *Standards*.

## Physician

- Actively involved in a paramedic education program.
- Knowledgeable about education issues.
- Qualify as a medical director under current CAAHEP *Standards*.

Note: all requirements are subject to the discretion of the Site Visit Subcommittee and the Board.

## CoAEMSP Responds to YOUR Comments

Thank you to everyone who responded to the Site Visitor Impediment Survey in May, which resulted in a response rate of 71.5%! Changes have been made in response to your questions and comments:

- *Site Visitor Comment:* Create a checklist that specifically tells sites what paperwork needs to be available for inspection.

## Site Visitor Workshop

April 16-17, 2010  
from 1:00 pm Friday to  
noon on Saturday  
Louisville, KY  
Seelbach Hilton Hotel

CoAEMSP is seeking applicants to become site visitors. CoAEMSP will pay the travel expenses for selected participants to attend that workshop. Individuals selected that are not able to attend will be trained in an alternative manner.

If you would like consideration, complete and return the application, a current CV, and two (2) letters of recommendation, **no later than January 22, 2010**, to CoAEMSP. The application is available at [www.coaemsp.org/Site\\_Visits\\_Visitors.htm](http://www.coaemsp.org/Site_Visits_Visitors.htm)

In addition, for eligibility to become a site visitor, individuals must complete CAAHEP's site visitor quiz, available at [quiz.caahep.org](http://quiz.caahep.org), and meet the qualifications of a site visitor. (See above.)

*CoAEMSP Response:* This is at the end of the email sent to program directors confirming a site visit. This has also been added as a separate document in the email.

- *Site Visitor Comment:* Hotel with food services.

*CoAEMSP Response:* The CoAEMSP travel agent will make all hotel reservations based on the program's recommendations. She will make sure food services are available.

- *Site Visitor Comment:* Have a resource available for consultation if stumped at during site visit. Not for critical issues just a resource to bounce things off of.

*CoAEMSP Response:* Creation of the Site Visitor Manual and the Standards Interpretations Guide.

- *Site Visitor Comment:* Use social media tools to improve communication

*CoAEMSP Response:* Check us out on Facebook and Twitter!

- *Site Visitor Comment:* Improve evaluation form

*CoAEMSP Response:* Revised and electronic on SurveyMonkey.

- *Site Visitor Comment:* Pay for the site visitor's time; Consider full time, paid site visitors to increase validity and reliability

*CoAEMSP Response:* CAAHEP and CoAEMSP recognize the appropriateness of reimbursement for reasonable expenses incurred by its volunteers in the course of their activities on behalf of CoAEMSP and CAAHEP; however, CAAHEP does not permit honoraria to be paid for any accreditation services rendered.

- *Site Visitor Comment:* Better screening and monitoring of site visitors. All site visitor educators should still be actively involved in an accredited paramedic education program and have adequate experience in that role.

*CoAEMSP Response:* Site visitor qualifications are being revised.

- *Site Visitor Comment:* Insufficient prior notice of site visit dates—my planning window is 4 to 6 months advance.

*CoAEMSP Response:* The accreditation process involves many steps, which can easily take programs 12 months to complete the process from the time the self-study is submitted until the time it receives its accreditation award from CAAHEP. To minimize the time between submitting the program's Self Study Report and conducting the site visit, site visits are scheduled shortly after receiving the self-study, approximately 2-4 months. The CoAEMSP is exploring ways to give site visitors sufficient notice for scheduling a site visit without making the accreditation process extend beyond 12 months.