The Accreditation Site Visit: Preparing, Enduring & the Aftermath

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Presenters

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Before...During...After...

Accreditation Site Visit
(Help, They’re Coming!)
Purpose of the Site Visit

- Collect information
- Consultative resource
Scheduling Site Visit

- Jennifer Anderson Warwick
  - jennifer@coaemsp.org | x114

- Contacts Program after Executive Analysis is complete
  - contact you to discuss dates
  - work with you to make sure it’s a mutually convenient
  - coordinate with site visitors for those dates
Site Visit Information Form

- Proposed Dates
  - Students available (prefer entire group)
  - Key people available (program director, medical director, faculty)
  - After clinical and during field internship

- Identify airport(s)

- Recommend hotels with restaurant on premises or within walking distance
Site Visitors

- How many?
  - Minimum of 2
  - Additional days and/or site visitors on case-by-case basis

- Who are they?
  - Paramedic Educator & Physician
  - Paramedic Educator x 2
Site Visitors’ Qualifications

• Meet *Standards* requirements for Program Director or Medical Director

• Experience with a Paramedic program

• Participate in Site Visitor Training (initial and continuing)

• Letters of Recommendation

• QA reports good
Site Visitors

- CVs provided at time of site visit confirmation
- No conflicts of interest allowed! (or the perception)
- Not from your State
Expect...

Someone from your State Office of EMS to observe the site visit
Travel Arrangements

**Travel Agent** reserves hotel and books air travel

**You** arrange ground transportation from airport to hotel and hotel to school
Anticipate Need for FLEXIBILITY
Use agenda template on www.coaemsp.org and adapt

Submit to team captain for review and approval
Schedule

- Recruit/confirm participants
- Secure place for site visit team to meet/work/print
- Working lunch
- No dinner or entertainment
- Exit summation in time for outgoing flights
Collection of Documents

- Follow instructions in letter from Jennifer
  *** VERY IMPORTANT! ***

- 3 boxes

- Organize as described

- ??s – ask!
Self Preparation

Review Accreditation Documents

- CAAHEP *Standards and Guidelines*
- CoAEMSP Interpretations of the CAAHEP *Standards*
- Site Visit Report (blank)
- Site Visitor Handbook
  - Questions that site visitors will ask
  - Process issues
- Have others review the documents
  - Medical Director
  - Faculty
  - Administrative personnel
Student Preparation

- 1st day of class: tell them your goals/objectives
- Ok to reinforce the requirements of accreditation
- Interview: tell them to BE HONEST
What to EXPECT from Site Visitors

- Professional and consultative
- Assess Program based on CAAHEP *Standards*
- Familiar with Self Study Report and *Standards*
- Maintain confidentiality
- Sensitive to your politics
- A draft (unofficial) report left with you
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
Meet with Program Director

- 30 minutes

- Purpose
  - Review agenda/make adjustments
  - Identify what’s new
  - Clarify Executive Analysis issues
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
- May become a teaching session
Day 1

Meet with Faculty

- Approximately 2-3 hours or more
- All instructors and Program Director involved in classroom and lab
- Purpose
  - Obtain info about teaching activities
Day 1

Meet with Clinical Faculty

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

- 45-60 minutes
- Students only (no Program Director)
- All if possible
  Randomly selected if not all are available
- Purpose
  - Verify all areas related to students
Day 1

Interview Recent Graduates

- 30-45 minutes
- RECENT is key
- Graduates only (*no Program Director*)
- All if possible
  Randomly selected if not all are available
- Purpose
  - Obtain info about experiences
Day 1

**Review Records**

- 60 minutes or more
- Program Director 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
- Program Director or other faculty go along
- Activity may be split
- Telephone visits may work

Purpose
- Interviews with clinical preceptors (not just supervisor)
- Tour of facility NOT necessary
Meet with Program Director

- Informal feedback to Program Director and faculty based on the day’s information
- A list of documents needed for Day 2
Evening of Day 1

Site Visit Team ONLY

- Draft Site Visit Report
- No activities scheduled usually
- If evening class, possibly a time to interview students
- Site visitors use this time to begin report
Day 2

Interview Employers & Advisory Committee Members

- 30 – 45 minutes
- No Program Director
- Purpose
  - Assess program outcomes and satisfaction with responsiveness
Day 2

Visit Field Internship Sites

- Interviews with preceptors
- Program Director or other faculty go along
- No Program Director in interview
- Activity may be split
- Purpose
  - Assess internship
Other Activities

- Tour program lab, classroom, facilities and instructional equipment/supplies
- Tour library possibly
Interview Program Director

- 30 minutes

- Purpose
  - Clarify remaining issues
  - May include other faculty
Complete Site Visit Report

- 60 minutes
- Conference room available
- Working lunch
- Program Director available
Day 2

Meet with Program Director

- 30 minutes

- Purpose
  - Review report before presented to entire group
Exit Summation

- Final meeting with the Program Director and other principals
- Provide a summary of the team’s assessment of the strengths and potential violations related to the CAAHEP *Standards*
Keep in Mind

- REPORT IS PRELIMINARY and subject to review and revision!
  - report (or summary page) will be left with you
  - Site visitors are merely reporters
- The agenda seldom goes as planned!
- Goal is all students present for interviews
- Schedule as many recent grads as possible
- Select records of your best students, mid-range and your struggling students
- The program DOES NOT entertain the site visitors
First Step

Take a well deserved break!
Official Site Visit Findings

Official Findings Letter emailed to you 4-6 weeks following conclusion of the site visit
Processing all the information may take awhile!
Next Steps

• Make your “to do list”
• Discuss strategies
• Assign tasks
• Meet and discuss regularly
• Enlist help if needed!
Confirmation of Factual Accuracy

• Due 14 days after receipt of FL

• Options
  1. Confirm accuracy – OR –
  2. Identify errors and submit supporting documentation

Response to Findings Letter

• Due at least 30 days after receipt of FL

• Working on plans

• Implementing plans

• Already done and attached
CoAEMSP Board of Director’s Meeting

- Review entire accreditation record
  - Self Study Report
  - Site Visit Report
  - Program’s Response to the Findings Letter
- Full Board discusses the Program’s record
- Culminates in a recommendation to CAAHEP for an accreditation status
<table>
<thead>
<tr>
<th>Possible Recommendations to CAAHEP</th>
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<tbody>
<tr>
<td><strong>Initial Accreditation</strong></td>
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<tr>
<td>Initial Accreditation (5 years)</td>
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<tr>
<td>Withhold Accreditation</td>
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<tr>
<td>CoAEMSP may Table its Recommendation pending more information</td>
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<tr>
<td><strong>Continuing Accreditation</strong></td>
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<tr>
<td>Continuing Accreditation</td>
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<tr>
<td>Probation</td>
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<tr>
<td>Withdraw Accreditation</td>
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<tr>
<td>CoAEMSP may Table its Recommendation pending more information</td>
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• Reviews CoAEMSP’s recommendation
• Makes final decision
• Notifies Program within 2 weeks of meeting via email
Thank You!

Questions?

www.coaemsp.org

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