CoAEMSP Medical Director Responsibilities Form

2023 CAAHEP Standards and Guidelines

Complete the gray text boxes, describe how (i.e., activity or process) the Medical Director fulfills each of the responsibilities, gather the documentation/evidence which supports the activity/process for each of the responsibilities, and scan or convert all of the documentation into a single PDF file. Place this form as the first page, followed by the supporting documentation/evidence beginning with responsibility number 1 through responsibility number 7.

To access the Directions for Creating a Single PDF Document, left click on the PDF icon below so it is outlined (highlighted), then double-click on it



Calendar Year

*CAAHEP Standard* III.B.2. requires the following Medical Director (MD) responsibilities. The Medical Director must be responsible for medical oversight of the program, including, but not limited to:

1) the review and approval of the educational content of the program to include didactic, laboratory, clinical experience, field experience, and capstone field internship to ensure it meets current standards of medical practice

Date of Review

Activity/Process

2) the review and approval of the required minimum numbers for each of the required patient contacts and procedures listed in the *Standards*

Date of Review

Activity/Process

3) the review and approval of the instruments and processes used to evaluate students in didactic, laboratory, clinical, field experience, and capstone field internship

Date of Review

Activity/Process

4) the review of the progress of each student throughout the program, and assist in the determination of appropriate corrective measures

*It is recommended that corrective measures occur in the cases of failing academic or clinical or field internship performance*

Date of Review

Activity/Process

5) ensuring the competence of each graduate of the program in the cognitive, psychomotor, and affective domains

Date of Review

Activity/Process

6) engaging in cooperative involvement with the Program Director

Date of Review

Activity/Process

7) ensuring the effectiveness and quality of any Medical Director responsibilities delegated to an Associate or Assistant Medical Director

*It is recommended that the Medical Director interaction be in a variety of settings, such as lecture, laboratory, clinical, capstone field internship. Interaction may be by synchronous electronic methods.*

Date of Review

Activity/Process

***Remember to include documentation/evidence which supports the activity/process for each of the responsibilities and scan or convert the documentation into a single PDF file (see instructions at the top of this form).***

I, () attest that I do perform the above listed responsibilities as described in the *CAAHEP Standards and Guidelines* (Standards III.B.2.) for the position of **Medical Director.**



Medical Director Signature:

(electronic or handwritten)

Date: