CoAEMSP Program Director Responsibilities Form

2023 CAAHEP Standards and Guidelines

Complete the gray text boxes, describe how (i.e., activity or process) the Program 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 4.

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.1. requires the following Program Director (PD) responsibilities. The Program Director must be responsible for all aspects of the program, including, but not limited to:

1) the administration, organization, and supervision of the educational program

Date of Review

Activity/Process

2) the continuous quality review and improvement of the educational program

Date of Review

Activity/Process

3) the academic oversight, including curriculum planning and development

Date of Review

Activity/Process

4) the orientation/training and supervision of clinical and capstone field internship preceptors

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.1.) for the position of **Program Director.**

Program Director Signature:

(electronic or handwritten)

Date: