Frequently Asked Questions
Resource Assessment
May 2024

1. What is the difference between resource assessment and the resource assessment matrix (RAM)?

Programs must annually assess the appropriateness and effectiveness of the resources specified in the CAAHEP *Standards*. The assessment is used for ongoing planning and change, developing an action plan, and measuring the results of those actions.

Three tools are used to complete this process:

- Program Resource Survey – Program Personnel
- Program Resource Survey – Students
- Resource Assessment Matrix (RAM)

The Program Personnel and Student surveys are administered, the data is collected, and the data is entered into the Excel-based RAM. The program records the results, analyzes the results, and documents an improvement plan, or if satisfactory, to continue to monitor future results.

The results should be reviewed with the faculty, administration, the Medical Director, and the Advisory Committee.

2.   Isn't the RAM the same information as the CoAEMSP Annual Report?

No. The information submitted in the CoAEMSP Annual Report focuses on the program's **outcomes,** specifically program retention, graduate success on certification examinations, and job placement. The RAM documents the adequacy of the various resources required to conduct a program successfully.

3.   Is the RAM the same as the Graduate and Employer surveys?

No. Programs send a survey to both graduates and their employers 6 to 12 months **following** graduation to obtain feedback on the perceived competency of the graduate.

4.   Which program resources are included in the resource assessment?

Program faculty, medical director, administrative and support staff, curriculum, finances, facilities, faculty and staff workspace, classroom and laboratory, ancillary student facilities, hospital clinical resources, capstone field internship, equipment, supplies, information technology, instructional materials, and support for professional development, plus areas for comments.

5.   How often must I complete the RAM? Is it just when we submit our self-study report?

No. A completed RAM is required for each **calendar** year. When you submit your self-study report, you will include the RAM for the 3 previous calendar years.

6.   Our program operates a satellite, do we need to complete a separate RAM for the satellite?

Yes. There must be a RAM for each satellite that is separate from the data collected at the main campus.

7.   What do I do with the RAM once it is complete?

Review the data/information with the program's staff, faculty, medical director, and administration. Provide a summary and discuss the results at the program's next Advisory Committee meeting and document that discussion.

8.   Is a RAM required for each cohort?

No. The RAM is based on the **calendar** year and includes all students **graduating** in that year plus the personnel (faculty, medical director, and Advisory Committee members).

9.   Do I have to submit the program RAM to CoAEMSP each year?

No. You do not submit the RAM to CoAEMSP annually, but you may be asked to report on the overall results.

10. Where do I find the survey questions/tools?

The tools are on the CoAEMSP website in the Resource Library in the Resource Assessment section, www.coaemsp.org/resources-library.

11. Is there an electronic version of the resource assessment surveys?

Yes. The electronic formats include Google Forms and Microsoft Forms, available on the CoAEMSP website in the Resource Library in the Resource Assessment section, www.coaemsp.org/resources-library. Upon request, CoAEMSP will provide the surveys via SurveyMonkey. (The program must have a paid subscription with SurveyMonkey.)

12. What is the difference between our college end of course evaluation and the CoAEMSP resource assessment process?

Program sponsors and programs are encouraged to use a variety of assessment tools as part of the quality improvement processes. However, organizational assessments **do not** replace the RAM required by CoAEMSP.

13. Do I have to use the exact questions on the CoAEMSP forms?

Yes. In this instance, you must use the CoAEMSP questions, including an opportunity for comment in each area.

14. How do I get my students to complete the surveys?

Surveys sent electronically are a popular method. However, return rates are typically significantly lower than if the student is required to complete the tool while on campus. Responses can still be submitted electronically, but they must be made part of finalizing requirements for program completion.

15. When is the best time for students to complete the survey?

Since the survey includes clinical and capstone field internship experiences, students should complete the survey **at or near** the end of the program to provide complete information. A best practice is to have the students complete the survey during the final summative evaluation when they are on campus.

16. When is the best time for the faculty, medical director, and Advisory Committee to complete the survey?

You can pick any time during the year. Many programs schedule the Personnel survey in conjunction with an Advisory Committee meeting.

17. **What if our Advisory Committee members do not feel they have enough information to respond to some of the questions?**

There is an NA option for each question, or they can leave the response blank and provide their perspective on the areas they are familiar with.

18. **Is there an expected score for each of the categories?**

The instructions in the RAM tab of the Excel workbook specify that if the cumulative percentage in any of the categories is less than 80%, the program must summarize the results and complete an action plan in the designated column. Do not forget to assess items where the collective score may be above 80% but sub-items scored lower. Make this an opportunity to explore any resources that may need additional attention.

19. **Do I need to keep all the individual surveys in our files?**

No. Once the responses are tabulated and the data entered into the RAM, you do not need to keep the individual response documents.

20. **What is the best advice for completing the RAM process?**

Read the ***Instruction tab*** on the Excel RAM document and follow the directions.