



**Committee on Accreditation**  
of Educational Programs for the EMS Professions

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May 1, 201x

Daniel Thompson, BS, NREMT-P, Program Director  
EMS Professions Program  
Accordance Community College  
1001 N Main St  
Centerville, NE 68986

Program Number: 600xxx

Dear Mr. Thompson:

The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) would like to thank the EMS Professions Program sponsored by Accordance Community College, Centerville, Neb., for hosting an on-site visit with Mr. Johnny Gage and Dr. John McIntyre. This letter is a compilation of the site visit findings and a review of the documentation submitted prior to the site visit, and may have additions, deletions, or modifications from the Site Visit Report.

Please review this letter to either:

1. Confirm the factual accuracy of the report and agree with the content -or-
2. Identify specific factual errors at the time of site visit and submit documentation to support your position.

Your response of either #1 or #2 above must be sent electronically to [jennifer@coaemsp.org](mailto:jennifer@coaemsp.org) **within fourteen (14) calendar days**, which is not later than **May 14, 201x**.

In addition, you may submit **new** information documenting corrective actions taken by the program following the site visit. If you choose to submit any new documentation, send it electronically by email to [karen@coaemsp.org](mailto:karen@coaemsp.org) **no later than June 1, 201x**.

The program exhibits strengths in the following areas:

- The adjunct faculty and Program Director are well respected within the Communities of Interest.
- The preceptors are well qualified, experienced and excellent mentors for the students.
- The College has demonstrated consistent unwavering support for the Program.
- The classroom facilities are excellent.
- There is strong support from the clinical and field sites.

The following were identified by the site visit team as potential *Standards* violations. You may submit new information documenting corrective actions taken by the program following the site visit:

- **III. Resources**

- **B. Personnel**

- **1. Program Director**

- **a. 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,

Rationale: Although the program has contact with preceptors annually, not all preceptors get information on the Program's standards for student evaluation. The Program has no written record of completion of the orientation by the individual preceptors.

*Submit documentation of the dates of the preceptor training sessions, the rosters of those preceptors who successfully completed the training, and the percentage of all preceptors who have successfully completed the training.*

- **III. Resources**

- **B. Personnel**

- **2. Medical Director**

- **a. Responsibilities**

- The medical director must be responsible for all medical aspects of the program, including but not limited to:

- **4)** assurance of the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,

Rationale: No terminal competency sign-offs occur from the Medical Director, attesting to the competence of the graduates in the three learning domains.

*Submit evidence the Medical Director is reviewing and signing off on progress of each student and the terminal competencies, including documentation of the Medical Director's assurance that each graduating student has achieved the desired level of competence as demonstrated by the Medical Director signing off on the terminal competencies for each student prior to graduation.*

The following points are comments provided by the site visitors. They do not currently reflect violations of the *Standards*, but consideration by the CoAEMSP may result in additions, deletions, or modifications:

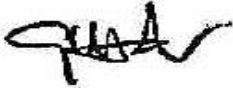
- Faculty would benefit from, and should be encouraged to attend, state and regional EMS conferences. Suggest they also send Program Director and select faculty to NAEMSE conferences on a rotation basis. Grant funding should be sought to assist in the faculty development on regional and national levels.
- The Program utilizes the PowerPoint slides as supplied by the publisher, with no adjustment or addition. The Program is encouraged to update and modernize this material to cover area specific and updated material. For the most part, these PowerPoint presentations serve as the daily lesson plans. The Program should consider Succession Planning by creating a more structured daily lesson format to assure the quality of the presentation in the even the principle lecturer is not available.
- Suggest that the Program begin to use the Terminal Competency Form from the CoAEMSP website [coaemsp.org/Documents/Terminal\_Competency\_Form.doc], either as is or as a guide for development of a terminal competency sign-off record.

The program will be on the agenda of the CoAEMSP August 6-7, 201x, meeting. At that time, CoAEMSP will consider the entire accreditation record compiled during this comprehensive review to assess the

program's compliance with the *Standards*. CoAEMSP will formulate an accreditation recommendation to the Commission on Accreditation of Allied Health Education Programs (CAAHEP). After CAAHEP acts on the recommendation, CAAHEP will send the program a letter containing its action taken, Standards citations, if any, and the due date for a Progress Report to CoAEMSP, if applicable.

Thank you for participating in the accreditation process and the program's commitment to continuous quality improvement in education. If you have questions or comments, contact the CoAEMSP Executive Office.

Sincerely,



George W. Hatch, Jr., EdD, LP, EMT-P  
Executive Director

Encl: Site Visit Report

Cc: Elizabeth Rogers, MEd, Dean  
Jack Smith, NREMT-P, State EMS Director  
Johnny Gage, NREMT-P, CoAEMSP Site Visit Team Captain  
John McIntyre, MD, CoAEMSP Site Visit Team

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