



September 5, 2017

TO: Sponsoring Organizations for the CoAEMSP
CoAEMSP Board Members

FROM: Tom Brazelton, MD, MPH, FAAP, Chair, CoAEMSP Board of Directors
George W Hatch, EdD, EMT-P, LP, Executive Director, CoAEMSP

RE: Highlights from the CoAEMSP Quarterly Board Meeting – August 4-5, 2017

The Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) Board of Directors met August 4-5, 2017, in Salt Lake City.

Prior to the two-day board meeting, subcommittees met for one day. On average for each board meeting, board members give 4 days of their time to attend the meeting plus the hours of preparation prior to arriving, which includes a 3-4 hour conference call approximately one month prior to the board meeting. The members of the CoAEMSP Board of Directors are dedicated and give a great deal of their talents to advancing the mission of the CoAEMSP and the education of future Paramedics. The CoAEMSP is grateful for this.

The highlights from the meeting:

1. **Program Actions.** Reviewed 81 programs for initial accreditation, continuing accreditation and progress reports.
2. **By the Numbers.** At the time of the board meeting there were **547 CAAHEP¹ accredited** Paramedic programs and **141 programs** that hold the **CoAEMSP Letter of Review (LoR)**; the LoR is the precursor to CAAHEP accreditation. For a current list of Paramedic programs, visit <https://www.caahep.org/Students/Find-a-Program.aspx>.
3. **Workshops & Webinars.** In 2017, the CoAEMSP is hosting three Accreditation Workshops. Each workshop is reaching maximum capacity. The workshop is geared toward Paramedic program directors with all levels of experience.

A webinar was hosted to introduce the *NEW Appendix G - Student Minimum Competency Matrix - effective July 1 2019*. Paramedic Programs seeking and maintaining CAAHEP accreditation must demonstrate compliance with the *CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions*. Critical components to this process are demonstrating the program is providing “adequate numbers of patients, proportionally distributed by age-range, chief complaint and interventions in the delivery of emergency care” [CAAHEP Standard III.A.2. Hospital/Clinical Affiliations and Field/Internship Affiliations]; showing progression of learning from the class to the lab to clinical to field to the capstone field internship [III.C.1. Curriculum (Sequencing)]; and establishing a minimum number of patient encounters [III.C.2. Curriculum] prior to program completion. One tool used to demonstrate meeting the CAAHEP *Standards* is commonly known as CoAEMSP’s Appendix G: Student Minimum Competency Matrix, or simply, Appendix G.

4. **40th Anniversary in 2018.** Next year the CoAEMSP will celebrate it’s 40th Anniversary.
5. **Professional Development.** Two times per year in conjunction with the face-to-face meetings, the board of directors and staff engage in professional development. The fiduciary responsibility of the Duty of Confidentiality was examined, specific to Program information, Accreditation Decisions, and Policy Decisions; and Communication Plans and Strategies specific to ways to protect confidential information, aligning with organizational core values, the importance and elements, and communication in a crisis.

CoAEMSP Board Meeting Highlights

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6. **Strategic Plan.** The Board approved a new strategic plan, including revisions to its Mission, Vision and Tagline, which are listed on the final page of this report. The goals adopted to support the CoAEMSP's mission and vision are:
 - ❖ Conduct scholarly inquiry of relevant topics related to accreditation and EMS Education.
 - ❖ Foster diverse instructional methodologies.
 - ❖ Explore expanding scope of quality assurance/improvement activities to EMT and AEMT and internationally.
 - ❖ Continue to strengthen the engagement and effectiveness of the CoAEMSP Board of Directors.
7. **Finance & Audit Committee** proposed, and the board approved, a new Record Retention policy and a fee that will be assessed to programs that submit past due reports.
8. **Governance Committee** proposed, and the board approved, new policies specific to programs; and managed the nomination and election process for the board of directors' elections.
9. **Site Visit & Visitor Committee** will conduct a site visitor training workshop on November 30-December 1, 2017. The current calendar year will include 143 site visits to Paramedic programs seeking or maintaining accreditation. The committee continues to review the site visitor policies and make revisions when necessary.
10. **Quality Assurance/Quality Improvement Committee** revised the survey and evaluation tools used by programs to assess their resources, revising the annual report format. Each accredited Paramedic program is required to submit an annual report, which includes programmatic outcomes.
11. **Research Committee** has developed a list of research projects to conduct.
12. **Next Meetings:**

2017:	November 3	web meeting
2018:	February 2-3	San Diego
	May 4	web meeting
	July 27-28	TBD

The CoAEMSP is committed to advancing the quality of EMS education through CAAHEP accreditation in partnership with our communities of interest.

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Communication Protocols. The Board has adopted protocols that permit more predictable, consistent, and deliberate communications with sponsors about the work of the Board. The Board will continue to provide official updates via the Board Highlights to sponsors within 30 days of each Board meeting.

CAAHEP = Commission on Accreditation of Allied Health Education Programs

CoAEMSP = Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

The **Mission Statement** of the CoAEMSP

The mission of the CoAEMSP is to advance the quality of EMS education through accreditation..

The **Vision Statement** of the CoAEMSP

CoAEMSP is recognized as the leader in evidence based standards for accreditation.

The **Core Values** of the CoAEMSP: CLARITY

Commitment: Dedication of time, talent and resources toward the achievement of CoAEMSP's mission.

Leadership: Inspiring others to advance the vision and goals of the CoAEMSP.

Accountability: Advancing the mission of the CoAEMSP with integrity, honesty, professionalism and high ethical standards.

Respect: Honoring the perspective of any individual or organization.

Integrated: Carrying out the work of the CoAEMSP in collaboration with EMS stakeholders.

Quality: Consistently meeting or exceeding established standards and expectations in all CoAEMSP activities.

ⁱ **CAAHEP** = Commission on Accreditation of Allied Health Education Programs.

CAAHEP is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and carries out its accrediting activities in cooperation with its Committees on Accreditation. CAAHEP currently accredits over 2000 educational programs in 28 health science professions. [caahep.org]