**Getting Started: an Action Plan for CAAHEP Accreditation**

Self-Study Report Due Date:

Often, the most challenging part of any project is organizing a plan to get started. The following action plan breaks the activities into phases and identifies the activity and associated resources, such as the location on the CoAEMSP website that will provide the necessary information.

1. After notification is received from CoAEMSP that the accreditation process has begun, the Program has six (6) months to submit the self-study report and supporting documents.
2. The Program is encouraged to complete all materials and ready for final review by all appropriate parties **within five (5) months** of notification (one month before the date due to the CoAEMSP).
3. The Program Director is responsible for obtaining all necessary information for submission. If action items are delegated to other staff, the Program Director must monitor progress and ensure completion.
4. This template uses the convention of -6, -5, -4, etc., to designate the month the activity should be completed using the CoAEMSP due date as 0. All documents are to be completed by the beginning of month -1. The expected time frames should assist in planning.
5. This plan revolves around data gathering and is heavily weighted for months -6 and -5. Months -4 through -2 will be devoted to completing the documents required.

| **🗹** | **Activity** | **Month Due** | **DateDue** | **Date Completed**  |
| --- | --- | --- | --- | --- |
| **Phase I: Self-Assessment** |  |  |  |
| **[ ]**  | 1. Review the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* at [www.coaemsp.org/Standards.htm](http://www.coaemsp.org/Standards.htm).
 | -6 |  |  |
| **[ ]**  | 1. Review the CoAEMSP Interpretations of the CAAHEP *Standards* at [www.coaemsp.org/Standards.htm](http://www.coaemsp.org/Standards.htm).
 | -6 |  |  |
| **[ ]**  | 1. Review the Site Visit Report form at [www.coaemsp.org/Site\_Visits\_Visitors.htm](http://www.coaemsp.org/Site_Visits_Visitors.htm).
 | -6 |  |  |
| **[ ]**  | * 1. Answer the questions honestly and evaluate Met or Not Met.
 | -6 |  |  |
| **[ ]**  | * 1. Pay attention to the items in the Evidence column and ensure you can provide the identified evidence.
 | -6 |  |  |
| **[ ]**  | * 1. Make a list of anything unclear to you (for example, Sponsorship, Terminal Competencies).
 | -6 |  |  |
| **[ ]**  | 1. Give Faculty members and the Medical Director a copy of the CAAHEP *Standards and Guidelines* and highlight their areas of responsibility.
 | -6 |  |  |
| **[ ]**  | 1. Meet with the Faculty and Medical Director to discuss areas that seem unclear.
 | -6 |  |  |
| **[ ]**  | 1. Discuss with Program Directors of other accredited programs how they prepared for document preparation and the site visit.
 | -6 |  |  |
| **[ ]**  | 1. Make a list of your most burning questions and then prioritize them.
 | -6 |  |  |
| **[ ]**  | 1. Make a list of your Program’s current strengths and weaknesses/limitations (use a SWOT analysis: strengths, weaknesses, opportunities, threats).
 | -6 |  |  |
| **[ ]**  | 1. Review and complete the Program Resource Assessments [Program Personnel Resource Survey and Student Resource Survey] and answer the questions honestly. All forms are available at <https://coaemsp.org/resource-library>.
 | -5 |  |  |
| **[ ]**  | 1. Make a list of resources, including personnel, equipment, and other resources that need to be present to demonstrate that the *Standards* are met.
 | -6 |  |  |
| **[ ]**  | 1. Schedule an Advisory Committee meeting with representatives of the communities of interest served by the Program that includes, but is not limited to, students, graduates, faculty members, sponsor administrators, employers, physicians, clinical and capstone field internship representatives, and the public. Ask one of the members to chair the group. Use the CoAEMSP provided template for the agenda and minutes. Make web meetings available to increase attendance. Review the process, program analysis, action plans, plan for accreditation submission, and other pertinent data with the Advisory Committee.
 | -6 |  |  |
| **Phase 2: Document Review** |  |  |  |
| **[ ]**  | 1. Browse the CoAEMSP website and become familiar with all the resources at [www.coaemsp.org](http://www.coaemsp.org).
 | -6 |  |  |
| **Phase 3: Meeting Time** |  |  |  |
| **[ ]**  | 1. Prepare a list that includes:
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| **[ ]**  | * 1. Areas that need to be addressed where the Program does not currently meet the CAAHEP *Standards and Guidelines*.
 | -6 |  |  |
| **[ ]**  | * 1. Timeframe for Self-Study Report completion and submission.
 | -6 |  |  |
| **[ ]**  | 1. Meet with the Dean to discuss the process, schedule, and timelines.
 | -6 |  |  |
| **[ ]**  | 1. Meet with other faculty and the Medical Director to discuss the plan and share information on the process.
 | -6 |  |  |
| **Phase 4: Time Management** |  |  |  |
| **[ ]**  | 1. Prepare an action plan to complete the Self-Study Report. All documents should be completed, edited, and ready for final review one month before the CoAEMSP required submission date.
 | -6 |  |  |
| **[ ]**  | 1. Plan time for the process, set aside a specified time each day/week, and assign yourself tasks.
 | -6 |  |  |
| **[ ]**  | 1. If you delegate certain tasks, check in at specific times and set deadlines.
 | -6 thru -1 |  |  |
| **[ ]**  | 1. Have regular meetings with the Dean, Faculty, and Medical Director(s) to discuss programmatic changes, if needed, and how they will be accomplished.
 | -6 thru -1 |  |  |
| **Phase 5: Jump In!** |  |  |  |
| **[ ]**  | 1. Complete a comprehensive list of any potential problem areas and potential solutions.
 | -5 |  |  |
| **[ ]**  | 1. Prioritize the list of tasks and assign them as appropriate (i.e., the Clinical Coordinator will complete preceptor orientation by ).
 | -5 |  |  |
| **[ ]**  | 1. Re-read the CAAHEP *Standards and Guidelines* and the *Standards* Interpretations: [Standards Interpretations](https://coaemsp.org/caahep-standards-and-guidelines), and review considering preparation to date.
 | -4 |  |  |
| **[ ]**  | 1. Download and begin to complete the Self-Study Report from the CoAEMSP website and save it to your computer (you cannot fill out the Self-Study Report online) [www.coaemsp.org/self-study-reports](http://www.coaemsp.org/self-study-reports). Create a folder and download all relevant accreditation application documents.
 | -6 |  |  |
| **[ ]**  | 1. Make contact with the clinical and capstone field internship affiliates early to obtain the required data to complete the clinical and capstone field internship institutional data forms, [https://coaemsp.org/self-study-reports](https://coaemsp.org/continuing-accreditation-self-study-reports).
 | -5 |  |  |
| **[ ]**  | 1. Review all clinical affiliation agreements for hospital and capstone field internship rotations and determine that the agreements will be valid beyond the anticipated site visit date (which may be a year).
 | -5 |  |  |
| **[ ]**  | 1. Request payment for the fees that must accompany the Self-Study Report once the invoice is received from CoAEMSP. For programs seeking the Letter of Review, you must request the invoice; the form is available at [www.coaemsp.org/Fees.htm](http://www.coaemsp.org/Fees.htm).
 | -3 |  |  |
| **[ ]**  | 1. The CoAEMSP will provide a link for you to send to current students to complete a Student Evaluation Questionnaire.
 | -2 |  |  |
| **Phase 6: Proof** |
| **[ ]**  | 1. Re-read what you wrote.
 | -3 |  |  |
| **[ ]**  | 1. Have other critical reviewers, including the Dean, read the Self-Study Reportfor content and accuracy. More than one review is often necessary, allowing multiple opportunities for edits.
 | -3 |  |  |
| **[ ]**  | 1. Make edits.
 | -3 |  |  |
| **[ ]**  | 1. Submit the Self-Study Report via the CoAEMSP-designated fileshare.
 | -1 |  |  |
| **Phase 7: Prepare for the Site Visit** |  |  |  |
| **[ ]**  | 1. Expect a copy of the Executive Analysis (EA) from CoAEMSP after it receives a completed Self-Study Report and has reviewed it. Begin making corrections before the site visit.
 |  |  |  |
| **[ ]**  | 1. CoAEMSP will work with you to schedule a site visit on a mutually agreed upon date.
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| **[ ]**  | 1. CoAEMSP will notify the Program of the confirmed dates of the site visit and the names and contact information of the site visit team members.
 |  |  |  |
| **[ ]**  | 1. The Site Visit Team Captain will contact you.
 |  |  |  |
| **[ ]**  | 1. Prepare a schedule for the site visit **after** consultation with the Site Visit Team Captain.
 |  |  |  |
| **[ ]**  | 1. Coordinate local ground transportation for the Site Visit Team.
 |  |  |  |
| **[ ]**  | 1. Gather the required/necessary documents and upload them to the CoAEMSP-designated fileshare.
 |  |  |  |
| **[ ]**  | 1. Schedule a private room that will serve as headquarters for the Site Visit Team.
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| **Phase 8: During the Site Visit** |  |  |  |
| **[ ]**  | 1. Respect the schedule as much as possible and stay on time.
 |  |  |  |
| **[ ]**  | 1. Provide additional information and materials as requested.
 |  |  |  |
| **[ ]**  | 1. Check your ego at the door; the Site Visit Team has a specific assignment, verifying that the Program meets the *Standards* and that all students have a similar educational experience (e.g., meet the minimum number of skills, assessments, patient types, and ages).
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| **[ ]**  | 1. Be open to recommendations.
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| **Phase 9: After the Site Visit** |  |  |  |
| **[ ]**  | 1. Celebrate and relax.
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| **[ ]**  | 1. Respond to the factual accuracy of the Site Visit Findings Letter that CoAEMSP will email you following the visit.
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| **[ ]**  | 1. Submit new information to respond to the potential *Standards* violations identified in the Site Visit Findings Letter by the deadline indicated. If necessary, make programmatic changes or modifications that are appropriate and document the changes.
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**Questions?**

Contact the CoAEMSP with specific questions.
214.703.8445 or [www.coaemsp.org/coaemsp-contact](http://www.coaemsp.org/coaemsp-contact)