



Program Review and Analysis

May 2024

Program evaluation, review, and analysis includes a variety of tools, administered at specific points throughout the Program. Guidelines for administration, analysis, and implementation are identified below. Visit <https://coaemsp.org/resource-library> for the tools to assist programs with conducting the evaluations. Required and sample tools are identified

Instructor Evaluations

1. New faculty members, adjunct/skill instructors, and content experts should be evaluated with sufficient frequency to determine student reception and identify areas that require counseling or positive feedback.
2. Program Directors should observe and evaluate experienced faculty members at least annually.
3. Evaluations should be reviewed with the individuals: document notes of the topics discussed, and feedback and direction provided. These observations may become part of a professional development plan.

Tools to use:

- evaluation tool completed by the student of an individual instructor
(sample *Presentation Evaluation Form* at <https://coaemsp.org/resource-library>.)
- evaluation tool completed by the Program Director of an individual instructor
(sample *Instructor Observation Process and Form* at <https://coaemsp.org/resource-library>.)
- annual performance appraisal, which includes the skill, knowledge, and abilities of the instructor
(developed by the program)

Clinical and Field Internship Evaluations

1. All clinical **sites** must be evaluated by each student.
2. Each capstone field internship **preceptor** must be evaluated by each student.

Tools to use:

- evaluation tool for students to evaluate the clinical site (developed by program or a vendor tool)
- evaluation tool for students to evaluate each capstone field internship preceptor (developed by program or a vendor tool)

Course/Program Evaluations

1. Evaluations should be distributed and collected at the end of each term or course, depending on the program structure.
2. A final course/program evaluation should be required once the capstone field internship is complete.
3. The Program Director should review the evaluations and compile a list of positives/issues using a program summary report format.
4. The course/program evaluations should be reviewed with the appropriate instructor(s).
5. The course/program evaluations and a course summary report should be reviewed with the faculty, the program administration, Medical Director, and Advisory Committee.
6. Discuss any changes/revisions to the Program resulting from the analysis of the evaluations with the faculty and document the discussion in meeting minutes.
7. Capture any other changes/revisions in writing and retain those documents.

Tools to use:

- tool to evaluate the specific course/program by each student at the end of each term, semester, course, or program (sample *Course Evaluation Form* at <https://coaemsp.org/resource-library>)
- summary of evaluation process and tools (sample *Program Summary Form* at <https://coaemsp.org/resource-library>)

Graduate and Employer Surveys

1. 100% of graduates and their employers must be surveyed using the CoAEMSP tools.
2. Record and report the return rate for both survey types.
3. Discuss the results with the faculty, program administration, Medical Director, and Advisory Committee.

Tools to use:

- *Survey-Graduate* (CoAEMSP provides the **required** tool, available at <https://coaemsp.org/Evaluations.htm>, via Google Forms, Microsoft Forms, and SurveyMonkey (if the program has a paid subscription with SurveyMonkey.)
- *Survey- Employer* (CoAEMSP provides **required** tool, available at <https://coaemsp.org/Evaluations.htm> via Google Forms, Microsoft Forms, and SurveyMonkey (if the program has a paid subscription with SurveyMonkey.)

Resources Assessment Process (RAM)

1. The CoAEMSP Resource Assessment Matrix must be completed by the program **annually** and the results reviewed with the faculty, program administration, Medical Director, and the Advisory Committee.
2. The most recent three years of RAM results are submitted with the Self-Study Report in the accreditation cycle process.

Tools to use at <https://coaemsp.org/resource-library>:

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

Annual Report

1. Programs complete the CoAEMSP Annual Report and submit it no later than May 15 each year.
2. The 3 outcome thresholds required to be reported to CoAEMSP include: retention, credentialing exam pass rates, and placement (employment). Review the results with the faculty, program administration, Medical Director, and the Advisory Committee and develop a plan to improve outcomes if needed.
3. Routinely track enrollment numbers, attrition, reasons for attrition, credentialing exam success rates, and graduate employment in a field or position using the skills gained in the education program.

Tool to use:

- The *Annual Report* form is sent to Program Directors in January each year and reflects the outcomes reporting and potential additional data points for the specified reporting year.

Long Range Planning

1. Leverage the various surveys and discussions with the faculty, program administration, Medical Director, Advisory Committee, and other stakeholders to assess the current program status and develop long range plans for a successful program future.

Tool to use:

- *Long Range Planning* (sample at <https://coaemsp.org/resource-library>)

Planning for Unanticipated Events

1. The CAAHEP *Standards* require that programs identify a plan for continued operation if an unanticipated event occurs. This could be a natural disaster, public health emergency, technology failure, building disruption, or other events.

Tool to use:

- *Action Plan for Unanticipated Program Interruption* (sample at <https://coaemsp.org/resource-library>)

Other Assessment Processes

1. Complete a *High Stakes Exam Analysis Form* on each major exam. Analyze the results and document changes made to the examinations/items. (form at <https://coaemsp.org/resource-library>)
2. Program staff should evaluate clinical and field internship resources for adequacy of clinical and field contacts: numbers and types of patients and the types of procedures and skills. (form or process developed by the program.)
3. Consider completing a SWOT analysis with faculty and stakeholders: Strengths, Weaknesses, Opportunities, and Threats.