

Program Review and Analysis

including tools to use

Evaluation includes a variety of tools, administered at specific points throughout the Program. Guidelines for administration, analysis, and implementation are identified. See <http://coaemsp.org/Evaluations.htm> for the tools to assist programs with conducting the evaluations.

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.

Tool(s) to use

- evaluation tool completed by the student of an individual instructor (needs to be developed by program)
- evaluation tool completed by the program director of an individual instructor (needs to be developed by program)
- annual performance appraisal, which includes the skill, knowledge and abilities of the instructor (developed by 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.

Tool(s) to use

- evaluation tool to evaluate the clinical site (developed by program or vendor tool)
- evaluation tool to evaluate the field preceptors on an individual basis (developed by program or vendor tool)

Course Evaluations

1. Evaluations should be distributed and collected at the end of each term.
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 course summary report format.
4. The course/program evaluations should be reviewed with the appropriate instructor(s).
5. The course/program evaluations and course summary report may be reviewed with the school leaders.
6. The course/program evaluations should be reviewed with the Program Medical Director.

7. Discuss any changes/revisions to the Program resulting from the analysis of the evaluations at a staff meeting and document the discussion in faculty meeting minutes.
8. Capture any other changes/revisions in writing and retain those documents.

Tool(s) to use

- evaluation tool to evaluate the specific course by each student at the end of each term or semester (needs to be developed by program)

Graduate and Employer Surveys

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

Tool(s) to use

- Graduate Survey
(CoAEMSP provides required tool, available on <https://coaemsp.org/Evaluations.htm> or via SurveyMonkey upon request)
- Employer Survey
(CoAEMSP provides required tool, available on <https://coaemsp.org/Evaluations.htm> or via SurveyMonkey upon request)

Program Evaluation & Long Range Planning

1. Complete the CoAEMSP Resource Assessment Matrix annually and review the results with the faculty, the Medical Director, and the Advisory Committee.

Tool(s) to use

- Program Resource Survey - Personnel (CoA required)
 - Program Resource Survey – Students (CoA required)
2. Consider completing a SWOT analysis with faculty and stakeholders: Strengths, Weaknesses, Opportunities, and Threats.
 3. Review the three outcome thresholds required to be reported to the CoAEMSP with the faculty, Medical Director, and the Advisory Committee and develop a plan to improve outcomes if needed. These include: credentialing cognitive exam pass rates; retention; and positive placement (employment).
 4. Evaluate clinical and field internship resources for adequacy of clinical and field contacts: numbers and types of patients and the types of procedures, skills.

Tool(s) to use

- evaluation tool to evaluate the specific course by each student at the end of the program after capstone field internship (needs to be developed by program)
- patient / skill tracking (developed by program or vendor tool)
- Clinical Affiliate Institutional Data form (Appendix E) (CoAEMSP provides required tool, available on https://coaemsp.org/Self_Study_Reports.htm)
- Field Internship Institutional Data form (Appendix F) (CoAEMSP provides required tool, available on https://coaemsp.org/Self_Study_Reports.htm)

Other

- Complete a High-Stakes Exam Analysis form on each major exam
- Track reasons for attrition or change of status