Fundamentals of Accreditation for the EMS Professions





Topics we will cover

Overview of Accreditation

Available Resources

Transparency + Confidentiality

Overview of CAAHEP Standards

Self-Study Report

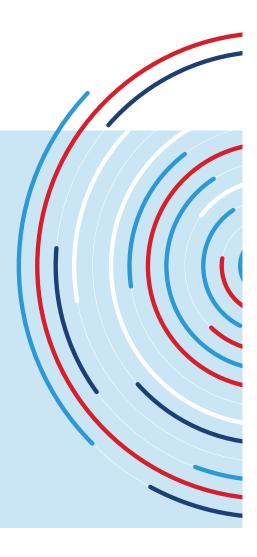
Policies & Procedures

Administrative Processes

Site Visits

Accreditation Overview



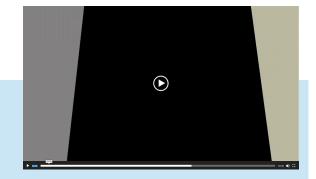




"Accreditation" is review of the quality of higher education institutions and programs. In the United States, accreditation is a major way that students, families, government officials, and the press know that an institution or program provides a quality education.

Council for Higher Education Accreditation (CHEA)





Accreditation is an everyday activity

maintenance

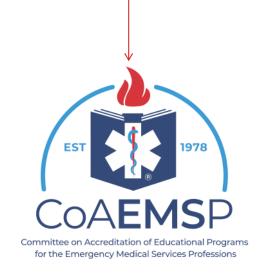




A CHEA-recognized accrediting organization

www.chea.org





www.coaemsp.org

CHEA

Like accredited programs,
CAAHEP must go through a
recognition process by the
Council for Higher
Education Accreditation to
assure that we meet the
recognition requirements for a
programmatic accrediting body.









Commission on Accreditation of Allied Health Education Programs

established in 1994

largest programmatic/specialized accreditor in the health sciences field in the U.S.









OUR GLOBAL IMPACT

2591

Programs accredited worldwide

1365

Institutions with accredited programs

31

Accredited health science professions









Professions

- 1. Advanced Cardiovascular Sonography
- 2. Anesthesia Technology
- 3. Anesthesiologist Assistant
- 4. Art Therapy
- 5. Assistive Technology
- 6. Cardiovascular Technology
- 7. Clinical Research Professional
- 8. Cytotechnology
- 9. Diagnostic Medical Sonography

10. Emergency Medical Services

- 11. Exercise Physiology
- 12. Exercise Science
- 13. Inclusive Rehabilitation Studies
- 14. Intraoperative Neurophysiologic Monitoring
- 15. Kinesiotherapy
- 16. Lactation Consultant

- 17. Medical Assisting
- 18. Medical Illustration
- 19. Neurodiagnostic Technology
- 20. Orthoptics
- 21. Orthotic and Prosthetic Assistant
- 22. Orthotic and Prosthetic Technician
- 23. Orthotist/Prosthetist
- 24. Perfusion
- 25. Personal Fitness Training
- 26. Polysomnographic Technology
- 27. Recreational Therapy
- 28. Respiratory Care
- 29. Specialist in Blood Bank Technology / Transfusion Medicine
- 30. Surgical Assisting
- 31. Surgical Technology

CoAEMSP

established in 1978

evaluate a program's observance of accreditation standards aligned with CAAHEP's policies & procedures; adopt complementing practices

focus on quality assurance in review of programs ensure due process in review of accreditation applications



CoAEMSP

12 sponsor organizations2 public members26-person board



AMERICAN ACADEMY OF PEDIATRICS (AAP)



AMERICAN AMBULANCE ASSOCIATION (AAA)



AMERICAN COLLEGE OF CARDIOLOGY (ACC)



AMERICAN COLLEGE OF EMERGENCY PHYSICIANS (ACEP)



AMERICAN COLLEGE OF SURGEONS (ACS)



AMERICAN SOCIETY OF ANESTHESIOLOGISTS (ASA)



INTERNATIONAL ASSOCIATION OF FIRE CHIEFS (IAFC)



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)



NATIONAL ASSOCIATION OF EMERGENCY MEDICAL SERVICES PHYSICIANS (NAEMSP)



NATIONAL ASSOCIATION (EMERGENCY MEDICAL TECHNICIANS (NAEMT)



NATIONAL ASSOCIATION OF EMS EDUCATORS (NAEMSE)

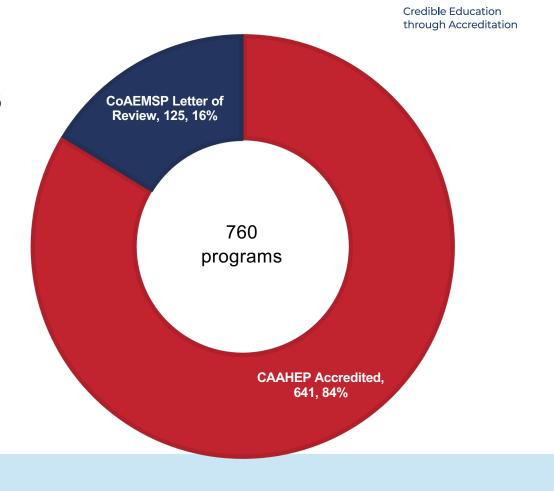


NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS (NREMT)



Number of Paramedic Programs

January 2024





Credible Education through Accreditation

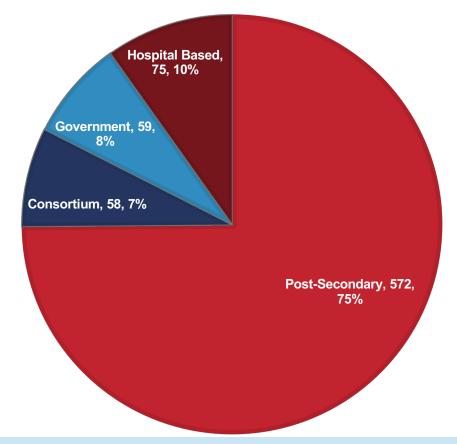
Programs by Sponsor Type

Government

- · Ambulance Services
- · County/Municipality
- Fire Services

Post-Secondary

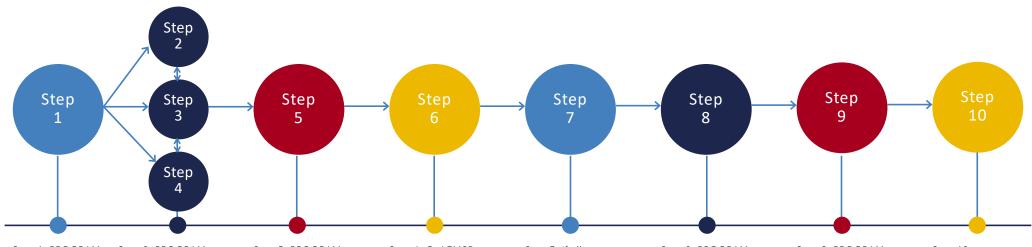
- Vocational
- Community College
- Junior College
- Technical College
- College / University







CoAEMSP LETTER OF REVIEW PROCESS



Step 1: PROGRAM submits LoR Application Invoice Request form Step 2: PROGRAM
DIRECTOR attends
Fundamentals of
Accreditation Workshop

Step 3: PROGRAM fulfills LoR Application Invoice

Step 4: PROGRAM submits LoR Application

Step 5: PROGRAM submits Letter of Review Self-Study Report (LSSR) Step 6: CoAEMSP conducts preliminary site visit

Step 7: If all core elements are met, CoAEMSP grants the status of Letter of Review Step 8: PROGRAM enrolls 1st cohort under the LoR status Step 9: PROGRAM graduates its 1st cohort under the LoR status

Step 10: PROGRAM submits the Initial Self-Study Report (ISSR) not later than 6 months after 1st cohort under the LoR status graduates



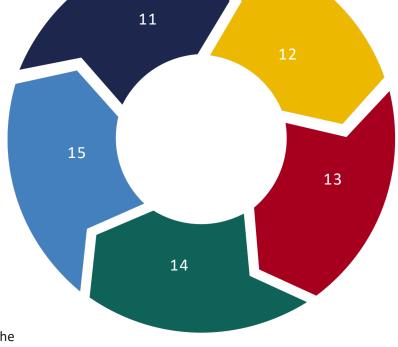
CAAHEP ACCREDITATION CYCLE

STEP 11

COAEMSP reviews the SSR and conducts site visit to PROGRAM

STEP 15

PROGRAM submits the Continuing Self-Study Report (CSSR), then continues the cyle with Step 11



STEP 12

PROGRAM responds to the Site Visit Findings Letter

STEP 13

CoAEMSP Board reviews
PROGRAM'S accreditation
record and forwards a
recommendation to CAAHEP

STEP 14

CAAHEP determines the accreditation status

Principles

- Transparent
- Confidential

Private Information

- Site Visit Report & Findings Letter
- Recommendation to CAAHEP

Public Information

- CoAEMSP Letter of Review Status
- CAAHEP Accreditation Status
- CAAHEP Accreditation Award Letter (including deficiencies)
- Program Outcomes
- Program Director's Contact Info



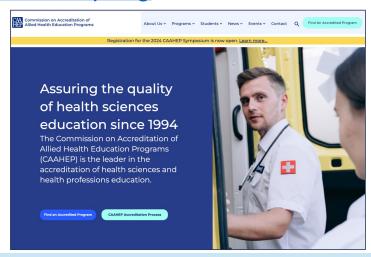
While the Family Educational Rights and Privacy Act (FERPA) generally requires written permission from the parent or eligible student in order to release any information from a student's education record, FERPA allows disclosure without consent to accrediting organizations carrying out their accrediting function (34 CFR § 99.31).

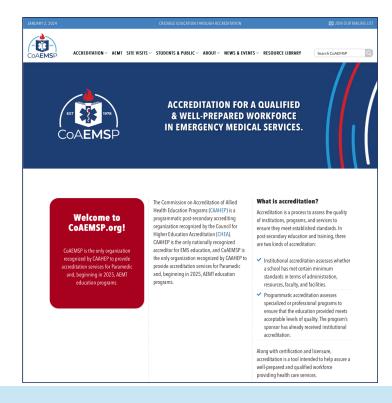


Available Resources

www.caahep.org

www.coaemsp.org







Available Resources

CAAHEP Standards

CoAEMSP Interpretations of CAAHEP *Standards*

CoAEMSP Policies & Procedures

CAAHEP Policies & Procedures

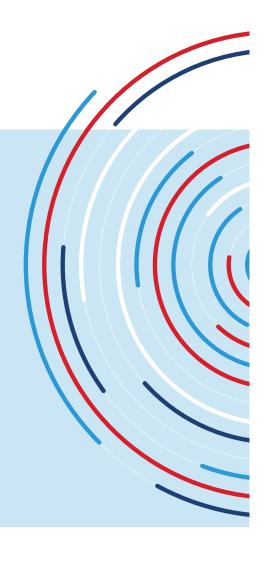
Resource Library

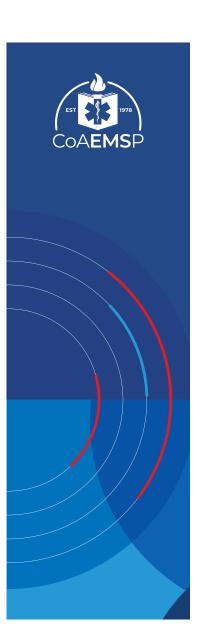


CAAHEP Standards

An Overview







Purpose of the STANDARDS

- I. Sponsorship Who will sponsor the program?
- II. Program Goals What are the goals of the program?
- III. Resources What resources are needed to achieve those goals?
- IV. Student and Graduate Evaluation/Assessment When will we know if the program is achieving its goals?
- V. Fair Practices What are the practices the program must follow to protect itself, the students, and the public?

I. Sponsorship

at least one of the following:

- 1. post-secondary academic institution
- 2. post-secondary academic institution outside of the United States and its territories
- 3. hospital, clinic or medical center
- 4. branch of the United States Armed Forces or a federal, state, or local governmental or municipal agency
- 5. consortium

must award a minimum of a diploma/certificate



Consortium Sponsor

entity consisting of 2 or more members that exists for the purpose of operating an educational program

at least one member of consortium must meet the requirements of a sponsoring institution as **described in standard I.A.1-4**

responsibilities of each member are clearly documented in a **formal affiliation agreement or MoU**, including governance and lines of authority





Pathway to Credit

a sponsoring institution must either award credit for the program or have an articulation agreement with an accredited post-secondary institution



Articulation Agreement

- agreement between an educational institution and a training facility
- provides college credit to individuals completing the program
- allows students to receive college credit if they enroll at the educational institution
- composed as an MoU or transfer agreement





"have a preparedness plan in place that assures continuity of education services in the event of an unanticipated interruption"

Responsibilities of Program Sponsor



Documents for the Self-Study Report

Resource Library

- > Self-Study Reports
- > Documents for Self-Study Report.pdf

Credible Education through Accreditation



Documents for Self-Study Report

Standard I: Sponsorship

- 1. Evidence of institutional accreditation (letter, certificate, website screenshot)
- 2. State Office of EMS approval (official letter, email)
- 3. Sample certificate of completion or diploma
- 4. Articulation agreement
- 5. Organizational chart of the sponsor
- 6. Consortium agreement (if applicable)
- 7. Corporate organizational chart (if applicable)
- 8. Notification of national accrediting agency of consortium (if applicable)
- 9. Letter from CEO/President of sponsorship of consortium (if applicable)
- 10. Consortium governing body meeting minutes for past 3 years (if applicable)

Standard II: Program Goals

- 1. Advisory Committee meeting minutes (most recent three years)
- Programmatic organizational chart (program personnel and faculty, credentials, position)
- 3. Published minimum goal expectation statement (screenshot)

Standard III: Resources

- 1. Completed Resource Assessment Matrix (RAM) for the most recent three years
- Student Minimum Competency (approved by Medical Director and endorsed by the Advisory Committee)
- 3. Syllabi for each Paramedic core professional course (does not include general education courses or courses that are prerequisite to the Paramedic core)
- 4. Personnel verification document from CoAEMSP
- Job descriptions for: Program Director, Lead Instructor, Medical Director (include Associate and Assistant if applicable), any other faculty
- CoAEMSP Program Director Responsibilities form
- 7. Medical Director CV/resume
- 8. CoAEMSP Medical Director Responsibilities form
- 9. CV/resume for each full-time faculty member
- 10. Clinical affiliate agreement for each affiliate
- 11. Clinical and field experience Preceptor orientation materials
- 12. Capstone field internship Preceptor training materials



Credible Education through Accreditation

coaemsp.org

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II. Program Goals

- A. Minimum Expectation
- B. Advisory Committee





"To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

Standard II.A. Minimum Expectation → must be verbatim



Advisory Committee

students

graduates

faculty members

sponsor administrators

employers

physicians

 clinical and capstone field internship representatives

· the public

meet at least annually

respond to changes in the needs and expectations of its communities of interest

advises the program regarding revisions to curriculum and program goals

assesses of program effectiveness, including the outcomes specified in these Standards.

meeting minutes must document support of the program required minimum numbers of patient contacts



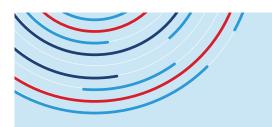
Standard II: Program Goals

- 1. Advisory Committee meeting minutes (most recent three years)
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- 3. Published minimum goal expectation statement (screenshot)

III. Resources

- A. Type and Amount
- B. Personnel
- C. Curriculum
- D. Resource Assessment





Resources



- a. faculty
- b. administrative and support staff
- c. curriculum
- d. finances
- e. faculty and staff workspace
- f. space for confidential interactions
- g. classroom and laboratory (physical or virtual)
- h. ancillary student facilities

- i. clinical affiliates
- field experience and capstone field internship affiliates
- k. equipment
- l. supplies
- m. information technology
- n. instructional materials
- support for faculty professional development





Resources

Clinical, Field Experience, & Capstone Field Internship Affiliations

access to adequate numbers of patients
proportionally distributed by age-range, chief complaint, and interventions
resources must ensure exposure to, and assessment and management of

- adult trauma and medical emergencies
- pediatric trauma and medical emergencies
- geriatric trauma and medical emergencies



1) Administration, organization, & supervision of the program

2) Continuous quality review & improvement of the educational program

Program Director Responsibilities

3) Academic oversight, including curriculum planning & development

4) Orientation/training and supervision of clinical and capstone field internship preceptors





Program Director Checklist Sample Paramedic Program

Activity	Timing	Verify Activity	
Evaluations: Program			
Resource Assessment Matrix: all groups complete annually, students at closeout and faculty, Medical Director, and Advisory Committee at the Advisory meeting	Closeout Advisory meeting		
Complete the RAM	Tabulate RAM at year end		
Evaluation of Instructors and/or presentations: weekly for new instructors, at least once during each course for current faculty	Weekly new instructors Once during each course for current faculty		
Observe each faculty member in the classroom annually and complete the <i>Instructor Classroom Observation</i> form	Annually		
Evaluation of skill instructors: frequently for new instructors, at least once during each course for current adjuncts	Frequently Once during each course for current adjuncts		
Evaluation of course	End course		
Evaluation of Program: end of Program at closeout	At closeout		
Completion of Program Summary Report	End of each cohort		
Evaluation of clinical sites by students and faculty annually	Students each cohort Faculty annually		
Evaluation of field internship sites by students and faculty annually	Students each cohort Faculty annually		
Evaluation of field preceptors (all)	Each preceptor		
Graduate Surveys	6-12 months after graduation		
Employer Surveys	6-12 months after graduation		
SWOT analysis: annually and Action Plan	Annually		
Completion of Long-Range Planning form: annually based on results of feedback and analysis	Annually		

Credible Education through Accreditation

coaemsp.org

Program Director Checklist

Activity	Timing	Verify Activity
Evaluations: Student		
Conduct an academic advising session with each student during each term and complete the Student Academic Progress form	Each term	
Communicate with Medical Director weekly regarding cohort		

Page 2

Communitation with investing the program of the control of the con

schedule Medical Director in Program activities multiple times nroughout the cohort: orientation, classroom, psychomotor esting, other course activities	Multiple times throughout the cohort

and skill competency tracking)	Every 2 weeks	
Complete Major/High Stakes Exam Analysis for each unit exam, final, and summative examination	Each unit exam, final, and summative examination	
Monitor clinical visits/contact by faculty	Every 2 weeks	

Monitor field internship preceptor training as preceptors added	As preceptors added	
Final affective behavior evaluation at closeout (part of summative with cognitive and psychomotor)	Closeout	
Graduation Checklist: each student at closeout	Closeout	
Terminal Competency Forms: each student at closeout	Closeout	

Other: Administrative			
Conduct monthly campus staff meetings and maintain minutes/meeting notes.	Monthly		
Maintain and post completed schedules for each cohort	Each cohort		
Maintain a complete cohort file for each cohort	Each cohort		
Monitor that affiliate contracts are current	Ongoing		

Every 5 years

Screen, onboard, and orient faculty and adjunct instructors	As needed	
Maintain a personnel file on each staff member	Ongoing	
Faculty to complete Professional Development Tracking annually	Annually	
Advisory Committee meetings	Annually	

Complete the CoAEMSP/CAAHEP self-study report as directed

Monitor field internship visits/contacts by faculty

Program Director Checklist

Page 3

Activity	Timing	Verify Activity	
submit the program's response to site visit findings letter or a As needed rogress report or as directed			
Pay the annual accreditation fee to CoAEMSP, billed each May, due July 1	July 1		
As Needed: Student			
Conduct interviews for reported incidents as necessary	As needed		
Complete Student Progress Notes as appropriate	As needed		
Conduct student counseling and document appropriately as necessary on a Student Counseling form	As needed		
Complete a Performance Improvement Plan as necessary	As needed		
Complete Change of Status form for all drops or fails	At the time of the event		
Changes or adds: Submitted to CoAEM	MSP within 30 days		
Program Director	As needed		
Medical Directors	As needed		
Lead Instructor	As needed		
Dean	As needed		
CEO	As needed		
Location	As needed		
Requests			
Submit a Request for Approval of a Satellite location to CoAEMSP prior to each new satellite location	As needed		
State Approval for courses as required	urses as required As specified		
Submit a Request for Approval of a Satellite location to CoAEMSP prior to each new satellite location	As needed		
Submit a Voluntary Closure of a Satellite Location Template Letter to CoAEMSP to discontinue a satellite location	As needed		
State Approval for courses as required	As specified		
Submit a Voluntary Closure of an Alternate Location Template Letter to CoAEMSP to discontinue an alternate location	As needed		
Reports			
Submit CoAEMSP Annual Report	May 15		
Publish outcomes on webpage	May 15		
Regulatory agency reports as required	As specified		

2021.02



Preceptor Orientation & Training

Orientation: Hospital / Field Experience

- key individuals in the hospital and field experience
- documentation of key individual preceptor orientation
- evaluation of the experience and preceptors

Training: Capstone Field Internship

- each capstone field internship preceptor
- documentation of individual preceptor training
- evaluation of each active field internship preceptor



Preceptor Orientation & Training

Clinical & Field Experience Orientation must include:

- purposes of the student rotation (minimum competencies, skills, behaviors)
- evaluation tools
- contact information for the program

Capstone Field Internship Training must include:

- purposes of the student rotation (minimum competencies, skills, behaviors)
- · evaluation tools
- contact information for the program
- definition of Team Lead
- · required minimum number of Team Leads
- · criteria of evaluation of students
- coaching & mentorship techniques



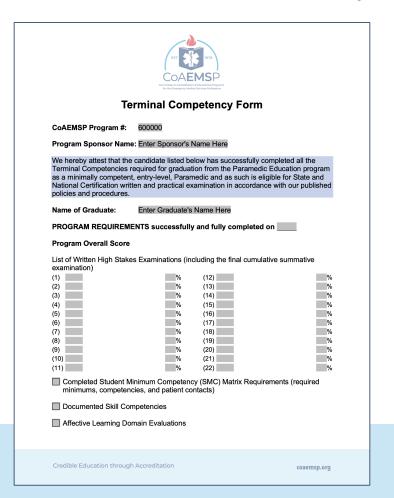
Medical Director Responsibilities

- Document
- review and approve
 - · educational content of the program
 - required minimum numbers for each of the required patient contacts and procedures listed in these standards
 - instruments and processes used to evaluate students in didactic, laboratory, clinical, field experience, and capstone field internship
- review progress of each student throughout the program, assist in determination of appropriate corrective measures
- · ensure competence of each graduate
- engage in cooperative involvement with the program director
- ensure the effectiveness and quality of any medical director responsibilities delegated to an associate or assistant medical director



Terminal Competency

- document competency achievement in each domain for each student
- joint responsibility of Program Director & Medical Director
- Medical Director must attest to terminal competence





Medical Director Qualifications

requirement: board-certified or equivalent

recommend (guideline only): board-certified in EMS medicine or emergency medicine



Associate & Assistant Medical Directors

Associate Medical Director

- delegated specified responsibilities by Medical Director
- authorized to practice in the state in which assigned program activities occur (modification from 2015 Standards)

Assistant Medical Director

- Medical Director or Associate Medical Director cannot legally provide supervision for out-ofstate location(s)
- "...participating in clinical rotations, field experience, and capstone field internship"

local

out-of-state





Curriculum

Syllabi

- based on clearly written course syllabi, including
 - course description
 - course objectives
 - · methods of evaluation
 - topic outline
 - competencies required for graduation/program completion

must have a separate syllabus for the capstone field internship



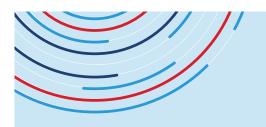


Curriculum

Sequencing

- appropriate sequence of classroom, laboratory, clinical and field activities.
- demonstrate curriculum offered meets or exceeds the National EMS Education Standards





Student Minimum Competency

set and require minimum student competencies for each of the required patients and conditions

• at least annually evaluate and document that the established program minimums are adequate to achieve entry-level competency.

capstone field internship must provide the student with an opportunity to serve as team leader



Student Minimum Competency

Table 1 - Ages

Table 2 – Conditions

Table 3 - Skills

Table 4 – Field Experience & Capstone Field Internship

Table 5 – EMT Skills Competency Summary Tracking







Student Minimum Competency Table 1 Ages

Patients of different ages present with distinct anatomies, physiologies, and disease processes. Students must have exposure to patients of various ages to build both competence and confidence. There is age-specific considerations for assessment and management for age groups. The educational institution must assess student ability to provide safe and effective care for a variety of ages of patients.

Each patient encounter or simulation should only have one (1) age designation. If a simulation involves multiple patients, the competency should be assessed for each patient.

CoAEMSP Student Minimum Competency (SMC)	Column 1 Formative Exposure in Clinical or Field Experience Conducts patient assessment (primary and secondary assessment), performs motor skills if appropriate and available, and assists with development of a management plan in patient exposures with some assistance for evaluation	Column 2 Exposure in Clinical or Field Experience and Capstone Field Internship Conducts a patient assessment and develops a management plan for evaluation on each patient with minimal to no assistance	Total	Minimum Recommendations by Age* (*included in the total)
Pediatric patients with pathologies or complaints	15	15	30	Minimum Age
Adult	30	30	60	(19 to 65 years of age)
Geriatric	9	9	18	(older than 65 years of age)
Totals:	54	54	108	

Capstone Field Internship Team Leads must...

- allow for progression to team leader
- require minimum number of team leads
- reflect depth and breadth of Paramedic profession (BLS and ALS calls)
- occur after completion of all core didactic, laboratory, and clinical experience

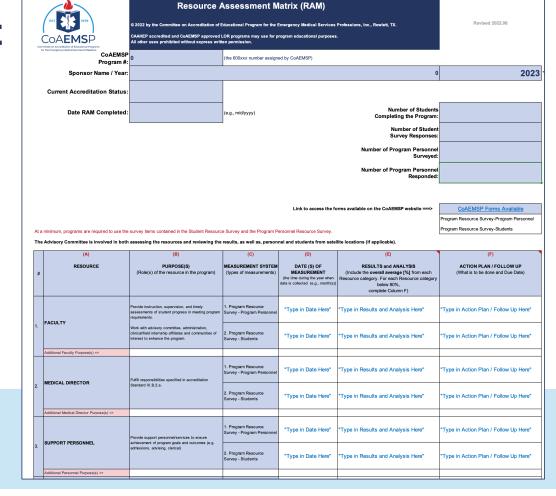
student must

- · function as Team Leader
- accompany transport team to higher level of care



Credible Education through Accreditation

Resource Assessment







Assessing Resources: Why is it important and how to incorporate it into your program



Resource Assessment & Evaluation Processes

Surveys

- Graduate
- Employer
- Student
- ProgramPersonnel

Google Forms & Microsoft Forms

Graduate & Employer:

- > Resource Library
- > Instruments & Forms

Student & Program Personnel:

- > Resource Library
- > Resource Assessment

SurveyMonkey

Have a paid SurveyMonkey account?

Email your username to

sarah@coaemsp.org











Standard III: Resources

- 1. Completed Resource Assessment Matrix (RAM) for the most recent three years
- 2. Student Minimum Competency (approved by Medical Director and endorsed by the Advisory Committee)
- 3. Syllabi for each Paramedic core professional course (does not include general education courses or courses that are prerequisite to the Paramedic core)
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IV. Student and Graduate Evaluation/Assessment

A. Student Evaluation

- Frequency and Purpose
- Documentation

B. Outcomes

- Assessment
- Reporting



Student Evaluation: Frequency and Purpose

conducted on a recurrent basis

provide students and program faculty with indications of students' progress



Summative Comprehensive Final Evaluation

must be a summative comprehensive final evaluation

summative program evaluation is a capstone event that occurs when the capstone field internship is nearing completion

must include cognitive, psychomotor, and affective domains



Commercial Testing Product

program must demonstrate, through the **program's own item analysis**, that the test items used are valid and reliable for the program

quoting the national validity and reliability information does not adequately establish that the test items are valid and reliable for curriculum of the program

CoAEMSP does not endorse, promote, or comment on any product or vendor.



Student Evaluation: Documentation

document learning progress

program required minimum competencies in all learning domains

didactic

laboratory

clinical and field experience/internship

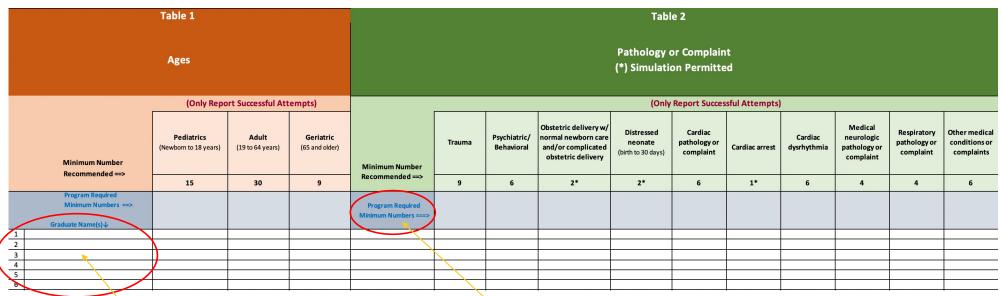
capstone field internship





Tables and Summary Tracking Report

- The individual Tables 1-5 are implementation tools for program use
- Summary Tracking (Tab 7) is reported to CoAEMSP (only showing Tables 1 & 2 below)



Enter each student's name

Enter program's required minimums



Do you have any students who you authorize to test with the NREMT, who have not gone through the full, regular Paramedic program (i.e., received advanced placement)?



Standard IV: Student and Graduate Evaluation/Assessment

- 1. Completed CoAEMSP High Stakes Analysis form
- 2. Documentation of one recent graduate: completed, graded summative, comprehensive, (final) evaluations
- 3. Signed, completed sample of Terminal Competency form
- 4. Summary Tracking form for most recent completed cohort

- A. Publications and Disclosure
- B. Lawful and Non-discriminatory Practices
- C. Safeguards
- D. Student Records
- E. Substantive Change
- F. Agreements





Publications and Disclosures

sponsor's institutional & program's accreditation status

admissions policies

technical standards

policies on advanced placement, transfer of credits, and credits for experiential learning

number of credits required for graduation

tuition/fees and other costs

occupational risks





"The [name of sponsor] Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP: 214-703-8445 www.coaemsp.org"



Statement for Programs with the CoAEMSP Letter of Review





"The [name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs 727-210-2350 www.caahep.org

To contact CoAEMSP: 214.703.8445 www.coaemsp.org"

Verbatim

Statement for Programs with the CAAHEP Accreditation





Publication of Outcomes

make public the program's outcomes

- Retention
- positive placement
- NREMT or State Exam

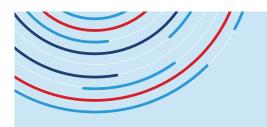




Outcomes Reporting language expanded

"If established outcomes thresholds are not met, the program must participate in a dialogue with and submit an action plan to the CoAEMSP that responds to the identified deficiency(ies). The action plan must include an analysis of any deficiencies, corrective steps, and a timeline for implementation. The program must assess the effectiveness of the corrective steps."

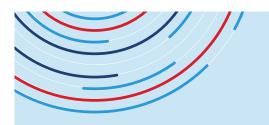




Safeguards

- · health and safety of patients, students, faculty, and other participants
- educational
- students must not be substituted for staff

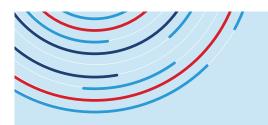




Substantive Change

change in sponsorship
adverse decision affecting its institutional accreditation
change in location
addition of a satellite location
addition of an alternate location
addition of a distance learning program
change in CEO, Dean, Program Director, Medical Director





Agreements

- formal affiliation agreement between program sponsor and all other entities that participate in the education of the students
- describes relationship, roles, and responsibilities of the program sponsor and that entity

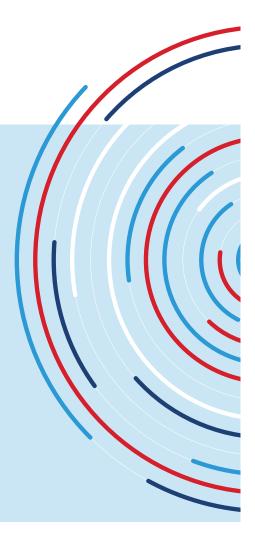


Standard V: Fair Practices

- 1. Program information screenshots for:
 - a. Sponsor Institutional Status
 - b. Program accreditation status statement (if applicable)
 - c. Admission policies
 - d. Technical standards
 - e. Advanced placement
 - f. Transfer of credits
 - g. Experiential learning
 - h. Credits required
 - i. Program costs
 - j. Withdrawal policy
 - k. Refund policy
 - I. Academic calendar
 - m. Student grievance
 - n. Completion certificate
 - o. Graduation criteria
 - p. Student work policy
 - q. Published outcomes
 - r. Faculty grievance
 - s. Faculty recruitment
 - t. Student admission
 - u. Faculty employment
 - v. Safeguard
 - w. Student responsibilities
 - x. Checkoff tool
 - y. Scope of responsibilities
 - z. Transcript location
- 2. Affiliation Agreements (fully executed)
- 3. Out of State approval for affiliations (if applicable)

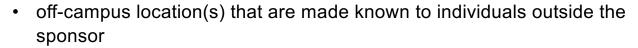
Satellite Campus & Alternate Location



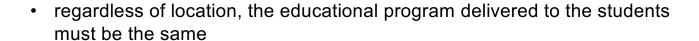




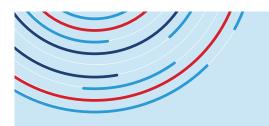
Satellite



- must offer all the professional didactic and laboratory content of the program.
- included in the CAAHEP accreditation of the sponsor
- function under the direction of the Program Director and Medical Director of the program



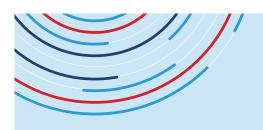




Alternate Location

- separate from the main campus
- where a portion of the program is conducted
- may include skill practice or testing, periodic lecture or other learning activity, or other student assessments
- · an alternate location is not a satellite





Satellite & Alternate Locations



Resource	Satellite	Alternate Location
Facility		
Classroom	Yes	Not required
Skill lab space	Yes	Yes
Office space	Yes	No
AV equipment	Yes	Not required
Medical equipment and supplies	Yes	Yes
Office supplies	Yes	No
Internet	Yes	Not required
Records storage (temporary)	Yes	Not required
Lead Instructor assigned to location	Yes	No
Additional faculty based on the number of students	Yes	Yes
Onsite coordinator	As needed	Yes
Additional clinical and field sites	If required by distance and availability	No
Didactic delivery*	Onsite or remote delivery	Students attend main campus or remote delivery
RAM required	Yes	No

*Remote delivery of didactic content may be provided via synchronous or asynchronous methods.



Educational Methods

Distance Education

variety of education methods

regardless of the methodology used, the program is evaluated based on the same standards



Simulation

- simulations can be integrated to help achieve competency
- simulation cannot be used for capstone field internship team leads

www.coaemsp.org > Resource Library

- > Program Minimum Numbers
- > CoAEMSP & NREMT Simulation Guidelines and Recommendations



CoAEMSP and NREMT Simulation Guidelines and Recommendations February 2022

Preamble

Simulation continues to evolve as an important technique that facilitates student learning. The use of simulation in EMS education is appropriate in both the learning process (formative phase) and when evaluating competency. Simulations can be used to evaluate: individual skills, management of various patient conditions and ages, and comprehensive summative assessments. The structure, length, and complexity of simulations vary. Simulations ideally begin early in the curriculum and are incorporated throughout the program as one means to help learner move toward competency. The determination of competency for graduates is not made at a single point in time, at a single event, but rather is an accumulation of a body of evidence when a student consistently performs at an acceptable level. Entry level competency is determined using simulation, clinical, and field assessments.

Programs are responsible to evaluate student progression from novice to competency and have discretion in the development of the curriculum, the sequencing of content, and the use of simulation to augment live patient encounters. This learning plan ideally includes incremental steps from simulation to clinical and field experiences.

Simulation has proven to be an effective education strategy that can replace or enhance other traditional delivery methods, such as lecture, to achieve student learning outcomes. The strength of simulation isn't that it's real. The strength of simulation is that it isn't real, and the facilitator controls the variables. Simulation is a technique, not a specific technology. It often involves a scenario followed by a structured debriefing process. Many of the learning objectives are reinforced during debriefing phase.

This document does not define requirements for simulation but is intended to provide guidelines that programs must consider when assessing the appropriate incorporation of simulation as a learning and evaluation tool. The decision on when and how to incorporate simulation in the curriculum should be a deliberate part of the instructional design.

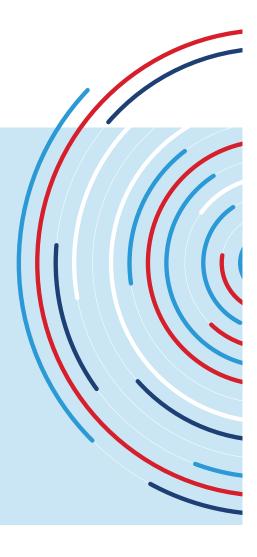
These Guidelines and Recommendations are not intended to be exhaustive or address the entirety of simulation. Programs are encouraged to explore various avenues to acquire increased depth and breadth of information on the subject. Literature relevant to simulation is referenced later in this document. A short glossary of terms is included later, and a complete list of definitions can be found in the Healthcare Simulation Dictionary, Second Edition (2.1)

Simulation Definition

A technique that creates a situation or environment to allow persons to experience a representation of a real event for the purpose of practice, learning, evaluation, testing, or to gain

Self-Study Report





Credible Education through Accreditation



- Medical Director
- Faculty / Staff
- Dean
- Advisory Committee



Committee on Accreditation of Educational Programs for the EMS Professions 8301 Lakeview Pkwy, Suite 111-312 Rowlett. TX 75088

Self-Study Report

for Programs Seeking the

CoAEMSP Letter of Review

(LSSR)

for the 2015 CAAHEP Standards & Guidelines

© 2022 by the Committee on Accreditation of Educational Program for the Emergency Medical Services Professions, Inc., Rowlett, CAAHEP accredited and CoAEMSP approved LOR programs may use for program educational purposes.



Committee on Accreditation of Educational Programs for the EMS Professions 8301 Lakeview Pkvy, Suite 111-312 Rowlett, TX 75088

Self-Study Report

for Paramedic Programs Seeking

Initial Accreditation

(ISSR)

for the 2023 CAAHEP Standards & Guidelines



Committee on Accreditation of Educational Programs for the EMS Professions 8301 Lakeview Pkwy, Suite 111-312 Rowlett, TX 75088

Self-Study Report

For Paramedic Programs Seeking

Continuing Accreditation

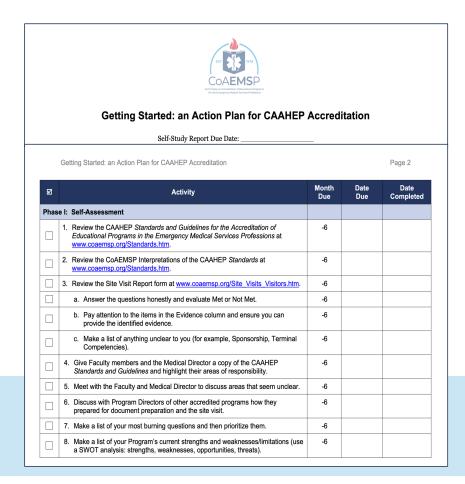
(CSSR

for the 2023 CAAHEP Standards & Guidelines

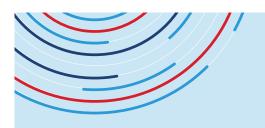


Tips for Completing the Self-Study Report

- · answer the question
- follow tabs in order
- follow the instructions
- name the exhibits correctly





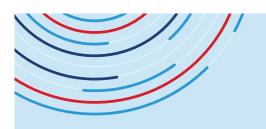


2023 CAAHEP Standards & Guidelines

Implementation Schedule: Letter of Review

- before April 1, 2024, will use the 2015 CAAHEP Standards
- between April 1 and December 31, 2024, may choose to use the 2015 or the 2023 CAAHEP Standards
- after January 1, 2025, will use the 2023 CAAHEP Standards





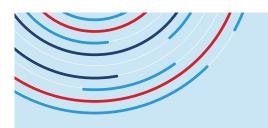
2023 CAAHEP Standards & Guidelines

Implementation Schedule: Initial/Continuing Accreditation

Receive a notice to submit the I/CSSR

- on or before October 1, 2023, will use the 2015 CAAHEP Standards
- November-December 2023, may choose to use the 2015 or the 2023 CAAHEP Standards
- on or after January 1, 2024, will use the 2023 CAAHEP Standards





2023 CAAHEP Standards & Guidelines

Implementation Schedule

early adopters may select either the 2015 or 2023 CAAHEP Standards

after June 1, all SSRs must be submitted based on the 2023 CAAHEP Standards



Policies, Procedures, & Administrative Requirements

Annual Report

Resource Assessment

Substantive Change

Progress Reports



Policy and Procedures

Policies & Procedures for Programs

Approved by the CoAEMSP Board of Directors November 3, 2023





Annual Report

Distributed in mid-January

• Due by May 15

enrollment

retention

credentialing

position placement

graduate & employer surveys

survey graduates & employers 6-12 months after graduation



Resource Assessment

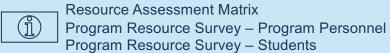
annual calendar year

Program Resource Survey: Students

Program Resource Survey: Personnel (including Advisory Committee)

Resource Assessment Matrix





Substantive Change

 Must notify CoAEMSP of any key personnel change within 30 calendar days of the change. change in sponsorship
addition/deletion of satellite campus
or alternate location
change of location

change of Program Director
change of Medical Director
change of Lead Instructor of satellite
campus
change of President/CEO
change of Dean



Progress Reports

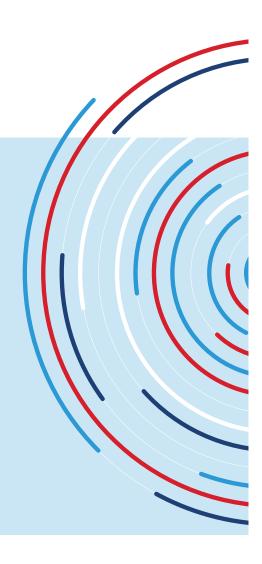
requested in response to citations listed in the CAAHEP award letter format and evidence specified in the letter due dates specified

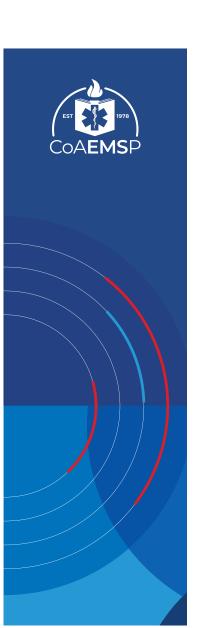




Site Visits







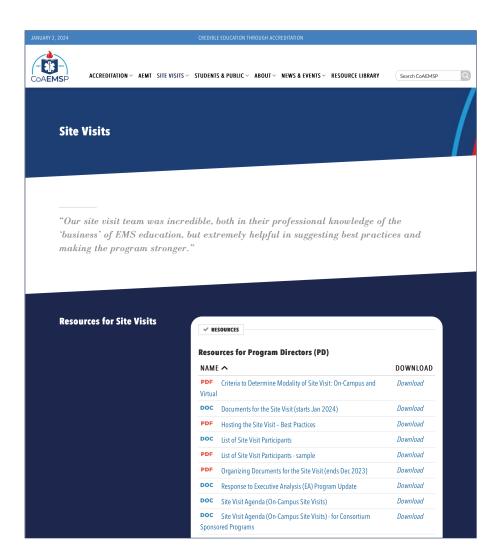
Steps to Coordinating the Site Visit

- Program is approved for a site visit after the review of the Self-Study Report
- 2. CoAEMSP coordinates a date, 4-6 months in advance, based on mutually convenient dates
 - Program receives the save-the-date email
 - Add the date to your participants' calendar (medical director, dean, advisory committee, students, graduates, etc.)
- 3. CoAEMSP confirms the site visit 6-8 weeks in advance
 - Site visitors' names & contact information shared
 - Confirm the site visit schedule with the site visit team



Resources for Site Visits





Credible Education through Accreditation



Site Visitors

Philosophy

transparency – no surprises

trust, but verify

confidential

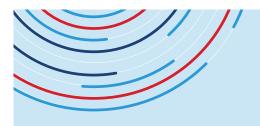
consultative

supportive

encouraging

accountable





Site Visitors

Who are they?

- Paramedic educator
- Physician
- Dean

How are they qualified?

- meet the qualifications for PD or MD in the CAAHEP Standards
- complete the Site Visitor Workshop
- complete CE sessions
- positive QA reports





Site Visitors

Conflict of Interest

real or perceived

site visitor is employed or lives in the same state as the program being evaluated

individuals have a close (positive or negative) personal, professional, academic or business relationship

acceptance of compensation or gifts related to the visitation



Site Visit for Programs Seeking the CoAEMSP Letter of Review

1-day site visit

1 site visitor

via Zoom

CoAEMSP staff manages Zoom

at least 4-6 weeks after the program's Self-Study Report is accepted



Site Visit for Programs Seeking CAAHEP Accreditation

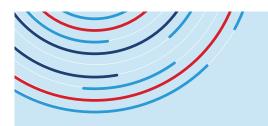
2-day site visit*

2 site visitors*

on-campus or web-based

*If program has satellite campuses or alternate locations, additional site visitors and/or days





Proposed Dates

Coordinating Site Visits

- CoAEMSP staff contacts Program after Executive Analysis (EA) is complete
- · request dates from program when it is available
- a list of dates is given to select from
- Program must ensure students, Medical Director, and other key people are available



Site Visit

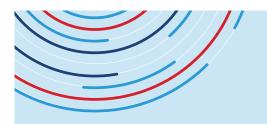
Logistics recommend hotels, nearest airport(s)
 provide transportation to/from airport, hotel, and program



Expect someone from the State Office of EMS to observe the site visit







Schedule



recruit/confirm participants



secure place to meet/work/print



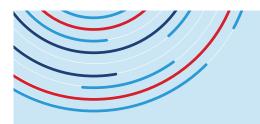
working lunch



no dinner or entertainment



exit summation in time for outgoing flights



Site Visit Agenda



Credible Education through Accreditation



Site Visit Agenda for CAAHEP Accreditation

Enter Here the CoAEMSP Program Number & Sponsor Name

Enter Here the Site Visit Date

NOTE: The template is the recommended timeline; the final agenda times will vary based on the scheduling of conversations. You may adjust the schedule according to what works best for the participants.

Day Before the Site Visit						
	Arrival Time		Team Captain Pickup	Airline	Airport	
	Arrival Time		Team Member Pickup	Airline	Airport	

TIME	ACTIVITY	LOCATION	PRINCIPLES	WEB MEETING INFORMATION if applicable	PURPOSE		
DAY 1							
7:30 AM – 8:00 AM	Pick up SV Team & Arrive Campus	Hotel					
8:00 AM – 8:30 AM	Meet with the Program Director		Site Visit Team Program Director		Review the schedule of on-site activities planned by the program, adjusting as necessary.		
8:30 AM – 9:00 AM	Host Opening General Session		List participants here	Meeting ID: Passcode:	To provide the college administration an opportunity to formally welcome the site team. To provide the team an opportunity to explain the CAAHEP accreditation process and functions of the review committee.		

Before the Site Visit

upload files at least 2 weeks before the site visit to Sharefile

1. Minutes

Advisory Committee meeting minutes*
Consortium meeting minutes*
Faculty meetings (if applicable)
Form available on www.coaemsp.org on the Resource Library page in the Instruments & Forms section.

Have there been any meetings since the Self-Study Report was submitted?

Yes No If "Yes", title the document(s) using the following example:
(01 type of minutes & revision date)
01 Advisory Committee Meeting Minutes 202X.05.01
01 Advisory Committee Meeting Minutes 202X.10.15
01 Consortium Meeting Minutes 202X.09.05
01 Faculty Meeting Minutes 202X.08.20





Documents for the Site Visit Step-By-Step Instructions

The following documents are required to be uploaded to the program folder on the CoAEMSP ShareFile site. The upload is required for programs scheduled for both virtual and onsite visits. The upload should be completed at least two weeks prior to the site visit date so that the site visitors have ample opportunity to prepare for the visit.

The additional documents bridge the time frame from submission of the Self-Study report to the site visit. The specified documents below are *only required* when they provide updated information, such as Advisory Committee minutes. Do not upload any documents provided with the program's self-study submission.

In preparation for the site visit, you are encouraged to download an example of the Site Visit Report at www.coaemsp.org/Site Visits Visitors.htm.

The Step-By-Step Instructions below must be followed carefully to correctly complete the Documents for the Site Visit form. Click on the Step-By-Step Instructions link below to correctly compile and complete the Documents for the Site Visit form.

For questions or help composing the Documents for the Site Visit form, please contact Lisa Collard (lisa@coaemsp.org or 214-703-8445 ext. 118).

CoAEMSP Program #: 600000

Program Sponsor Name: Enter Sponsor's Name Here

If the answer is 'Yes' to any of the questions below, place the documentation in the Documents for the SV sub-folder and name each of the documents as outlined in the orange boxes below. Do not upload any documents provided in the program's self-study submission. Any type of file format (i.e., Adobe Portable Document [.pdf], Word, 97-2003 [.doc], Word 2013 [.docx], PowerPoint Presentation [.ppt or .pptx], or Excel [.xlsx]) may be used.

For items with multiple documents, combine the documentation and create a single PDF file (see Step By Step Instructions for creating a single PDF file).

Review Accreditation Documents

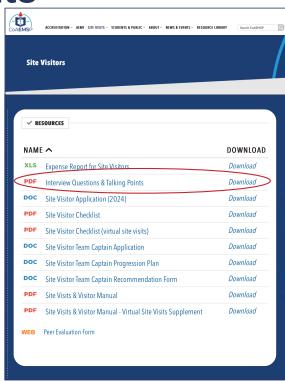
CoAEMSP Interpretations of the CAAHEP Standards and Guidelines

Site Visit Report form

Interview Questions & Talking Points

Ask colleagues to review

- Medical Director
- faculty
- administrative personnel





Student Preparation



1st day of class: tell them your goals/objectives



reinforce requirements of accreditation

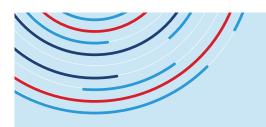


interview: tell them to be honest



Student Questionnaire



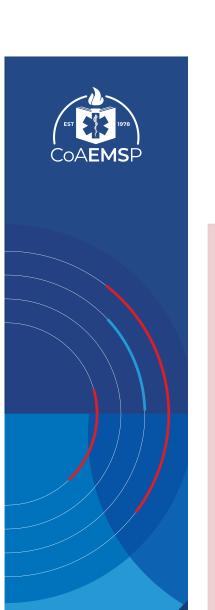


Official Site Visit Findings

findings reported during Exit Summation are *preliminary* and subject to review and revision

Official Site Visit Report & the Site Visit Findings Letter will come from the CoAEMSP





After the Site Visit



Confirmation of the Factual Accuracy

due 14 days after receipt of Findings Letter

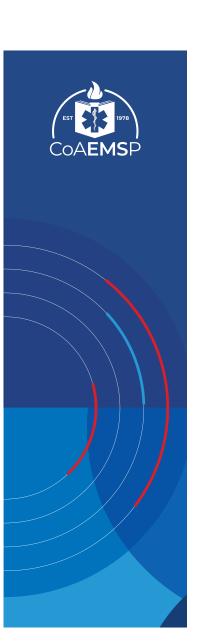
- confirm accuracy
 - or -
- identify errors and submit supporting documentation



Respond to the Findings Letter

date set for program (March 1, June 1, Sept 1, Dec 1)

- plan completed
- plan in progress
- plan to implement



After the Site Visit

- 1. Program responds to the Site Visit Findings Letter
- 2. CoAEMSP Board reviews the Program's response in two stages
 - Review Team (Alpha, Bravo, Charles, Delta, Echo)
 - Full Board
- 3. CoAEMSP Board makes a recommendation for an accreditation status to CAAHEP
- 4. CAAHEP Board reviews recommendation in two stages and makes final determination
 - Recommendation Review Committee
 - Full Board
- 5. CAAHEP notifies the program of the decision



Possible Actions by CAAHEP









Withhold Accreditation (seeking Initial) **Initial Accreditation**

Continuing Accreditation



Probationary Accreditation



Withdraw Accreditation

Quality Assurance

- CoAEMSP invites the program director and the dean to evaluate the process, the site visitors, and CoAEMSP when the program receives the Site Visit Report & Findings Letter
- CAAHEP invites the program director to evaluate the accreditation process after it acts on the program





Join us at ACCREDITCON!

Registration now open

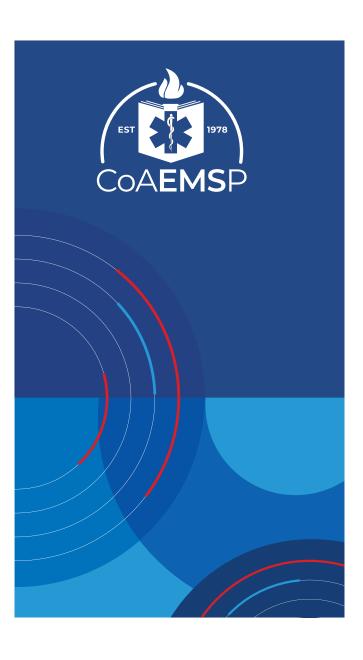
May 29 - June 2, 2024

Omni, Oklahoma City

www.accreditcon.org







Thank you