Strategic Planning: Best Practice for Every Program

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The Panelists

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Objectives

At the conclusion of this presentation, you will be able to:

- Describe the tools used to evaluate program resources and outcomes in accredited paramedic programs.
- Integrate data from the resource assessments and outcomes surveys into the long-term planning process.
- Examine the roles of the students, graduates, program personnel, sponsor, and advisory committee in the strategic planning process.

Standard III B.1.a.

The program director must be responsible for all aspects of the program, including, but not limited to:

1) The administration, organization, and supervision of the educational program,
2) The continuous quality review and improvement of the educational program,
3) Long range planning and ongoing development of the program,
4) The effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program,
5) Cooperative involvement of the medical director,
6) The orientation/training and supervision of clinical and field internship preceptors,
7) The effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.

What is strategic planning?

SWOT Analysis

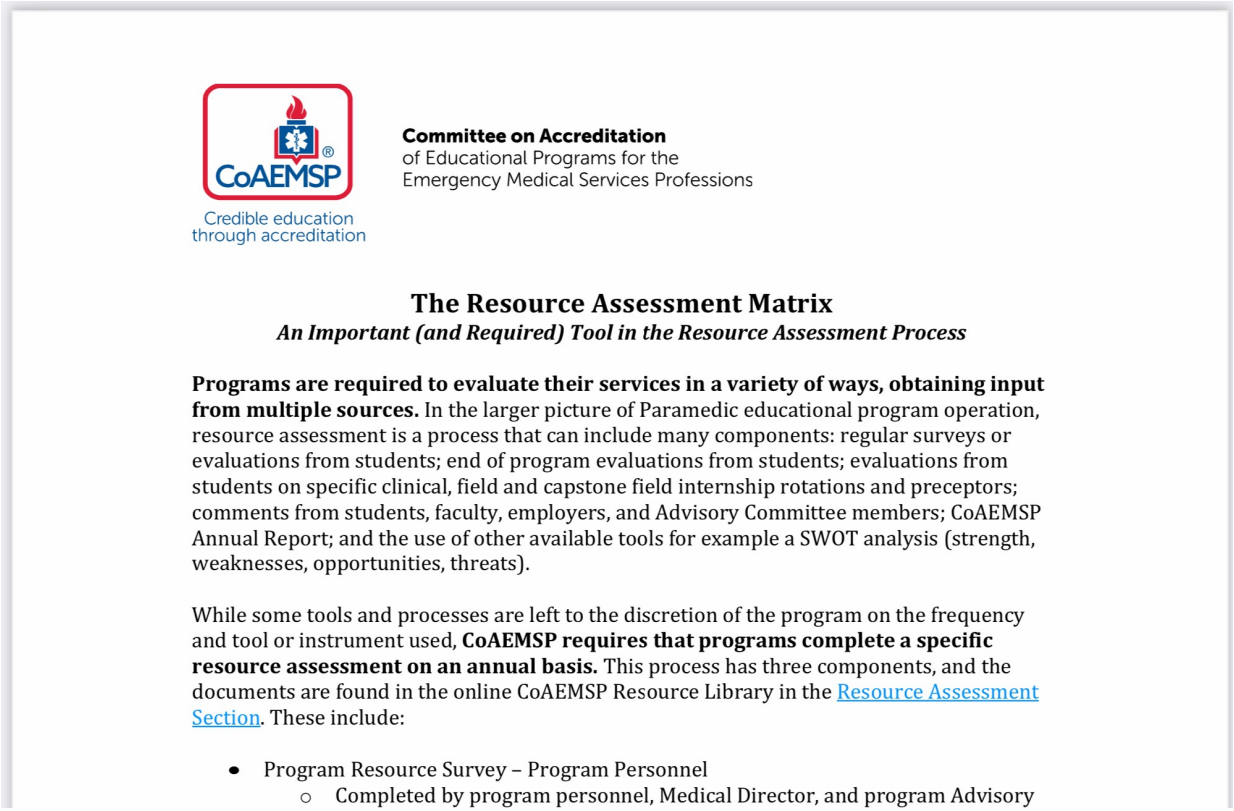
Strengths

Weaknesses

Opportunities

Threats

Tools-Resource Assessment



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

Credible education through accreditation

The Resource Assessment Matrix

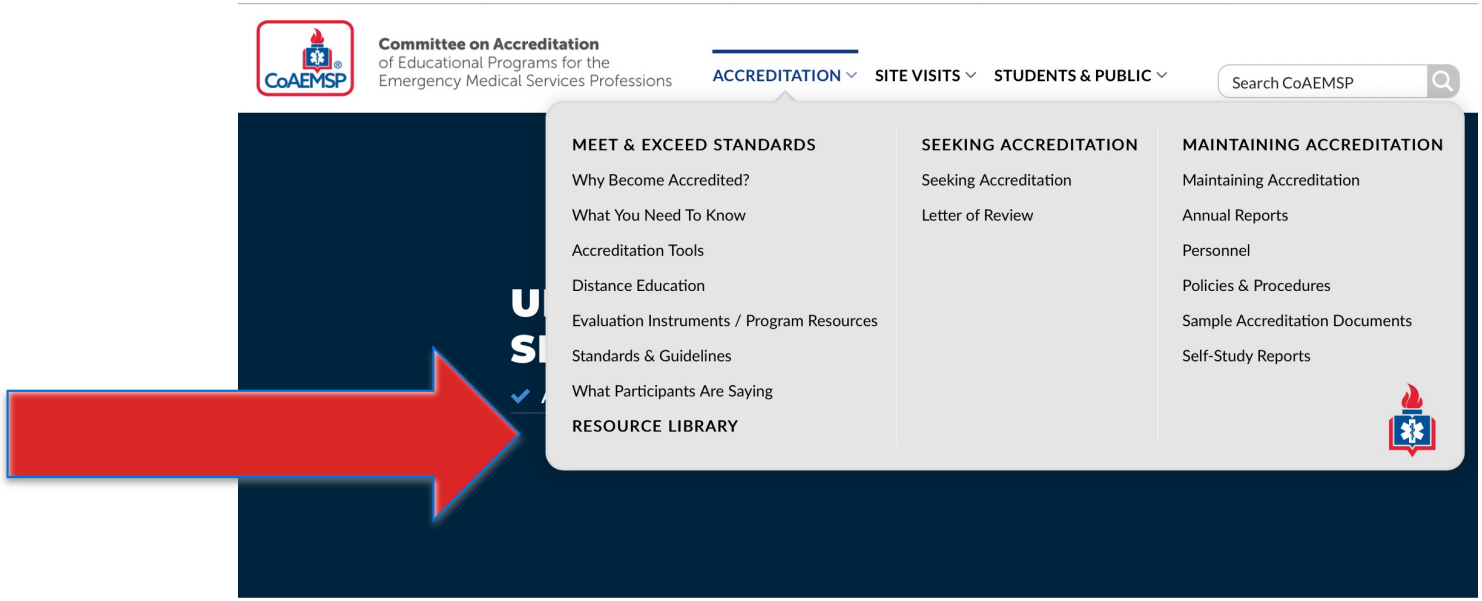
An Important (and Required) Tool in the Resource Assessment Process

Programs are required to evaluate their services in a variety of ways, obtaining input from multiple sources. In the larger picture of Paramedic educational program operation, resource assessment is a process that can include many components: regular surveys or evaluations from students; end of program evaluations from students; evaluations from students on specific clinical, field and capstone field internship rotations and preceptors; comments from students, faculty, employers, and Advisory Committee members; CoAEMSP Annual Report; and the use of other available tools for example a SWOT analysis (strength, weaknesses, opportunities, threats).

While some tools and processes are left to the discretion of the program on the frequency and tool or instrument used, **CoAEMSP requires that programs complete a specific resource assessment on an annual basis.** This process has three components, and the documents are found in the online CoAEMSP Resource Library in the Resource Assessment Section. These include:

- Program Resource Survey – Program Personnel
  - Completed by program personnel, Medical Director, and program Advisory

Where to find these tools

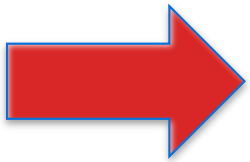


REGARDING COVID-19

"The only nationally recognized accreditation available for EMS education is

Programmatic (or specialized) accreditation conducts an in-depth assessment of specialized or professional programs to ensure that education provided meets

Where to find these tools



CoAEMSP

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Search CoAEMSP

(SMC) Matrix Recommendations by
CoAEMSP effec
– Slides

Resource Assessment

NAME		LAST MODIFIED	DOWNLOAD
DOC	Program Resource Survey - Program Personnel	Nov-2019	Download
DOC	Program Resource Survey - Students	Aug-2019	Download
XLS	Resource Assessment Matrix (RAM)	Nov-2021	Download
PDF	Resource Assessment Matrix (RAM) - an Important Tool	Apr-2021	Download
XLS	Resource Management: Master Tracking of Students	Jul-2015	Download

Samples

NAME		LAST MODIFIED	DOWNLOAD
PDF	Advisory Committee Meeting Minutes - sample	Mar-2019	Download
DOC	Consortium Sponsorship agreement - sample	Jul-2015	Download

Archived Webinars & Related Links

Visit the *Sample Accreditation Documents* page

Tools-Resource Assessment: Students

Instructions | **PRS Students** | PRS Personnel | RAM

0

Type name of sponsor here (either institution or consortium)

Program Resource Survey - Students enter date here

		Count	Avg	No (N)	Yes (Y)	NA
I.	**PROGRAM FACULTY**					
A.	**FACULTY EFFECTIVELY …**					
1	facilitate learning and interact with students in the classroom	0		0	0	0
2	facilitate learning and interact with students in the laboratory	0		0	0	0
3	provide supervision / coordination in the hospital clinical setting	0		0	0	0
4	provide supervision / coordination in the field internship	0		0	0	0
B.	**FACULTY NUMBER IS ADEQUATE**					
1	for classroom instruction	0		0	0	0
2	for laboratory instruction	0		0	0	0
C.	Faculty effectively communicate and support student learning	0		0	0	0
D.	Faculty assist me with my academic needs	0		0	0	0
	Program Faculty Overall Average:					

		Count	Avg	No (N)	Yes (Y)	NA
II.	**MEDICAL DIRECTOR**					
A.	I know who the Medical Director is	0		0	0	0
B.	The Medical Director interacts with students	0		0	0	0
	Medical Director Overall Average:					

		Count	Avg	No (N)	Yes (Y)	NA
III.	**SUPPORT PERSONNEL**					
A.	Learning assistance is available as requested	0		0	0	0
B.	Admissions personnel provide adeqate assistance as needed	0		0	0	0
C.	Staff / faculty provide adequate and timely academic advising as needed	0		0	0	0
	Support Personnel Overall Average:					

		Count	Avg	No (N)	Yes (Y)	NA
IV.	**CURRICULUM …**					
A.	adequately covers the necessary cognitive content for the entry-level Paramedic	0		0	0	0
B.	adequately covers the necessary skill and simulation activities for the entry-level Paramedic	0		0	0	0

	Count	Average	1	2	3	4	5	6	7	8	9
I. PROGRAM FACULTY											
A1	0										
A2	0										
A3	0										
A4	0										
B1	0										
B2	0										
C	0										
D	0										
II. MEDICAL DIRECTOR(S)											
A	0										
B	0										
III. SUPPORT PERSONNEL											
A	0										
B	0										
C	0										
IV. CURRICULUM											
A	0										
B	0										
C	0										
D	0										
V. FINANCIAL RESOURCES											
A	0										
B	0										
VI. FACILITIES											
A1	0										
A2	0										
A3	0										
A4	0										
A5	0										
B1	0										
B2	0										
B3	0										
B4	0										

Tools-Resource Assessment: Program Personnel

0

Type name of sponsor here (either institution or consortium)

Program Resource Survey - Program Personnel enter date here

I. **PROGRAM FACULTY** **(Completed by Medical Directors and Advisory Committee members)**

A. Faculty effectively …

		Count	Avg	No (N)	Yes (Y)	NA
1.	keep Advisory Committee informed of program status and changes	0		0	0	0
2.	respond to changes in needs expectations of communities of interest	0		0	0	0
3.	foster positive relationships with hospitals and field internship agencies	0		0	0	0
4.	encourage student participation in professional activities	0		0	0	0

Program Faculty Overall Average:

II. **MEDICAL DIRECTOR(S)** **(Completed by Program Faculty and Advisory Committee)**

		Count	Avg	No (N)	Yes (Y)	NA
A.	Reviews and approves educational content for appropriateness and accuracy	0		0	0	0
B.	Reviews and approves required number of patient contacts and procedures	0		0	0	0
C.	Reviews and approves instruments and procedures used to evaluate students	0		0	0	0
D.	Reviews the progress of each student throughout the program	0		0	0	0
E.	Ensures the competence of each graduate	0		0	0	0
F.	Engages in cooperative involvement with the program director	0		0	0	0
G.	Ensures educational interaction of physicians with students	0		0	0	0

	Count	Average	1	2	3	4	5	6	7	8	9
I. PROGRAM FACULTY											
A1	0										
A2	0										
A3	0										
A4	0										
II. MEDICAL DIRECTOR(S)											
A	0										
B	0										
C	0										
D	0										
E	0										
F	0										
G	0										
III. SUPPORT PERSONNEL											
A	0										
B	0										
C	0										
D	0										
IV. CURRICULUM											
A	0										
B	0										

Tools-Resource Assessment Matrix

Instructions | PRS Students | PRS Personnel | **RAM**

Resource Assessment Matrix (RAM)

Revised 2021.11

CoAEMSP Program #:	0	(the 600xxx number assigned by CoAEMSP)
Sponsor Name / Year:	Type name of sponsor here (either institution or consortium)	2020 <== R as
Current Accreditation Status:		
Date RAM Completed:		(e.g., m/d/yyyy)

Number of Students Completing the Program:	
Number of Student Survey Responses:	
Number of Program Personnel Surveyed:	
Number of Program Personnel Responded:	

Link to access the forms available on the CoAEMSP website ===> CoAEMSP Forms Available

Program Resource Survey-Program Personnel

Program Resource Survey-Students

At a minimum, programs are required to use the survey items contained in the Student Resource Survey and the Program Personnel Resource Survey.

The Advisory Committee is involved in both assessing the resources and reviewing the results, as well as, personnel and students from satellite locations (if applicable).

#	(A) RESOURCE	(B) PURPOSE(S) (Role(s) of the resource in the program)	(C) MEASUREMENT SYSTEM (types of measurements)	(D) DATE (S) OF MEASUREMENT (the time during the year when data is collected (e.g., month(s))	(E) RESULTS and ANALYSIS (Include the overall average [%] from each Resource category. For each Resource category below 80%, complete Column F)	(F) ACTION PLAN / FOLLOW UP (What is to be done and Due Date)
1.	FACULTY	Provide instruction, supervision, and timely assessments of student progress in meeting program requirements. Work with advisory committee, administration, clinical/field internship affiliates and communities of interest to enhance the program.	1. Program Personnel Resource Survey	"Type in Date Here"		
			2. Student Resource Survey	"Type in Date Here"		
	Additional Faculty Purpose(s) =>					

Outcomes Surveys: Graduate and Employer

Cognitive

Psychomotor

Affective

Annual Reports

Enrollment and Retention Trends

NREMT Pass Rates

Job Placement

Advisory Committee

Other tools from your program's sponsor

Mission, Vision, Values and Goals of the Sponsoring institution

Education Master Plan

Sponsor-required program reports (ex. Program review)

Learning outcomes assessment process

Examples

Example #1: Clinical documentation

Problem: poor documentation skills of program graduates

Data from employer surveys

Advisory committee discussions with employers

Short term solution?

Long range planning?

Example #2: Enrollment

Problem: Low enrollment for capacity of the program

Annual report data

Advisory committee meeting discussions

Short term solution?

Long range planning?

Example #3: Funding of Equipment

Problem: Inadequate equipment and supplies

Resource surveys-student and program personnel

RAM review at the Advisory committee meeting

Short term solution?

Long range planning?

Takeaways

- The program director is responsible for long range planning and ongoing development of the program
- The Resource Assessment Matrix is a required tool and must be reviewed with advisory committee. It's also a valuable tool in the strategic planning process!
- Input from all communities of interest (students, program personnel, employers, advisory committee member, medical director, sponsoring institution) is essential!

Accreditation is

an everyday activity

Thank you