**Checklist for Program Directors of CoAEMSP Letter of Review Programs**

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The following checklist is a tool to assist you, the program director, with managing what is required by CoAEMSP to maintain the CoAEMSP Letter of Review and seek CAAHEP accreditation. The checklist is an internal document for the program’s use. Due dates will differ for each program. The date is listed where the due date is the same for every program, such as the annual report and annual fee. This checklist is based on the 2023 *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions*.

| **What** | **Location** | **Comments** | |
| --- | --- | --- | --- |
| **Should have in place** prior **to seeking Initial Accreditation…** | | | |
| **Minimums for patient/skill contacts**  CAAHEP *Standards* to reference*:*   * II.A. Program Goals Appropriateness of Goals and Learning Domains * III.B.2.a.2) Resources Medical Director – Minimum Numbers * III.C.4. Resources Curriculum – Minimum Numbers | Student Minimum Competency (SMC) Recommendations located at [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | *Note*: the minimum number of patient encounters must be two or more, including each of the pediatric age subgroups.  The program’s established minimums for patient encounters must be approved by the program’s Medical Director (documentation of that endorsement) and reviewed by the program’s Advisory Committee (meeting minutes of that review). | |
| **Tracking System**  CAAHEP *Standards* to reference*:*   * IV.A.2. Student and Graduate Evaluation/Assessment Documentation | [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | A detailed tracking system, in use for at least one entire cohort of students (enrollment through graduation) that will show that every student has met the program minimum requirements, in each category, as specified in Student Minimum Competency (SMC) Recommendations.  Programs may develop their own tracking system or use a commercially available tracking tool. | |
| **Clinical & Field Sites**  CAAHEP *Standards* to reference:   * III.A.2. Resources Hospital/Clinical Affiliations and  Field/Internship Affiliations |  | Ensure sufficient clinical and capstone field internship resources necessary to provide every student with the specified number of patient/skill contacts and competencies. | |
| **Action Plan for not meeting minimums** |  | Develop an action plan by which students can demonstrate competence on the rare occasion when a student does not obtain live patient encounters (e.g., high-fidelity simulation).  *Note:* the alternative method must encompass the psychomotor and affective learning domains associated with the patient encounter. In other words, a written test alone cannot substitute for a patient encounter. | |
| **Advisory Committee**  CAAHEP *Standards* to reference:   * II.A. Program Goals Program Goals and Outcomes   Composition and responsibilities are detailed in the *Standards*. Evidence must exist to demonstrate that the Advisory Committee plays a substantial role with the program. | [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | The Advisory Committee must include at least one each of the following categories:   * students * graduates * faculty * sponsor administration * employers * physicians * clinical and capstone field internship representatives * the public   The responsibilities are to:   * meet at least annually * assist the program and sponsor personnel in formulating and revising goals * monitor needs and expectations * ensure program responsiveness to change | |
| **Resource Assessment**  CAAHEP *Standards* to reference:   * III.D. Resource Assessment | [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) |  | |
| **Validity and Reliability of Major Exams**  CAAHEP *Standards* to reference:   * IV.A.1. Student and Graduate Evaluation/Assessment Frequency & Purpose |  |  | |
| **Outcomes Data Collection**  CAAHEP *Standards* to reference:   * IV.B.1. Student and Graduate Evaluation/Assessment Outcomes Assessment |  |  | |
| **Be Familiar with…** | | | |
| Initial-Accreditation Self Study Report (ISSR) no later than .  🡪 due no later than 6 months after graduation of the cohort that first enrolls after the date of issue of the LoR.  🡪CoAEMSP letter awarding Letter of Review status will have the date. | | | |
| CAAHEP *Standards* | [www.coaemsp.org](http://www.coaemsp.org) or [www.caahep.org](http://www.caahep.org) |  | |
| CoAEMSP Interpretations of the CAAHEP *Standards* | [www.coaemsp.org](http://www.coaemsp.org) |  | |
| CoAEMSP Policies & Procedures (*for programs*) | [www.coaemsp.org](http://www.coaemsp.org) |  | |
| CoAEMSP + CAAHEP websites | [www.coaemsp.org](http://www.coaemsp.org) and [www.caahep.org](http://www.caahep.org) |  | |
| **As Needed** | | | |
| Notify CoAEMSP of Personnel Change |  |  | No later than 30 days following the effective date of vacancy |
| Program Director | [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | Submit personnel form |
| Medical Director |
| Lead Instructor |
| CEO/President | Name & contact information are sufficient |
| Dean (or equivalent) |
| Submit Self Study Report (SSR) | Flowchart of the accreditation process  [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | CoAEMSP will notify the Program Director when the Letter of Review is issued by the CoAEMSP |  |
| Request for Approval of a Satellite Location | [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | Adding a satellite campus? Discontinuing a satellite campus? The CoAEMSP must be notified of all active satellite campuses for **each** location.  A Request for Approval of a Satellite form must be submitted and approved prior to the class start date and applicable fees must be paid before final approval is granted. CoAEMSP approves each location. | each location |
| Request for Approval of an Alternate Location | [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | Adding an alternate location? Discontinuing an alternate location? The CoAEMSP must be notified of all active alternate locations for **each** location.  A Request for Approval of an Alternate Location form must be submitted and approved prior to the class start date and applicable fees must be paid before final approval is granted. CoAEMSP approves each location. | each location |
| **Annually** | | | |
| Annual Report |  | refer to <https://coaemsp.org/annual-reports-caahep-accredited-programs> | May 15 |
| Annual Fee | Emailed to Program Director | Invoiced approximately May 1 | July 1 |
| Resource Assessment Matrix (RAM) | Tools available at [www.coaemsp.org](http://www.coaemsp.org) | Site visit team will review the completed RAMs. | Annually |
| Personnel  [including PD, MD(s), faculty, staff] |  |  |
| Students |  |  |
| Surveys | [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | Administer surveys 6-12 months after graduation | Annually |
| Graduates |  |  |
| Employers |  |  |
| Advisory Committee meeting | Advisory Committee Meeting Minutes form: [www.coaemsp.org/resource-library](http://www.coaemsp.org/resource-library) | Advisory Committee meets at least annually | Annually |