

Resource Assessment: When, Why, and How... & the Resource Assessment Matrix

December 7, 2022



The Facilitators



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Standard III.D. – Resource Assessment

The program must, at least annually, assess the appropriateness and effectiveness of the resources described in these Standards.

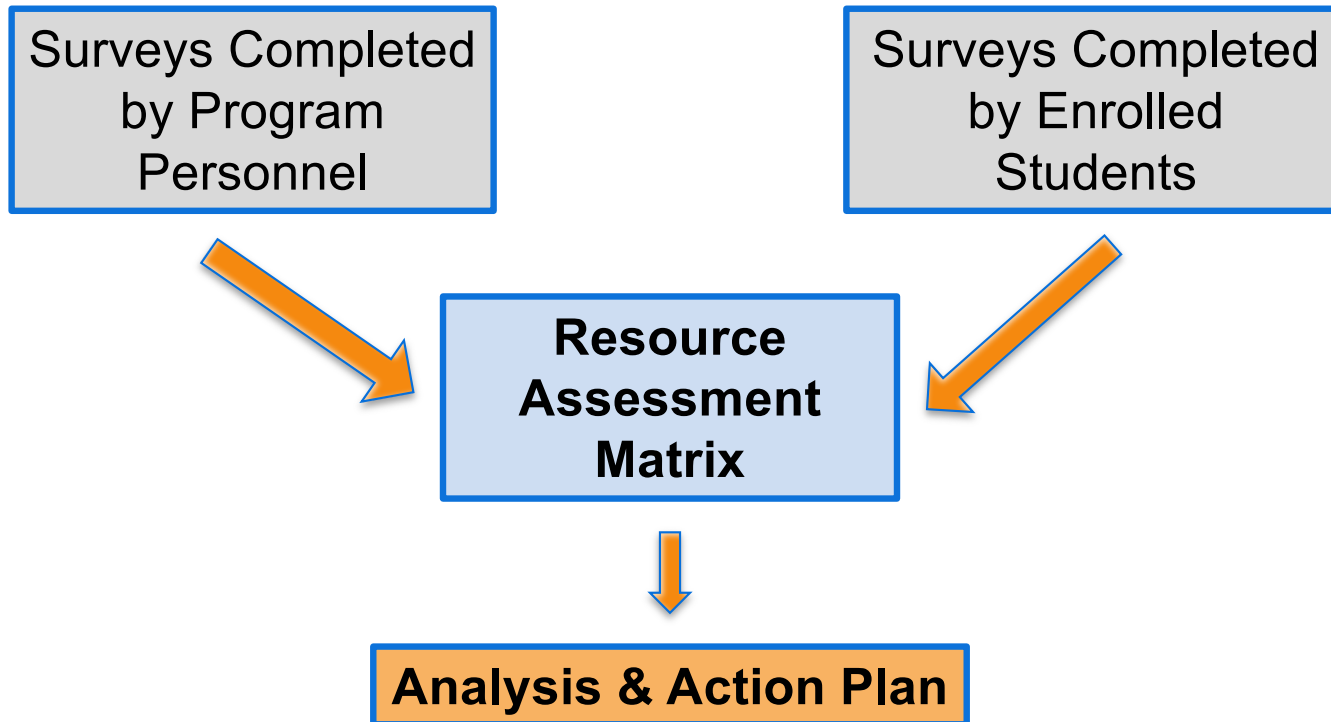
The program must include results of resource assessment from at least students, faculty, medical director(s), and advisory committee using the CoAEMSP resource assessment tools.

The results of resource assessment must be the basis for ongoing planning and appropriate change. An action plan must be developed when deficiencies are identified in the program resources.

Implementation of the action plan must be documented and results measured by ongoing resource assessment.



Resource Assessment Process



Resource Assessment Surveys (RAS)

Program Resource Survey Completed By Program Personnel

Name of Program sponsor (School):

Paramedic Program Number: (the 600xxx number assigned by CoAEMSP)

Date:

The purpose of this survey instrument is to evaluate our Program resources. The data will aid the Program in ongoing planning, appropriate change, and development of action plans to address deficiencies. Unless specified, all sections should be completed by **program faculty, Medical Director(s), and Advisory Committee members.**

INSTRUCTIONS: Consider each item separately and rate each item independently. Check the rating that indicates the extent you agree with each statement. Please do NOT skip a rating. If you do not know about a particular area, please check N/A. If you are not able to evaluate a particular area, please check N/A.

N = No Y = Yes N/A = not able to evaluate

I. Program Faculty (completed by Medical Directors & Advisory Committee members)

A. Faculty effectively...

1. keep the Advisory Committee informed of program status and changes. N Y N/A
2. respond to changes in needs and expectations of communities of interest N Y N/A
3. foster positive relations with hospitals and field internships agencies N Y N/A
4. encourage student participation in professional activities N Y N/A

Comments:

II. Medical Director (completed by Program Faculty & Advisory Committee members)

- A. Reviews and approves educational content for appropriateness and accuracy N Y N/A
- B. Reviews and approves required number of patient contacts and procedures N Y N/A
- C. Reviews and approves instruments and processes used to evaluate students N Y N/A
- D. Reviews the progress of each student throughout the program N Y N/A
- E. Ensures the competence of each graduate N Y N/A
- F. Engages in cooperative involvement with the program director N Y N/A
- G. Ensures educational interaction of physicians with students N Y N/A

Comments:

III. Support Personnel

- A. Clerical support is adequate to meet program needs N Y N/A
- B. Admissions personnel are adequate to meet program needs N Y N/A
- C. Personnel are adequate to assist with financial obligation issues N Y N/A
- D. Staff/faculty provide adequate and timely academic advising as needed. N Y N/A

Comments:

Program Resource Survey Completed By Students

Name of Program sponsor (School): **Enrolled**

Paramedic Program Number: (the 600xxx number assigned by CoAEMSP)

Date:

The purpose of this survey instrument is to evaluate the Program resources of your school. The data will aid the Program in ongoing program improvement.

INSTRUCTIONS: Consider each item separately and rate each item independently. Check the rating that indicates the extent you agree with each statement. Please do NOT skip a rating. If you are not able to evaluate a particular area, please check N/A.

N = No Y = Yes N/A = not able to evaluate

I. Program Faculty

A. Faculty effectively...

1. facilitate learning and interact with students in the classroom. N Y N/A
2. facilitate learning and interact with students in the laboratory. N Y N/A
3. provide supervision/coordination in the hospital clinical setting. N Y N/A
4. provide supervision/coordination in the field internship. N Y N/A

B. The number of faculty is adequate...

1. for classroom instruction. N Y N/A
 2. for laboratory instruction. N Y N/A
- C. Faculty effectively communicate and support student learning. N Y N/A
- D. Faculty assist me with my academic needs. N Y N/A

Comments:

II. Medical Director

- A. I know who the program Medical Director is N Y N/A
- B. The Medical Director interacts with students. N Y N/A

Comments:

III. Support Personnel

- A. Learning assistance is available as requested N Y N/A
- B. Admissions personnel provide adequate assistance as needed N Y N/A
- C. Staff/faculty provide adequate and timely academic advising as needed. N Y N/A

Comments:



Resource Assessment Matrix (RAM)

Resource Assessment Matrix (RAM)

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CAAHEP accredited and CoAEMSP approved LOR programs may use for program educational purposes. All other uses prohibited without express written permission.

CoAEMSP Program #: (the 600xxx number assigned by CoAEMSP)

Sponsor Name / Year: <== Revise year as needed

Current Accreditation Status:

Date RAM Completed:

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) =>						
2.	MEDICAL DIRECTOR	Fulfill responsibilities specified in accreditation Standard III.B.2.a.	1. Program Personnel Resource Survey	"Type in Date Here"		
			2. Student Resource Survey	"Type in Date Here"		
Additional Medical Director Purpose(s) =>						



Deploying the Surveys

- Must utilize the CoAEMSP survey tools verbatim
- Paper
- Electronically
- Survey Monkey
(Jennifer@coaemsp.org)



Survey Components

- Faculty
- Medical Director
- Support Personnel
- Curriculum
- Financial Resources
- Facilities
- Clinical Resources
- Field Internship Resources
- Learning Resources
- Physician Interaction



Scoring System

- Yes, No, NA
- Comments for each resource component area
- Overall Program Rating
 - Sufficient
 - Marginal
 - Not Sufficient
- Open-ended questions
 - Strengths
 - Opportunities for Improvement
 - Comments/Suggestions



Instructions Tab

Instructions for Use

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Report Headers

Report Headers can be customized for the specific school and program. Complete the shaded cells below (Program Number and Program Sponsor Name) and they will auto populate on your forms. **Be sure to add the date the surveys were conducted at the top of each of the survey tabs.**

CoAEMSP
Program #:

600999

(the 600xxx number assigned by CoAEMSP)

Name of Sponsor:

Paramedic Education Program

Personnel and Program Resource Survey (PRS - Students) for the CoAEMSP using the tab(s) below. Remember to also survey satellite location personnel and students. Specific instructions for administering each survey are listed at the top of the surveys.

Starting with the first completed survey, begin with cell **P3** in the first column and work down to record the ratings of **(N)** a: **No**, **(Y)** as **Yes**, or **(NA)** as **NA**. Move back to the top of the next column **(Q3)** and repeat for each additional survey. The results will be tabulated as you enter. The PRS Student and PRS Personnel worksheets calculate a percentage for each question and an overall average for each of the ten content areas. **For each content area that receives a rating of LESS than 80%**, the program must summarize the results and complete an analysis (Column E) and develop an action plan (Column F). **When results are above 80%**, indicate the percentage for each type of survey in Column E and complete Column F by at least indicating "Continue to monitor". Programs may write additional Purpose statements and/or add Measurement Systems for resource(s). Programs are also responsible for internally addressing individual questions that do not meet the 80% cut score.

The final row asks for the overall rating of the program. The program is designed to accept **NS** as **Not Sufficient**, **M** as **Marginal**, and **S** as **Sufficient**. This is case sensitive. Applying CapsLock during this phase will make it work easier. Be sure that if you have worked in the unprotected sheet that CapsLock has been turned off before setting the unlock password.



Tabulating Survey Data

			1	2	3	4	5	6	7	8	9	10	11	12
	Count	Average												
I. PROGRAM FACULTY														
A1	10	1.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
A2	10	0.90	Y	Y	Y	N	Y	Y	Y	Y	Y	Y		
A3	10	0.78	Y	Y	N	Y	Y	N	Y	NA	Y	Y		
A4	10	1.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
B1	10	1.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
B2	10	0.70	N	Y	Y	Y	N	Y	Y	Y	N	Y		
C	10	0.90	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		
D	10	0.90	Y	Y	Y	Y	N	Y	Y	Y	Y	Y		
II. MEDICAL DIRECTOR(S)														
A	10	1.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
B	10	0.50	Y	N	N	Y	Y	N	N	Y	N	Y		

Statement & Overall Component Averages

600999

Paramedic Education Program

Program Resource Survey - Students

December 7, 2022

I. PROGRAM FACULTY

A. FACULTY EFFECTIVELY ...

- 1 facilitate learning and interact with students in the classroom
- 2 facilitate learning and interact with students in the laboratory
- 3 provide supervision / coordination in the hospital clinical setting
- 4 provide supervision / coordination in the field internship

	Count	Avg	No (N)	Yes (Y)	NA
1	10	1.00	0	10	0
2	10	0.90	1	9	0
3	10	0.78	2	7	1
4	10	1.00	0	10	0

B. FACULTY NUMBER IS ADEQUATE

- 1 for classroom instruction
- 2 for laboratory instruction

- C. Faculty effectively communicate and support student learning
- D. Faculty assist me with my academic needs

1	10	1.00	0	10	0
2	10	0.70	3	7	0
C	10	0.90	1	9	0
D	10	0.90	1	9	0

Program Faculty Overall Average: 0.90

II. MEDICAL DIRECTOR

- A. I know who the Medical Director is
- B. The Medical Director interacts with students

	Count	Avg	No (N)	Yes (Y)	NA
A	10	1.00	0	10	0
B	10	0.50	5	5	0

Medical Director Overall Average: 0.75



Completing the Resource Assessment Matrix

CoAEMSP Program #:	600999	(the 600xxx number assigned by CoAEMSP)
Sponsor Name / Year:	Paramedic Education Program	2022
Current Accreditation Status:	Continuing Accreditation	
Date RAM Completed:	12/7/22	(e.g., m/d/yyyy)
	Number of Students Completing the Program:	12
	Number of Student Survey Responses:	10
	Number of Program Personnel Surveyed:	16
	Number of Program Personnel Responded:	15

75% - Overall score for medical director. While 100% of students report knowing the medical director, 50% report physician interaction as lacking.

Medical director interaction with students is poor. Beginning January 15, medical director will facilitate a monthly 2-hour student-led case studies session. Program will evaluate the need to add an Associate Medical Director.

	Interest to enhance the program.	Survey			callback to cover shifts. Program will increase the number of adjunct instructors and consider a last minute instructor standby system to be implemented by March 1.
Additional Faculty Purpose(s) =>					
2.	MEDICAL DIRECTOR	Fulfill responsibilities specified in accreditation Standard III.B.2.a.	1. Program Personnel Resource Survey	December 2022	80% - Overall score for medical director with all sub scores above 80%. Continue to monitor.
			2. Student Resource Survey	December 2022	75% - Overall score for medical director. While 100% of students report knowing the medical director, 50% report physician interaction as lacking. Medical director interaction with students is poor. Beginning January 15, medical director will facilitate a monthly 2-hour student-led case studies session. Program will evaluate the need to add an Associate Medical Director.
Additional Medical Director Purpose(s) =>					



Resource Assessment Considerations

- Completed **annually** – distribute surveys, tally results, complete RAM
- Process is for the program not by cohort of students
- If you do not have students enrolled, the RAM must still be completed with available data
- Survey **enrolled students** toward the end of the program (these are not graduate surveys)





Now What?

- Reflect, analyze, and discuss the results
 - Faculty and program leadership
 - Medical Director
 - Advisory Committee
- Celebrate strengths (how to maintain)
- Opportunities for improvement
- Continuous process improvement (trend) and long-range planning!!!

Resource Library

Take advantage of this array of accreditation tools. These resources include articles, webinars, and explanations of terminology and requirements that everyone associated with the accreditation process will find indispensable in seeking or maintaining accreditation.

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)	Aug-2022	Download
PDF Resource Assessment Matrix (RAM) - an Important Tool	Apr-2021	Download
XLS Resource Management: Master Tracking of Students	Jul-2015	Download



QUESTIONS



“The CoAEMSP–staff and site visitors–are available as a resource.”

**Contact Us /
Staff Members /
Office Closings**

Questions specific to a program must be directed to that program.

Find a list of CoAEMSP Letter of Review and CAAHEP accredited programs [HERE](#).



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Thank You!



Credible education through accreditation