

# Fair Practices: CAAHEP Standard V

*June 28, 2023*

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# The Facilitators



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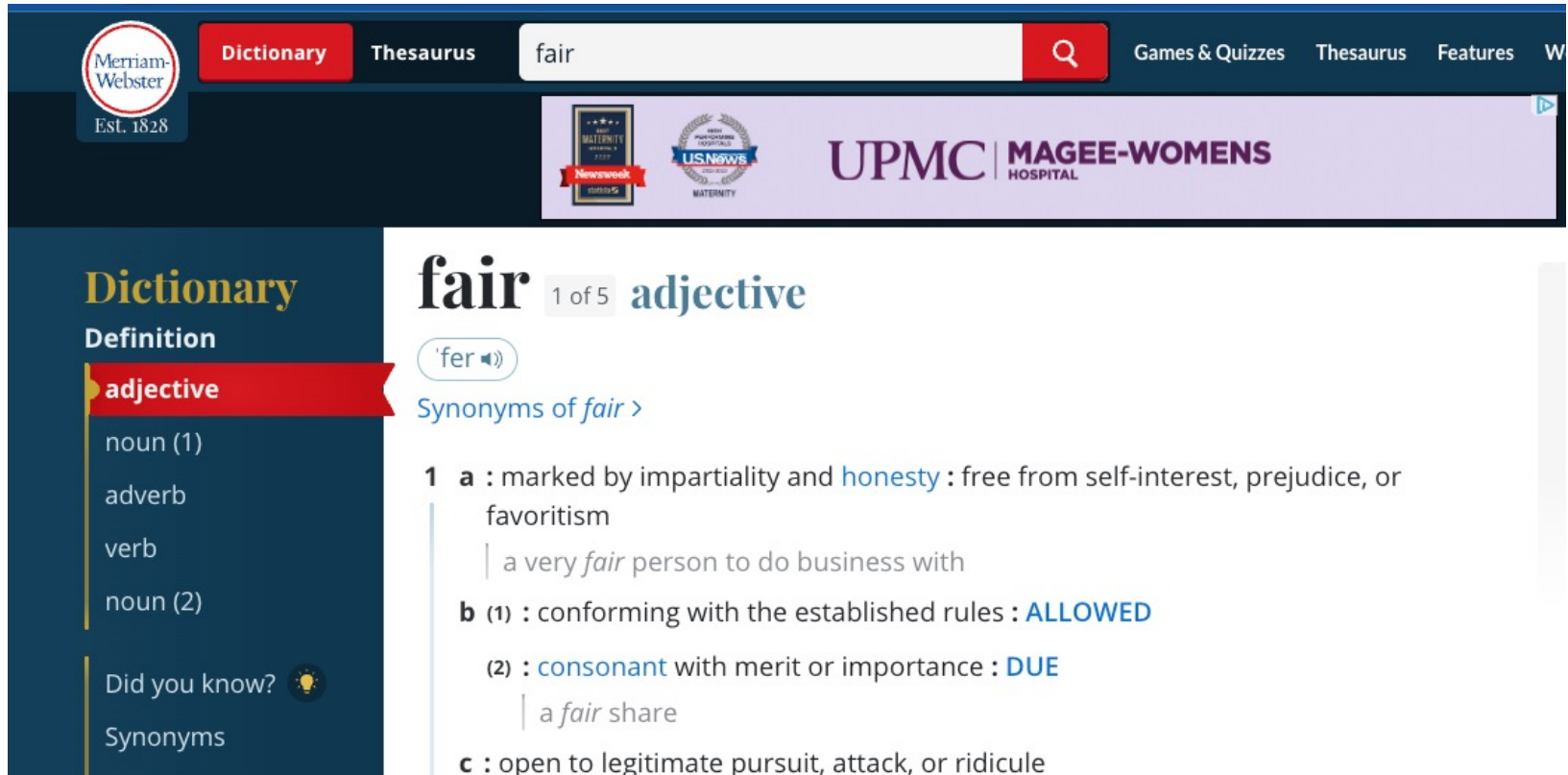


# Objectives

- Define the term Fair Practices
- List the components of the CAAHEP Standards for V. Fair Practices
- Explain the importance of fair practices



# What are Fair Practices?



The screenshot shows the Merriam-Webster website interface. At the top, there is a navigation bar with 'Dictionary' and 'Thesaurus' buttons, a search bar containing the word 'fair', and links for 'Games & Quizzes', 'Thesaurus', 'Features', and 'W'. Below the navigation bar is a banner for 'UPMC | MAGEE-WOMENS HOSPITAL' with various accreditation logos. The main content area is titled 'Dictionary' and features a sidebar with 'Definition', 'adjective', 'noun (1)', 'adverb', 'verb', and 'noun (2)'. The 'adjective' section is highlighted in red. The main definition for 'fair' is shown as '1 a : marked by impartiality and honesty : free from self-interest, prejudice, or favoritism', with examples like 'a very fair person to do business with'. Other definitions include 'b (1) : conforming with the established rules : ALLOWED', 'b (2) : consonant with merit or importance : DUE', and 'c : open to legitimate pursuit, attack, or ridicule'.

Merriam-Webster  
EST. 1828

Dictionary Thesaurus fair Games & Quizzes Thesaurus Features W

UPMC | MAGEE-WOMENS HOSPITAL

## Dictionary

### fair

1 of 5 adjective

'fer

Synonyms of *fair* >

**1 a** : marked by impartiality and **honesty** : free from self-interest, prejudice, or favoritism  
| a very *fair* person to do business with

**b (1)** : conforming with the established rules : **ALLOWED**

**(2)** : **consonant** with merit or importance : **DUE**  
| a *fair* share

**c** : open to legitimate pursuit, attack, or ridicule

Definition

**adjective**

noun (1)

adverb

verb

noun (2)

Did you know?

Synonyms

[https://www.merriam-webster.com/dictionary/fair?utm\\_campaign=sd&utm\\_medium=serp&utm\\_source=jsonld](https://www.merriam-webster.com/dictionary/fair?utm_campaign=sd&utm_medium=serp&utm_source=jsonld)



Credible education through accreditation

# Essence of the Standard

*To ensure that prospective and current students have accurate information to make informed choices about the policies and practices of a school*

## **What does it apply to?**

- Publications and disclosures
- Lawful and non-discrimination practices
- Safeguards
- Student records
- Substantive Changes
- Agreements



# **Publications and Disclosures**



**Standards and Guidelines  
for the Accreditation of Educational Programs in the Emergency Medical  
Services Professions**

**Essentials/Standards initially adopted in 1978; revised in 1989, 1999, 2005, and 2015**

1. Announcements, catalogs, publications, and advertising must accurately reflect the program offered.
2. At least the following must be made known to all applicants and students: the sponsor's institutional and programmatic accreditation status as well as the name, mailing address, web site address, and phone number of the accrediting agencies; admissions policies and practices, including technical standards (when used); policies on advanced placement, transfer of credits, and credits for experiential learning; number of credits required for completion of the program; tuition/fees and other costs required to complete the program; policies and processes for withdrawal and for refunds of tuition/fees.
3. At least the following must be made known to all students: academic calendar, student grievance procedure, criteria for successful completion of each segment of the curriculum and for graduation, and policies and processes by which students may perform clinical work while enrolled in the program.
4. The sponsor must maintain, and make available to the public, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required in these **Standards**.

*The sponsor should develop a suitable means of communicating to the communities of interest the achievement of students/graduates (e.g., through a website or electronic or printed documents).*



# Interpretation of the Standard

*Sponsors and/or paramedic programs must provide clear and accurate information about all aspects of the program.*

*Published information about the program must be consistent wherever it appears (i.e., website, catalog, student handbook, recruiting material, etc.). Published information should be reviewed annually to ensure it is up-to-date and consistent with current CAAHEP Standards and CoAEMSP accreditation policies and for internal consistency with program sponsor and/or state requirements.*





# Possible Evidence Meeting Standard

- Catalogue
- Institutional Policies and Procedures
- Program Policies and Procedures
- Student Handbook
- Faculty Handbook



# Publications and Disclosures

*Accurately Educate the consumer...*

- Accreditation status
  - Institution
  - Program
- Technical Standards
- Policies
  - Advanced placement
  - Transfer credits
  - Experiential learning
- Number of credits
- Tuition/Fees/Costs
- Withdrawal and refund
- Academic calendar
- Criteria for completion and graduation
- Process for performing clinical work
- Graduate performance



# Accreditation status

The program must publish the accreditation status of both the program and the institution.

Must include the name, mailing address, web site address and phone number of the accrediting agencies.



# Accreditation Status

## Have you seen me?

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

### Policies & Procedures for Programs



Credible education  
through accreditation

Approved by the CoAEMSP Board of Directors ~~February 5, 2022~~ **July 30, 2022**

# Accreditation Status – LOR

***Must publish  
the full  
statement in  
one  
comprehensive  
publication***

1. Prior to the scheduling of a CAAHEP sanctioned site visit by the CoAEMSP for initial accreditation, no mention of CAAHEP accreditation may be made for the Paramedic program.
2. Once a site visit has been scheduled by the CoAEMSP, a Paramedic education program may publish the following statement:

"The [name of sponsor] Paramedic program has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted."



There should be no claims of timelines or when accreditation might be achieved.

3. If a program has CAAHEP accreditation, the sponsor must use the following language when referring to that accreditation:
  - a. In at least one of its comprehensive publications customarily used to officially convey institutional information, it must state:

"The [name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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](http://www.caahep.org)

To contact CoAEMSP:  
214-703-8445  
[www.coaemsp.org](http://www.coaemsp.org)



# Accreditation Status – SV Initial

***Must publish  
the full  
statement in  
one  
comprehensive  
publication***

## A. Publishing of Program Accreditation Status

1. Prior to the scheduling of a CAAHEP sanctioned site visit by the CoAEMSP for initial accreditation, no mention of CAAHEP accreditation may be made for the Paramedic program.
2. Once a site visit has been scheduled by the CoAEMSP, a Paramedic education program may publish the following statement:

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# Accreditation Status – Accredited

- b. Provided the requirements of paragraph "IV.A.3.a." above have been met, when the sponsor additionally publishes the accreditation status of the program, it must state:

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CoAEMSP Policies and Procedures for Programs

18

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

- c. Provided the requirements of paragraph "IV.A.3.a." above have been met, the sponsor may choose, but is not required, to include the program accreditation statement in other publications such as newspaper ads, flyers, pamphlets, etc.



*Must publish  
the full  
statement in  
one  
comprehensive  
publication*



# Technical Standards

***The program must publish them***

- What are these?
- Why do I need them?
- Where can I get them?





# Policies

- Advanced placement – MUST BE PROGRAM SPECIFIC
- Transfer credits – MUST BE PROGRAM SPECIFIC
- Experiential learning – MUST BE PROGRAM SPECIFIC
  - Note: It is ok not to offer these options – the program needs to make it clear what the program offers
- Withdrawal
  - What is the withdrawal process and policy?
- Refunds
  - How do I get a refund?
  - What is refundable?
  - How much?



# Number of Credits

- How many credits do I need to graduate?
- If I am not a credit-based program, how many hours?



# Tuition/Fees/Costs

***What will it cost me to attend the program?***

- Tuition
  - What is included?
- Fees
  - Background check
  - Medical exams/testing
  - Drug Screen
  - Uniforms
  - Books
- Costs
  - What other costs can I expect?



# Academic Calendar

- When do classes start?
- When do classes end?
- Is there a break?
- What are the holidays?



# Criteria for completion and graduation

- What do I need to do to complete...
  - A course?
  - The program?
- What do I need to do to graduate?



## Process for performing clinical work

- Screenings
- Scheduling
- Working at my service
- Always a third rider

# Student/Graduate Performance

## Student Performance

- Number enrolled
- Number completed
- Retention
  - Completed/enrolled
- Attrition
  - (Enrolled - completed)/enrolled
- Must include advanced placement

## Graduate Performance

- Number completed
- Number passing practical certification exam
  - First attempt
  - All attempts
- Number passing written certification exam
  - First attempt
  - All attempts
- Positive placement

*\*Part of Standard IV. B. 2. Outcome reporting*



# **Lawful and Non Discrimination Practices**





**Standards and Guidelines  
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**B. Lawful and Non-discriminatory Practices**

All activities associated with the program, including student and faculty recruitment, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations. There must be a faculty grievance procedure made known to all paid faculty.

A program conducting educational activities in other State(s) must provide documentation to CoAEMSP that the program has successfully informed the state Office of EMS that the program has enrolled students in that state.



# Interpretation of the Standard

*The program information specified in this Standard must be made known and available to students and faculty in at least one of the program's publications (i.e., website, catalog, student handbook, recruiting materials, policies and procedures, etc.). If the program conducts educational activities in other State(s), the program must provide evidence that it has successfully notified the State Office of EMS that the program has Paramedic students in that state.*



# Evidence in Support of Standard

Documentation of successful notification of each state.



# Lawful and Non-discriminatory Practices

- All actives must be legal
- The program must follow state and federal rules and regulations regarding recruitment and employment
- Programs need a published:
  - Admission process
  - Student grievance process
  - Faculty grievance process
  - Faculty recruitment



## Lawful and Non-discriminatory Practices

If the program is conducting education in another state, the program must **document** that the other state is informed of the program's activities

The program needs an assistant medical director if the students are performing clinical in that/those states



# Safeguards



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**C. Safeguards**

The health and safety of patients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded.

All activities required in the program must be educational and students must not be substituted for staff.



# Interpretation of the Standard

*For educational activities, individuals must be clearly identified as students, in a specified clinical/field experience/internship, under the auspices of the program medical director, and under the supervision the designated preceptor prior to performing patient care. Students must not be substituted for staff.*





# Safeguards

- Students need to be identified as students
  - ID Badge
  - Uniform
- The program needs a policy that the student may only perform skills under the direct supervision of a preceptor
- The program needs a policy that the student may only perform skills while functioning as a third rider
  - They may not be substituted for staff



# Safeguards

- The program needs to have a policy for the health and safety of the student
- Documentation of the program's requirement for:
  - Pre education health assessment
  - Immunizations
  - Vaccinations
- Safety vests?



# Student Records



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for the Accreditation of Educational Programs in the Emergency Medical  
Services Professions**

Essentials/Standards initially adopted in 1978; revised in 1989, 1999, 2005, and 2015

#### **D. Student Records**

Satisfactory records must be maintained for student admission, advisement, counseling, and evaluation. Grades and credits for courses must be recorded on the student transcript and permanently maintained by the sponsor in a safe and accessible location.

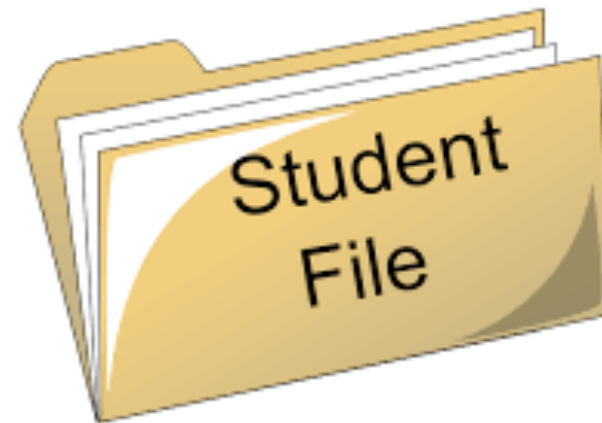


## Interpretation of the Standard

*The program has the responsibility to ensure that paramedic student records are maintained in accordance with state records retention laws, including the items listed in this Standard. Student academic transcripts that documents student attendance dates, credits earned, if any, and grades shall be permanently maintained.*

# Student Records

- Admission (application)
- Advising
- Counseling
- Evaluation
- All three domains
  - Cognitive
  - Affective
  - Psychomotor



# Student Records

*The Program must have and maintain a **permanent** transcript for each student*

- What is on it?
- How do students get copies of it?
- Students often return many years later...



# Substantive Changes





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**E. Substantive Change**

The sponsor must report substantive change(s) as described in Appendix A to CAAHEP/CoAEMSP in a timely manner. Additional substantive changes to be reported to CoAEMSP within the time limits prescribed include:

1. Change in sponsorship
2. Change in location
3. Addition of a satellite location
4. Addition of a distance learning program



# Interpretation of the Standard

*The sponsor must report substantive changes in a timely manner to the CoAEMSP and may require additional information.*



# Substantive Change

*CAAHEP/CoAEMSP must know what is happening with the program as it relates to:*

- Sponsorship
- Location
- Satellite locations
- Distance learning
- Key Personnel Changes (within 30 days)



- There are policies and procedures related to these topics
- Remember there are deadlines for notification
- There are helpful forms to complete and notify

# Substantive Change

## Personnel

### Personnel [Associate/Assistant MD & Lead Instructor(s)]

Effective immediately, programs are required to maintain evidence of the following personnel: Associate Medical Director(s), Assistant Medical Director(s), and Lead Instructor(s) except for Satellite Lead Instructor(s). The positions listed above no longer require CoAEMSP approval. The sponsor is responsible for maintaining documentation to demonstrate individuals holding any position above meet or exceed qualifications outlined in Standard III.B. of the CAAHEP Standards and Guidelines.

### Personnel [President/CEO, Dean, Program Director, Medical Director, and Satellite Lead Instructor(s)]

Programs are required to provide evidence of the following personnel: President/CEO, Dean, Program Director, Medical Director, and Satellite Lead Instructor(s). Program

**This page is dedicated to providing the steps and required documentation for the following positions:**

- President/CEO
- Dean
- Program Director
- Medical Director
- Satellite Lead Instructor (if applicable)

The Personnel form and the Change in Office Contact form must be



# Agreements



**Standards and Guidelines  
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Services Professions**

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## **F. Agreements**

There must be a formal affiliation agreement or memorandum of understanding between the sponsor and all other entities that participate in the education of the students describing the relationship, roles, and responsibilities of the sponsor and that entity.



# Interpretation of the Standard

*There must be current affiliation agreements with clinical affiliates and capstone field internship sites that define the responsibilities of both the program and the sponsor, detailing what the students can do at the site, and the responsibilities of the preceptor. NOTE: If the sponsor is a consortium, the agreements must be with the consortium or one of the consortium partners and the responsibility for maintaining such agreements must be provided for in the Consortium Memorandum of Understanding.*

*Contracts may have automatic renewal provisions, but the program should show evidence of periodic review that the affiliation continues to meet the needs of the program.*

*If the program uses a secure electronic signature, documentation of the agreement must exist between the parties allowing for such signature. A secure electronic signature is **not** a jpeg or other type of image attached to a document. A secure electronic signature is unique and under the sole control of the individual making the signature, the technology used must be able to identify the person making the signature, and the technology must be able to identify if the document was changed in any way after the electronic signature was applied.*



# Agreements

- The program must have signed affiliation agreements with every site where students are performing clinical/field/capstone rotations
  - *Define the responsibilities of both the program and the sponsor, detailing what the students can do at the site, and the responsibilities of the preceptor.*
- The agreements may auto-renew
  - The program needs to assess them on a regular basis to ensure the program and the site are still meeting the needs of the rotation
- They need to be signed
  - E-signature is OK, but it should not be a cut and paste image





# 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!



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