CoAEMSP Program Directors Focus Group (PDFG)
Highlights from the CoAEMSP PDFG Meeting
July 27, 2023, 11A-1P CT

The Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) Program Directors Focus Group (PDFG) met via Zoom on July 27, 2023, for the inaugural meeting. The highlights from the meeting follow.

1. **Program Director Focus Group (PDFG).** Launched in May 2023, members of the PDFG will provide expertise and insights to the CoAEMSP Board of Directors, especially relating to day-to-day operational aspects of CAAHEP accredited and CoAEMSP Letter of Review paramedic programs.

   The 24 members of the PDFG represent a broad cross-section of the nation, with four members from each NASEMSO Region – East, South, Great Lakes, Western Plains, and West – and four at-large members. Members of the group are volunteers and will serve for one year. The PDFG is not a governing body, does not set policy, and does not participate in accreditation decisions.

2. **Review of CoAEMSP Highlights**

   a. **CoAEMSP Board Meeting Highlights (May 3-5, 2023).**

   b. **Strategic Plan 2023-2025.** The CoAEMSP Board believes in its mission, vision, and core values, which were developed previously, they remain today with new goals:
      i. Expand accreditation services with the implementation of voluntary AEMT accreditation.
      ii. Develop an overarching data management strategy that results in efficiency and value for staff and constituents.
      iii. Develop resources and programs to support (new) program directors with the accreditation process.
      iv. Launch a communications program that promotes and strengthens relationships through a variety of targeted interfaces.
      v. Provide accreditation services for paramedic educational programs globally, taking deliberate action to market our services to an international audience.

   c. **Voluntary Accreditation Services for AEMT Programs.** To advance the recommendations of the 2019 National EMS Scope of Practice Model and the 2021 National EMS Education Standards, CAAHEP plans to launch a voluntary programmatic accreditation at the Advanced Emergency Medical Technician (AEMT) level by January 1, 2025, and the CoAEMSP will provide the accreditation services. Key milestones in advance of the launch include:

      May – November 2023 - Robust stakeholder engagement and feedback
      December 4, 2023 - Open for public comment the policies and interpretations of the CAAHEP *Standards* for AEMT education programs.
      January 18, 2024 - Public comment period closes. (Feb 4, the CoAEMSP Board reviews the comments and approves the final draft)
      March 4, 2024 - Publish policies and interpretations of the CAAHEP *Standards* for AEMT education programs.
      June 1, 2024 - Make available all documents and forms for AEMT programs, including the Letter of Review (LoR) application, self-study report, site visit report, annual report, etc.
      January 1, 2025 - Accept LoR applications from AEMT programs.

3. **CoAEMSP Website.** CoAEMSP is currently evaluating the website for updates. Representing a large user group of the CoAEMSP website, the PDFG members were asked to share their experiences with the website and opportunities on how it may be improved to better serve their needs. The feedback themes include robust search engine identification in forms and documents, imagery utilization, designation of new or updated documents, and Program Director quick reference guide.

4. **Accreditation Processes.** CoAEMSP sought feedback from the PDFG on accreditation services processes. The PDFG members indicated that the technology, forms, and process design should center on streamlining. Their discussion conveyed that there is an opportunity for a significant impact on saving time when they simply do not have enough to accomplish everything asked of them. The conversations focused on saving time in the accreditation process so that time may be focused on the program delivery, including the topics: elimination of redundancy, web-hosted processes, ShareFile organization, tools including an accreditation management system (AMS) and an application programming interface (API).

5. **Next Meeting:**
    2023:   October date TBD   web meeting