A logo for a medical school

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**Medical Director Student Review**

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The CAAHEP *Standards and Guidelines* for the Emergency Medical Services Professions require that the program’s medical director “review the progress of each student throughout the program, and assist in the determination of appropriate corrective measures, when necessary” (Standard III.B.2.4). To assist programs in implementing this requirement, the following interpretation has been developed: “the medical director must demonstrate review during each phase (didactic/lab, clinical, field internship) for each student. For example, academic advisement, end of semester testing, progress report listing each student, etcetera.” In addition, the medical director must review terminal progress and sign and certify competency using a *Terminal Competency Form* based on the CoAEMSP provided template. Per the CoAEMSP Interpretations of the CAAHEP *Standards*: “At the conclusion of the program, there must be a document signed by the medical director attesting to the competence of each graduate as an entry-level paramedic. A terminal competency form for each student must contain a dated original signature by the medical director. A stamped signature is not acceptable. A secure electronic signature is acceptable.” If the CoAEMSP form is not used, the program’s terminal competency form must include the following statement:

*“* We hereby attest that the candidate listed below successfully completed all of the Terminal Competencies required for graduation from the Paramedic Education program as a minimally competent, entry-level, Paramedic and as such is eligible for State and National Certification written and practical examination in accordance with our published policies and procedures.*“*

The form must also have a section or sections where the medical director attests to and ensures the competence of the graduate in all three domains: cognitive, affective, and psychomotor.

In addition, programs are required to provide routine academic advisement/counseling. This is in addition to counseling for cause for poor academic performance or affective domain issues. Per the CoAEMSP Interpretations of the CAAHEP *Standards*: “It is expected that the school will meet with each student at least once each academic session (e.g., semester, term, quarter) in sufficient time that the student can adequately respond to the counseling, as needed.’ This is an excellent opportunity for the involvement of the medical director.

The program can use various methods to track and document the medical director’s review of student progress toward competency. Activities may include medical director involvement in academic advisement sessions, staff meetings that include a review of student progress, or conversations with the program director regarding each student's progress. This review must include *each* student (as opposed to a global comment on the cohort). This conversation/communication can occur in person or electronically. The *Medical Director Student Update* form is one tool to facilitate and communicate the information. This tool is not mandated but can be a convenient mechanism to provide a systematic update and platform for review.

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**CoAEMSP Program Number:**       **Date:**

**Program Sponsor:**       **Course Start Date:**

**Level:**  **Number of Students Enrolled:**

**Program Director:**       **Lead Instructor:**

**Term:** Didactic/Lab  Clinical  Field internship

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| --- | --- | --- | --- |
| **Student** | **Issues Identified**  Yes/No | **Satisfactory Progress**  Yes/No | **Remediation if Indicated** |
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**Program Director Signature: Date**:

**Medical Director Signature: Date**: