



Credible education
through accreditation



CAAHEP ACCREDITATION SITE VISIT

A Program Director's Guide:

Organizing the Documents for the Site Visit – Electronic Records

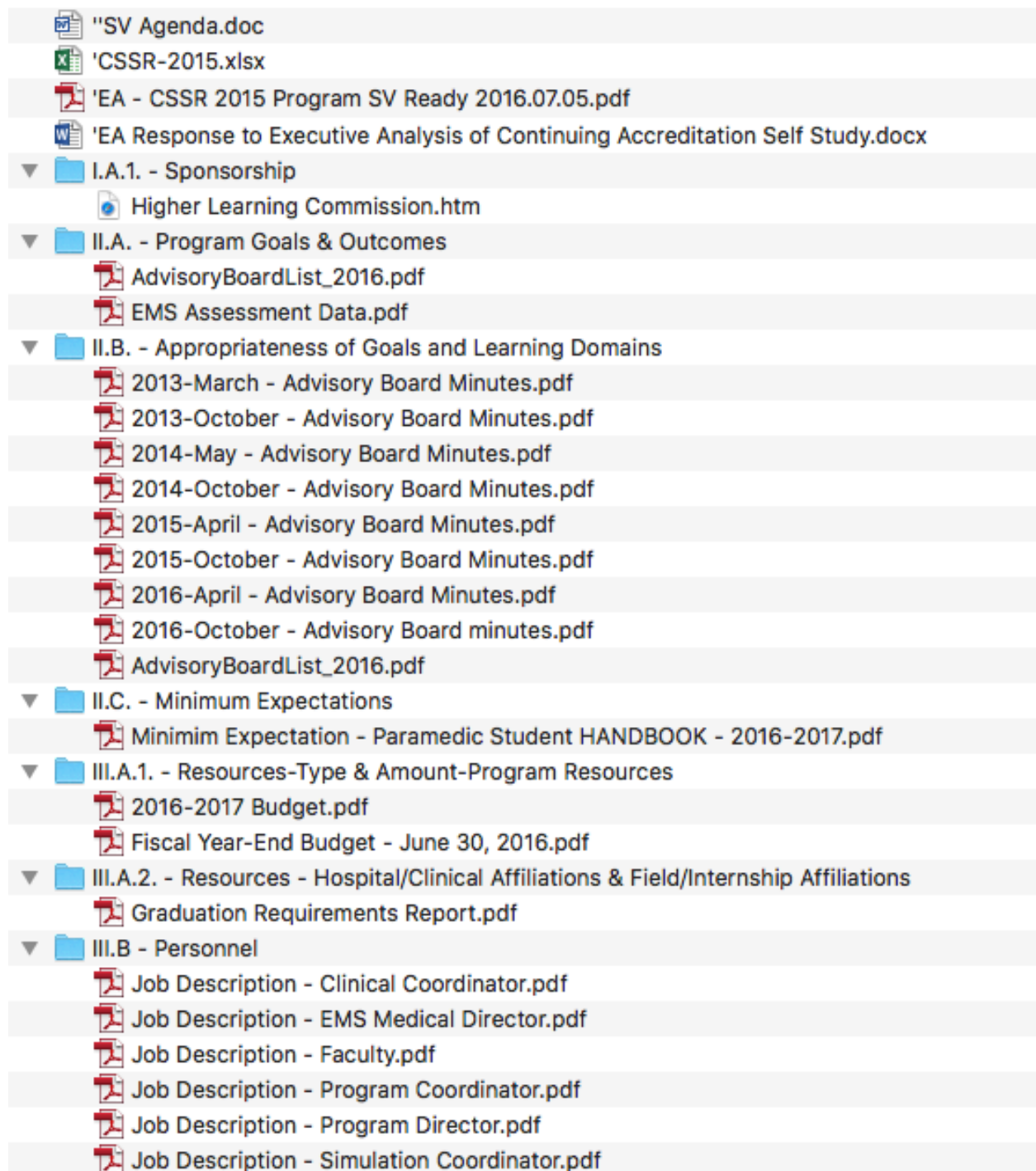
two (2) examples of how to organize electronic records



























Example 1:

Name
▶ I
▶ I.A.1
▶ II.A
▶ II.B
▶ II.C
▶ III.A.1
▶ III.A.2
▶ III.B
▶ III.B.1.a.1
▶ III.B.1.a.2
▶ III.B.1.a.3
▶ III.B.1.a.4
▶ III.B.1.a.5
▶ III.B.1.a.6
▶ III.B.1.a.7
▶ III.B.1.b (1-6)
▶ III.B.2. (1-7)
▶ III.B.2.b (1-4)
▶ III.B.3 (optional if Associate MD)
▶ III.B.4 (optional if Assistant MD)
▶ III.B.5.a
▶ III.B.5.b
▶ III.B.6 (1-6) if Lead Instructor
▶ III.C.1
▶ III.C.2
▶ III.C.3
▶ III.D
▶ IV.A.1
▶ IV.A.2.a
▶ IV.A.2.b
▶ IV.B.1
▶ IV.B.2
▶ V.A.1
▶ V.A.2
▶ V.A.3
▶ V.A.4
▶ V.B
▶ V.C
▶ V.D
▶ V.E
▶ V.F






































Example 2:
















The names that appear in the following screenshots are fictitious characters from beloved television shows, like *Emergency!* and *ER*. If names appear real, they are in the land of television.






























- ▼  Long Range Planning
 -  2011Strategic Plan.docx
 -  Market Analysis-Emergency Medical Services Programs - University.pdf
 -  Strategic Planning Agenda - 01052017.docx
 -  Strategic Planning Summary - 01052017 - DRAFT.docx
 -  Strategic Planning Workshop Notes - 07252013.docx
 -  Strategic Planning Workshop Summary - 07252013.docx
- ▼  Preceptor Training Materials
 -  'Paramedic Preceptor Training Resources Binder.pdf
 -  'Preceptor Training Slides 2015.pptx
 -  Apple Medical Center ED Preceptor Training.pdf
 -  Bananna River Fire Department Preceptor Training Roster.pdf
 -  Children's Medical Center ED Preceptor Training.pdf
 -  City Fire Department Preceptor Training Rosters.PDF
 -  Town Fire Department Preceptor Training Rosters.pdf
 -  University Medical Center Preceptor Training.pdf
- ▼  Qualifications
 -  AHA - CPR & ACLS.pdf
 -  AMLS.pdf
 -  Bachelors degree.JPG
 -  CV.docx
 -  NREMT - Paramedic.pdf
 -  PEPP 2017 Certificate.pdf
 -  PHTLS.pdf
 -  State - EMS Instructor.pdf
 -  State - Paramedic.pdf

























- ▼ III.B.1. - Resources - Personnel - Program Director - Gage, Johnny
 - ▼ Continuous QI
 - ▼ CoA Resource Assessments
 - CoAEMSP Resource Assessment Survey Results - April 2015.pdf
 - CoAEMSP Resource Assessment Survey Results - April 2016.pdf
 - ▼ CoAEMSP Annual Reports of Progress
 - 2012 Annual Report of Progress.pdf
 - 2013 Annual Report of Progress.pdf
 - 2014 Annual Report of Progress.pdf
 - 2015 Annual Report of Progress.pdf
 - 2016 Annual Report of Progress.pdf
 - ▼ Course Evaluations
 - P117 Evaluation Term I.pdf
 - P117 Evaluation Term II.pdf
 - P117 Final Paramedic Program Evaluation.pdf
 - P118 Evaluation Term I.pdf
 - P118 Evaluation Term II.pdf
 - P118 Final Paramedic Program Evaluation.pdf
 - P119 Evaluation Term I.pdf
 - P119 Evaluation Term II.pdf
 - P119 Final Paramedic Program Evaluation.pdf
 - P120 Evaluation Term I.pdf
 - ▼ SSR Questionnaires
 - Advisory Board SSR Questionnaires - 2016.PDF
 - Clinical Coordinator SSR Questionnaire - 2016.PDF
 - Faculty SSR Questionnaires - 2016.PDF
 - MD SSR Questionnaire - 2016.PDF
 - PD SSR Questionnaire - 2016.PDF
 - ▼ Student Evaluations of Preceptors
 - Preceptor Evals - P119.pdf
 - Preceptor Evals - P120.pdf































- ▼  Faculty & Staff meeting minutes
 - ▼  Meeting Minutes 2014
 -  EMS Education Staff Meeting 01-29-2014.doc
 -  EMS Education Staff Meeting 03-25-2014.doc
 -  EMS Education Staff Meeting 06-11-2014.doc
 -  EMS Education Staff Meeting 07-30-2014.doc
 -  EMS Education Staff Meeting 09-02-2014.doc
 -  EMS Education Staff Meeting 11-19-2014.doc
 -  Monthly Staff Meeting Agenda - 06112014.docx
 -  Monthly Staff Meeting Agenda - 07302014.docx
 -  Monthly Staff Meeting Agenda - 09022014.docx
 -  Monthly Staff Meeting Agenda - 11192014.docx
 - ▼  Meeting Minutes 2015
 -  EMS Education Staff Meeting 01-27-2015.doc
 -  EMS Education Staff Meeting 03-25-2015.doc
 -  EMS Education Staff Meeting 06-10-2015.doc
 -  EMS Education Staff Meeting 08-18-2015.doc
 -  EMS Education Staff Meeting 09-25-2015.doc
 -  EMS Education Staff Meeting 12-02-2015.doc
 -  Monthly Staff Meeting Agenda - 01272015.docx
 -  Monthly Staff Meeting Agenda - 03252015.docx
 -  Monthly Staff Meeting Agenda - 06102015.docx
 -  Monthly Staff Meeting Agenda - 08182015.docx
 -  Monthly Staff Meeting Agenda - 09252015.docx
 -  Monthly Staff Meeting Agenda - 12022015.docx
 - ▼  Meeting Minutes 2016
 -  EMS Education Staff Meeting 1-22-2016.doc
 -  EMS Education Staff Meeting 02-26-2016.doc
 -  EMS Education Staff Meeting 06-16-2016.doc
 -  EMS Education Staff Meeting 07-22-2016.doc
 -  EMS Education Staff Meeting 08-26-2016.doc
 -  EMS Education Staff Meeting 09-16-2016.doc
 -  EMS Education Staff Meeting 12-20-2016.doc
 -  Monthly Staff Meeting Agenda - 01212016.docx
 -  Monthly Staff Meeting Agenda - 02262016.docx
 -  Monthly Staff Meeting Agenda - 06162016.docx
 -  Monthly Staff Meeting Agenda - 07222016.docx

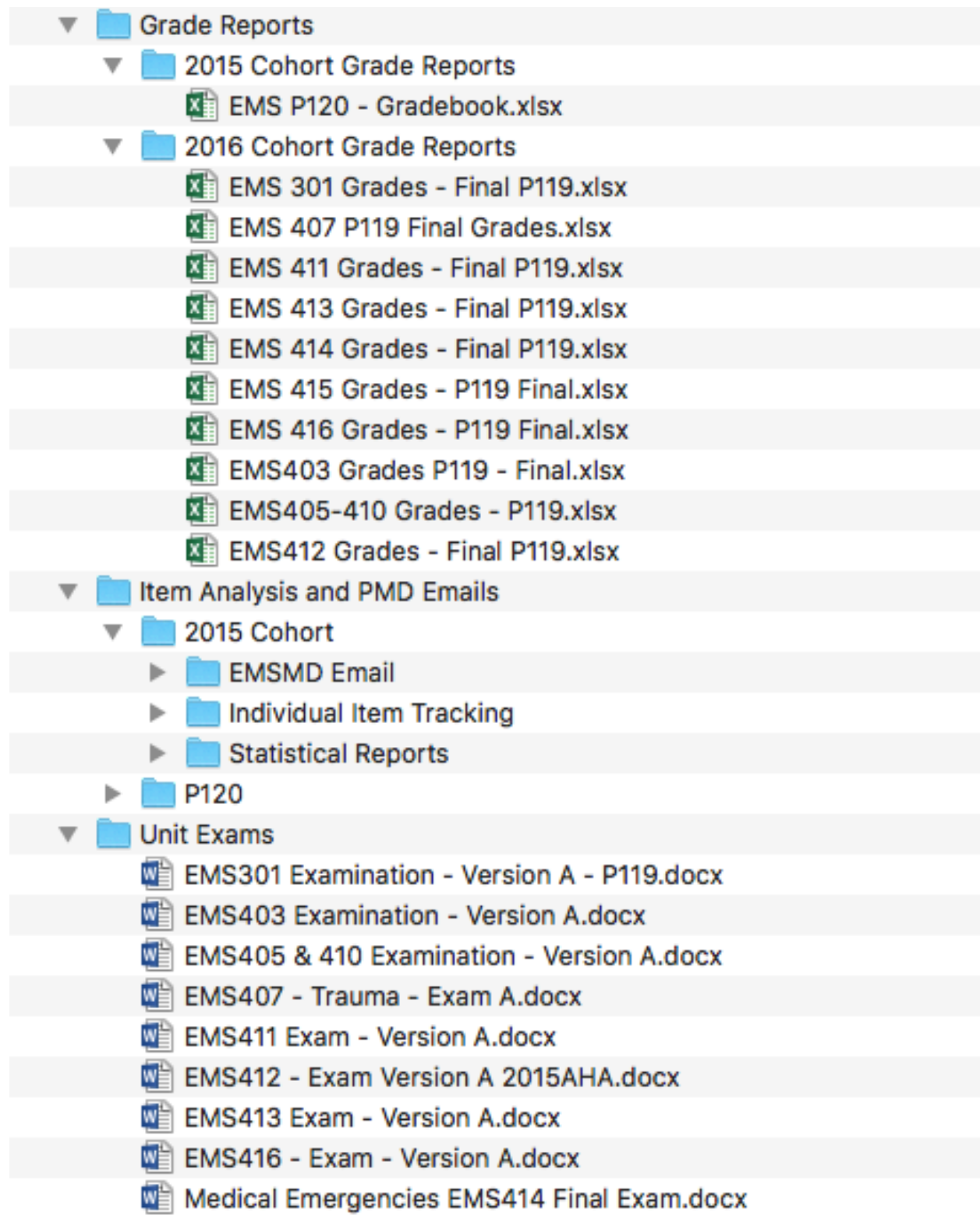
- ▼  III.B.2. - Resources - Personnel - Medical Director - Brackett, Kelly
 -  Brackett, Kelly - [State 1] Physician License.pdf
 -  Brackett, Kelly - 2016 CV.pdf
 -  Brackett, Kelly - Agreement.pdf
 - ▼  Medical Director Approval Forms - Syllabus, Student HB, Exams
 -  2014 - Medical Director Approval Forms.pdf
 -  2015 - Medical Director Approval Forms.pdf
 -  2016 - Medical Director Approval Forms.pdf
 -  Terminal Competency Forms - Sample of Completed Forms.pdf
- ▼  III.B.3. - Resources - Personnel - Associate Medical Director - McCall, Dixie
 -  McCall, Dixie - [State 1] Physician License.pdf
 -  McCall, Dixie - 2016 CV.pdf
- ▼  III.B.4. - Resources - Personnel - Assistant Medical Director - Early, Joe
 -  Early, Joe - [State 2] Physician License.pdf
 -  Early, Joe - 2016 CV.pdf





























- ▼  III.B.5. - Resources - Personnel - Faculty
 - ▼  Crockett, Ronald - Faculty
 -  AHA Certifications.pdf
 -  Bachelors degree.pdf
 -  CV.pdf
 -  NR Paramedic.pdf
 -  PHTLS_Instructor_Card.pdf
 -  State Paramedic.pdf
 - ▼  DeSoto, Roy - Faculty
 -  2015-11 Resume.docx
 -  ACLS_PALS.pdf
 -  State EMS Instructor.pdf
 -  State Paramedic.pdf
 - ▼  Kelly, Chet - Simulation Coordinator
 -  AHA cards 2015.pdf
 -  CV 2015.doc
 -  NRP.pdf
 -  State EMS Instructor.pdf
 -  State Paramedic.pdf
 - ▼  Stanley, Hank - Clinical Coordinator
 -  ACLS Card.pdf
 -  AMLS and PHTLS Card.pdf
 -  BLS Card.pdf
 -  NR Paramedic.pdf
 -  PALS Card.pdf
 -  Resume 2014.docx
 -  State Paramedic.pdf

- ▼ **III.C.1-3. - Resources - Curriculum**
 - 📄 EMS Assessment Data.pdf
 - ▼ **Sample Lesson Plans & Presentations**
 - 📄 Cardiac_Pharmacology_-_11212016.pdf
 - 📄 Head & Facial Trauma.pdf
 - 📄 Introduction to ECG Interpretation.pdf
 - 📄 Legal Aspects of Emergency Medical Services.pdf
 - 📄 Lesson Plan EMS 412 Cardiology Sinus ECGs.pdf
 - 📄 Obstetrical Emergencies.pdf
 - 📄 Paramedic Student Case Studies Template.pdf
 - 📄 Practice ECG Rules and Notes - STUDENT.pdf
 - 📄 Roles & Responsibilities - A Conversation.pdf
 - 📄 Sinus Practice Strips.pdf
 - 📄 Sinus Rhythms - Leggio - Narrated Video.pdf
 - ▼ **Summary Tracking Reports for Patient Encounters and Skills**
 - 📄 Airway Management.pdf
 - 📄 Graduation Requirements Report.pdf
 - 📄 Lab Practice Report.pdf
 - 📄 Patient Acuity.pdf
 - 📄 University Paramedic SCHEDULE.pdf
 - 📄 University Paramedic SYLLABUS.pdf
- ▼ **III.D. - Resources - Resource Assessment**
 - 📄 CoAEMSP Resource Assessment Survey Results - April 2015.pdf
 - 📄 CoAEMSP Resource Assessment Survey Results - April 2016.pdf
 - ▼ **Long Range Planning**
 - 📄 2011Strategic Plan.docx
 - 📄 Strategic Planning Agenda - 01052017.docx
 - 📄 Strategic Planning Summary - 01052017 - DRAFT.docx
 - 📄 Strategic Planning Workshop Notes - 07252013.docx
 - 📄 Strategic Planning Workshop Summary - 07252013.docx

- ▼  IV.B.1-2. - Outcomes Assessment/Reporting
 - ▼  Annual Reports of Progress - CoAEMSP Submissions
 -  2012 Annual Report of Progress.pdf
 -  2013 Annual Report of Progress.pdf
 -  2014 Annual Report of Progress.pdf
 -  2015 Annual Report of Progress.pdf
 -  2016 Annual Report of Progress.pdf
 - ▼  ARP - Program Data Collection Tool
 -  Annual Report of Progress Data - P117 - 2014 Report.xlsx
 -  Annual Report of Progress Data - P118 - 2015 Report.xlsx
 -  Annual Report of Progress Data - P119 - 2016 Report.xlsx
 - ▼  Email Communication to Survey Respondents
 -  EMS Program Accreditation Survey.eml
 -  FW- Paramedic Accreditation Survey - 4th Request.eml
 -  Paramedic Accreditation Survey.eml
 -  Paramedic Accreditation Survey[1].eml
 - ▼  Graduate & Employer Survey Reports
 -  CoAEMSP Employer Summary Report - 2013.htm
 -  CoAEMSP Employer Summary Report - 2014.htm
 -  CoAEMSP Employer Summary Report - 2016.htm
 -  CoAEMSP Graduate Summary Report - 214.htm
 -  CoAEMSP Graduate Summary Report - 2015.htm
 -  CoAEMSP Graduate Summary Report - 2016.htm
 -  Graduate Survey phone call script - 2016.docx

- ▼  IV.A.1-2. - Student and Graduate Evaluation/Assessment
 - ▼  Attendance Reports
 -  P119 LMS Attendance Tracking Report - 2015-2016.xlsx
 -  P120 LMS Attendance Tracking Report - 2016-2017.xlsx
 - ▼  Comprehensive Summative Exam
 -  Instructions PPCP.docx
 -  P119 EMS415 EDITED Final Comprehensive Exam.docx
 -  Skill Station Room Assignments final 7-21-2016.docx
 -  Skills Testing P119 master.xlsx
 - ▼  Course evaluations
 -  P117 Evaluation I.pdf
 -  P117 Final Paramedic Course Evaluation.pdf
 -  P117 Paramedic Eval II.pdf
 -  P118 Evaluation I.pdf
 -  P118 Evaluation II.pdf
 -  P118 Final Paramedic Course Evaluation.pdf
 -  P119 Evaluation I.pdf
 -  P119 Evaluation II.pdf
 -  P119 Final Paramedic Course Evaluation.pdf
 -  P120 Paramedic Eval I.pdf
 - ▼  Faculty Visits to Affiliate Sites
 -  P119 Site Visit - April '16.xlsx
 -  P119 Site Visit - December.xlsx
 -  P119 Site Visit - February '16.xlsx
 -  P119 Site Visit - January '16.xlsx
 -  P119 Site Visit - june '16.xlsx
 -  P119 Site Visit - March '16.xlsx
 -  P119 Site Visit - May '16.xlsx
 -  P119 Site Visit - November.xlsx
 -  P119 Site Visit - October.xlsx



- ▼  V.A. - Fair Practices - Publications & Disclosure
 -  Guide to Fair Practices and Procedures Documentation.docx
 -  Paramedic Schedule - 2016-2017.pdf
 -  Paramedic Student Handbook - 2016-2017.pdf
 -  Paramedic Syllabus - 2016-2017.pdf
 -  Undergraduate Catalog - 2016-2017.pdf
 -  University Student Handbook - 2016-2017.pdf
- ▼  V.B. - Fair Practices - Lawful and Non-discriminatory Practice
 -  Paramedic Student Handbook - 2016-2017.pdf
 -  Undergraduate Catalog - 2016-2017.pdf
- ▼  V.C. - Fair Practices - Safeguards
 -  Paramedic Student Handbook - 2016-2017.pdf
- ▼  V.D. - Fair Practices - Student Records
 - ▶  Grade Reports
 -  Student File - Gray, Thomas.pdf
 -  Student File - Organization of Paramedic Student File.docx
 -  Student File - Shepard, Ray - DISMISSAL.pdf
 -  Student File - White, Barry.pdf
- ▼  V.E. - Fair Practices - Substantive Chage (if applicable)
- ▼  V.F. - Fair Practices - Agreements
 - ▼  Clinicial Affiliates
 -  Apple Medical Center.pdf
 -  Children's Medical Center.pdf
 -  University Medical Center.pdf
 - ▼  Field Affiliates
 -  Banana River Fire Department.pdf
 -  City Fire Department.pdf
 -  Town Fire Department.pdf