



Field Notes

for Program Directors of EMS Programs



November 2009

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Standards Interpretations

www.coaemsp.org/Standards.htm

Dates to Remember 2009

October 30-31
CAAHEP Board Meeting

November 6
CoAEMSP Board Teleconference

November 20
CAAHEP Board Teleconference

December 1
Annual Reports Due

2010
January 21-22
CAAHEP Board Meeting

February 6-7
CoAEMSP Board Meeting

March 19
CAAHEP Board Teleconference

Site Visitor Workshop

April 16-17, 2010 · Louisville, KY

CoAEMSP is seeking applicants interested in becoming new site visitors. To facilitate this recruitment, CoAEMSP will pay the travel expenses for selected participants to attend this workshop. Individuals selected who are not able to attend will be trained in an alternative manner.

The workshop will be held from 1:00 pm Friday, April 16 to noon on Saturday, April 17 at the Seelbach Hilton Hotel in Louisville, Ky.

If you would like to be considered for becoming a new site visitor, please complete and return to the CoAEMSP: 1) the site visitor [application](#), 2) a current CV, and 3) two (2) letters of recommendation **by January 22, 2010**. The application is available at www.coaemsp.org/Site_Visits_Visitors.htm.

In addition, for consideration for eligibility to become a CoAEMSP site visitor, individuals must complete the Commission on Accreditation of Allied Health Professions (CAAHEP's) [site visitor quiz](#), available at quiz.caahep.org, and meet all of the qualifications of a CoAEMSP site visitor. (See [below](#).)

Urgent Message: Annual Fees Past Due

Many CAAHEP Accredited Paramedic Program Directors have NOT submitted their program's CoAEMSP annual fee. You are urged to submit payment immediately to avert adverse accreditation actions that may be taken on your program. To chronicle the timeline:

March 2009 – Program Directors received an email asking to verify billing contacts.

May 2009 – CoAEMSP Annual Fee invoices were sent out, before the end of the academic semester, detailing the fee and the due date of July 1, 2009.

September 2009 – LATE FEE notices were sent to all Programs that had not paid.

The late fee is NOT a finance charge and will NOT be waived. Failure to pay both immediately will result in notification of Administrative Probation (AdminPro) and the program may be recommended for WITHDRAWAL of Accreditation at the February 2010 CoAEMSP Board of Directors meeting.

February 2010 – CoAEMSP will take action on delinquent programs.

You are urged to contact the CoAEMSP Executive Office immediately to ensure these deficiencies are corrected to place your program in good standing before adverse action is recommended. Again, LATE FEES are due and will NOT be waived by the Executive Director.

Contact Us

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Standards Interpretation Alert: Sponsorship & Consortium Agreement

The CoAEMSP Board recently adopted, through policy, interpretations to the CAAHEP *Standards* for Sponsorship (Standard I). Highlighted here are the [interpretations](#) for Standards I.A.4 and I.B.

Sponsoring Institution (I.A.4.)

A governmental fire academy or EMS training agency may be a Sponsor under Section I.A.4. It must be an agency of the federal, state, city, or county government; it must be authorized by the State to provide initial educational programs; it must

- - EITHER - -

have an articulation agreement with an educational institution (Standard I.A.1.) that can provide college credits for the training, if it cannot give credits in its own rights

- - OR - -

be recognized by the state as a postsecondary educational institution.

Consortium Agreement (I.B.2.)

A consortium agreement is an agreement, contract, or memorandum of understanding between two entities to provide governance of a program. The members of the consortium set up a separate Board to establish and run an educational program. The governance, lines of authority, roles of each partner must be established in the agreement, and have an organizational chart.

For a [sample consortium agreement](#), visit www.coaemsp.org/Documents/Consortium%20agreement%20Paramedic%20sample.doc.

Annual Report Now Due

The 2009 [Annual Report](#) (AR) is due December 1, 2009. The results of the AR will be discussed at the February 2010 CoAEMSP Board meeting.

Contact Bill Goding (extension 113) in the CoAEMSP Executive Office for additional technical support. NO WAIVERS will be granted for submission of your electronic report, so please submit promptly by the deadline.

EMS Graduate as CAAHEP Commissioner

CAAHEP is the accrediting agency that grants accreditation to EMT-Paramedic Educational Programs, along with 19 other allied health professions. CoAEMSP is a Committee on Accreditation within CAAHEP with a focus on EMT-Paramedic Programs. Every three years CAAHEP appoints a recent graduate of a CAAHEP-accredited program to represent all graduates. Currently, there are 2000 CAAHEP-accredited programs, and to be chosen as a graduate commissioner is an honor. Well, for the first time, the recent graduate is from a Paramedic program!

Christopher Douglas, a fire fighter from Okeechobee, Florida, and recent graduate of an EMS Paramedic program sponsored by Indian River State College, Ft. Pierce, Fla., is representing graduates of all CAAHEP accredited programs. He will serve a three-year term.

Sponsors of the CoAEMSP

American Ambulance Association (AAA)*

American Academy of Pediatrics (AAP)

American College of Cardiology (ACC)

American College of Emergency Physicians (ACEP)

American College of Osteopathic Emergency Physicians (ACOEP)

American College of Surgeons (ACS)

American Society of Anesthesiologists (ASA)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

International Association of Fire Chiefs (IAFC)*

National Association of Emergency Medical Services Physicians (NAEMSP)

National Association of Emergency Medical Technicians (NAEMT)

National Association of EMS Educators (NAEMSE)

National Association of State Emergency Medical Services Officials (NASEMSO)

National Registry of Emergency Medical Technicians (NREMT)

* added as a sponsor in April 2009

Programs' Feedback Results in Change

The CoAEMSP Executive Office is in a flurry of change with streamlining and improving the entire accreditation process. This streamlining will better serve CoAEMSP's existing CAAHEP accredited programs as well as prepare for the arrival of new programs that must become accredited prior to January 1, 2013, in order to meet the NREMT deadline. *In case you have not heard, in order for graduates to sit for the NREMT examination for paramedics, they must have graduated from a CAAHEP accredited program. The new rule goes into effect January 1, 2013.*

Self Study Report Documents.

New self study report formats for initial and continuing accreditation (now called the ISSR and CSSR, respectfully) have been designed to accommodate the required ALL electronic submission.

What does this mean for the staff, the Board, and you the Program? A more concise, easy to work with format that eliminates the need for mailing heavy binders, maximizes resources, and increases efficiency. Thus far, the electronic Self Study Report has proved beneficial to those using it.

Site Visit Scheduling.

Approximately five (5) months before your program's Self Study Report is due, Jennifer Anderson Warwick, MA, will contact you to begin identifying potential site visit dates.

Executive Analysis.

Upon receipt of a completed Self Study Report, Dr. George Hatch, CoAEMSP Executive Director, reviews the Self Study Report and completes an Executive Analysis (EA). He notes areas of concern the program should address prior to the site visit (SV). Additionally, the EA is now forwarded directly to you as well as the SV Team in advance of the site visit. Not only will it be important for you to review ahead of time, it will allow you to begin working on areas that need attention BEFORE the site visit team arrives at your school. CoAEMSP hopes you find this feedback useful.

Site Visit Agenda Template.

The [site visit sample agenda](http://www.coaemsp.org/Site_Visits_Visitors.htm) was revised and is available at www.coaemsp.org/Site_Visits_Visitors.htm. The template is a suggested timeline, and the final agenda times will vary based on the scheduling of interview sessions and your program's location in relation to clinical and field sites.

Hotel Reservations.

All hotel reservations will be made by the CoAEMSP travel agent. Jennifer will ask the program to complete and return the [Site Visit Information](#) form, which requests site visit dates and recommended hotels located near the school.

Post Site Visit Questionnaires.

Evaluations completed by the Program Director and Dean following a site visit will be done via on-line survey. The CoAEMSP Executive Office will send you a link to the survey following the site visit. The survey should take you fewer than five (5) minutes to complete. You are encouraged to complete the survey, as CoAEMSP makes adjustments to its processes based on your program's feedback.

CoAEMSP is a Committee on
Accreditation of CAAHEP



Findings Letters.

Following a site visit, CoAEMSP prepares a Findings Letter (FL) that reflects strengths and limitations the site visit team identified during the visit.

The FL is sent to the program, which must respond to the factual accuracy within 14 days. In addition, the program has at least 30 days in which it may submit new information documenting corrective actions taken after the site visit. The CoAEMSP Board then evaluates the program's compliance with the *Standards* based on the accreditation record and formulates a recommendation to CAAHEP.

Site Visitor Qualifications

The CoAEMSP Board recently revised its site visitor qualifications for paramedic educators and physicians. The requirements to be eligible to become a site visitor are:

Paramedic Educator.

- Employed as an educator in a CAAHEP accredited paramedic program, at least 30% employee to the program.
- At least two (2) years of full-time experience or five (5) years of part-time experience as a paramedic educator in a CAAHEP accredited paramedic program.
- Knowledgeable about education issues, especially curriculum, exam development, program evaluation, and student evaluation.
- Minimum of a Bachelor's degree.
- Qualify as a Program Director under current CAAHEP *Standards*.

Physician.

- Actively involved in a paramedic education program.
- Knowledgeable about education issues.
- Qualify as a Medical Director under current CAAHEP *Standards*.

In addition to meeting the above requirements for paramedic educator or physician, all site visitors are then required to:

- Successfully complete the Site Visitor exam on www.CAAHEP.org.
- Successfully complete any required Site Visitor Updates (with post update exam.)
- Consistently achieve acceptable quality assurance reports.
- Attend any required continuing education (CE) sessions provided by the CoAEMSP (web-based, in-person, or other format) to ensure continuous compliance with CAAHEP *Standards*.
- Participate in a minimum of three (3) site visits in a 24-month period.
- Attain successful completion of the Site Visitor Training Workshop under current CAAHEP *Standards* or acceptable alternative as identified by Site Visit Subcommittee.
- If retired and not currently working in a CAAHEP accredited paramedic program, has worked in EMS education within the past five (5) years.

Note: all requirements are subject to the discretion of the Site Visit Subcommittee and the CoAEMSP Board of Directors.