

ARC-AA

August 2020



Important Information!

Annual Report is Due September 15

- ⇒ Annual Report is due September 15, 2020
- ⇒ Submit the **Documentation of Action Plans and Changes due to COVID-19** (more details in the article, [Coronavirus: The Action Plan for Your Program](#))

The Annual Report is based on the 2019 calendar year and its graduates. This allows the program a minimum nine (9) months to gather all relevant data and allows sufficient time to send out and gather results for the Graduate and Employer Surveys for the applicable annual report year.



Per ARC-AA Policy XI. Outcomes Based Evaluation. E. Transparency of Outcomes, all CAAHEP accredited programs are required to complete the Annual Report and publish the outcomes from their annual report on their website. All programs must publish on their websites, the 3-year review-window average results of the outcomes for:

1. national credentialing examination(s) performance
2. job (positive) placement, and
3. programmatic retention/attrition.

Programs must publish the first-time pass rate and the cumulative pass rate for the national credentialing examination(s) performance. Programs may publish additional outcomes, such as graduate satisfaction, employer satisfaction, and programmatic summative measures.

At all times, the published results must be consistent with and verifiable by the online Annual Report of the program. Each year in the Comments tab of the Annual Report, the program must state the website link where its results are published.

As ARC-AA continues to strive to become more outcomes-oriented in its approach to AA education, the evaluation of identified outcomes measures becomes increasingly important.

Now Due!

Coronavirus: The Action Plan for Your Program

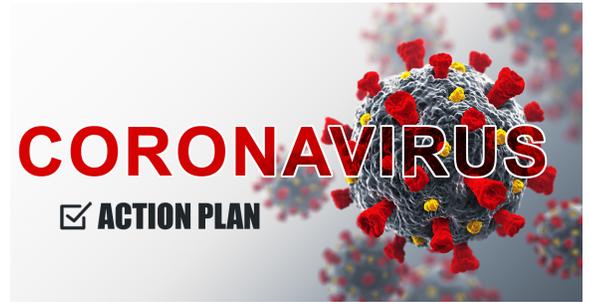
Added to the CAAHEP Annual Report Management System is an additional document category: [AA-COVID-19 Action Plans](#).

Under this category, upload with the program's annual report, the:

- Program's Action Plan to Determine Student Competency,
- Student's Action Plan, and
- Modifications to minimum number of cases by patient population.

As outlined in the March 24, 2020, ARC-AA and AAAEP Updated Joint Statement on COVID-19, programs were informed they would be required to submit as part of their annual report documentation of action plans and changes as a result of the coronavirus impacting the respective programs.

Institutions enacted action plans to keep students, faculty, and staff safe; programs considered alternative methods for delivery of didactic courses; and clinical sites enacted plans and processes that impacted clinical education. Programs employed and are continuing to employ different approaches and strategies that are influenced by individual institutional policies and procedures, local, state, and federal regulations, and possible variations in the spread of COVID-19.



Documentation of Action Plans and Changes

This extraordinary situation likely requires an individualized approach for each Anesthesiologist Assistant program and student. The ARC-AA continues to believe in the value of completing all of the clinical education phases, and, while we understand that most clinical education cannot continue as originally planned, at this time, there is no waiver of the expectations related to this requirement to meet the CAAHEP *Standards*. During this national emergency, programs are required to document their action plans and the specific changes being made. [In 2020, when the program is required to submit its annual report to the ARC-AA, it will be asked to submit with it the following evidence:](#)

- **Program’s Action Plan to Determine Student Competency.** The program’s action plan on how it will determine a student is entry-level competent even though the student had not achieved the program’s established minimum number of cases by patient population.
- **Student’s Action Plan.** When a student is deemed entry-level competent prior to achieving the program’s minimum number of cases, documentation of the student’s learning progress and achievements, including any final evaluations.
- **Modifications to minimum number of cases by patient population.** If modifications are made to the program’s overall established minimum number of cases requirement, documentation demonstrating (1) who was involved with the decision (2) documentation of the change to the numbers, and (3) evidence of approval of the medical director.

For the full statement, dated March 24, 2020, visit www.caahep.org/arc-aa > [COVID-19 Joint Statements with the AAAEP](#)

Feedback Wanted!

Resource Assessment Matrix



The Resource Assessment Matrix (RAM) is used by programs to define their assessment system, collate the assessment results, and demonstrate the action plans to address any identified deficiencies. Tools to support the completion of the Resource Assessment Matrix include the:

- Resource Assessment Matrix (RAM)
- Resource Survey – Students
- Resource Survey – Program Personnel

ARC-AA is re-examining the effectiveness of the RAM. The goal is to ensure requirements of programs are intentional and purposeful, providing quality data to the program and to ARC-AA.

As you complete the RAM this year for submission with the annual report, consider what you like about the RAM and what you might change with the RAM. Do you have suggestions for a method or tool to demonstrate how the program defines its assessment system(s) that it uses, collates the assessment results, or demonstrates the action plans to address any deficiencies?

Questions to start your brainstorming:

1. What do you find useful with the RAM?
2. What do you find not useful with the RAM?
3. Are there questions on the Student Survey you would modify (add, delete or revise)?
4. Are there questions on the Program Personnel Survey you would modify (add, delete or revise)?
5. What data do you collect when assessing the program's resources that are not reflected in the current RAM?
6. What have you not shared with the ARC-AA that you would like us to know when considering a revision to the RAM?

Please provide your feedback directly to Jennifer Anderson Warwick, jennifer@arc-aa.org.

Keeping You in the Know

Policies Create the Framework of the Organization's Actions

The ARC-AA Board of Directors continuously reviews its [Policies and Procedures Manual](#) to ensure they remain aligned with the Bylaws, in concert with the [CAAHEP Policies and Procedures](#), and reflects internal operations. Several policies were recently adopted:



- **Members.** The reference is removed for the term "members" in most instances as the entity formed under Wisconsin law is a non-member corporation. Edits were made throughout the Policy Manual which change "member" to the appropriate party, in most instances "Director".
- **III. Sponsoring Organizations.** Clarify who actually votes for ARC-AA. The Sponsoring Organizations (AAAA and ASA) do not have a vote, but rather, four individuals from each organization vote while on the Board of Directors.
- **VIII.B. Accreditation Review - Anonymous Student and Program Personnel Surveys.** Clarifies the purpose of the anonymous student and program personnel surveys during a program's comprehensive review process, which is to collect information to assist the site visitors with validating information and formulating its questions.
- **Site Visits.** Edits were made throughout the Policy Manual which change 'on-site evaluation' to 'site visit', providing leeway in the methodology for which a site visit may be conducted.
- **X. Site Visitors – Reasonable Expenses.** This section is updated to require reasonable reimbursement to site visit team members consistent with Section XV.E., which more clearly sets forth the policies for reimbursement.
- **XIV. Ethical Standards.** Revised Conflict of Interest and clearly defined to whom they apply to ensure consistent application.

Questions? Comments?

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