

## Getting Started: an Action Plan for an Educational Program Seeking CAAHEP Accreditation

Often the hardest part of any project is organizing a plan to get started. The action plan that follows breaks the activities into phases and identifies the activity and associated resource. What could be simpler?

<input checked="" type="checkbox"/>	To Do List
<b>Phase I: Self-Assessment</b>	
<input type="checkbox"/>	1. Review the CAAHEP <i>Standards and Guidelines for the Accreditation of Educational Programs for the Anesthesiologist Assistant</i> : <a href="http://www.caahep.org/arc-aa">www.caahep.org/arc-aa</a>
<input type="checkbox"/>	2. Review the Site Visit Report form: <a href="http://www.caahep.org/arc-aa">www.caahep.org/arc-aa</a>
<input type="checkbox"/>	a. Answer honestly the questions and evaluate Met or Not Met.
<input type="checkbox"/>	b. Pay attention to the possible items in the Evidence column.
<input type="checkbox"/>	c. Make a list of anything that is not clear to you (for example: Sponsorship, Advisory Committee)
<input type="checkbox"/>	3. Give your Faculty members, the Medical Director, and Administration a copy of the CAAHEP <i>Standards and Guidelines</i> and highlight the areas of responsibility
<input type="checkbox"/>	4. Meet with your Faculty and Medical Director to discuss areas which seem unclear
<input type="checkbox"/>	5. Meet with the other Program chairs of other accredited programs and discuss how they prepared for accreditation
<input type="checkbox"/>	6. Contact the ARC-AA Executive Office for answers to specific questions (469.656.1103 or <a href="mailto:arcaamember@gmail.com">arcaamember@gmail.com</a> ).
<input type="checkbox"/>	7. Make a list of your most burning questions and then prioritize them.
<input type="checkbox"/>	8. Make a list of your Program's current strengths and weaknesses/limitations (consider a SWOT analysis: strengths, weaknesses, opportunities, threats).
<input type="checkbox"/>	9. Review the Program Resource Assessments [Program Personnel, Student, Graduate, Employer surveys] and answer the questions honestly. All forms available at <a href="http://www.caahep.org/arc-aa">www.caahep.org/arc-aa</a> .
<input type="checkbox"/>	10. Make a list of resources, including personnel, equipment, and other resources that would need to be present to demonstrate that the <i>Standards</i> are met.
<input type="checkbox"/>	11. Form an Advisory Committee, if one is not formed, with representation of the communities of interest that are served by the program that include, but are not limited to, students, graduates, faculty, sponsor administration, hospital/clinic representatives, physicians, employers, and the public.

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<b>Phase 2: Document Review</b>	
<input type="checkbox"/>	1. Browse the ARC-AA and CAAHEP websites and become familiar with all the resources: <a href="http://www.caahep.org">www.caahep.org</a> and <a href="http://www.caahep.org/arc-aa">www.caahep.org/arc-aa</a> .
<input type="checkbox"/>	2. Review all the evaluation questionnaires available by ARC-AA at <a href="http://www.caahep.org/arc-aa">www.caahep.org/arc-aa</a> .
<b>Phase 3: Meeting Time</b>	
<input type="checkbox"/>	2. Prepare a list that includes:
<input type="checkbox"/>	a. Areas that need to be addressed where the Program does not currently meet the CAAHEP <i>Standards and Guidelines</i> .
<input type="checkbox"/>	b. Fixed costs for the accreditation process [fee paid with submission of the Self Study Report. In addition, Program should estimate for the cost of the site visit.
<input type="checkbox"/>	c. Time requirement estimate for the Program Director to prepare the ISSR.
<input type="checkbox"/>	d. Time frame for ISSR completion and submission.
<input type="checkbox"/>	3. Meet with your Dean or organizational leader to discuss costs and the process.
<input type="checkbox"/>	4. Meet with other Faculty and the Medical Director to discuss the plan and share information on the process.
<input type="checkbox"/>	5. Meet with your Advisory Committee and review the process, program analysis, action plans, plan for accreditation submission, and other pertinent data.
<b>Phase 4: Time Management</b>	
<input type="checkbox"/>	1. Establish a realistic deadline to write and complete the ISSR.
<input type="checkbox"/>	2. Plan time for the process: set aside specified time each day/week and assign yourself tasks.
<input type="checkbox"/>	3. If you delegate certain tasks, check-in at specific times and set deadlines.
<input type="checkbox"/>	4. Have regular meetings with the Faculty and Medical Director(s): discuss programmatic changes if needed and how they will be accomplished.
<b>Phase 5: Jump In!</b>	
<input type="checkbox"/>	1. Complete a comprehensive list of any potential problem areas and potential.
<input type="checkbox"/>	2. Prioritize the list of issues and assign as appropriate (i.e., Clinical Coordinator will develop a tracking system by _____).
<input type="checkbox"/>	3. Re-read the CAAHEP <i>Standards and Guidelines</i>
<input type="checkbox"/>	4. Complete the online Request for Accreditation Services (RAS). <a href="http://www.caahep.org/Content.aspx?ID=11">www.caahep.org/Content.aspx?ID=11</a>

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<input type="checkbox"/>	5. Download and begin to complete the Initial-Accreditation SSR or Continuing-Accreditation SSR from the ARC-AA web site and save it to your computer (you cannot fill out the SSR on-line). <a href="http://www.caahep.org/arc-aa">www.caahep.org/arc-aa</a>
<input type="checkbox"/>	6. Make contact with the clinical rotation affiliates early to obtain the required data to complete the clinical rotation matrices.
<input type="checkbox"/>	7. Initiate payment request for the application fee that must accompany the SSR.
<input type="checkbox"/>	8. Contact the ARC-AA for the links to the SurveyMonkey surveys for students and program personnel. [only if students are enrolled]
<input type="checkbox"/>	9. Administer the student and program personnel surveys.
<b>Phase 6: Proof</b>	
<input type="checkbox"/>	1. Re-read what you wrote.
<input type="checkbox"/>	2. Have other critical reviewers read the ISSR for content and accuracy.
<input type="checkbox"/>	3. Make edits.
<b>Phase 7: Prepare for the Site Visit</b>	
<input type="checkbox"/>	1. ARC-AA will work with the Program to schedule a site visit on a mutually agreed upon date.
<input type="checkbox"/>	2. ARC-AA will notify the sponsor/program of the confirmed dates of the site visit, and the names and contact information of the members of the site visit team.
<input type="checkbox"/>	3. The Site Visit Team Captain will contact you.
<input type="checkbox"/>	4. Prepare a schedule for the site visit <b>after</b> consultation with the site visit Team Captain.
<input type="checkbox"/>	5. Arrange local transportation for the Site Visit Team.
<input type="checkbox"/>	6. Gather the required/necessary documents and have them available in one location (the ARC-AA Executive Office will provide a list of documents and records for review).
<input type="checkbox"/>	7. Expect a copy of the Executive Analysis (EA) from ARC-AA within 30 days of ARC-AA receiving a <u>completed</u> ISSR. Begin making "in-flight corrections" before the site visit team arrives.
<input type="checkbox"/>	8. Schedule a private location/room that will serve as 'headquarters' for the team while onsite.
<b>Phase 8: During the On-Site Visit</b>	
<input type="checkbox"/>	1. Respect the schedule as much as possible and stay on time.
<input type="checkbox"/>	2. Provide additional information and materials as requested.
<input type="checkbox"/>	3. Check your ego at the door; the site visit team has a specific assignment: verifying that the program meets the <i>Standards</i> and that all students have a similar educational experience.
<input type="checkbox"/>	4. Be open to recommendations.

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<b>Phase 9: After the Site Visit</b>	
<input type="checkbox"/>	1. Celebrate and relax.
<input type="checkbox"/>	2. Respond to the factual accuracy of the Findings Letter ARC-AA will email you within 30 days of the site visit.
<input type="checkbox"/>	3. Submit new information to respond to the potential Standards violations identified in the Findings Letter by the deadline indicated. If necessary, make programmatic changes or modifications that are appropriate and document the changes.

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