ARC-AA UPDATE

Programs are Required to Use Specific forms

During its annual meeting in October, the ARC-AA Board of Directors reviewed the 2018 Annual Reports from each of the accredited Anesthesiologist Assistant programs. General observations from the collaborative review:

- The requirement for the programs to use the standardized reports and tools from the ARC-AA will be enforced moving forward. The board is seeking meaningful data for the program and for the board and is hopeful that by requiring programs to use standardized reports, it will streamline the process for both the program as well as the board while ensuring the information desired is provided.

- In an effort to demonstrate the importance of each question asked on a Student Survey or a Program Personnel survey, which are used to assess the program's resources, the questions were revised, and each question is now linked directly to a CAAHEP *Standard*. Every program is required to use these surveys, which are available on www.caahep.org/arc-aa.
  - *revised* **Resource Survey – Students**
  - *revised* **Resource Survey – Program Personnel**

  In addition to the PDF version, if you have a paid SurveyMonkey account, email the 'user name' to jennifer@arc-aa.org, and she will copy the surveys to your account.

- If a report is submitted in the wrong format, it will be rejected and deemed not received.

- We heard you…the RAM rolled out in January 2018 for the collection of data and the automated analysis of it was too much busy work and duplicated efforts by program staff; therefore, that format of the tool is no longer required.

- Advisory Committee Meeting Minutes vary widely among programs in terms of what information is captured, the formatting, and the substance of the meeting. The Advisory Committee Minutes should not include disciplinary actions or behavior issues related to anyone; this includes faculty and students.

- All of the tools referred to in this document are available on www.caahep.org/arc-aa. To recap the tools the program must begin using effective immediately are the:
  - **Resource Assessment Matrix (RAM)** [available in Excel]
  - **Advisory Committee Meeting Agenda & Minutes** template [available in Word]
  - **Resource Survey – Students** [available via SurveyMonkey, PDF]
  - **Resource Survey – Program Personnel** [available via SurveyMonkey, PDF]

  The documents have been updated, so for programs that have been using or all of these tools, please replace them with the newer versions.

  The Resource Assessment Matrix is in Excel and has two added worksheets to provide the collated survey results for the Student Survey and the Program Personnel Survey. When the program completes the RAM, it will need to complete the additional worksheets, too.

CAAHEP eliminates the status of 'Initial Accreditation'

At the November CAAHEP Board of Directors meeting, the Board approved the removal of the initial expire policy. The updated **CAAHEP Policy Manual is online**.

The ARC-AA will be reviewing and updating its policy manual to reflect the change in Initial Accreditation.

In addition to changes in the Policy Manual, statements of initial expire were also removed from the CAAHEP Standards for each of the professions.

What does this mean for programs holding Initial Accreditation? This simply means the Initial Accreditation is the first status of accreditation granted to a program that has demonstrated substantial compliance with CAAHEP *Standards*. Initial accreditation remains in place until another action is taken by the CAAHEP Board.

Programs with Initial Accreditation will proceed with the same timeline of events toward First Continuing Accreditation.

Failure to Submit may lead to Administrative Probation

As the staff person who has the privilege of working with each of the AA programs, I am fortunate that programs abide by due dates and there are limited times when a program submits a required report late. Fortunately, the AA programs have the courtesy to reach out and talk with me about the potential of a report being late and the circumstances surrounding it, and we work through a revised timeline.

For instances when a program is blatantly late with no advance conversation with the ARC-AA, understand there is a policy that speaks to requested information not being submitted in a timely manner:

> According to ARC-AA Policy VIII.A:
> '…If requested information, including but not limited to the Self Study Report, annual report, request for clarification, etc., is not received within seven (7) days of the given due date, a program will be placed on administrative probation. If a specific due date is not given programs will respond within 30 days…'

> Furthermore, according to the CAAHEP *Standards,* Appendix A, A.3:
> 'Failure to meet any of the aforementioned administrative requirements may lead to administrative probation and ultimately to the withdrawal of accreditation. CAAHEP will immediately rescind administrative probation once all administrative deficiencies have been rectified.'

Questions? Comments?
Call or email Jennifer Anderson Warwick, Executive Director, ARC-AA
jennifer@arc-aa.org, 612-836-3311