



ACCREDITCON

THE COLLABORATIVE
FOR ADVANCING EXCELLENCE
THROUGH ACCREDITATION



Standard V Fair Practices

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Meet the Standard

- Not based on a norm-reference process
 - Outstanding, Very Strong, Satisfactory, Poor
- Criterion-referenced process
 - Met
 - Not-met
- Must provide objective evidence
 - Site-team verifies information
 - Interview administration, faculty, staff, preceptors, students, graduates
 - Review documents



CoAEMSP Obligations

- Governance
 - Risk Management
 - Stewardship
 - Avoiding Conflicts of Interest
 - Planning
 - Assessment
- Due Process
 - Valid Standards
 - Consistent and Reliable Application
 - Notice and opportunity for meaningful response

Standard V.A.1. Publications and Disclosures

Announcements, catalogs, publications, and advertising must accurately reflect the program offered.

Standard V.A.2. Publications and Disclosures

At least the following must be made known to all applicants and students: the sponsor's institutional and programmatic accreditation status as well as the name, mailing address, web site address, and phone number of the accrediting agencies; admissions policies and practices, including technical standards (when used); policies on advanced placement, transfer of credits, and credits for experiential learning; number of credits required for completion of the program; tuition/fees and other costs required to complete the program; policies and processes for withdrawal and for refunds of tuition/fees.

Interpretation of Standard:

The statement of program accreditation must be in accordance with CoAEMSP policy IV.A.3.

The statement of a program holding a Letter of Review (LoR) must be made in accordance with CoAEMSP policy I.B.3.

All students who are accepted for advanced placement (AP) must be accounted for in the annual report. Programs must demonstrate how advanced placement graduates meet all program minimum competency requirements in didactic, lab, clinical, and capstone field internships. All programs must have and publish their policy on advanced placement even if they do not utilize advanced placement.

Standard V.A.3. Publications and Disclosures

At least the following must be made known to all students: academic calendar, student grievance procedure, criteria for successful completion of each segment of the curriculum and for graduation, and policies and processes by which students may perform clinical work while enrolled in the program.

Standard V.A.4. Publications and Disclosures

The sponsor must maintain, and make available to the public, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required in these Standards.

The sponsor should develop a suitable means of communicating to the communities of interest the achievement of students/graduates (e.g., through a website or electronic or printed documents).

Do Not Commit a FERPA Violation

Standard V.B. Lawful and Non-Discriminatory Practices

All activities associated with the program, including student and faculty recruitment, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations. There must be a faculty grievance procedure made known to all paid faculty.

A program conducting educational activities in other State(s) must provide documentation to CoAEMSP that the program has successfully informed the state Office of EMS that the program has enrolled students in that state.

Standard V.C. Safeguards

All activities required in the program must be educational and students must not be substituted for staff.

Interpretation of Standard:

For educational activities, individuals must be clearly identified as students, in a specified clinical/field experience/internship, under the auspices of the program medical director, and under the supervision the designated preceptor prior to performing patient care. Students must not be substituted for staff.

Standard V.D. Student Records

Satisfactory records must be maintained for student admission, advisement, counseling, and evaluation. Grades and credits for courses must be recorded on the student transcript and permanently maintained by the sponsor in a safe and accessible location.

Standard V.E. Substantive Change

The sponsor must report substantive change(s) as described in Appendix A to CAAHEP/CoAEMSP in a timely manner. Additional substantive changes to be reported to CoAEMSP within the time limits prescribed include:

1. Change in sponsorship
2. Change in location
3. Addition of a satellite location
4. Addition of a distance learning program

Standard V.F. Agreements

There must be a formal affiliation agreement or memorandum of understanding between the sponsor and all other entities that participate in the education of the students describing the relationship, roles, and responsibilities of the sponsor and that entity.

Interpretation of Standard:

There must be **current affiliation agreements with clinical affiliates and capstone field internship sites** that define the responsibilities of both the program and the sponsor, detailing what the students can do at the site, and the responsibilities of the preceptor. *NOTE: If the sponsor is a consortium, the agreements must be with the consortium or one of the consortium partners and the responsibility for maintaining such agreements must be provided for in the Consortium Memorandum of Understanding.*

Contracts **may have automatic renewal provisions**, but the program should show evidence of periodic review that the affiliation continues to meet the needs of the program.

If the program uses a secure electronic signature, documentation of the **agreement must exist between the parties allowing for such signature**. A secure electronic signature is **not** a jpeg or other type of image attached to a document. A secure electronic signature is unique and under the sole control of the individual making the signature, the technology used must be able to identify the person making the signature, and the technology must be able to identify if the document was changed in any way after the electronic signature was applied.

Case Studies

- V.A.2.
 - A family practice physician wants to join the local volunteer EMS squad. He works periodically in the local urgent care center. He does hold a current EMT certification; however, he wants to become a paramedic and wants you to allow him to take the NREMT Paramedic examination.
 - How would you proceed?

Case Study

- V.A.3.
 - A disgruntled student files a formal complaint with CoAEMSP against your program for not providing her with the exact criteria necessary for her to pass each portion of the program including didactic, laboratory, clinical and field internship. She also claims that she is not aware of an appeal process.
 - What safeguards would you put in place to protect the students and program?

Case Studies

- V.C.
 - Your student is riding on an ALS unit with his designated preceptor for his field internship where he works as an EMT. The system becomes overwhelmed with calls and he is asked to work as a second person on another squad with a paramedic to provide some relief for the call volume. During a call where the patient needs intubated, the paramedic on the unit asks the student to perform the intubation.
 - Would this constitute a Standards violation? If so, why?
 - How does a program prevent this from occurring?



Case Study

- V.F.
- Your students have just started their 15 week clinical phase of the program where they must complete competencies in the emergency department, labor and delivery, and behavioral health. This is the only hospital providing these clinical services to your students. Three weeks into the clinical phase, the risk manager of the hospital contacts you on a Monday morning at 9 am and informs you that your clinical affiliation agreement expired last January. You have 20 students placed for the week and five students currently at the hospital.
- What is your immediate action?
- How should you proceed with the remainder of the 15 week clinical phase?



QUESTIONS?

THANK YOU FOR ATTENDING!