



**COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE**  
**CONTINUING ACCREDITATION SELF-STUDY REPORT (CSSR)**  
**BASE PROGRAM - ENTRY INTO PRACTICE**

**EVIDENCE TO BE MADE AVAILABLE TO ON-SITE EVALUATION TEAM**

During the on-site survey of your program the following evidence must be available for review by the site visit team. The evidence should be assembled in the room that is to be used during discussions with the Program Director and Director of Clinical Education on the first day of the site visit. Other documents not identified below may be requested by the site visit team to assist them in evaluation of the program's compliance with the *Standards*.

**Standards 2.06/2.10/2.13/5.09**

- Results of student course evaluations

**Standard 2.10**

- Documentation of DCE contact with clinical faculty/affiliates

**Standard 2.11**

- Records of interaction with Key Personnel including attendance at Advisory Committee meetings
- Documentation of physician interaction with students

**Standard 2.14**

- Documentation of contact with PD and DCE

**Standard 3.06**

- Student evaluations performed by faculty
- Student evaluations of instruction documenting satisfaction with the frequency of evaluations and opportunities for remediation
- Student evaluations performed by faculty, supporting the equitable administration of the evaluations
- Evaluations of instruction by students documenting satisfaction with the equitable administration of the evaluations
- Records of student academic counseling
- Results of proctored exams and an explanation of means used to assure academic integrity (can include proctored exams, locked browser system, video monitoring, etc.)

**Standards 3.08/4.04/4.05/4.06/4.07/4.08/5.13**

- Hard copy or electronic records of completed CoARC Graduate and Employer Surveys

**Standard 3.12/4.09**

- Results of program evaluations of all clinical sites and preceptors
- Results of student evaluations of clinical courses, sites, and preceptors



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**Standard 4.02/4.03/5.13**

Course syllabi for all respiratory care and sleep specialist courses which include course description, general and specific course objectives, methods of evaluation, content outline, criteria for successful course completion

**Standard 4.04**

Evaluations that document the student's ability to perform all diagnostic and therapeutic procedures safely and effectively in patient care settings

**Standard 4.05**

Evaluations that document the student's ability to communicate effectively in a variety of patient care settings and to interact well with other members of the health care team

**Standard 4.06**

Evaluations that document the student's ability to apply knowledge, provide appropriate patient care, and adapt to changes in clinical conditions

**Standard 4.07**

Evaluations that document the student's demonstration of ethical behavior and professional responsibility

**Standard 4.08**

- Clinical evaluation mechanisms that document the progressive independence of the student in the clinical setting
- Clinical syllabi detailing student competencies

**Standard 4.09**

Documentation that student exposure to clinical experiences is equivalent regardless of the clinical locations attended

**Standards 4.10/4.11/5.08/5.09**

Formal written clinical affiliation agreements or memoranda of understanding with each clinical site



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**Standard 4.10**

- List of all sites used for clinical training

**Standard 4.11/5.13**

- Detailed clinical schedules
- Results of CoARC Graduate Surveys ONLY

**Standard 5.05**

- Record of complaints (if any) that includes the nature and disposition of each complaint

**Standard 5.07**

- Student advanced placement and course equivalency documentation

**Standard 5.09**

- Work study contracts

**Standard 5.11**

- Documentation of advising sessions

**Standard 5.12**

- Proof that the student met applicable published admission criteria
- Student evaluations
- Records of remediation
- Records of disciplinary action
- Official transcripts

**Standard 5.13**

- CoARC Student-Program and Personnel-Program Resource Surveys
- Advisory Committee meeting minutes
- Program faculty meeting minutes
- Current curriculum vitae of program faculty