



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
CONTINUING ACCREDITATION SELF-STUDY REPORT (CSSR)
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 (in parentheses)*.

COURSE MATERIALS

- Results of student course evaluations (**2.06/2.10/2.13/5.09**)
- Student evaluations performed by faculty, including supporting the equitable administration of the evaluations (**3.06**)
- Student evaluations of instruction documenting satisfaction with the frequency of evaluations and opportunities for remediation and the equitable administration of the evaluations (**3.06**)
- Results of proctored exams and an explanation of means used to assure academic integrity (**3.06**)
- Course syllabi for all respiratory care and sleep specialist (if applicable) courses which include course description, general and specific course objectives, methods of evaluation, content outline, criteria for successful course completion (**4.02/4.03/5.13**)

KEY PERSONNEL / FACULTY

- Records of interaction with key personnel including Advisory Committee meetings (**2.11**)
- Documentation of contact with PD & DCE (**2.14**) If N/A
- Current curriculum vitae of program faculty (**5.13**)

CLINICAL MATERIALS

- List of all sites used for clinical training (**4.10**)
- Detailed clinical schedules (**4.11/5.13**)
- Formal written clinical affiliation agreements or memoranda of understanding with each clinical site (**4.10/4.11/5.08/5.09**)
- Documentation of DCE contact with clinical faculty/affiliates (**2.10**)
- Documentation of physician interaction with students (**2.11**)
- Results of program evaluations of all clinical sites and preceptors (**3.12/4.09**)
- Results of student evaluations of clinical courses, sites, and preceptors (**3.12/4.09**)
- Clinical syllabi detailing student competencies (**4.08**)
- Evaluations that document the student's ability to perform all diagnostic and therapeutic procedures safely and effectively in patient care settings (**4.04/5.12**)



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- 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 **(4.05/5.12)**
- Evaluations that document the student's ability to apply knowledge, provide appropriate patient care, and adapt to changes in clinical conditions **(4.06/5.12)**
- Evaluations that document the student's demonstration of ethical behavior and professional responsibility **(4.07/5.12)**
- Clinical evaluation mechanisms that document the progressive independence of the student in the clinical setting **(4.08/5.12)**
- Documentation that student exposure to clinical experiences is equivalent regardless of the clinical locations attended **(4.09)**

INTER-RATER RELIABILITY

- Documentation of review and analysis of clinical evaluations completed by individuals performing clinical evaluations **(3.07)**
- Documentation of implementation of an action plan to reduce inconsistency when variability is identified **(3.07)**

STUDENT RECORDS

- Student advanced placement and course equivalency documentation **(5.07)** If N/A
- Proof that the student met applicable published admission criteria **(5.12)**
- Official transcripts **(5.13)**

ADVISING, COUNSELING AND REMEDIATION

- Records of student advising sessions and academic counseling **(3.06/5.11)**
- Records of remediation **(5.12)**
- Records of disciplinary action **(5.12)**

MEETING MINUTES

- Advisory Committee meeting minutes **(5.13)**
- Program faculty meeting minutes **(5.13)**

SURVEYS

- Hard copy or electronic records of completed CoARC Graduate and Employer Surveys **(3.08/4.04/4.05/4.06/4.07/4.08/4.11/5.13)**
- CoARC Student-Program and Personnel-Program Resource Surveys **(5.13)**

COMPLAINTS

- Record of complaints (if any) that includes the nature and disposition of each complaint **(5.05)**

WORK STUDY

- Work study contracts **(5.09)**