



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

During the on-site survey of the PSO, 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 1.09/5.09/5.11:**

Copies of duly executed agreement, contract or memorandum of understanding for each PSO affiliate (e.g., institutions, clinics, or other health settings not under the authority of the sponsoring institution but that are used by the program for clinical experiences.)

**Standards 2.08/2.13/2.15/2.16/5.12:**

Results of student course evaluations for all PSO courses.

**Standard 2.14:**

Records of physician instructional input related to PSO.

**Standards 3.09/4.03/4.04/4.06/4.07:**

Course syllabi for all courses required for completion of the PSO. Each syllabus should, at a minimum, include the following: course description, learning goals/outcomes, specific instructional objectives, methods of evaluation, content outline, and criteria for successful course completion.

**Standards 3.09/3.06/3.10:**

PSO student evaluations performed by faculty, supporting the uniform and equitable administration of the evaluations;

PSO Student evaluations of instruction documenting the following:

(a) satisfaction with the uniform and equitable administration of evaluations;

(b) satisfaction with the frequency of evaluations and opportunities for remediation

Results of PSO student course and faculty evaluations by cohort groups separately for base programs and program options (if applicable).

**Standard 3.11:**

Records of training participation by PSO clinical evaluators;

Results of a review of PSO student evaluations for the purpose of determining inter-rater reliability.

**Standard 3.16:**

Results of evaluations for all PSO clinical sites and preceptors;

Results of PSO student evaluations of clinical courses, sites, and preceptors.

**Standard 4.12:**

Clinical evaluation mechanisms that document the progressive independence of the PSO student in the clinical setting;

Clinical syllabi detailing student competencies;

Program evaluation plan and results of these evaluations for all PSO clinical sites and preceptors.



**COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE**  
**POLYSOMNOGRAPHY SELF-STUDY REPORT (PSSR)**

**Standards 4.01/4.02:**

- Documentation of PSO competencies encompassing knowledge, technical proficiency, and behaviors expected of program graduates;
- PSO Evaluation mechanisms designed to monitor knowledge, performance, and behavior.

**Standards 3.12/4.08/4.09/4.12:**

- Records of CoARC PSO graduate and employer satisfaction surveys.

**Standard 3.16/4.11/4.12:**

- Records of CoARC PSO Student-Program Resource Surveys and PSO Program-Personnel Resource Surveys.

**Standard 5.12:**

- Work study contracts.

**Standard 5.15:**

- Documented Health Insurance Portability and Accountability Act of 1996 (HIPAA) training.

**Standards 3.09/5.15:**

- Documentation of academic advisement and counseling sessions with PSO students.

**Standards 5.18/5.19/5.20/5.21:**

- Hard copy or electronic PSO student records for at least the past five (5) years.

**Standard 5.22:**

Hard copy or electronic copy of each of the following (for at least the past five (5) years):

- Annual Report of Current Status for the PSO and supporting documentation;
- PSO Course syllabi;
- PSO Resource assessment surveys;
- PSO Clinical affiliate agreements and schedules;
- PSO Advisory Committee minutes.