



Commission on Accreditation for Respiratory Care

CONTINUING ACCREDITATION SELF-STUDY REVIEW REPORT (SLEEP DISORDERS SPECIALIST ENTRY CSSR)

Program Name: _____ Program #: _____

CoARC Executive Office Review Check List:

- Self-Study Report submitted in the correct format with correct number of flash drives.
Comments: _____
- All information and sections filled in correctly.
Comments: _____
- Responses are provided for each question.
Comments: _____
- Appendices include all requested documentation.
Comments: _____
- Administrative Reviews completed by Site Visit Coordinator:
Date(s): ____/____/____ ____/____/____ ____/____/____
- Administrative Reviews completed by Executive Director:
Date(s): ____/____/____ ____/____/____ ____/____/____
- Site Visit Dates Request Form received following EO and Referee reviews.
Comments: _____

Following Initial Review of the Self-Study by the Referee:

- Program Response to this Report submitted to the Executive Office
on ____/____/____ (a copy of the response is attached).
- Program Response to this Report submitted to the Executive Office
on ____/____/____ (a copy of the response is attached).
- Program Response to this Report submitted to the Executive Office
on ____/____/____ (a copy of the response is attached).



SDS Entry CSSR Self-Study Review Report

FORM A

Form A to be completed by CoARC Executive Office Staff:

Program #: _____ Accreditation Status: Select Status as of _____/_____/_____

Name of Program: _____

Program Address: _____

City, State, Zip: _____

Program Website URL: _____

Program Director's Name: _____

PD's email: _____ PD's phone number: _____

Director of Clinical Education: _____

DCE's email: _____ DCE's phone number: _____

Medical Director: _____

MD's email: _____ MD's phone number: _____

Visit Date(s) Requested: _____

Instructions to the Program Referee Referee: _____

The review of this program is based on the 2015 *Accreditation Standards for Entry into Respiratory Care Professional Practice ("Standards")*. Please assess the report and accompanying documentation with respect to the degree to which they appear to meet the *Standards*.

Form B: Make sure each Standard is checked with either "Appears Met" or "Appears Not Met." For each Standard "Appears Not Met" be sure to include an appropriate rationale. If compliance cannot be determined at this time, check the appropriate box. Some boxes are pre-checked because some evidence is only available on-site. The Site Visit Team will follow-up.

Form C: Include general comments. Do not include any citations.

Form X: Provide specific instructions to on-site evaluators as appropriate. Include negative findings from Faculty Evaluation SSR Questionnaires and Student Evaluation SSR Questionnaires.

Form D: Ensure each citation includes a rationale (from Form B) and list the evidence required to achieve compliance with each Standard.



SDS Entry CSSR Summary Checklist

FORM B

Program Name:

Program #:

Instructions: Check the appropriate box indicating your judgment of the compliance with each of the Standards based on the review of the self-study. After the report is submitted to the Executive Office, the program will be allowed the opportunity to respond in writing. After reviewing the program's response, you may add, delete, or modify that which was contained in your original report.

Standard	Standard Description		Standard Appears Met	Standard Appears Not Met , including Rationale (i.e., describe the findings that support the judgment that the Standard appears Not Met . Be specific about which elements of a Standard appear Not Met .)	Compliance cannot be determined at this time
I	PROGRAM ADMINISTRATION AND SPONSORSHIP				
	Institutional Accreditation				
1.01	Sponsor is accredited and authorized to award a minimum of an Associate's degree.		Evidence of Compliance evaluated with submission of the base program CSSR		
	Consortium				
1.02	Responsibilities of consortium formally documented.	<input type="checkbox"/> check if not applicable	<input type="checkbox"/> check if EOC is the same as the base program	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
	Sponsor Responsibilities				
1.03	Required gen ed/ transfer credit/didactic/ lab/clinical.	<input type="checkbox"/> check if not applicable	<input type="checkbox"/> check if EOC is the same as the base program	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
1.04	Curric planning/course selection/faculty growth.	<input type="checkbox"/> check if EOC is the same as the base program		<input type="checkbox"/> Rationale:	<input type="checkbox"/>
1.05	Provides equivalent academic support and resources to all program locations (satellite only).				

Standard	Standard Description		Standard Appears Met	Standard Appears Not Met , including Rationale (i.e., describe the findings that support the judgment that the Standard appears Not Met . Be specific about which elements of a Standard appear Not Met .)	Compliance cannot be determined at this time
1.06	Program academic policies apply to all locations.	<input type="checkbox"/> check if EOC is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Substantive Changes					
1.07	Substantive Changes reported according to CoARC Policy 9.0	<input type="checkbox"/> check if no substantive changes other than (f)	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>

II	INSTITUTIONAL AND PERSONNEL RESOURCES				
Institutional Resources					
2.01	Sponsor ensures that resources are sufficient to achieve program goals regardless of location.		<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Key Program Personnel					
2.02	Sponsor appoints FT PD and DCE, and MD.	<input type="checkbox"/> check if key personnel is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Program Director					
2.03	Responsibilities.	<input type="checkbox"/> check if PD is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
2.04	Minimum degree qualifications.	Compliance with Standard verified by documentation previously received by EO.			
2.05	Minimum/valid credentials and experience.	<input type="checkbox"/> check if PD is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
2.06	Regular/consistent contact w/fac & students.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Director of Clinical Education					
2.07	Responsibilities.	<input type="checkbox"/> check if DCE is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>

2.08	Minimum degree qualifications.		Compliance with Standard verified by documentation previously received by EO.		
2.09	Minimum/valid credentials and experience.	<input type="checkbox"/> check if DCE is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
2.10	Regular/consistent contact w/clin fac, sites, students			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Medical Director					
2.11	Responsibilities/valid credentials and qualifications.	<input type="checkbox"/> check if MD/Co-MD is the same as the base program		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Primary Sleep Specialist Instructor					
2.12	Minimum/valid credentials, education, and qualifications.		<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Instructional Faculty					
2.13	Sufficient faculty; student to clin faculty ratio ≤ 6:1.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
2.14	Site coordinator qualifications and responsibilities (satellite only).				
Administrative Support Staff					
2.15	Sufficient administrative and clerical support.		<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Assessment of Program Resources					
2.16	Documented/assessed annually by using RAM.		<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>

III	PROGRAM GOALS, OUTCOMES, AND ASSESSMENT				
Statement of Program Goals					
3.01	Statements define minimum expectations.		<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
3.02	Review/analysis of goals and outcomes.		<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
3.03	Optional goals compatible w/ nationally accepted standards.	<input type="checkbox"/> check if not applicable	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>

3.04	Advisory committee composition & responsibilities.	<input type="checkbox"/> check if Advisory Committee is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Assessment of Program Goals					
3.05	Systematic assessment process formulated.		Reviewed at the time of the annual report submission for compliance.		
Student Evaluation					
3.06	Conducted uniformly and equitably; Documented w/ sufficient frequency/remediation; Academic integrity process for distance education.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
3.07	Inter-rater reliability for clinical evaluations.		<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Assessment of Program Outcomes					
3.08	Assessed annually using CoARC surveys.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Reporting of Program Resources					
3.09	Outcomes meet CoARC assessment thresholds.		Reviewed at the time of the annual report submission for compliance.		
3.10	CoARC Annual RCS reporting tool submitted.		Reviewed at the time of the annual report submission for compliance.		
3.11	Action plan developed for sub-threshold outcomes.		Reviewed at the time of the annual report submission for compliance.		
Clinical Site Evaluation					
3.12	Processes consistent, effective, and ongoing; Student supervision at each site is sufficient.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>

IV	CURRICULUM				
Minimum Course Content					
4.01	Appropriate course sequencing of content areas.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
4.02	Exposure to variety of practice settings; Content areas specific to baccalaureate and master's programs included.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
4.03	RC course content sufficiently covered; Consistent with expected competencies; Reviewed/ revised to ensure consistency with defined competencies.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Core Competencies					

4.04	RC diagnostic and therapeutic procedures.		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
4.05	Inter-professional teamwork and communication skills in a variety of patient care settings.		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
4.06	Application of problem solving strategies.		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
4.07	Ethical decision-making and prof responsibility.		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Length of Study				
4.08	Sufficient to acquire knowledge/competencies.		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Equivalency				
4.09	Course content, learning experiences, and access to learning materials regardless of location.		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Clinical Practice				
4.10	Clinical affiliation agreements/MOUs for each site. <input type="checkbox"/> check if clinical affiliates are the same as the base program		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
4.11	Sufficient quality/duration to meet program goals; Students not responsible for site selection/determining competencies/acquiring preceptors.		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>

V	FAIR PRACTICES AND RECORDKEEPING			
Disclosure				
5.01	Published info accurately reflects program offered.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
5.02	Required info made known to applicants & students.	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Public Information on Program Outcomes				
5.03	CoARC URL on program website/known to public. <input type="checkbox"/> check if EOC is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Non-discriminatory Practice				
5.04	Program activities are non-discriminatory and lawful. <input type="checkbox"/> check if EOC is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>

5.05	Appeal procedures ensure fairness/due process.	<input type="checkbox"/> check if EOC is the same as the base program		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
5.06	Faculty grievance procedure made known to faculty.	<input type="checkbox"/> check if EOC is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
5.07	Advanced placement policies documented.	<input type="checkbox"/> check if not applicable	<input type="checkbox"/> check if EOC is the same as the base program	<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Safeguards					
5.08	Health and safety of patients, students, and faculty adequately safeguarded.	<input type="checkbox"/> check if EOC is the same as the base program		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
5.09	Appropriate supervision; Students are not substituted for staff; No remuneration in exchange for clin coursework.	<input type="checkbox"/> check if EOC is the same as the base program		<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
5.10	No clinical coursework while in an employee status.	<input type="checkbox"/> check if EOC is the same as the base program	<input type="checkbox"/>	<input type="checkbox"/> Rationale:	<input type="checkbox"/>
Academic Guidance					
5.11	Timely access to faculty for assistance/counseling.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
Student and Program Records					
5.12	Student evaluation records maintained securely, confidentially, and in sufficient detail/5 years min.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>
5.13	Program records maintained in sufficient detail/5 years min.			<input type="checkbox"/> Rationale:	<input checked="" type="checkbox"/>



Additional Comments

FORM C

Program Name: _____

Program #: _____

Write Additional Comments, if any. (Note: Programs are not required to respond to Additional Comments).	

*Duplicate as Necessary

EXAMPLE



CoARC Referee's Analysis of the SDS Entry CSSR

FORM D

Referee Signature Following Initial Review
(Signifying Approval of Document Release to the Program):

Note: Typing in the Referee's name represents an electronic signature of this document.

Date: ____/____/____

Referee Signature Following Review of Program's Response
(Signifying Approval of Document Release to the Program):

Note: Typing in the Referee's name represents an electronic signature of this document.

Date: ____/____/____

Referee Signature Following Review of Program's Additional Response (if applicable)
(Signifying Approval of Document Release to the Program):

Note: Typing in the Referee's name represents an electronic signature of this document.

Date: ____/____/____

Referee Signature authorizing release of the self-study and this document
to the on-site evaluation team.

Note: Typing in the Referee's name represents an electronic signature of this document.

Date: ____/____/____

Executive Director's Signature authorizing release of the self-study and this document
to the on-site evaluation team.

Note: Typing in the Referee's name represents an electronic signature of this document.

Date: ____/____/____

EXAMPLE