



## PROVISIONAL ON-SITE REVIEW INTERVIEW GUIDE

### Instructions to On-Site Reviewers:

This guide is designed to help on-site reviewers gather information from a program’s various communities of interest, based on the *2015 CoARC Accreditation Standards for Entry into Respiratory Care Professional Practice*. **It is important to note that this document is truly a guide.** It does not include all questions that on-site reviewers could ask regarding a particular program, and, just as importantly, site visitors should ask only those questions they believe are pertinent to their evaluation of the program being visited.

All information made available to on-site reviewers before and during the interview process is to be considered confidential, and shared only with the CoARC and the program/sponsor(s). Team members will be privy to opinions expressed by individuals during the interviews; the sources of such opinions are also confidential, to be shared only with the CoARC, as necessary. Prior to each interview, the interviewees must be informed about the accreditation process, the specific role of the on-site reviewers, and the importance that the CoARC places on confidentiality.

***Parenthetical Reference: 2015 CoARC Accreditation Standards for Entry into Respiratory Care Professional Practice***

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### President/CEO/Consortium Chair

1. How will your institution **support the continued professional growth of program faculty and staff?** *(Standard 1.04)*
2. In what ways will your institution ensure that appropriate **security and personal safety measures** are in place **at all the program's instructional locations?** *(Standard 5.08)*
3. [If applicable] Describe how your institution will ensure that program students and faculty at geographically distant locations (i.e. satellite campuses) have **access to academic support services and resources equivalent to those on the main campus.** *(Standard 1.06)*
4. Describe how your institution will **ensure funding is sufficient for the program** to meet its goals/objectives. *(Standard 2.01)*
5. Describe how your institution will **ensure that academic resources** (e.g., library, computer and technology resources, advising, counseling, and placement services) **are sufficient** for the program to meet its goals/objectives. *(Standard 2.01)*
6. Describe how your institution will **ensure that the program's physical (e.g., classroom/laboratory space) resources are sufficient** to for the program to meet its goals/objectives. *(Standard 2.01)*

### Dean/Division Chair

1. How does your institution **ensure that academic policies apply to all students and faculty**, regardless of the location of instruction? *(Standard 1.06)*
2. How does your institution **ensure that the numbers** of qualified faculty members and clinical preceptors, as well as the designated administrative and technical support staff, **are sufficient** to meet the goals/objectives of each program? *(Standard 2.13)*
3. How will your **institution support the Program Director in carrying out her/his administrative responsibilities:** planning and development, management and administration, as well as continuous review, analysis and revision of the respiratory care program? *(Standard 2.03)*
4. In what ways will your **institution support the Director of Clinical Education in carrying out his/her administrative responsibilities:** planning and development, organization, administration, and ongoing evaluation of the general effectiveness of clinical experiences for students enrolled in the respiratory care program? *(Standard 2.07)*



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5. Are you familiar with the **goal mandated for the program** by the CoARC *Standards*? Will this goal be **compatible with your institution's mission**? *(Standard 3.02)*
6. Describe how the institution will ensure that respiratory students have **access to all the academic support services** (e.g., library, computer and technology resources, advising, counseling, and placement services) provided to other students in the institution? *(Standard 5.11)*
7. Describe the **institution's policies and procedures for maintaining student records** related to admission, advisement, counseling, and evaluation. **Where are these records kept?** Are there any provisions that allow **student access to their academic records**? What are your institution's **policies regarding access to records by work-study students** [if applicable]? *(Standard 5.12)*

### Program Director

1. Have you been appraised of the **extent of administrative support for your continued professional growth**? *(Standard 1.04)*
2. How will you ensure **appropriate supervision of students at all instructional locations**? *(Standard 5.09)*
3. How will you determine that **security and personal safety measures are sufficient at all instructional locations**? *(Standard 5.08)*
4. Is there a formal **affiliation agreement or memorandum of understanding** between your institution and **all other entities that will participate in the education of respiratory students**? If not, when do you expect these agreements to be completed? Have you seen these agreements or similar agreements related to other healthcare educational programs at your institution? Do these agreements accurately describe the relationships, roles, and responsibilities of both the program's sponsor and these entities? How will you ensure that all these agreements remain up-to-date? *(Standard 4.10)*
5. Has **sufficient office space** been allocated to the program? *(Standard 2.01)*
6. Have you determined that the **financial resources** to be allocated to the program will be sufficient to enable achievement of the program goal(s) and outcomes? *(Standard 2.01)*
7. How do you plan to maintain regular and consistent **contact with your students and program faculty**? *(Standard 2.06)*
8. Will there be **sufficient faculty** to provide effective instruction in the **didactic, laboratory, and clinical** settings? *(Standard 2.13)*



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9. What **mechanisms** will you use to ensure that **instructors** are:
  - a. **appropriately credentialed** for the content areas they teach,
  - b. **sufficiently knowledgeable** in subject matter through training and experience,
  - c. **effective in teaching** their assigned subjects? *(Standard 2.13)*
10. Will there be **sufficient administrative and clerical support staff** for the program to meet its goals and objectives? *(Standard 2.15)*
11. How will faculty perform the annual **review of program goals** to ensure **compatibility with the mission** of the sponsoring educational institution? *(Standard 3.02)*
12. What do you know about the **CoARC Personnel-Program Resource Survey**? *(Standard 2.16)*
13. How do you plan to **evaluate all mandated program competencies** for each student? How will these program competencies and evaluation methods be made available to all enrolled students? *(Standard 3.06)*
14. How will you ensure that **course content, learning experiences** (didactic, laboratory, and clinical), **and access to learning materials are equivalent for each student regardless of location**? *(Standard 4.01)*

Describe the methods that will be used to ensure that the program's collection of clinical sites provide sufficient breadth and depth of clinical exposure to **ensure achievement of all clinical competencies by all students** in a given class. If exposure to particular competencies will be **limited to specific sites**, describe the methods by which the program will ensure that exposure at these sites is sufficient for all students. *(Standard 4.09)*
15. How will the program ensure that the clinical component of the curriculum is sequentially integrated with didactic and laboratory instruction and consistent with the overall instructional plan of the program? *(Standard 4.01)*
16. How will the program ensure that each student is **evaluated regarding her/his achievement of all defined program competencies**? How will the competencies and the evaluation methods be **documented and communicated** to all enrolled students? *(Standard 4.04)*
17. Describe the **methods that will be used** to ensure that students at **all program locations** have **access to equivalent course materials, laboratory equipment/supplies, and academic support services**. *(Standard 4.09)*



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18. How do you plan to disseminate accurate and complete **information about the program** to prospective students **prior to admission and enrollment**? *(Standard 5.02)*
19. Will **admission procedures be non-discriminatory and followed as published**? Where will they be published? *(Standard 5.04)*
20. Describe the methods that will be used to ensure that **students are acquainted with Respiratory Therapy as a profession/career**, and that guidance (for both academic and personal concerns) is available to assist students in **understanding and abiding by program policies and practices**. *(Standard 5.11)*
21. Describe the methods that will be used to ensure that program **students have access to the academic support services** (e.g., library, computer and technology resources, advising, counseling, and placement services) available to other students in the institution. *(Standard 5.11)*
22. Describe the methods that will be used to ensure that program **students have timely access to faculty for academic assistance and counseling**. *(Standard 5.11)*
23. Where does the **institution keep student records** documenting their learning progress, deficiencies and achievement of competencies? How long are these records maintained? Describe the institution's **policies and procedures for maintaining student records related to admission, advisement, counseling, and disciplinary actions**. Where are these records kept? Are there any provisions that would allow **student access** to their academic records? What are your institution's policies regarding **access to records by work-study students** [If applicable]? *(Standard 5.12)*

### Director of Clinical Education

1. How will you maintain regular and consistent **contact with clinical affiliates and with your students, program faculty when they are at their clinical site**? *(Standard 2.10)*
2. How will you ensure that there are sufficient clinical instructors **to provide effective instruction at each clinical site**; i.e. so that **student to instructor ratio is no greater than 6:1**? *(Standard 2.13)*
3. Describe the **processes** you will use **to develop and maintain inter-rater reliability** among individuals who perform student clinical evaluations. *(Standard 3.07)*
4. How do you plan to **evaluate the clinical sites and the preceptors** at each site? *(Standard 3.16)*
5. How will you ensure (a) that **preceptors are providing adequate supervision** of student performance and (b) that they are providing **adequate feedback and mentoring** to students? *(Standard 3.12)*



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6. How will the program ensure that the **clinical component of the curriculum is sequentially integrated with didactic and laboratory instruction** and consistent with the overall instructional plan of the program? *(Standard 4.01)*
7. How will the program ensure that each student is **evaluated regarding her/his achievement of all defined program competencies**? How will the competencies and the evaluation methods be **documented and communicated** to all enrolled students? *(Standard 4.04)*
8. Describe the methods that will be used to ensure that clinical education **experiences at each clinical site are of sufficient quality and duration to enable students to meet program goals** and acquire the competencies needed **for clinical practice**. Describe the **mechanisms** you will use to **document the progressive independence of students** in the clinical setting. *(Standard 4.08)*
9. Describe the methods you will use to ensure that **students at various program locations have access to similar course materials, laboratory equipment and materials, and academic support services**. *(Standard 4.09)*
10. Describe the methods that you will use to ensure that, during a given clinical rotation, **the clinical experiences for each student are of sufficient quality and duration** to meet the clinical objectives/competencies specified in the clinical syllabus for that location. *(Standard 4.11)*
11. How will you determine that **sufficient practice time** and learning experience is available **during clinical rotations** to ensure that all students attain full clinical competence? *(Standard 4.11)*
12. Do you know whether there are formal, written, duly executed **agreements with all the program's clinical sites**? Can you imagine any circumstances in which **students** might be **required to secure their own clinical education sites or preceptors** for required clinical rotations? **How/when will students be informed** about who will be their preceptor and how to contact this individual? *(Standard 4.10)*
13. How will the program inform students and clinical supervisors that respiratory care **students must not be substituted for paid staff**? *(Standard 5.09)*
14. Will students be allowed to **complete clinical coursework while in an employee status** at any clinical facility? Will students be allowed to receive any form of **remuneration in exchange for work** they perform incident to their clinical education coursework and experiences? *(Standard 5.10)*



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### Medical Director

1. What are the **responsibilities of the Medical Director?** (*Standard 2.11*)
2. How will you and the Director of Clinical Education try to ensure **adequate physician input at all clinical sites?** (*Standard 2.11*)
3. Do you know about the **program's Advisory Committee?** What will be your role on the Committee? (*Standard 3.04*)
4. Have you been informed about the **CoARC Personnel-Program Resource Survey?** (*Standard 2.16*)

### Program Faculty

**For questions 1-8, they should be asked to provide the basis for their answers.**

1. Do you think **the space allocated for the program** is adequate and appropriate? (*Standard 2.01*)
2. Do you know whether **instructional materials and supplies have been allocated to the program?** If so, will these be **sufficient to enable achievement of program goal(s) and outcomes?** (*Standard 2.01*)
3. Do you think **libraries/learning resources** will be sufficient to enable achievement of program goal(s) and outcomes? (*Standard 2.01*)
4. How much **laboratory equipment has been purchased?** Will it be **readily available to students and sufficient** to enable achievement of program goal(s) and outcomes? (*Standard 2.01*)
5. How much do you know about the **financial resources to be made available to the program?** Do you think they will be **sufficient to enable achievement of the program goal(s) and outcomes?** (*Standard 2.01*)
6. Do you believe there will be **sufficient faculty to provide effective instruction** for students in all three settings (**didactic, laboratory, and clinical** setting)? (*Standard 2.13*)
7. How much do you know about **the administrative and clerical support** that will be available to the program? Do you think it will be sufficient for the program to meet its goals and objectives? (*Standard 2.15*)
8. Will you be involved in clinicals? How do you plan to **interact with the Medical Director to secure physician involvement** in student education? (*Standard 2.11*)



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9. Are you aware of the program goal(s)? *(Standard 3.02)*
10. Have you been informed about the CoARC Personnel-Program Resource Survey? *(Standard 2.16)*
11. How do you plan to ensure that student evaluations related to your teaching activities are conducted with sufficient frequency to keep students apprised of their progress toward achieving the curriculum competencies, and to allow identification of learning deficiencies and the development of a means for their remediation in a reasonable time frame? *(Standard 3.06)*
12. How will written criteria for passing, failing, and progression in the program be provided to students? *(Standard 3.06)*
13. How will the results of performance evaluations be communicated to each student? *(Standard 3.06)*
14. Have you been informed about an inter-rater reliability process for the program's clinical instructors? If so, describe the processes that will be used. *(Standard 3.07)*
15. How does the program plan to evaluate all defined program competencies for each student? How will these required competencies and evaluation methods be documented and communicated to all enrolled students? *(Standard 3.06)*
16. What information will be provided to students prior to each respiratory care course? *(Answer should include such things as written course descriptions, content outlines (including topics to be presented), specific instructional objectives, learning outcomes, and evaluation procedures (Standard 4.03)*
17. Have you been made aware of the process by which the program will review and revise the curriculum? If so, how often/why will this occur? *(Standard 4.03)*
18. How will the program ensure that course content, learning experiences (didactic, laboratory, and clinical), and access to learning materials are equivalent for each student regardless of location? *(Standard 4.09)*
19. Has the faculty grievance procedure been made known to you? *(Standard 5.06)*
20. Have you been made aware of the methods that will be used to ensure that students are acquainted with Respiratory Therapy as a career and that guidance (for both academic and personal concerns) is available to assist students in understanding and abiding by program policies and practices? *(Standard 5.11)*
21. How will the program ensure that its students have access to the academic support services (e.g., library, computer and technology resources, advising, counseling, and placement services) available to other students in the institution? *(Standard 5.11)*





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22. How will the program **ensure that its students have timely access to faculty** for academic assistance and counseling? *(Standard 5.11)*

### Clinical Faculty

1. Have you been made aware of the mechanism(s) by which the **DCE will provide regular and consistent contact** with both you and the students at your facility? *(Standard 2.10)*
2. How will **physician interaction and involvement** with respiratory students during clinicals be achieved at your facility? How will this be documented? *(Standard 2.11)*
3. How will the program ensure that the respiratory **student to clinical faculty ratio** at your facility is always **no greater than 6:1**? *(Standard 2.13)*
4. Have you been made aware of the **CoARC Personnel-Program Resource Survey**? *(Standard 2.16)*
5. Have you been told **how students are to be informed as to how well they are doing** in the program? Does this seem like an effective system? *(Standard 3.06)*
6. How will **written criteria for passing, failing, and progression** in the program be provided to students? *(Standard 3.06)*
7. What are the **processes by which your evaluation of individual student performance** will be communicated to that student? *(Standard 3.06)*
8. **What is 'inter-rater reliability'**? Do you know whether the program will have a system to assess 'inter-rater reliability'? *(Standard 3.07)*
9. Have you been told that you will need to **determine that** (a) you are **providing adequate observation and supervision** of student performance and (b) that you are providing **adequate feedback and mentoring** to the students? How do you plan to do this? *(Standard 3.12)*
10. How will specific **instructional objectives, learning outcomes, and evaluation procedures be provided** to students **at the start** of each clinical respiratory care course? *(Standard 4.03)*
11. How will the **clinical component of the curriculum be integrated with didactic and laboratory instruction**. *(Standard 4.08)*
12. How will the program determine that the **clinical education experiences** at your facility will be of **sufficient quality and duration** to enable students to acquire the competencies designated to that clinical rotation? Describe the mechanisms that will be used to **document the progressive**



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independence of students in the clinical setting at your facility. *(Standard 4.08)*

13. How will you determine that **sufficient practice time and learning experiences** has been provided at your facility to ensure that students attain the competency(ies) specified for that rotation? *(Standard 4.08)*
14. Do you know that there will need to be a **formal written, duly executed agreement** between the program and your facility before students can go there? Are there any designated **preceptors for students at your facility?** *(Standard 4.10)* Are you aware of any circumstances in which **students might be required to secure their own clinical education sites or preceptors** for required clinical rotations? Do you know how/when students at your facility will be made aware as to which therapist will be their preceptor and how to contact this individual? *(Standard 4.11)*
15. Have you ever seen **respiratory care students from other programs substituted for paid staff** at your facility? *(Standard 5.09)*
16. Have respiratory **students from other programs completed clinical coursework while in an employee status** at your facility? Have these students received any form of **remuneration related to their clinical education coursework** and experiences at your facility? *(Standard 5.10)*

### Study Group/Advisory Committee (AC)

1. Has the Advisory Committee (AC) been made **aware of its responsibilities?**
  - a. **To review and approve proposed substantive changes?** *(Standard 1.07)*
  - b. To determine that the **program's goal(s) and learning domains are representative** of the needs of the communities of interest served by the program (students, graduates, faculty, college administration, employers, physicians and the public) and to **review the program's goals on at least an annual basis?** *(Standard 3.04)*
  - c. To review and **assess program outcomes and evaluations of instructional effectiveness?** *(Standard 3.04)*
2. Have AC members been made aware of the annual **CoARC Personnel-Program Resource Survey?** *(Standard 2.16)*
3. Have AC members who represent employers been made aware of the **CoARC Employer Survey** and their responsibilities related to the survey? *(Standard 3.08)*
4. Has the AC **assessed the length of the respiratory care program** and determined that it is sufficient for students to acquire the expected knowledge and competencies? *(Standard 4.08)*