

EVIDENCE TO BE MADE AVAILABLE TO ON-SITE EVALUATION TEAM

During the evaluation of your program the following evidence must be available for review by the site visit team. The evidence should be uploaded six weeks prior to the 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 (**DA2.6/DA6.5/DA2.7/DA6.7/DA6.11/DA5.10**)
- ☐ Student evaluations performed by faculty in didactic, laboratory and clinical settings, confirming the equitable administration of the evaluations (**DA3.7**)
- ☐ Student evaluations of instruction documenting their satisfaction with the frequency and equitable administration of evaluations and opportunities for remediation (**DA3.7**)
- ☐ A description of the method(s) used to assure academic integrity for *assessments* (i.e. proctored exams, locked browser system, video monitoring, etc.) (**DA3.7**)
- ☐ Evidence confirming review of the effectiveness of the methods used to ensure academic integrity and a plan to address any shortcomings. (**DA3.7**)
- ☐ Course syllabi for all respiratory care (or sleep specialist) courses which include course description, content outline, general and specific course objectives, methods of evaluation, and criteria for successful course completion (**DA4.1/DA4.2/DA4.3/DA5.10**)
- ☐ Documentation of at least annual review and analysis of the program curriculum using the NBRC Sub Scores for the TMC and CSE Examinations (**DA3.2/DA4.3/DA5.10**)

KEY PERSONNEL / FACULTY

- ☐ Records of MD interaction with Key Personnel including attendance at Advisory Committee meetings (**DA6.6**)
- ☐ Current curriculum vitae of program faculty (**DA2.5/DA6.4/DA6.6/DA5.10**)

CLINICAL MATERIALS

- ☐ List of all sites used for clinical training (**DA1.3/DA6.9**)
- ☐ Detailed clinical schedules (**DA6.9/DA5.10**)
- ☐ Formal written clinical affiliation agreements or memoranda of understanding with each clinical site (**DA1.3/DA6.9/DA6.12/DA6.11/DA5.10**)
- ☐ Documentation of DCE contact with clinical faculty/affiliates (**DA6.6**)
- ☐ Documentation of all physician interaction with students (**DA6.6**)
- ☐ Program evaluation plan and results of these evaluations for all clinical sites and preceptors (**DA6.10/DA4.10**)
- ☐ Results of student evaluations of clinical courses, sites, and preceptors (**DA6.10/DA6.10/DA4.10/DA6.11**)
- ☐ Clinical syllabi detailing student competencies (**DA4.1**)
- ☐ Evidence of clinical evaluation mechanisms that document the progressive independence of the student in the clinical setting. (**DA4.1**)



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
CONTINUING ACCREDITATION SELF-STUDY REPORT CSSR)
DEGREE ADVANCEMENT PROGRAM

- ☐ Evaluations that document the student's ability to perform all required diagnostic and therapeutic procedures safely and effectively in patient care settings (**DA4.4/DA5.10**)
- ☐ 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 (**DA4.6/DA5.10**)
- ☐ Evaluations that document the student's ability to apply knowledge, provide appropriate patient care, and adapt to changes in clinical conditions in a timely fashion (**DA4.3/DA5.10**)
- ☐ Evaluations that require demonstration of the student's ethical behavior and understanding of professional responsibility (**DA4.5/DA5.10**)
- ☐ Documentation that student exposure to clinical experiences is equivalent regardless of the clinical sites attended (**DA4.10**)

STUDENT RECORDS

- ☐ Documented course equivalency of the specific skill(s) for which the student received *advanced placement* (**DA5.7**) If N/A ☐
- ☐ Proof that the student met applicable published admission criteria (**DA5.10**)
- ☐ Official transcripts (**DA5.10**)

ADVISING, COUNSELING AND REMEDIATION

- ☐ Documentation of student advising sessions and academic counseling (**DA3.7/DA5.8**)
- ☐ Records of remediation (**DA5.10**)
- ☐ Records of disciplinary action (**DA5.10**)

MEETING MINUTES

- ☐ Advisory Committee meeting minutes (**DA3.2/DA3.3/DA4.3/DA5.10**)
- ☐ Program faculty meeting minutes (**DA5.10**)

SURVEYS

- ☐ Hard copy or electronic records of completed CoARC Graduate and Employer Surveys (**DA3.6/DA4.1/DA4.4/DA4.6/DA4.3/DA4.5/DA6.9/ DA5.10**)
- ☐ CoARC Student Program and Personnel-Program Resource Surveys (**DA2.6/DA6.5/DA6.10/DA4.1/DA4.10/DA5.8/ DA5.10**)

COMPLAINTS

- ☐ Record of complaints (if any) that includes the nature, appraisal and disposition of each complaint (**DA5.5**)

WORK STUDY

- ☐ Work-study contracts (**DA6.11**)