COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
PROVISIONAL ACCREDITATION SELF-STUDY REPORT (PSSR)
ENTRY INTO PRACTICE

EVIDENCE TO BE MADE AVAILABLE TO SITE VISIT EVALUATION TEAM

During the evaluation of your program the following evidence must be available for review by the site visit team. **All evidence below** must be uploaded **six weeks prior to the visit** to be used during discussions 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 **2022 Standards** *(in parentheses)*. For any additional questions regarding the List of Evidence, contact the Team Captain.

COURSE MATERIALS
- O 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 (*4.01/4.02/4.03*)

KEY PERSONNEL / FACULTY
- O Records of MD interaction with Key Personnel including attendance at Study Group/Advisory Committee meetings (*2.11*)

CLINICAL MATERIALS
- O List of all sites used for clinical training (**1.03**/*4.09*)

- O Detailed clinical schedules (*4.09*). For distance learning programs, this must include schedules for each student, including skills to be learned at each clinical site.

- O Formal written clinical affiliation agreements or memoranda of understanding with each clinical site (**1.03**/*4.09/5.08/5.09*)

- O Documentation of DCE contact with clinical faculty/affiliates (*2.10*) For distance learning students, this must include contact with department directors/administrators.

- O Clinical syllabi detailing student competencies (*4.01*)

MEETING MINUTES
- O Advisory Committee meeting minutes (*5.12*)

OFF-CAMPUS LABORATORY SITE(S) (*if applicable*)
An **off-campus laboratory site (OCLS)** is any location physically apart from the base program campus where the required laboratory instruction takes place. This does not include a satellite campus as defined in CoARC Policy 2.05.

- O List of all sites used for off-campus laboratories. OCL sites will be assessed for adequacy of laboratory space, equipment, and student instruction (**2.01**/*4.08*)
- O Copies of MOUs or agreements between program sponsor and each off-campus laboratory site (**1.03/2.01/5.12**)
- O Development of documents for student assessment of laboratory space and equipment as well as the frequency and equitable administration of student evaluations and opportunities for remediation (**3.05**)

O   Plan for student evaluations performed by faculty in off-campus laboratory sites, confirming the equitable administration of the evaluations (**3.05**)

O   A system that ensures that instructor evaluations of student competencies in off-campus laboratory sites are equivalent at all such sites as well as with those on the main campus (if applicable). **(4.04)**

O   Detailed laboratory schedules (*4.08*). This must include lab schedules, specifying lab location(s), for each student, including skills to be learned at each laboratory site.

O   Plan for documentation of PD/DCE contact with laboratory coordinator/instructors and with students (**2.03**/*2.06*). This may include contact with department directors/administrators, as needed.

O   Virtual Videos of the OCLS must be uploaded to the link provided **at least 8 weeks prior** to the site visit. (**2.01/4.09**).

  ▪   Laboratory space (sufficient in size and with sufficient equipment to achieve student learning goals)

  ▪   Equipment/storage room and simulation lab (if any).

  ▪   Suitable locations for confidential academic counseling

  ▪   Capital equipment (e.g., ventilators, mannequins, etc.).

The referee and site visit team will randomly select at least two (2) OCLS sites for an on-site review prior to or in conjunction with the main campus site visit.

Programs should consider using the video feature on a phone or tablet to create video clips and provide narration of each area being filmed. Each video clip must only include the areas listed above and clearly demonstrate that the spaces are sufficient in size to accommodate maximum enrollment approved by CoARC (for example, classroom for laboratory didactic instruction with images show sufficient seating to accommodate this number of students). Please title each video clip with the name of the area recorded. Still photos and/or architectural renderings may accompany the video clips as appropriate.

The video clips must be uploaded no later than **8 weeks prior** to the first day of the site visit. An Egnyte link will be provided by Bonnie Marrs in the Official CoARC Site Visit Confirmation email.

In preparing to upload the List of Evidence for the site visit team, follow the directions below:
 It is best to have **1 folder for Evidence** (Titled the name of program) **with Sub-folders inside** that are organized and **titled the name of the categories of the Evidence List for PSSR/CSSR.** Once all evidence has been filed into the sub folders, turn that one file into a zipped compressed file (just like your self-study) and upload the zipped file to the link provided. (**Please** limit the title of the folders and documents to 4-5 words (abbreviate when possible) and do not use special characters in the titles, such as: underscore, colon, semi-colon, ampersand, parenthesis, etc., as this will make it difficult to compress the folder into a zipped file or the SV Team will not be able to download the file(s).

If the Evidence Folder is too large to upload, **compress each Sub-folder** into a zipped file and upload each folder individually to the link provided.

*Please **do not send** clinical tracking software links as the SV Team cannot access these unless you export the information into a PDF document. *