



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
PROVISIONAL ACCREDITATION (PSSR)
ENTRY INTO PRACTICE

EVIDENCE TO BE MADE AVAILABLE TO SITE VISIT EVALUATION TEAM

For all programs seeking provisional accreditation, the site visit team will need to tour the classrooms, offices, and fully equipped laboratory(ies) during the provisional site visit.

During the evaluation of your program the following evidence must be available for review by the site visit team. For the typical timing of a visit, **all evidence below** must be uploaded **4-6 weeks prior to the visit** to be used during discussions on the first day of the site visit. If the visit is scheduled for an earlier date, the **due dates for evidence will be revised accordingly**. 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. Carefully **review and organize the evidence according to the directions below to prevent any delays**.

RESOURCES REQUIRED AT THE TIME OF THE SITE VISIT (2.01)

- Adequate faculty office space
- Adequate laboratory and classrooms
- Required capital equipment and disposables in place
- Support Staff, including Clerical, Librarian, IT, Admissions, Academic Counselor, and Curriculum Development for respiratory care courses

COURSE MATERIALS

- Course syllabi **for all respiratory care** (or sleep specialist) **courses** which include a curriculum mapping, course description, course schedule with all listed topics, content outline, general and specific course objectives, methods of evaluation, rubrics, and criteria for successful course completion for every course in the program. **(4.01/4.02/4.03)**
 - If online, a link may be provided
 - All course work in the curriculum must be complete
 - List of required course materials for each course
 - Including evaluations (exams, rubrics, and checkoffs)
 - Development of documents for student assessment of laboratory space and equipment, and faculty. **(3.05)**
 - Plan for evaluations performed by faculty and students, confirming the equitable administration of the evaluations **(3.05)**

KEY PERSONNEL / FACULTY

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

CLINICAL MATERIALS

- **List of all sites** used for clinical training **(1.03/4.09)**
- 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.
- Formal written clinical affiliation agreements or memoranda of understanding with each clinical site **(1.03/4.09/5.08/5.09)**
- Plan for documentation of DCE contact with clinical faculty/affiliates **(2.10/3.10)** For distance learning students, this must include contact with department directors/administrators
- Clinical syllabi (or sleep specialist) detailing student competencies which include course description, content outline, general and specific course objectives, methods of evaluation



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(quizzes/exams), textbooks, rubrics, and criteria for successful course completion

(3.05/4.01/4.02/4.03)

MEETING MINUTES

- Advisory Committee/Study group detailed 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.

- 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)**
- Copies of MOUs or agreements between program sponsor and each off-campus laboratory site **(1.03/2.01/5.12)**
- Development of documents for student assessment of laboratory space, clinical equipment as well as the frequency and equitable administration of student evaluations and opportunities for remediation **(3.05)**
- Plan for student evaluations performed by faculty in off-campus laboratory sites, confirming the equitable administration of the evaluations **(3.05)**
- A system that ensures that instructor evaluations of student competencies in off-campus laboratory sites are equivalent at all such sites as well as those on the main campus (if applicable). **(4.04)**
- 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.
- 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.
- 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.



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ADDITIONAL DETAILS ON CURRICULUM AND EQUIPMENT

- A detailed syllabus that contains the course description, specific course objectives, proposed unit / topic schedule, methods of evaluation, and grading criteria for successful completion.
- A detailed course outline (perhaps as part of your detailed curriculum map) for each unit / topic that specifies the unit / topic objectives, activities, assignments, assessments / exams, proficiencies would be the minimum requirement.
- All proposed learning activities, laboratory sessions, simulation activities / active learning exercises, exams, rubrics, competency check-offs, and evaluation tools should be provided as part of the evidence.

If available, you might consider meeting with your instructional design team (person) for assistance in creating standardized LMS shells for each course so you can upload the content and activities. The site visit team can review the LMS course content during the site visit.

Program Equipment List

- The equipment should be based on their competency checklist and objectives.
- Utilize the Advisory Committee on equipment needs based on the procedures and equipment used in their area.

In preparing to upload the List of Evidence for the site visit team, follow the directions below:

- 1) It is best to have **1 folder for Evidence** (Titled: **Name of program 200xxx**) **with Sub-folders inside** that are organized and **titled the name of the categories of the Evidence List for PSSR** (listed above).
- 2) Once all evidence has been filed into the sub-folders, turn the main folder with Program Name & program # into a zipped compressed file (just like your self-study) and upload the zipped file to the link provided.

To prevent any issues uploading or downloading the evidence:

- **Limit the title of the folders and documents to 4-5 words** (abbreviate when possible)
- **Do not use special characters in the titles**, such as underscore, colon, semi-colon, ampersand, parenthesis, etc.
- **Limit the number of sub-folders**

If you are not able to upload the zipped Evidence Folder to the Egnyte link provided by CoARC, **compress each Sub-folder** (Course Materials, Key Personnel/Faculty, Clinical Materials, Meeting Minutes, & if applicable Off-Campus Laboratory Sites) into a zipped file and upload each Sub- folder individually to the Egnyte link provided.

If you are still having difficulties uploading the documents or the SV Team is not able to download the evidence, **contact your IT department for assistance.**

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