ARC/STSA OutReach

Accreditation Review Council on Education
In Surgical Technology and Surgical Assisting
6 West Dry Creek Circle, Suite 110 • Littleton, CO 80120
(303) 694-9262 • Fax: (303) 741-3655 • www.arcstsa.org
Sponsored by the Association of Surgical Technologists and The American College of Surgeons

Fall/Winter 2009

Chair's Message
Tony Makin, CST, BS, FAST

I recently had the privilege of addressing the South Carolina state assembly at their meeting in Beaufort, South Carolina hosted by the Technical College of the Lowcountry. The people who arranged the meeting were clearly a dedicated group of people who wanted to see the profession grow in their state. I was honored to be invited to address the group of attendees. The topic of my presentation was "Professional Involvement." Now that I am home from the annual conference, I feel even more strongly about individual involvement in the surgical technology profession.

The economic situation for each state varies and the opportunities for professional involvement are dependent on money that is available for travel or program development. For many people, the lack of money limits travel. But, there is much more to professional involvement than travel to state assembly meetings or to the national conference.

I strongly believe that the Surgical Technology profession is represented by each surgical technologist who enters an operating room each day. We are the models that patients, surgeons, and students see on a daily basis. We are the ones who define our profession.

So, how do we become involved? For some people, it is the daily presence in the operating room and performing at the highest level that they can. For others, it is in the educational process passing on experience and knowledge to the new techs. And for others still, it is assuming responsibility for the leadership roles of state assemblies or on national boards or committees.

Involvement really begins in the operating room with the patient and the peri-operative team as we perform our duties to the best of our abilities. This is the daily level of involvement that defines us as surgical technologists and professionals. Many of the surgical technologists that precept our students may not have attended a formal training program themselves. They certainly have much to contribute to the profession and to the education process by sharing their wealth of experience. Certification falls into this level as well. The facility where you work may not require certification for employment, but, is that the only reason to be certified? I hope it is not. It would be a great thing if the employer recognized the importance of certification and rewarded it with a pay increase. That may or may not happen and it is not something that should be waited for.

ARC/STSA Board of Directors

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Inside This Issue:

I became certified at a time when my employer did not require it (and still does not) because I wanted it for myself. That was 17 years ago and I have never regretted the decision. Yes, it is an investment of time and money. Once certified, I have to maintain CEU's and renew at the end of each cycle. I knew when I entered the profession 27 years ago that I had entered a life-long learning process. I still want to learn new things and expand my knowledge of new techniques and surgical procedures.

My involvement began when I started precepting new employees to our facility. It was a good feeling to be able to help new people get a start. After ten years at the hospital, I started teaching in the Surgical Technology program at the local community college. I became a site visitor for the ARC-ST and started traveling to other programs to evaluate their compliance with CAAHEP standards. I want every program to teach at a high level. After all, this is my profession too, and I want everyone in the operating room to be able to perform at a competent level.

I teach in a program and pair students with preceptors each clinical day. Some of the techs are eager to teach what they know while others are quick to tell the students that they are not welcome in the room. That is such a wrong message to be sending to people who want to join our profession. Our profession needs to grow so that each patient can have a surgical technologist on the operative team.

If there is a surgical technology program in your region and your facility is used as a clinical site for students, you could volunteer to help the program and students by becoming a preceptor or you could represent your facility as a member of the program's advisory committee. Preceptors are vital to the education process. Surgical Technology programs can only teach so much in the classroom and the lab settings. The practical application of knowledge is in the operating room performing surgical procedures. Involvement at this level is taking a student under your wing and helping him or her learn in a comfortable environment. Teaching students in the clinical setting could lead to a teaching position at the local program.

Each state has its own assembly and group of people who dedicate their time and money to ensure that each member gets educational opportunities as well as representation. You could become involved at the state level by holding an office or hosting a state meeting. Most of the state assemblies hold meetings on Saturdays throughout the year. One of the greatest needs is a site willing to host the meeting and getting speakers for presentations. This is something that can be beneficial for you as well as the state assembly. You can earn CEU's as well as representing your facility at the state meetings.

The annual conference has its own opportunities as well. Each state sends delegates who vote for legislation and national officers. Again, there are many CEU's available for conference attendees. And, of course, there is the opportunity to seek office on the AST Board of Directors or become a member of a committee. This level takes a lot of time throughout the year. Most conference attendees see all of the opportunities that are available. Most do not realize the amount of time and planning that go into each conference that make them go as smoothly as they do. Yes, there are bumps along the way; a presentation is cancelled, or something does not go as planned. Those things happen at all conferences. But, at the close of conference, the satisfaction of a successful event is evident.

The level of involvement in our profession is only limited by what you are willing to put into it. Each level has its own commitments and time demands. It is up to you to decide what role you want to take to help our profession grow.

A teacher affects eternity; he can never tell where his influence stops.

~ Henry B. Adams ~

ANNOUNCEMENTS

ATTENTION
NEW
Surgical Technology <u>and</u> Surgical Assisting
PROGRAM DIRECTORS!!

**NEW PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR 2009
FOR NEWLY APPOINTED SURGICAL TECHNOLOGY AND SURGICAL ASSISTING
PROGRAM DIRECTORS**

At the Fall 2008 Board of Directors meeting, the board approved a new mandatory professional development requirement for newly appointed program directors.

Effective <u>**January 1, 2009**</u>, all newly appointed program directors are required to attend an ARC/STSA *Accreditation Fundamentals for Educators* (AFE) Workshop within **one** (1) year of appointment.

The AFE Workshop is designed to give program directors, instructors and administrators basic information on the accreditation process, including:

- Accreditation Definitions
- Institutional versus Programmatic Accreditation
- Initial versus Continuing Accreditation
- Terminology Associated with Accreditation
- Accreditation Actions

- The Accreditation Process
- Assessment Planning
- Standards Interpretive Guide (SIG)
- Annual Reporting Requirements
- CAAHEP Standards & Guidelines

- Program Review Report
- Types of Accrediting Bodies
- Findings Letter Responses &
   Progress Reports

While this workshop is open to all Surgical Technology and Surgical Assisting Program Directors and educators, newly appointed ST and SA program directors will be required to submit proof of attending an AFE to the ARC/STSA in support of their appointment.

The workshops will be offered three times per year:
- before the AST Instructors Forum (Friday, February 5, 2010 in Charleston, SC)
- during the AST Instructors Workshop (Wednesday, May 26, 2010 in Dallas/Ft. Worth, TX)
- on August 7, 2010 in Denver, CO (registration and information available online at www.arcstsa.org)

The cost of the workshop is **$50** <u>plus travel and accommodations</u>.

We ain't the ARC-ST any more!!!

At its Fall 2008 meeting, the ARC-ST Board of Directors, in collaboration with the Subcommittee on Accreditation for Surgical Assisting (SASA), decided to change the name of the ARC-ST to better reflect all education programs served by this organization.

Effective *August,1, 2009*, the ARC-ST officially became the:

Accreditation Review <u>Council</u> on Education in Surgical Technology and <u>Surgical</u> <u>Assisting</u> (ARC/STSA).

The ARC/STSA can still be reached by mail at 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, by phone at 303-694-9262, by fax at 303-741-3655.

Executive Director's Corner
Keith R. Orloff, CST, FAST

As we approach the Holiday season, the ARC/STSA Board of Directors (BoD), its Subcommittee on Accreditation for Surgical Assisting (SASA) and the accreditation services staff wish you and your students Season's Greetings and a Happy New Year.

Since our last newsletter, the Spring/Summer edition of the *Communiqué*, highlighted below is a summary of programmatic accreditation services for surgical technology and surgical assisting programs over the last 6 months due to the work of the SASA, ARC/STSA and CAAHEP. They include:

- Launched new name and logo, the ***Accreditation Review Council on Education in Surgical Technology and Surgical Assisting*** (ARC/STSA) August 1, 2009.

- Adopted formal **outcomes exam thresholds** for ST programs electing the CST exam as their outcomes assessment tool at **100% participation** and **70% pass rate** for completing cohorts/classes *effective* **August 1, 2009**.

- Established *deadline* of **August 1, 2011** for all ST programs to implement the CST exam as their sole **outcomes assessment exam** for reporting purposes.

- Conducted 25 on-site visits and 160+ reviews of program applications, progress reports, and other accreditation actions from May 2009 through November 2009.

- Recommended 7 Initial and 25 Continuing accreditation awards in surgical technology and surgical assisting with approximately 465 surgical technology and 10 surgical assisting CAAHEP accredited programs to date.

- Renewed the ARC/STSA **Scholarship Program** for 2010 totaling $3000 in three categories as a service to the student and educator communities (applications and details available at www.arcstsa.org/2010_scholarship.htm).

- Launched a formal "communities in need" outreach effort with a donation of $1000, and collaborating with the AST and the NBSTSA, to sponsor similar activities annually before each national Conference.

- Welcomed 7 new **on-site evaluators** to the ARC/STSA family of visitors.

- **Mark Shikhman, MD, PhD, CSA** joined the SASA as its newest member. Dr. Shikhman is both the surgical technology and surgical assisting program director at Wayne County Community College, Western Campus, Belleville, MI.

- **Kathy Lee, CST, MS, FAST**, current Vice Chair and BoD member, elected as the new ARC/STSA Commissioner to CAAHEP.

- Enhanced the new **Standards Interpretive Guide** (SIG) - **Surgical Technology** (www.arcstsa.org/pdfs/SIG-ST.pdf) and developed and launched the new **Standards Interpretive Guide** (SIG) - **Surgical Assisting** to assist programs in complying with current CAAHEP *Standards & Guidelines*.

- Inaugurated *outcomes assessment* consistent with the published **Implementation Timeline** to assist SA programs in complying with the 2008 CAAHEP Surgical Assisting ***Standards & Guidelines*** (outcomes assessment effective August 1, 2009.)

- Hosted the enhanced **Accreditation Fundamentals for Educators** (AFE) workshop in August for 30+ participants. *The AFE is a required tool to assist all new program directors (effective January 1, 2009) and is available to all program directors, instructors and school administrators.*

- Contributed to CAAHEP's new **Your Accreditation Mentor**, an online service for program directors to guide understanding of accreditation processes and to share advice on good practices (www.youraccreditationmentor.com/).

- Updated and posted standardized ARC/STSA reporting forms on the website for easy access 24 hours a day (www.arcstsa.org/forms/ST/index.htm).

- Exhibited at the American College of Surgeon's 95th Clinical Congress in Chicago.

- Renamed our semi-annual newsletter, effective with this issue, to the **ARC/STSA *Outreach*,** to better reflect its purpose and function in serving our communities of interest.

ARC/STSA and CAAHEP share the mission to provide world-class recognition for quality surgical technology and surgical assisting education, through specialized programmatic accreditation services, to the student, educator, regulatory and healthcare consumer communities. CAAHEP accreditation continues to serve as the *gold standard* for programmatic accreditation in the healthcare professions. The ARC/STSA is proud to collaborate with CAAHEP in service to all of our communities of interest.

The ARC/STSA is the sole Committee on Accreditation (CoA) recognized by CAAHEP for accreditation of education programs in surgical technology and surgical assisting, rendering professional services to both allied health disciplines using volunteer evaluators. New site visitor applicants are needed. All qualified candidates are urged to apply (please see the *Site Visitor Information* link at www.arcstsa.org).

Congratulations to all those programs which have been awarded initial and continuing CAAHEP programmatic accreditation…we applaud your continuing commitment to excellence in surgical technology and surgical assisting education through specialized programmatic accreditation.

2008 CAAHEP Standards Implementation

The Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and its Subcommittee on Accreditation in Surgical Assisting (SASA), adopted the 2008 CAAHEP *Standards & Guidelines for Education in Surgical Assisting* as approved by the *American College of Surgeons* (ACS), the *Association of Surgical Technologists* (AST) and the *National Surgical Assistant Association* (NSAA) which are now in effect. These revised SA Standards are part of a CAAHEP process which requires each of the Committees on Accreditation (e.g.; SASA—ARC/STSA) to periodically review and update their standards to reflect both outcomes-based accreditation and changes to the educational needs of the profession.

These SA *Standards & Guidelines* are the direct result of three years of review and analysis as part of the CAAHEP process for standards revision and are designed to address the needs of our sponsors, accredited programs, students, practitioners and educators in reflecting the professional development of the field of surgical assisting.

The 2008 SA *Standards & Guidelines* became *effective* August 1, 2008 and are posted on the ARC/STSA website (www.arcstsa.org) for easy access. Please note, only programs previously accredited *or* which have submitted a *completed* accreditation application package to the SASA—ARC/STSA *prior* to August 1, 2008 may continue to operate under the 2002 Standards & Guidelines, but only for a limited time as detailed in the 2008 Standards Implementation Timeline. Those programs should begin to transition to the 2008 Standards and should refer to the **2008 Standards Implementation Timeline** (page 6) to determine which Standards may be met at a later date.

Standards Interpretive Guide for Surgical Assisting

NEW

The ARC/STSA and SASA are pleased to announce the release of the SA *Standards Interpretive Guide* (SA SIG). This guide provides insight into understanding each Standard and provides explanations and examples to assist programs in demonstrating compliance with the 2008 CAAHEP *Standards and Guidelines for Accreditation of Educational Programs in Surgical Assisting.*

Check it out at www.arcstsa.org today!

Subcommittee on Accreditation in Surgical Assisting (SASA)

Chair
Clinton Crews, MPH
Norfolk, Virginia

Committee Members
Van Bates, BA, CST
Fairview, Tennessee

Dorothy Rothgery, CST/CFA, MS
Detroit, Michigan

Mark Shikhman, MD, PhD, CSA
Belleville, Michigan

Carolyn Stewart, PhD, EdS
Rock Hill, South Carolina

Timeline for Surgical Assisting 2008 Standards Compliance

New Applications: Initial applications received *on or after* August 1, 2008 must comply with all 2008 Standards*.*

Current Applications: Initial applications received *before* August 1, 2008—see timeline for currently accredited programs below.

Currently Accredited Programs: Accredited programs must meet or exceed all *Standards* on **August 1, 2008** except as follows:
- **Standard I A 1** Institutional Accreditation **August 1, 2010—**Mandatory demonstration of institutional accreditation (national or regional).
- **Standard III C** Resources – Curriculum **August 1, 2010—**Mandatory demonstration of compliance with Core Curriculum for SA, 2nd Ed.
- **Standard IV B** Student Evaluation – Outcomes Assessment—**August 1, 2009**
  - Implement outcomes assessment beginning with academic year 8/1/09 – 7/31/10
  - Core Indicators = Graduate Satisfaction, Employer Satisfaction, retention, placement and program assessment examination (CFA or CSA exam)
  - Program initial annual reporting of outcomes will begin with the 2011 Annual Report

ARC/STSA

Accreditation Review Council On Education
In Surgical Technology And Surgical Assisting

ARC/STSA
Winter Workshop 2010
Pre-Instructors Forum

Friday, February 5, 2010

Francis Marion Hotel
387 King Street
Charleston, SC 29403

8 am – 12 pm — *Fundamentals of Accreditation* (AFE) **[4 CEs]**
Cost: $50 per person — in addition to IF registration fees, if also attending the IF

1 – 5 pm — ARC/STSA Site Visitor's Training **[4 CEs]**
Cost: Free — (Beginners Prerequisite: Status as current site visitor **or** Accreditation Fundamentals for Educators (AFE) attendance **and** CAAHEP Site Visitor online training.
Advanced Prerequisite: Status as current site visitor **and** performed at least one site visit.)

For further information on the ARC/STSA 2010 Winter Workshop
or to register, visit http://www.arcstsa.org or call ARC/STSA at 303-694-9262.

Congratulations to the 2009 ARC/STSA Scholarships Winners!!

2009 Advanced Degree Scholarship Winner

Dana Grafft, CST
Program Director/Instructor
Iowa Lakes Community College
Spencer, Iowa

My name is Dana Grafft. I have been actively involved in the Surgical Technology profession for 13 years. I am currently the Program Director and Instructor at Iowa Lakes Community College in Spencer, Iowa. I have been working on completing an advanced degree since I started at Iowa Lakes 7 years ago; one or two classes at a time. I have now reached a point (finally!) that I am on track to complete a Bachelor of Occupational Education from Eastern New Mexico University this December. I will then begin work towards a Masters of Occupational Education also. I was very much honored to be named as the recipient of the 2009 ARC-ST Scholarship for the Advanced Degree. Obviously, working full-time and taking classes is difficult but paying out of pocket for my courses has also proven to be a hardship. When I started my future in surgical technology years ago, I didn't know what my future would hold. I can honestly say now, 13 years later, that my future holds continuing in this profession in some capacity until my retirement! Surgical Technology has proven to be

my passion and while I've loved the challenge of the operating room, I also love seeing the excitement in the students' eyes the first time they observe a surgery. My desire to complete my advanced degrees is prompted not only by my own desire to advance professionally but to be an example to my students. I hope the message they receive from me is that they should never stop learning and that when you are passionate about your career choice, the sky is the limit. Thank you again for making it possible to complete my last 7 credits toward my degree possible with this scholarship.

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2009 Student Scholarship Winners

Sandra P. Bautista
Student
Dover Business College
Clifton, NJ

I was born in Barranquilla, Columbia. My family immigrated to the United States when I was 4 years old and was raised in Paterson, New Jersey. I am a wife, mother, daughter, and friend. Interests include spending time with my family, my education, and furthering my career as a Certified Surgical Technologist. I'm also interested in continuing to further my education to reach my goal of

obtaining my Bachelors of Science in Nursing.

My goals are to become knowledgeable in all surgical specialties so that I can be a major contributor to a team of Operating Room professionals. And someday direct a team of surgical professionals in a prestigious facility.

My husband's love for our country brought him to serve in the United States military. My love for my husband and country brought me to aspire to serve my country with providing patient care to our service members, veterans and civilians by becoming a Certified Surgical Technologist for the military.

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Heidi Downey
Student
St. Luke's Hospital and Health Network
Bethlehem, PA

I've always been interested in a career in the healthcare field because I am amazed at how the human body works. I also wanted to be able to make a difference in people's lives and have a career that is both rewarding and challenging. I was initially interested in going to medical school for orthopedic
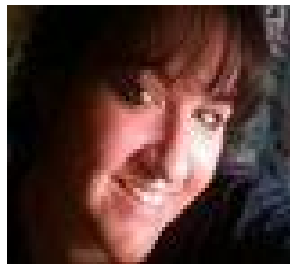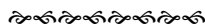
surgery and actually stumbled on the field of Surgical Technology whiles researching requirements for medical school. I thought Surgical Technology would be a great way to gain experience in the surgical field. From the first day we "scrubbed in," I was hooked. I love being part of the team that helps people get better. I love the technical aspect of knowing the instruments and how they were used. I love going home at the end of the day knowing that I made a difference in someone's life. While being a Surgical Technologist has helped me realize that I no longer want to be a surgeon, it has helped me realize that I do want to work as a Surgical Technologist while continuing my education. Once I complete my Bachelor's degree in December 2009, I plan to pursue my Mater's degree in Physician Assistant Studies.

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Karla Remick
Student
Hillyard Technical Center
St. Joseph, MO

I had been working at a surgery center for 11 years and fell in love with the operating room and knew that I wanted to be a scrub tech. At 39 years old, I decided it was finally time to do something that was just for me—something I had been afraid to do for the past 20 years of my life. While I was determined to make the necessary sacrifices to attend school, I was still very afraid of failure. Being in

the operating room is a feeling that you are helping in a vital process of a person's life. To be able to assist in a surgery and know that you knew what is expected of you makes me proud that I have chosen to be a scrub tech. I will graduate in September and plan on working in the operating room gaining experience and confidence to work towards my first assist. I think that opportunities are available for anyone who believes in themselves and wants what is best for them. It is never to late to do what you love.

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Jacqueline Rogers
Student
Dover Business College
Dover, NJ

First, I would like to thank you for selecting me to receive this scholarship. Being involved in the medical field has been a lifelong dream for me. As a person, I exert myself to my fullest potential and then some. I will only strive for the best and will push myself to unforeseen limits to have the most beneficial outcome personally and educationally. I have taken some bits and pieces from my essay to relay how passionate I am in becoming the best CST I can possibly become. I have goals and ambitions for myself. Now that I have received this scholarship I know I can continue on.

Through my education thus far I have been shown what I need to succeed as a CST. I need compassion, to strive, and ambition. To always remember a patient is a

person full of feelings, fears, and ambitions just as I am. I feel to be a great CST I must follow this golden rule. If I cannot show compassion and knowledge in what I'm doing I will not be accepted by that patient or surgical team and my goals and ambitions of being the best CST will be cut short.

My education thus far has shown me that as an older student I can succeed. I am always anticipating what am I going to learn today and how can I turn it into a life lesson or how am I going to use this in my goal of becoming a surgical technologist practitioner. I love what I am studying to be, a very good and well-rounded CST. My schooling has shown me that it's never too late. I use this experience everyday to teach my children how important education is. It feels wonderful to hear them tell me how proud they are of me. Being a mother of 3 I do not know how I do it, but I do. I know that I am an inspiration to my family and my children.

This has been thus far a truly amazing experience. Now that I have received this scholarship, I am able to broaden my horizons, I can go further in my schooling, and I don't have to stop here. I have goals to move on to receive my RN, and possibly on to a PA. I want my education to take me as far as I can possibly go. I want my family to be financially stable; I want to provide everything I can. I don't want to live paycheck by paycheck anymore. It has taken me this long to figure this out so a little longer in school can never hurt; it can only be more beneficial for me and my family. I could not have gotten this far without my instructors, my family, and the patients whom I have come into contact with. Thank you.

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Congratulations!

Congratulations to the following surgical technology and surgical assisting programs which have been awarded initial and continuing CAAHEP programmatic accreditation at the November 2009 CAAHEP meeting. These programs have successfully completed the accreditation process and have met or exceeded the national standards outlined in in the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology* or the *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting*.

Schools That Have Received Initial Accreditation:

Surgical Technology:
Brown Mackie College—Cincinnati, OH (May 2009)
Brown Mackie College—Louisville, KY
Columbia Basin College, WA
Collin County Community College, TX
Iverson Business School, TX
Manatee Technical Institute, FL
National College of Business and Technology, TN
Sentara School of Health Professions, VA
Washington County Career Center, OH

Alternate Accelerated Delivery (AAD) Approval:

Surgical Technology:
Naval School of Health Sciences—Portsmouth, VA (only available to select military personnel)

Schools That Have Received Continuing Accreditation:

Surgical Technology:
Autry Technology Center, OK
Baker College of Muskegon, MI
Concorde Career Institute—Arlington, TX
Central Carolina Technical College, SC
Central Georgia Technical College, GA
DeKalb Technical College, GA
El Centro College, TX
Great Bay Community College, NH
Luzerne County Community College, PA
Lansing Community College, MI
Lenoir Community College, NC
Milwaukee Area Technical College, WI
Miller-Motte Technical College—Chattanooga, TN
McCann School of Business and Technology—Sunbury, PA
Nassau Community College, NY
Nevada Career Institute, NV
Sinclair Community College, OH
Spartanburg Community College, SC
San Joaquin Valley College—Bakersfield, CA
St. Louis Community College, MO
Southern University at Shreveport, LA
Tarrant County College, TX
Temple College—Temple, TX
West Kentucky Community and Technical College, KY
Western Suffolk BOCES, NY

We applaud your continuing commitment to excellence in surgical technology and surgical assisting education through specialized programmatic accreditation.

~ Calendar of Meetings and Events ~

February 5, 2010: AFE and Site Visitor Training —Charleston, SC

February 5-6, 2010: AST Instructors Forum—Charleston, SC (including ARC/STSA **"Successfully Submitting the 2010 Annual Report"** workshop)

March 17-20, 2010: SASA and ARC/STSA Board of Directors Meeting—Denver, CO

May 21, 2010: CAAHEP Board of Directors Conference Call

July 19-20, 2010: PRR Panel Meeting—Denver, CO

August 7, 2010: Accreditation Fundamentals for Educators (AFE) Workshop—Denver, CO

September 15-18, 2010: SASA and ARC/STSA Board of Directors Meeting—Denver, CO

November 19, 2009: CAAHEP Board of Directors Conference Call

ARC/STSA Staff

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2010 ARC/STSA Scholarship Program

We encourage any and all qualified individuals who might be interested in receiving an ARC/STSA scholarship to submit their application.

(Please note that the ARC/STSA Scholarships are different scholarships than those offered by the AST Foundation.)

Scholarship applications and guidelines can be found online on the ARC/STSA website at: www.arcstsa.org/2010_scholarship.htm.

All ARC/STSA scholarship applications must be received on or before **March 1, 2010** and mailed directly to:

**ARC/STSA Scholarship Program
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120-8031**

Please contact the ARC/STSA directly with any questions regarding the ARC/STSA Scholarship program, at (303) 694-9262 or info@arcstsa.org.

Kathy Heath Joins the ARC/STSA Staff

Please join the ARC/STSA Board of Directors, SASA and the home office staff in extending a warm welcome to our newest staff member, Kathy Heath, Administrative Assistant, who began full-time service with us in late October 2009.

Ms. Heath provides accreditation support services including answering calls, handling program email inquiries, creating and maintaining official electronic records, and as a resource person on various accreditation projects. You may already have spoken with her in follow-up to recent program notifications and other accreditation matters.

We are grateful to have her join our team and look forward to her continuing services to our programs and other communities of interest.

"Welcome Aboard"

ARC/STSA Fall 2009 Office Hours/Holiday Schedule

ARC/STSA regular office hours are Monday – Friday, 8 AM – 4:30 PM (Mountain Time).

Offices Closed

ARC/STSA offices will be closed on the dates noted below in observance of the holiday season. Accreditation services and assistance will resume on the next business day during regular office hours.

Thursday-Friday, *November 26-27, 2009*   Thanksgiving Observance
Thursday-Friday, *December 24-25, 2009*   Christmas Observance
Friday, *January 1, 2010*   New Year's Observance

On behalf of the ARC/STSA Board of Directors, SASA members, and the Staff, we wish **all** a happy and healthy holiday season!!

Future Mailings — Don't Lose Out!

The *ARC/STSA OutReach* is issued two times a year via e-mail. Please make sure we have your correct e-mail address so that you continue to receive each issue. Please e-mail **elaine.mcfarlane@arcstsa.org** if your e-mail address has changed. Please be sure to include your name and your school name so that we may update our database.

Thank You ARC/STSA Site Visitors and PRR Panelists!

We could not do what we do without you!!

David Alfaro	Libby McNaron*
Kristi Bailey*	Renee Nemitz
Michael Batterson	Jan Olmsted
Debra Bradley	Jody Randolph
Ruth Ann Briggs	Lisa Reed*
Phil Carlock*	Michelle Rey
Jinnie Cook*	Emily Rogers
Lynda Custer	Kim Shannon
Wanda Dantzler*	Kathy Snyder
Crit Fisher	Christallia Starks*
Gregory Frazer	Roy Tyler
Scott Geist	Grant Wilson
Diane Gerardot*	
Robert Goodrich	<u>BoD and SASA</u>
Chris Keegan	Van Bates*
Robin Keith*	Connie Bell
Susan Kinney	Clinton Crews
Wanda Leonard	Kathy Lee
Joe Long	Arthur (Tony) Makin*
Tammy Mangold	Dorothy Rothgery*
Lori Maynard	Betsy Slagle
Bonita McCoy*	(*2009 PRR Review Panel)

You made our **Summer** and **Fall 2009** site visits and PRR Panel a success!

Instructors Forum 2010

February 6, 2010

Francis Marion Hotel
387 King Street
Charleston, SC 29403

Hotel Reservations:
843-722-0600
*Mention group name,
Association of Surgical
Technologists,
and event name,
2010 Instructors Forum*
Fax: 843-723-4633
Reservation deadline:
January 15, 2010
Room rate: $139/night,
single and double
occupancy

For further information on the Instructors Forum 2010 or to register, visit www.ast.org or call AST at 800-637-7433, ext. 2514.

~ FYA—FOR YOUR ACCREDITATION~

Please contact your IT Department and be sure that any firewalls or security systems permit e-mails from the ARC/STSA to be accepted into your regular e-mail inbox, not sent to "junk mail"!

Please note the minor (but important) change to the suite number at the ARC/STSA when mailing documents—please use **SUITE #110**!

The ARC/STSA now has standardized accreditation forms for **both** ST and SA programs available for downloading and use. Please visit the "**Forms and Facts**" pages at: www.arcstsa.org/forms/ST/index.htm. and www.arcstsa.org/forms/SA/index.htm.

The ARC/STSA **Standards Interpretive Guide** (ST SIG) is being revised and will be available at www.arcstsa.org January 1, 2010. The "SIG" can assist programs in understanding the Standards—sort of a "Standards Cheat Sheet!"

ARC/STSA Accreditation Packet $75
(*Effective July 1, 2010 =* **$150**)
The ARC/STSA Accreditation Packet (otherwise known as the Self-Study packet) should be ordered when a program is pursuing application for initial accreditation. Materials in this packet include accreditation process and procedure documentation and materials required for submission of the Self-Study application.

Initial Accreditation—Application Fee $1200
(*Effective July 1, 2010 =* **$1500**)
This fee is due and must be submitted with the submission of the initial Self-Study application.

Initial Accreditation—On-Site Evaluation Fee $2500
The initial on-site evaluation fee covers preparation and travel expenses to the program's main campus incurred by the ARC/STSA. Due upon submission of the initial Self-Study application.

PRR Continuing Accreditation—Application Fee   n/a
(*Effective July 1, 2010 =* **$1000**)
This fee is for all programs seeking transition from Initial to Continuing accreditation. Due upon submission of the Program Review Report application.

Consultative—On-Site Evaluation Fee $4000
The consultative site visit fee covers preparation and travel expenses incurred by the ARC/STSA. Please refer to the ARC/STSA website for circumstances requiring a consultative on-site evaluation. Due at least 30 days prior to the on-site evaluation.

ARC/STSA Annual Accreditation Fee $1500
Annual accreditation maintenance fee due for all accredited programs. Programs are invoiced in January annually. (**Please note: CAAHEP invoices a separate accreditation maintenance fee by institution annually).
Note: Fees for Random/Continuing on-site evaluations are included in the ARC/STSA Annual Fee.

Core Curriculum for Surgical Technology or
Core Curriculum for Surgical Assisting
(Published by AST; available at 800-637-7433)
Standard III.C requires that programs meet *or* exceed the curricular requirements defined in the program-specific Core Curriculum.

ARC/STSA Approved Program Assessment Exams
For **PAE** contact AST at 800-637-7433.
For **CST** or **CFA** contact NBSTSA at 800-707-0057.
For **CSA** contact NSAA at 888-633-0479.
Standard IV.B requires that programs implement one of these approved Outcomes Evaluation Tools, elected by each program, as part of ongoing outcomes accreditation requirements.

Distance Education—Application Fee $250
(*Effective July 1, 2010 =* **$500**)
For all programs pursuing approval of Distance Education (DE) programs. Due upon submission of DE application.

Satellite and/or Consortium—Application Fee $250
(*Effective July 1, 2010 =* **$500** per campus)
For all programs pursuing approval to offer program at multiple facilities through Satellite or under Consortium models. Fee is multiplied per satellite or consortium facility. Due upon submission of Satellite and/or Consortium application.

Satellite—On-Site Evaluation Fee   n/a
(*Effective July 1, 2010 =* **$2500** for main campus and **$1500** for each satellite facility/campus)
The satellite on-site evaluation fee covers preparation and travel expenses incurred by the ARC/STSA. Fee is multiplied by number of satellite facilities/campuses. Due upon submission of Satellite Self-Study application.

AAD Option—Initial Application Fee $250
(*Effective July 1, 2010 =* **$500**)
For surgical technology programs pursuing approval of an Accelerated Alternate Delivery (AAD) option in tandem with their accredited traditional program. Due upon submission of the AAD application.

AAD Option—Annual Maintenance Fee $250
(*Effective July 1, 2010 =* **$500**)
Surgical technology programs that have been approved to offer the AAD option will be invoiced an annual fee in addition to the ARC/STSA annual fee.

Distance Education/Satellite/Consortium-
Annual Maintenance Fee $500
All programs approved to be offered at multiple facilities or through a distance education, satellite or consortium model will be invoiced this annual fee per additional facility, in addition to the ARC/STSA annual fee for the main campus.

ARC/STSA Late Fee $100
The ARC/STSA strictly enforces a late fee which applies to any materials received by the ARC/STSA office after the assigned/requested due date. This fee will only be waived if the program notifies the ARC/STSA prior to the due date of its inability to meet the assigned date and an extension is granted by the ARC/STSA. Only one extension of up to 30 days will be granted to each program.

CAAHEP Annual Accreditation Fee $450
CAAHEP annual accreditation maintenance fee is separate from any ARC/STSA fees. Each sponsoring institution is directly invoiced by CAAHEP every May.