40th Anniversary

2012

2012

It's coming soon...

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

It is a privilege to serve on the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting* (ARC/STSA). I am fortunate to serve with an exceptional group of committed individuals who dedicate many hours to the Surgical Technology and Surgical Assisting programmatic accreditation process. The ARC/STSA is a dynamic accrediting organization and will be undergoing targeted enhancement in resources for the professions of Surgical Technology and Surgical Assisting in 2011 as a collaborating Committee on Accreditation (CoA) of the Commission on Accreditation for Allied Health Education Programs (CAAHEP). The ARC/STSA is sponsored by the American College of Surgeons and the Association of Surgical Technologists.

In 2011 the CAAHEP *Standards & Guidelines for Educational Programs in Surgical Technology* will continue to be revised and then submitted to our sponsoring organizations according to CAAHEP's formal procedure for approval. This process began in 2009 with the Board of Director's assessment of changes required based on CAAHEP universal Standards language, followed by two separate annual, national online surveys of Surgical Technology program directors, educators, and school administrators to identify changes in the needs and preferences of the education community. Over four hundred (400) members of the education community responded in December 2009 and three hundred and eight-eight responded in December of 2010 providing information and suggestions helpful in enhancing the current Standards to better meet the needs of Surgical Technology program students, graduates and ultimately, the surgical patients we serve. At the 2010 Annual and the 2011 Spring ARC/STSA Board of Directors meetings, the Board reviewed the results of these surveys and used that analysis to formulate draft changes to the Standards as indicated by the preferences of the Surgical Technology program directors and educators nationwide.

We continued the process of outreach to our education communities of interest by adding new and updated resource materials to the website including

ARC/STSA Board of Directors

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Rock Hill, SC

Inside This Issue:

updated standardized forms, user-friendly assessment tools and a wealth of information on compliance policy and procedures. This documentation can be obtained by visiting our website at www.arcstsa.org and downloading the desired items. ARC/STSA's commitment to enhancing existing resources and adding new materials will continue through 2011.

With the publication and release of the 6th edition of the AST *Core Curriculum for Surgical Technology*, the Board of Directors mandated an implementation deadline of **January 1, 2013** for all accredited and applicant programs. Since the *Core Curriculum for Surgical Technology* is mandated in the CAAHEP Standards, at this time all surgical technology programs should begin planning the transition of their program master curriculum to reflect the requirements of the newest edition.

In 2011, the ARC/STSA Board of Directors will hold three (3) formal, face-to-face meetings; two (2) to address program applications for accreditation; one to address business matters. Additionally, there will be three (3) conference calls as needed to address matters of accreditation. SASA will meet face-to-face similarly to the Board of Directors in 2011.

The 2011-2012 ARC/STSA Board of Directors is as follows:

Tony Makin, CST, BS, FAST, Chair
Betsy Slagle, MS, RN, CST, Vice-Chair
Connie Bell, CST, FAST, Secretary/Treasurer
Kathy Lee, CST, MS, RST, FAST, Director
Jeff Bidwell, CST/CFA, CSA, MA, FAST, Director
Carolyn Stewart, PhD, EdS, Director
Howard Ross, MD, FACS, FASCRS, Director
Reid Adams, MD, FACS, Director

The ARC/STSA's Subcommittee on Accreditation for Surgical Assisting (SASA) meets formally twice per year to consider Surgical Assisting program applications and procedural matters. SASA members will continue to provide expertise for the ARC/STSA Board of Directors in addressing the future of Surgical Assisting education through CAAHEP programmatic accreditation.

The 2011-2012 SASA members are as follows:

Van Bates, CST, BA, Chair
Dorothy Rothgery, CST/CFA, MS
Mark Shikhman, MD, PhD, CSA
Clinton Crews, MPH,
Carolyn Stewart, PhD, EdS

As of May 2011, and after the CAAHEP Board of Directors met to review the ARC/STSA program

accreditation recommendations, there are just over 460 CAAHEP accredited Surgical Technology programs with ten (10) additional programs seeking to complete the CAAHEP initial accreditation process.

In 2010, seventeen (17) programs were granted initial accreditation, fifty (50) programs were granted continuing accreditation, two (2) programs were placed on accreditation probation, thirteen (13) programs withdrew from accreditation and six (6) programs changed their active accreditation status to inactive. By comparison, in 2009, twenty (20) programs were granted initial accreditation, fifty-three (53) programs were granted continuing accreditation, two (2) programs were placed on accreditation probation, fourteen (14) programs withdrew from accreditation and five (5) programs changed their active accreditation status to inactive.

In addition to the Surgical Technology programs, there are currently nine (9) CAAHEP accredited Surgical Assisting programs with another two (2) seeking initial accreditation.

The ARC/STSA is dedicated to quality education. As part of its outreach program to the student and educator communities, the Board of Directors administers an annual scholarship program in two (2) categories with each award totaling up to $1000:

Surgical Technology Student Scholarship
Educator-Advanced Degree Scholarship

At its spring meeting, the Board of Directors awarded the 2011 Student and Educator-Degree Achievement Scholarships and would like to thank all of the students and educators who submitted scholarship applications. The 2011 recipient's names published in the AST Conference Guide and were announced at the 2011 Instructors Workshop. Scholarships valued at $500 each were awarded to the following four (4) students:

1. Amy Shibe – Concorde Career College – Aurora, CO
2. Maria Ferchen – Niagara County Community College – Sanborn, NY
3. Terri Belcher – Meridian Institute of Surgical Assisting – Joelton, TN
4. Cynthia Sowecke – East Valley Institute of Technology – Mesa, AZ

Additionally, a $1000 educator scholarship was awarded to Cindy Mask, CST, AA, Tarrant County College – Northeast, Hurst, TX, for advanced education in pursuit of a BAAS degree.

As part of its community outreach program to the public in 2011, the ARC/STSA donated $1000 to Glide Foundation of San Francisco and actively participated in the annual *Surgical Technology Community Outreach* program for participating underprivileged families hosted in collaboration with AST and the NBSTSA.

In February 2011, at the national annual Instructors Forum held in San Antonio TX, the ARC/STSA successfully launched its fourth consecutive year of Accreditation Fundamentals for Educators (AFE) workshops. It was conducted again at the 2011 Instructors Workshop in San Francisco on June 1st, just before the 42nd Annual AST National Conference. Since January 2009, the AFE workshop has been an integral part of the initial accreditation application process for emerging programs to assist educators and administrators and continues to be required for newly appointed program directors in both professional programs. An additional AFE workshop was conducted in Denver, Colorado on August 6, 2011 ensuring greater access to ARC/STSA and CAAHEP accreditation information and resources. As a result of these successful efforts, the AFE will continue to be conducted at every national Instructors Forum and Instructors Workshop in addition to the annual August initial accreditation application workshop hosted in Denver.

The ARC/STSA released its latest updated Standards Interpretive Guide (SIG) for surgical technology programs at the February 2011 Instructors Forum. This guide is designed to help program directors, site visitors, educators as well as school administrators, to better understand CAAHEP programmatic accreditation Standards and the ARC/STSA accreditation process. A similar updated guide for Surgical Assisting programs was released at the same time to assist programs in preparation of their first Annual Report of outcomes inaugurated in 2011. These guides are regularly reviewed and refined to better assist program directors, educators, administrators, and site visitors to better understand the accreditation process.

Launched on August 1, 2008, the transition process from the AST Program Assessment Exam (PAE) to the NBSTSA Certified Surgical Technologist (CST^{TM}) exam as a program outcomes indicator for accredited Surgical Technology programs began with a successful pilot test year 2008-2009. The academic year 2010-2011 marked the third and final year of the three-year voluntary transition period. As of August 1, 2010, 402 (87%) out of all accredited Surgical Technology programs have chosen the NBSTSA's CST^{TM} exam as their sole outcomes assessment examination (OAE) with results

to be detailed in their Annual Reports. The remaining programs made the transition *by* August 1, 2011 to remain in compliance with CAAHEP Standards. Effective August 1, 2009, the ARC/STSA Board of Directors established the pass rate threshold at 70%, the same pass rate as for the PAE previously used by those programs. Thresholds are reviewed annually.

The academic year 2009-2010 marked the first or pilot test year Surgical Assisting programs began collecting and analyzing outcomes under the 2008 CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting.* The Board of Directors on the recommendation of SASA established the participation rate threshold at 100% for recognized outcomes assessment examinations CSFA^{TM} (NBSTSA) and the CSA (NSAA) beginning August 1, 2010 with pass rate threshold to be announced in late Fall 2011.

To support the education community and to promote interaction between the ARC/STSA and Surgical Technology program directors, educators, and administrators, the ARC/STSA publishes its *Outreach* accreditation newsletter on a periodic basis. This useful publication is available to every program director, educator, clinical affiliate staff or school administrator. To receive a subscription, please contact the ARC/STSA office to add your name and e-mail address to the mailing list.

The ARC/STSA staff is your accreditation information resource. Staff members include:

Keith Orloff, CST, FAST, Executive Director
Ann McGuiness, CST, CNOR, MSEd, Director of Accreditation Services
Elaine McFarlane, BA, Accreditation Coordinator-Operations
Kathy Heath, Administrative Assistant

Each of these individuals is available to assist Surgical Technology and Surgical Assisting programs, educators, students and the public with our full range of accreditation services. Updated accreditation information may also be readily accessed by visiting www.arcstsa.org.

On behalf of the ARC/STSA Board of Directors, its subcommittee SASA and staff, I want to wish you a safe and fun summer.

*Formerly, the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

"Article reprinted with permission of the Association of Surgical Technologists. Originally published in the May 2011 AST Conference Guide."

Congratulations to the following surgical technology and surgical assisting programs which have been awarded initial and continuing CAAHEP programmatic accreditation at the January and May 2011 CAAHEP meetings. 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:
Medix School-West, MD
MedVance Institute-Houston North Campus, TX

Schools That Have Received Continuing Accreditation:

Surgical Technology:
Atlantic Cape Community College, NJ
Baptist Health Schools Little Rock School of ST, AR
Brown Mackie College-Michigan City, IN

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Career Networks Institute, CA
Carrington College California-Citrus Heights, CA
Carrington College California-San Jose, CA
Community Care College, OK
Concorde Career College-Miramar, FL
Concorde Career College-Portland, OR
Covenant Health System-Lubbock, TX
Des Moines Area Community College-Ankeny, IA
Durham Technical Community College, NC
Horry-Georgetown Technical College, SC
Ivy Tech Community College-Evansville, IN
Keiser Career College-Greenacres, FL
Lanier Technical College, GA
McCann School of Business and Technology-Dickson City, PA
McCann School of Business and Technology-Hazleton, PA
Miller-Motte Technical College-Cary, NC
Moore Norman Technology Center, OK
Moultrie Technical College, GA
National College-Florence, KY
National College-Indianapolis, IN
Quinsigamond Community College, MA
Robeson Community College, NC
South Plains College, TX
Southern Illinois Collegiate Common Market, IL
Trocaire College, NY
Virginia College at Birmingham, AL

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

~ Calendar of Meetings and Events ~

August 6, 2011: Accreditation Fundamentals for Educators (AFE) Workshop—Denver, CO

September 14-17, 2011: SASA and ARC/STSA Board of Directors Meeting—Denver, CO

November 18, 2011: CAAHEP Board of Directors Conference Call

February 2012: Instructors Forum
(including AFE and Site Visitor Training)

March 14-17, 2012: SASA and ARC/STSA Board of Directors Meeting—San Diego, CA

May 18, 2012: CAAHEP Board of Directors Conference Call

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

The ARC/STSA Board of Directors (BoD), its Subcommittee on Accreditation for Surgical Assisting (SASA) along with the accreditation services staff commend every CAAHEP accredited program on completing another academic year of commitment to excellence in education and to maintaining the national accreditation Standards. Since our last newsletter, the Fall/Winter 2010 edition of the *Outreach*, there has been considerable activity on the part of the ARC/STSA, its SASA and CAAHEP. Highlights of ARC/STSA activities and events in programmatic accreditation services for surgical technology and surgical assisting programs from December 2010 through June 2011 include:

- Recommendation of **Van Bates, CST, BA** and **Dorothy Rothgery, CST/CFA, MS**, for reappointment to SASA by the ARC/STSA in March with subsequent reappoint of both by the AST Board of Directors in June for a second three-year term each.
- Further developed the *Standards and Guidelines* language revision incorporating input from **388** respondents—including program directors, clinical coordinators, educators and allied health deans—to the online ARC/STSA 2010 year-end **ST Academic Credentials Survey** to obtain education community preferences.
- Launched an updated **2011 Annual Report** in February for online e-reporting with enhanced, user-friendly instructions for **surgical technology** programs.
- Launched the new **2011 Annual Report** in February using a custom, abbreviated form for first-time annual reporting of outcomes by **surgical assisting** programs reflecting contemporary program information and outcomes limited to retention and outcomes assessment exam participation (OAE).
- Entered the 2nd academic year (2010-2011) of CST **outcomes exam thresholds** compliance (i.e., **100% participation** & **70% pass rate**) with **402** participating ST programs which previously elected the **CST exam** as their sole assessment tool.
- Provided transitional support services to surgical technology programs which have not *voluntarily* implemented the **CST exam** as their sole **outcomes assessment tool** in preparation for the implementation *deadline* of **August 1, 2011.**
- Conducted **29 on-site visits** and **120+** Board of Directors' **reviews** of program applications, progress reports, requests for change and other accreditation actions.
- Recommended **6** *Initial* and **34** *Continuing* accreditation awards in surgical technology and surgical assisting with approximately 462 surgical technology and 9 surgical assisting CAAHEP accredited programs in the United States.

- Conducted **99** *protocol reviews* expediting ARC/STSA action *between* formal Board of Directors' meetings on program change requests and other submissions.
- Awarded scholarships to four students and one educator as part of the ARC/STSA **2011 Scholarship Program**, for a total of $3000, including both ST and SA students (www.arcstsa.org/pdfs/2011_Scholarship_Winners.pdf). *Additional information on scholarship recipients will appear in the Fall/Winter 2011 issue of the* Outreach *newsletter*.
- Promoted the *expanded* ARC/STSA **2012 Scholarship Program** with planned awards totaling $5000 (a 67% increase over 2011) as an ARC/STSA service to the surgical technology and surgical assisting student and educator communities. *Watch the ARC/STSA website for application information in late Fall 2011.*
- Updated both the **Standards Interpretive Guide** - **Surgical Technology** (www.arcstsa.org/pdfs/SIG-ST.pdf) and the **Standards Interpretive Guide** - **Surgical Assisting (**www.arcstsa.org/pdfs/SIG-SA.pdf**)** as resource tools to assist programs in demonstrating compliance with current CAAHEP *Standards & Guidelines*.
- Approved one new ARC/STSA **on-site evaluator** (site visitor).
- Adopted and published the **Timeline for Implementation** for AST's newly released *Core Curriculum for Surgical Technology, 6th Edition,* establishing a mandatory implementation date of **January 1, 2013** for all ST programs.
- Hosted successful 2010 **Accreditation Fundamentals for Educators** (AFE) workshops at the national 2011 Instructor's Forum in San Antonio, TX and Instructor's Forum in San Francisco, CA for **61** participants. *The AFE is a required training session to assist all newly appointed program directors (*effective *January 1, 2009) and is available to all program directors, instructors, preceptors and school administrators.*
- Hosted successful 2011 **Site Visitor Training** (SVT) workshops, two each, at both the 2011 Instructor's Forum and at the Instructor's Workshop for **54** participants.
- Presented the training workshop **Successfully Filing the 2011 Annual Report** for **50+** program directors at the Instructor's Forum in San Antonio, TX in February.
- Posted additional, updated ARC/STSA standardized ST and SA program reporting forms on the website for easy 24/7 access (www.arcstsa.org/forms/ST/index.htm).
- Exhibited at the **AORN 58th Annual Congress** in Philadelphia, PA in March and the **AST 42nd Annual Conference** in San Francisco, CA in June to educate attendees on programmatic accreditation benefits and

the value of graduates of accredited programs as entry-level practitioners.

- Participated in 2011 Surgical Technology Community Outreach (STCO) event in collaboration with AST including donating toys for children and $1000 to the STCO-designated recipient, Glide Foundation of San Francisco.

- Launched the second and final academic year (2010-2011) of the **outcomes assessment exam** *pilot-test* to establish thresholds for SA program compliance with 2008 Standards for programs which elected either the **CSA** or **CSFA** credentialing exam. Thresholds will be announced on our website (www.arcstsa.org) in December of 2011.*

  * As with other Committees on Accreditation (CoA) in the CAAHEP system, the ARC/STSA Board of Directors and its SASA employ objective, data-driven methods as part of the due diligence exercised in the evaluation of, and threshold-setting for, any credentialing exam recognized as an appropriate entry-level outcomes assessment tool.

Look for a new website launch in 2012 to mark the 40th anniversary of the ARC/STSA and the 18th anniversary of our collaboration with CAAHEP. Over the past four decades, the ARC/STSA has maintained its commitment to our common mission with CAAHEP to provide world-class recognition for quality surgical technology and surgical assisting education, through specialized programmatic accreditation services, for students, educators, and regulatory agencies and the healthcare consumer (public).

CAAHEP accreditation is widely recognized as the *gold standard* for programmatic accreditation in the healthcare professions. CAAHEP accreditation is an *inclusive* process aimed at enhancing education programs in North America regardless of location or institutional setting. CAAHEP remains the largest allied health accreditor.

Since 1994, the ARC/STSA has served as the sole Committee on Accreditation (CoA) recognized by CAAHEP for accreditation of education programs in surgical technology and since 2002 in surgical assisting. The ARC/STSA remains focused in collaboration with CAAHEP on providing accreditation services to all of our communities of interest.

CAAHEP is the only CHEA (www.chea.org) recognized allied health accreditor for surgical technology and surgical assisting. CAAHEP employs a comprehensive, two-tier accreditation process as a public service which ensures a balanced and thorough review of all applicant programs against national Standards in seeking or maintaining specialized programmatic accreditation.

Congratulations to all of those programs who have been awarded initial and continuing CAAHEP programmatic accreditation in the past half year. We applaud your continuing commitment to excellence in surgical technology and surgical assisting education through specialized programmatic accreditation.

New & Updated Forms

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

ANNOUNCEMENTS

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

**NEW PROFESSIONAL DEVELOPMENT REQUIREMENTS EFFECTIVE JANUARY 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 surgical technology and surgical assisting 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 (February 10, 2012 – Orlando, FL)
- during the AST Instructors Workshop (Thursday, May 24, 2012 – Washington, DC)
- on August 4, 2012 – Denver, CO

The cost of the workshop is **$100** <u>plus travel and accommodation expenses</u>.

Please contact the ARC/STSA at 303-694-9269 or info@arcstsa.org for more information.

ARC/STSA Summer/Fall 2011
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.

Monday, *September 5, 2011:* Labor Day Observance
Thursday & Friday, *November 24 - 25, 2011:* Thanksgiving Observance
Friday & Monday, *December 23 & December 26, 2011:* Winter Holidays' Observance

Note: ARC/STSA offices will close at **noon** on Friday, *August 12th,*
and Friday, *October 14th, 2011* for staff development.

Bringing Outcomes into Focus

Van Bates, BA, CST, SASA Chair

As part of the ARC/STSA, the Subcommittee on Accreditation for Surgical Assisting (SASA) and our accredited Surgical Assisting programs enter our tenth year continuing the process of examination and refinement of what quality in Surgical Assisting education means. This process started with many of our programs examining themselves under the 2002 *Standards and Guidelines* (S&G). This examination helped our programs to find areas where higher quality could be achieved. The process was refined through revision of the 2002 *Standards and Guidelines* which after public hearing and approval became the 2008 *Standards and Guidelines* (S&G) and, with the subsequent release of the 2008 S&G, came the Standards Interpretive Guide (SIG-SA). The 2008 S&G provided more concise definition of many standards that existed previously within CAAHEP and clarified several Standards unique to Surgical Assisting. The SIG-SA provided program directors with a tool to bring variables between an individual program and the S&G together more neatly in order to demonstrate compliance.

The SASA held its Spring 2011 meeting in March in New Orleans, LA in conjunction with the ARC/STSA Board of Directors meeting. Significant business items and program reviews were undertaken including two Program Review Reports (part of the process to transition those programs from Initial to Continuing Accreditation) and three Progress Reports. Multiple additional submissions were also considered regarding accredited programs' compliance with the 2008 *Standards and Guidelines for Accreditation of Educational Programs in Surgical Assisting*.

The SASA business agenda included a further review of outcomes assessment exam (OAE) performance data. Added since our last meeting was updated OAE performance data prior to completion of the second "pilot-test" academic year. As part of the ARC/STSA's formal process to establish performance thresholds for CAAHEP accredited program outcomes compliance, SASA undertakes a detailed review of available outcomes data from recognized entry-level credentialing examinations (CSA sponsored by NSAA and CSFA sponsored by NBSTSA) similar to the Certification Exam for Surgical Technology. This review is aimed at ensuring outcomes thresholds established for these exams are consistent with available performance data, are objective, and are not arbitrary. It is important to remember that setting these thresholds is slightly more complicated than setting equivalent Surgical Technology thresholds due to the fact that SASA must consider data from two credentialing exams rather than one. To

do this, SASA works closely with the exam administrators (NSAA and NBSTSA, respectively) to gather a sufficiently large body of data to determine that thresholds incorporate actual performance on these exams. Additional data was reviewed by SASA at the spring meeting and based on that data, it is anticipated that threshold recommendations will be forwarded to the ARC/STSA Board of Directors for consideration at their Fall 2011 meeting.

As with CAAHEP Outcomes Based Accreditation (OBA) in the other disciplines, Surgical Assisting programs have begun submitting Annual Reports. Although not yet web-based, the Annual Report for Surgical Assisting includes many of the same items found in the Annual Report of outcomes required by other CAAHEP professions, among them, the five recognized outcomes: Program Retention, Graduate Placement, Employer Satisfaction Survey results, Graduate Satisfaction Survey results, and outcomes assessment exam results. Since reporting has only recently begun, data from annual reports will be collected and analyzed by programs over a period of three years to provide a basis for evaluation of program trends and action planning as needed. ARC/STSA, with the assistance of SASA, will also begin reviewing those results and trending outcome data to provide feedback to accredited Surgical Assisting programs.

In order for the ARC/STSA to assist accredited Surgical Assisting programs with continuing improvement (as is the ARC/STSA's goal), programs must provide Annual Reports on a timely basis that are accurate and complete. Reporting that is inaccurate or incomplete may result in difficulty for the program, ineffective self-evaluation and failure to identify areas needing improvement. Inaccurate and incomplete data also present a challenge for ARC/STSA and SASA when it comes to determining a program's compliance with the Standards.

OBA is not unique to Surgical Assisting education nor to education in Surgical Technology. OBA is applied across the spectrum of programs under the CAAHEP umbrella from Anesthesiologist Assistant, Cardiovascular Technology, and Diagnostic Medical Sonography to Emergency Medical Services (EMT, Paramedic), Perfusionist and Polysomnographic Technology. OBA is increasingly the basis for not only programmatic accreditation but also for institutional accreditation, meaning that OBA will not only determine compliance for a
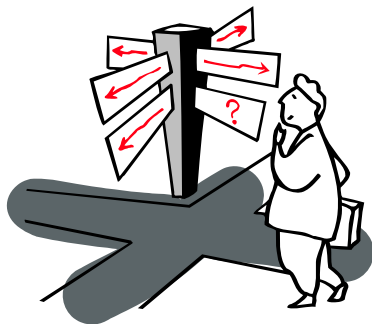
Bringing Outcomes into Focus (cont.)

Surgical Assisting program, but also for the program's sponsoring institution. So learning how to demonstrate your program's compliance with CAAHEP Standards will give you skills that may prove valuable in assisting your sponsoring institution's continued institutional accreditation.

When it comes to evaluating outcomes, one very important tool in a program's self-improvement process is the Outcomes Assessment Plan (OAP). An OAP is a plan for a formal, continuing process through which a program examines itself by measurable outcomes. An OAP makes it possible for a program to collect diverse indicators about its performance and distill them into a clear image of where that program stands with relation to its goals. Following an OAP makes improvement a smoother process and facilitates strategic planning so a program can stay on track with its long and short term goals. Standard IV.B.1. describes a Surgical Assisting program's responsibilities to the ARC/STSA and to CAAHEP with respect to Outcomes Assessment. The five outcomes described there may serve as the basis for a larger Outcomes Assessment that can include

additional outcomes specific to any Surgical Assisting program. To help programs determine how they may be compliant with this part of Standard IV, there is a corresponding section in the SIG-SA that can be found in the SASA area of the ARC/STSA website: www.arcstsa.org. There is also an Outcomes Assessment Plan (OAP) Report Form that is used to summarize a Surgical Assisting program's OAP for the purpose of demonstrating compliance.

As always, the ARC/STSA staff is available to assist programs on a one-on-one basis at (303) 694-9262 or info@arcstsa.org to help determine how an individual program may apply under the S&G. Having a person-to-person conversation is sometimes what it takes to bring diverse, sometimes conflicting, factors into focus and to provide that little bit of insight a program director needs to see how his or her program fits into and is benefitted by the accreditation process.

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Standards Interpretive Guide for Surgical Assisting

The ARC/STSA and SASA have posted recent updates to the SA *Standards Interpretive Guide* (SIG-SA). 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

Van Bates, BA, CST
Fairview, TN

Committee Members
Clinton Crews, MPH
Norfolk, VA

Dorothy Rothgery, CST/CFA, MS
Detroit, MI

Mark Shikhman, MD, PhD, CSA
Belleville, MI

Carolyn Stewart, PhD, EdS
Rock Hill, SC

Student Work Policy—
Surgical Assisting
(recommended by SASA and approved by the ARC/STSA BoD—March 2010)

The intent of a Student Work Policy is to ensure that medical control and accountability exist. Medical control and accountability exist when there is unequivocal evidence that Surgical Assisting students are not operating as independent practitioners on clinical assignment and when SA students are under direct medical control or in a system where timely medical audit and review provide for quality assurance.

The sponsoring institution/program must establish and implement a Student Work Policy reviewed and approved by the Program Advisory Committee (PAC).

The Student Work Policy must minimally state:
- all activities including clinical in the program must be educational
- students must not be substituted for staff

The Student Work Policy should be published and available in the following documentation:
- student handbook
- syllabi
- academic calendar
- clinical affiliation agreement (optional)

The
ARC/STSA

40th Anniversary

is coming in 2012.
Watch our website for
changes and announcements.

2011
ARC/STSA Scholarships
CONGRATULATIONS !!

At its March 2011 meeting, the ARC/STSA Board of Directors awarded the following 2011 scholarships*
(presented in alphabetical order)

Student Scholarships ($500)

- **Amy Shibe** (Concorde Career College, Aurora, CO)
- **Cynthia Sowecke** (East Valley Institute of Technology, Mesa, AZ)
- **Terri Belcher** (Meridian Institute of Surgical Assisting, Joelton, TN)
- **Marla Ferchen** (Niagara County Community College, Sanborn, NY)

Educator Scholarship—Advanced Degree ($1000)

- **Cindy Mask** (Tarrant County College-Northeast, Hurst, TX)

*There were no applications for the Educators Scholarship-Certification Credential.

More information on these scholarship winners will be published in the next *Outreach*. Congratulations to each ARC/STSA Scholarship Winner and Best of Wishes as you pursue your personal and professional goals!

ARC STSA Workshops
In Conjunction with the 2012 Instructors Forum

Friday February 10 2012 · Orlando Florida
Doubletree by Hilton Orlando at SeaWorld

Time	Event	
7:30am:	Registration	
8:00-Noon:	**Accreditation Fundamentals for Educators (AFE)** ARC STSA Board of Directors	**4CEs**
Noon-1pm:	Lunch (on own)	
1-5pm:	**Site Visitors Training (SVT)** Beginning* or Advanced** ARC STSA Board of Directors	**4CEs**

SVT Workshop Prerequisites:
*Status as a currently approved ARC STSA site visitor.
-or-
Must attend AFE Workshop and complete the online CAAHEP Site Visitor Quiz (quiz.caahep.org) prior to attending Beginning Site Visitor Training.
**Must have attended Beginning Site Visitor Training and completed at least one site visit in the last twelve months prior to attending Advanced Site Visitor Training.

- **Doubletree by Hilton Orlando at SeaWorld Info:**
Please visit: www.ast.org/professionals/continuing_ed.aspx

The AFE workshop fulfills the 1/1/09 ARC STSA policy that requires all new program directors to attend an AFE workshop within one year of their appointment.

ARC STSA Registration Fees
- ☐ AFE — $100
- ☐ SVT Beginning — Free
- ☐ SVT Advanced — Free

Date: _____ Member/Cert/License no: _____
Name: _____
Title: _____
Institution/Employer: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Phone 2: _____
Email: _____

☐ Check for payment enclosed
Please send registration and check/money order to:
ARC STSA, 6 W Dry Creek Circle, Suite 110, Littleton, CO 80120

ARC/STSA
Accreditation Review Council On Education
In Surgical Technology And Surgical Assisting

The ARC/STSA **Standards Interpretive Guide** (Surgical Technology and Surgical Assisting SIGs) are available at www.arcstsa.org. The "SIG" can assist programs in understanding the Standards—sort of a "Standards Cheat Sheet!"

It Out

The ARC/STSA employs 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/forms_and_facts_ST.htm and www.arcstsa.org/forms/ST/forms_and_facts_SA.htm.

Program Responses to the ARC/STSA

Please note that for responses in excess of **20** pages [excluding the ARC/STSA findings letter], the program should submit one hard-copy report, printed double-sided and bound (book binding, spiral binding or 3-ring notebook) **and** one single file or "seamless" electronic/digital PDF file that matches the hard-copy document exactly [the electronic file should be submitted on a CD-ROM, DVD or external drive (electronic drive or "thumb" drive)]. Please note that submissions in excess of 20 pages [excluding the ARC/STSA findings letter] that do not include an electronic copy **or** that include multiple files within the electronic copy will be returned to the program for revision, at the program's expense. This may delay the program's document review.

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"!

> An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you do know and what you don't.
>
> ~ Anatole France ~

Why You Should be an O.R. Preceptor (Teacher)

Joe Long, CST, FAST, EdD

I worked in operating rooms for 20 years. Much of my time was spent training persons for the scrub role in the operating room. I have, for the past 14 years, worked in post-secondary education, educating and training persons for this role, which could only be accomplished with the assistance of numerous health care facilities and institutions, wonderful surgeons, and the terrific staff, serving in the role of "preceptors". Recently, I was asked, why were you willing to be a preceptor? To me it was a "no-brainer"; others had given to me, and I needed to give back. We are all "life-long learners", and we embrace this in the surgical setting as technologies are always evolving. Where are all the accolades? Where are all the pats on the back? Where are all the atta boys? Oh, I guess that it is kind of nice to get your ego stroked, but for me personally, the real rewards are internal; just knowing that I had a hand in helping to train someone in this field, help them find their niche, and ultimately, I was afforded the opportunity and privilege to assist in improving upon the lives of each patient, each a fellow human being, with whom I had contact. I have never viewed this as a job; it has been more of a vocation.

The following is a list of things that came to mind relative to the role of preceptor. I hope you can relate to the following list, as I whole-heartedly believe, the role of "preceptor" is a charge that should not be taken lightly, and the rewards are great.

1. Ethically: An obligation to assist in the training of the next generation of health care workers; it is doing what is right; it is just that simple.

2. Morally: generally, health care workers enter such fields to assist in the delivery of quality patient care; this must be passed on, in light of conduct, standards and expectations of such professions.

3. Health Care Students need to be trained correctly if they are to provide the best care for future patients; we all learn something new every day through our daily interactions; we are all students; by teaching, the preceptor learns more, via inter-personal interactions and relationships, and thus enhances his or her own value and self-worth.

4. If we expect to receive the best health care available when we need it, which we all do, then we need to share our knowledge in the education and training of students; this is nothing more than common sense.

5. Teaching students should be intrinsic for the health care worker; it should be a component, an integral part, of each and every one that has chosen a heath care profession, as it was for those who came before and taught them.

6. When students move from one clinical site to another, they take much with them; what they learned, where they learned it, and those who taught them. What perceptions will that student take with them from what they gleaned from their preceptor? What influence will the preceptor have made on them when they speak of the preceptor's institution, and more importantly, what will they say in conversation when the specific preceptor's name comes up? The role of the preceptor carries great responsibility; the preceptor sets the stage for learning.

7. What happens when the surgeon compliments the student? For the preceptor, it clearly means that he or she has been doing something right! There is no greater compliment for the preceptor than when the surgeon pays the student a compliment. A feel-good "Yes" moment.

8. Why become a preceptor? A simple answer is that by serving in the role of preceptor, you have gained respect from your profession, and you represent the professionals in your profession; you are good at what you do. You have not demanded respect; your actions have earned respect.

9. Good preceptors (good teachers), entail the total package makeup: they have the cognitive skills (knowledge); they have the psychomotor skills (technical); and, they have mastered the affective domain of learning and teaching (inter-personal skills and work ethic); they take seriously their charge for teaching others; and are dedicated to the pedagogy process.

10. Preceptors avoid conflict; they do not try to overshadow others; and they avoid those who embrace negativisms and saboteur practices (those who engage in such activities should not have chosen health care as their profession). Outstanding Preceptors do not demand respect; it is a subtle reverence they earn from their peers and their employer; they become the highest valued of all employees. They are the ultimate Team-Player!
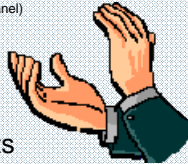
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Thank You ARC/STSA Site Visitors!

We could not do what we do without you!!

Michael Batterson*
Debra Bradley
Sarah Brannon
Lorrie Campbell
Phil Carlock
Wanda Dantzler
Crit Fisher
Gregory Frazer
Jinnie Gardiner*
Scott Geist*
Chris Keegan
Robin Keith*
Susan Kinney
Ron Kruzel
Joe Long
Bonita McCoy*
Libby McNaron
Janet Milligan
Jan Olmsted

Lisa Reed
Michelle Rey*
Emily Rogers
Kathy Snyder
Christallia Starks
Jean Stewart
Kathleen Strachan
Robin Vinik-Jones
Grant Wilson*

BoD and SASA
Van Bates*
Jeff Bidwell
Kathy Lee
Arthur (Tony) Makin
Dorothy Rothgery
(*2011 PRR Review Panel)

You made our **January – July 2011** site visits and PRR Panel a success!

Please note the ARC/STSA suite number for mailing or overnighting documents—please always use SUITE #110!

To repeat what others have said, requires education; to challenge it, requires brains.

~ Mary Pettibone Poole ~

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 **info@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.

If you know of someone who would like to receive a copy of the *ARCSTSA OutReach* but is not currently on our mailing list, please send the information to the e-mail address listed above or contact us at (303) 694-9262.

Our name is

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

ARC/STSA Accreditation Packet   **$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   **$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 incurred by the ARC/STSA. Due upon submission of the initial Self-Study application.

PRR Continuing Accreditation-
Application Fee   **$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.

Note: Fees for Random/Continuing on-site evaluations are included in the ARC/STSA Annual Fee.

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).

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 Outcomes Evaluation Tools, elected by each program, as part of ongoing outcomes accreditation requirements.

Distance Education-Application Fee   **$500**

For all programs pursuing approval of Distance Education (DE) programs. Due upon submission of DE application.

Satellite/Consortium-Application Fee   **$500**

For all programs pursuing approval to offer program at multiple facilities through Satellite or Consortium models.
Fee is multiplied per satellite or consortium campus.
Due upon submission of Satellite/Consortium application.

Satellite-On-Site Evaluation Fee

$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   **$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   **$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 that have been approved to offer their program at multiple facilities or through a distance education, satellite or consortium model will be invoice an annual fee per additional facility, in addition to the ARC/STSA annual fee.

ARC/STSA Late Fee   **$250**

(Effective August 1, 2011)

The ARC/STSA strictly enforces a late fee which applies to any materials received in 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**

Annual accreditation maintenance fee is separate from any ARC/STSA fees. Each sponsoring institution is directly billed by CAAHEP every May.

www.arcstsa.org
303-694-9262