



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

Spring/Summer
2010

Sponsored by the Association of Surgical Technologists and The American College of Surgeons

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). 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 2010 as a member Committee on Accreditation of the Commission on Accreditation for Allied Health Education Programs (CAAHEP).

In 2010 the CAAHEP Standards & Guidelines for Educational Programs in Surgical Technology will be revised and submitted according to CAAHEP's formal approval procedure. This process began in 2009 with the Board of Director's assessment of changes required based on CAAHEP universal standards language, followed by a national online survey of Surgical Technology program directors, educators, and school administrators to identify changes in the needs of the education community. Over four hundred (400) members of the education community responded providing information and suggestions helpful in revising the current Standards so that they better meet the needs of Surgical Technology program's students, graduates and ultimately, the surgical patients we serve.

Also in 2009, we underwent a formal name change to the ARC/STSA*, to more accurately reflect the full scope of our services. We continued the process of outreach to our communities of interest by adding new and updated resource materials to the website including sample standardized forms, assessment tools and 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 2010.

In 2010, 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 two (2) conference calls as needed to address matters of Surgical Technology *Standards and Guidelines* development in 2010, which is the CAAHEP mandated year for revision.

The current ARC/STSA Board of Directors is as follows:

Tony Makin, CST, BS, FAST, Chair
Kathy Lee, CST, MS, FAST, Vice-Chair

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ARC/STSA Board of Directors

Chair

Tony Makin, CST, BS, FAST
Jamestown, NC

Vice-Chair

Katherine Lee, CST, MS, FAST
Decatur, IL

Secretary-Treasurer

Jeff Bidwell, CST/CFA, CSA, MA,
FAST
Madisonville, KY

Directors

Reid Adams, MD, FACS
Charlottesville, VA

Connie Bell, CST, FAST
Glendale, CA

Sean Harbison, MD, FACS
Philadelphia, PA

Elizabeth Slagle, MS, RN, CST
Fort Wayne, IN

Carolyn Stewart, PhD, EdS
Rock Hill, SC

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Chair's Message (cont.)

Jeff Bidwell, CST/CFA, CSA, MA, FAST, Secretary/
Treasurer
Betsy Slagle, MS, RN, CST, Director
Connie Bell, CST, FAST, Director
Carolyn Stewart, PhD, EdD, Director
Sean Harbison, MD, FACS, Director
Reid Adams, MD, FACS, Director

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

The current SASA members are as follows:

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

At the end of May 2010, and after the CAAHEP Board of Directors met to review the ARC/STSA program accreditation recommendations, there are approximately 465 CAAHEP accredited Surgical Technology programs with over 12 additional programs seeking to complete the CAAHEP initial accreditation process. 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 continuing accreditation and five (5) programs changed their accreditation status from active to inactive.

In addition to the Surgical Technology programs, there are currently ten (10) 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 education community, the Board of Directors administers an annual scholarship program in three (3) categories with each award totaling up to \$1000:

Surgical Technology Student Scholarship
Educator-Advanced Degree Scholarship
Educator-Certification Credential Scholarship

At its Spring meeting, the Board of Directors awarded the 2010 Student and Educator Scholarships and

would like to thank all of the students and educators who submitted scholarship applications. The 2010 recipient's names are published in the AST Conference Guide and were announced at the 2010 Instructors Workshop. Scholarships valued at \$500 each were awarded to the following four (4) students:

Jenna Aronson – Moraine Park Technical College
– Fond du Lac, WI
Jade Duncan – Western Dakota Technical Institute – Rapid City, SD
Davina Foster – The Reading Hospital School of Health Science – Reading, PA
Amanda Neumeyer-Harrell – Stevens-Henager College – Ogden, UT

Additionally, a \$1000 scholarship was awarded to Jayne MacPherson, CST, MHA, Bunker Hill Community College – Chelsea, MA, for advanced education in pursuit of a PhD.

In February 2010, at the national annual Instructor's Forum held in Charleston, SC, the ARC/STSA launched its third consecutive year of Accreditation Fundamentals for Educators (AFE) workshops. It was conducted again at the 2010 Instructors Workshop in Grapevine, Texas just before the AST Conference. In 2009, the AFE workshop was added to the initial accreditation application process for new programs and required for new program directors and to assist educators and administrators. An additional AFE workshop was conducted in Highlands Ranch, Colorado in August 2009, ensuring greater access to CAAHEP accreditation information. As a result of these successful efforts, the AFE will be conducted at every Instructor's Forum and Instructor's Workshop in addition to the initial accreditation application workshop to be held in August annually.

The ARC/STSA also implemented its Standards Interpretive Guide (SIG) for surgical technology programs at the February 2009, Instructor's Forum held in San Diego, California. This guide is designed to help the program director, site visitor, as well as school administrators, to better understand CAAHEP program accreditation Standards and the accreditation process. A similar guide was launched for Surgical Assisting programs in the Fall of 2009.

On August 1, 2008, the transition process from the Program Assessment Exam (PAE) to the NBSTSA's CST exam as a program outcomes indicator for accredited Surgical Technology programs began with a pilot test year. The academic year 2009-2010

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Chair's Message (cont.)

marked the second year of the three-year transition period for programs. As of today, over two-thirds (68%) of all accredited Surgical Technology programs have chosen the CST exam as their sole outcomes-based program assessment examination to be included in their Annual Reports. For accredited programs which transitioned to the CST examination, the ARC/STSA Board of Directors established the threshold pass rate at 70%, effective August 1, 2009, the same pass rate as for the PAE previously used by those programs.

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 the '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 members are:

Keith Orloff, CST, FAST, Executive Director
Ann McGuinness, CST, MSED, CNOR, Director of Accreditation Services
Elaine McFarlane, BA, Accreditation Coordinator-Operations
Rita Martin, Administrative Assistant
Kathy Heath, Administrative Assistant

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

*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 2010 AST Conference Guide."*



2010 ARC/STSA Scholarships CONGRATULATIONS !!



At its March 2010 meeting, the ARC/STSA Board of Directors awarded the following 2010 scholarships* (presented in alphabetical order)

Student Scholarships (\$500)

- **Jenna Aronson** (Moraine Park Technical College, Fond du Lac, WI)
- **Jade Duncan** (Western Dakota Technical Institute, Rapid City, SD)
- **Davina Foster** (The Reading Hospital School of Health Sciences, Reading, PA)
- **Amanda Neumeyer-Harrell** (Stevens-Henager College, West Haven, UT)

Educator Scholarship—Advanced Degree (\$1000)

- **Jayne MacPherson** (Bunker Hill Community College, Chelsea, MA)

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

More information on these scholarship winners will be published in the Fall/Winter 2010 Outreach. Congratulations to each ARC/STSA Scholarship Winner and Best of Wishes as you pursue your personal and professional goals!

As the Spring term ends for many programs, 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 a great Summer.

Since our last newsletter, the 2009 Fall/Winter edition of the *Outreach*, there has been significant activity as a result of the work of the ARC/STSA and CAAHEP. Highlights of ARC/STSA activities and events enhancing programmatic accreditation services for surgical technology and surgical assisting programs over the last 6 months include:

- **Tony Makin, CST, BS, FAST** and **Carolyn Stewart, PhD, EdS** reappointed to the ARC/STSA Board of Directors for a second 3-year term. **Mark Shikhman, MD, PhD, CSA** appointed for a full 3-year term and **Clinton Crews, MPH** reappointed for a second 3-year term on the SASA subcommittee.
- **Jeff Bidwell, CST/CFA, CSA, MA**, ARC/STSA Secretary/Treasurer and **Connie Bell, CST**, ARC/STSA Director awarded the **FAST** credential (*Fellow of the Association of Surgical Technologists*) at the AST 41st Annual Conference in TX.
- Became the 2nd largest Committee on Accreditation (CoA), within the CAAHEP system, following the departure of Respiratory Therapy's CoA.
- Implemented **outcomes exam thresholds at 100% participation and 70% pass rate** for 304 ST programs which elected the **CST exam** as their sole assessment tool **effective August 1, 2009** for completing cohorts/classes.
- Updated program directors on the approved **deadline of August 1, 2011** for all ST programs to implement the **CST exam** as their sole **outcomes assessment exam**.
- Conducted 32 on-site visits and 110+ reviews of program applications, progress reports, and other accreditation actions from December 2009 through May 2010.
- Recommended 10 **Initial** and 24 **Continuing** accreditation awards in surgical technology and surgical assisting with approximately 465 surgical technology and 10 surgical assisting CAAHEP accredited programs to date.
- Inaugurated a new program application *protocol* to streamline internal processing and to expedite ARC/STSA review and action on program change requests.
- Awarded scholarships for the 2010 ARC/STSA **Scholarship Program** totaling \$3000 in two

categories, as a service to the student and educator communities (details available at www.arcstsa.org/2010_scholarship.htm).

- Participated in the annual Spring **Surgical Technology Community Outreach** event donating supplies and contributing \$1000 to Big Brothers/Big Sisters of North Texas' 2010 STEP Program, collaborating with the AST and the NBSTSA.
- Updated the **Standards Interpretive Guide - Surgical Technology** (www.arcstsa.org/pdfs/SIG-ST.pdf) and released the new **Standards Interpretive Guide - Surgical Assisting** (www.arcstsa.org/pdfs/SIG-SA.pdf) to assist programs in complying with current CAAHEP *Standards & Guidelines*.
- Conducted **on-site evaluator** (site visitor) training events in February and May.
- Approved and distributed standardized **Student Work Policy** for **Surgical Assisting** programs to assist those programs in demonstrating compliance.
- Supported SA programs with 1st academic year of *outcomes assessment* data collection required for compliance with the 2008 CAAHEP Surgical Assisting **Standards & Guidelines** (outcomes assessment effective August 1, 2009.)
- Hosted 2010 **Accreditation Fundamentals for Educators** (AFE) workshops in February and May for 150+ 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.*
- Presented the training workshop **Successfully Filing the ARC/STSA Annual Report** for program directors at the Instructors Forum in Charleston, SC.
- Posted multiple, 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 57th Annual Congress** in Denver, CO and at the **AST 41st Annual Conference** in Dallas, TX promoting programmatic accreditation.

ARC/STSA and CAAHEP share a common mission 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 recognized as the *gold standard* for programmatic accreditation in the healthcare professions. CAAHEP accreditation is an inclusive process

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ANNOUNCEMENTS

ATTENTION NEW Surgical Technology and 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 **January 1, 2009**, 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:

- on August 7, 2010 in Denver, CO (see page 6 or online at www.arcstsa.org)
- before the AST Instructors Forum (February 2011 – location TBA)
- during the AST Instructors Workshop (Wednesday, June 1, 2011 in San Francisco, CA)

The cost of the workshop is **\$50** plus travel and accommodations.

ARC/STSA Summer/Fall 2010 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, *July 5, 2010*: Independence Day Observance

Monday, *September 6, 2010*: Labor Day Observance

Thursday & Friday, *November 25 - 26, 2010*: Thanksgiving Observance

Thursday & Friday, *December 23 - 24, 2010*: Winter Holidays' Observance

Friday, *December 31, 2010* : New Year's Observance



Note: ARC/STSA offices will close at **noon** on Friday, *August 6th*, and Friday, *October 8th*, 2010 for staff development.



ARC/STSA

Accreditation Review Council On Education
In Surgical Technology And Surgical Assisting
www.arcstsa.org * 303-694-9262

ACCREDITATION FUNDAMENTALS FOR EDUCATORS (AFE) WORKSHOP

Denver, CO — August 7, 2010
8AM-2PM

DoubleTree Hotel Denver-Southeast

13696 East Iliff Place, Aurora, CO 80014-1319
303-337-2800
Fax: 303-337-9691



\$79/night single or double occupancy + tax
[be sure to ask for the ARC/STSA group rate or use link below]

http://doubletree.hilton.com/en/dt/groups/personalized/DENITDT-ARC-20100803/index.jhtml?WT.mc_id=POG

Please call 303-337-2800 upon arrival at Denver International Airport to access the complimentary hotel shuttle.

AFE Registration—Denver, CO—August 7, 2010

Date: _____ Member/Certification No: _____

Name (please print): _____

Circle Title: CST, CFA CST ST CSA Other: _____

Job Title: _____

School/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____

E-mail: _____

Money Order/check enclosed for **\$50.00** (no credit cards or purchase orders accepted) - Registration and lunch included.

Please submit registration and payment to the ARC/STSA, 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120-8031.
Advance Registration due no later than **July 31, 2010**.

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 for 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 (CoA) [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 submitted a *completed* accreditation application package to the SASA—ARC/STSA *prior* to August 1, 2008 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 complete their transition to the 2008 Standards by **August 1, 2010**.



Standards Interpretive Guide for Surgical Assisting

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, VA

Committee Members

Van Bates, BA, CST
Fairview, TN

Dorothy Rothgery, CST/CFA, MS
Detroit, MI

Mark Shikhman, MD, PhD, CSA
Belleville, MI

Carolyn Stewart, PhD, EdS
Rock Hill, SC

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

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)



New Forms

The ARC/STSA now has standardized accreditation forms for SA programs available for downloading and use. Please visit the “**Forms and Facts**” pages at: www.arcstsa.org/forms/ST/forms_and_facts_SA.htm. **Please note: these new forms will be submitted with your 2011 Annual Report:** Clinical Preceptor Reporting Form - SA and Clinical Preceptor Delegate Reporting Form - SA.

Congratulations!

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 2010 CAAHEP meetings. These programs have successfully completed the accreditation process and have met or exceeded the national standards outlined 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:

Angelina College, Lufkin, TX (Certificate)
Blinn College, Bryan, TX (Certificate)
Brown Mackie College-Akron, Akron, OH (Associate)
Brown Mackie College-Northern Kentucky, Fort Mitchell, KY (Associate)
Cape Fear Community College, Wilmington, NC (Associate)
Colorado Technical University-Denver North, Westminster, CO (Associate)
Heart of Georgia Technical College, Dublin, GA (Diploma)
National College-Cincinnati, Cincinnati, OH (Associate)
National College-Stow, Stow, OH (Associate)
National College-Youngstown, Youngstown, OH (Associate)



Schools That Have Received Continuing Accreditation:

Surgical Assisting:

Meridian Institute of Surgical Assisting, Joelton, TN (Certificate)
Vincennes University, Vincennes, IN (Certificate)

Surgical Technology:

Baker College of Allen Park, Allen Park, MI (Associate)
Bloomington Hospital, Bloomington, IN (Certificate)
Bossier Parish Community College, Bossier City, LA (Diploma)
Concorde Career College-San Bernardino, San Bernardino, CA (Diploma)
Davis Applied Technology College, Kaysville, UT (Certificate)
Delta College, University Center, MI (Associate)
Everest College-Merrillville, Merrillville, IN (Diploma)
Everest College-West Valley City, West Valley City, UT (Associate)
Everest Institute-Marietta, Marietta, GA (Diploma)
Harrison College-Fort Wayne, Fort Wayne, IN (Associate)
Lakeshore Technical College, Cleveland, WI (Diploma)
MiraCosta College, Oceanside, CA (Certificate)
Moraine Park Technical College, Fond Du Lac, WI (Associate)
National College-Kettering, Kettering, OH (Associate)
North Shore Community College, Danvers, MA (Certificate)
Okefenokee Technical College, Waycross, GA (Diploma, Associate)
Ozarks Technical Community College, Springfield, MO (Certificate, Associate)
Pennsylvania College of Technology, Williamsport, PA (Associate)
Piedmont Technical College, Greenwood, SC (Diploma)
Robert Morris College-Chicago, Chicago, IL (Associate)
Technical College of the Lowcountry, Beaufort, SC (Diploma)
Yakima Valley Community College, Yakima, WA (Associate)

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

~ Calendar of Meetings and Events ~

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, 2010: CAAHEP Board of Directors Conference Call

February 2011: Instructors Forum (including AFE and Site Visitor Training)

March 16-19, 2011: SASA and ARC/STSA Board of Directors Meeting—New Orleans, LA

May 20, 2011: CAAHEP Board of Directors Conference Call

ARC/STSA Staff

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Executive Director's Corner (cont.)

aimed at enhancing education programs in North America regardless of location or institutional setting.

The ARC/STSA serves as the sole Committee on Accreditation (CoA) recognized by CAAHEP for accreditation of education programs in surgical technology and surgical assisting and the ARC/STSA is proud to collaborate with CAAHEP in providing accreditation service to all of our communities of interest.

ARC/STSA provides volunteer professional peer-reviewers rendering reliable accreditation services to

both allied health disciplines. New site visitor applicants are still 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 in the past half year...we applaud your continuing commitment to excellence in surgical technology and surgical assisting education through specialized programmatic accreditation.

~ FYA—FOR YOUR ACCREDITATION~

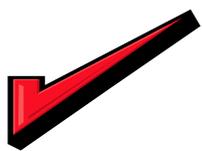
The ARC/STSA **Standards Interpretive Guide** (Surgical Technology and Surgical Assisting SIGs) are available at www.arcstsa.org. The "SIG" can assist programs in understanding the Standards—sort of a "Standards Cheat Sheet!"



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.



It Out

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/forms_and_facts_ST.htm and www.arcstsa.org/forms/ST/forms_and_facts_SA.htm.

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"!



**All fees are payable to the ARC/STSA unless otherwise specified.*

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.