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

It is a privilege to serve as President of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The ARC/STSA is a dynamic group and will be undergoing changes in the 2012 year with some Directors leaving the Board of Directors and one member leaving its Sub-committee on Accreditation for Surgical Assisting (SASA), with new Directors and new members being appointed effective with the end of the 43rd annual AST Conference.

This year marks the 40th anniversary of the ARC/STSA. This milestone in the history of accreditation for surgical technology and surgical assisting programs was honored at the annual AST Conference in Washington, D.C.

In 2012 Surgical Technology Standards and Guidelines revision process continued with the new national Standards submitted to CAAHEP's Standards Committee for review and approval. Standards revision is a rigorous process which began in 2009 with a survey of surgical technology program directors, educators, and school administrators. The information and suggestions they provided as a result of that survey and a follow-up survey conducted in 2010 have helped guide the Board of Directors in the revision process so that the Standards will better meet the needs of the Surgical Technology programs, the graduates of the programs, and ultimately, the surgical patients that we serve.

To further enhance entry-level education across the nation, beginning January 1, 2013 all surgical technology programs will implement the 6th edition of the national Core Curriculum for Surgical Technology. Documents to facilitate this transition have been provided to currently accredited programs and can be found at www.arcstsa.org.

This year the ARC/STSA continued the process of adding resource materials to its website. Sample forms or information for ease of use in complying with the national Standards as part of the CAAHEP accreditation process can be obtained by visiting the website. The process of adding new and updated resources will continue through 2012. The addition of materials prompted a redesign of the ARC/STSA website to facilitate the navigation of the home page and to find resources and other information on the accreditation process.

In 2012 the Board of Directors will hold three formal, face-to-face meetings; two to address program applications for accreditation; one to address business matters. Additionally, there will be two conference calls as needed to address business matters of impacting surgical technology and surgical assisting education.

The 2011-2012 Board of Directors is as follows:

Tony Makin, CST, BS, FAST, President - North Carolina
Elizabeth "Betsy" Slagle, MS, RN, CST, Vice-President - Indiana
Connie Bell, CST, FAST, Treasurer - California
Thomas "Van" Bates, BA, CST, Director - Tennessee
Katherine Snyder, CST, FAST, BS, Director - Wyoming
Jeff Bidwell, CST/CSFA, CSA, MA, FAST, Director - Kentucky

ARC/STSA Board of Directors

President
Tony Makin, CST, BS, FAST
Jamestown, NC

Vice-President
Elizabeth "Betsy" Slagle, MS, RN, CST
Fort Wayne, IN

Secretary-Treasurer
Connie Bell, CST, FAST
Glendale, CA

Directors
Reid Adams, MD, FACS
Charlottesville, VA

Thomas "Van" Bates, BA, CST
Fairview, TN

Howard M. Ross, MD, FACS
Red Bank, NJ

Katherine Snyder, CST, FAST, BS
Cheyenne, WY

Carolyn Stewart, PhD, EdS
Rock Hill, SC

Inside This Issue:

President's Message [cont.]

Kathy Lee, CST, RST, MS, FAST, Director - Illinois
Carolyn Stewart, PhD, EdS, Director - South Carolina
Howard Ross, MD, FACS, Director - New Jersey
Reid Adams, MD, FACS, Director - Virginia

Kathy Lee and Jeff Bidwell left the Board of Directors after completing their second terms this year, serving for 7 and 6 years respectively. Both contributed time and their considerable expertise to the advancement of quality education for the surgical technologist student.

The Subcommittee on Accreditation for Surgical Assisting (SASA) will meet formally twice this year to consider program applications and other business affecting surgical assisting education. SASA members will continue to address the future of surgical assisting through programmatic accreditation. The current SASA members are as follows:

Mark Shikhman, MD, PhD, CSA - Michigan
Dorothy Rothgery, CST/CSA, MS - Michigan
Carolyn Stewart, PhD, EdS - South Carolina
Ruben West, RSA, CST/CSFA, SA-C, CSA - Illinois
Kristi Bailey, CST, CSFA, BS - Montana

Clinton Crews left the committee after completing his second term, serving for 6 years.

At the end of May 2012 and after the CAAHEP Board of Directors meet to review our program accreditation recommendations, there are 465 CAAHEP accredited surgical technology programs and 7 CAAHEP accredited surgical assisting programs. Overall, 8 programs had their accreditation expire or withdrew from programmatic accreditation and 3 programs changed their active accreditation to inactive status.

The ARC/STSA Board of Directors enhanced the 2012 Scholarship Program for students and educators in surgical technology and surgical assisting and would like to thank all of the candidates who submitted scholarship applications. The ARC/STSA Scholarship Program is an integral component of our strategic plan dedicated to ensuring quality education.

The following 2012 ARC/STSA Scholarship Program recipient's names are posted on the ARC/STSA's website:
10 Student Scholarships totaling $5000
1 Educator Scholarship - Degree Achievement for $1000

Scholarships valued at $500 each were awarded to the following students:

1. Angela Cappel - Everest College - Thornton CO
2. Robin Colson - Chesapeake College MD
3. Georgia Foster - Keiser University - Port St. Lucie FL
4. Becky Fuson - Miami - Jacobs Career College OH
5. Safa Jassim - Tarrant County College TX
6. Ashley Koch - Washburn Institute of Technology KS
7. Alissa Moore - Eastwick College NJ
8. Courtney Osborne - Laramie County Community College WY
9. Thomas Owens - Eastwick College NJ
10. Ethan Schneider - Manatee Technical Institute FL

A $1000 scholarship was awarded to surgical technology educator Kristi Bailey CST, CSFA, BS - University of Montana, College of Technology, Missoula, MT.

In February 2012, at the AST Instructors Forum (IF) held in Orlando, Florida, the ARC/STSA offered the Accreditation Fundamentals for Educators (AFE) workshop. It was conducted again at the 2012 Instructors Workshop (IW) in Washington, DC. At the 2012 IF and IW, the AFE workshops were followed by well-attended beginning and advanced site visitor training. The AFE workshop was successfully added to the initial accreditation application process for new programs and for newly appointed program directors effective January 1, 2009. Since the 2011 AST Annual National Conference in San Francisco last year, an AFE workshop was also conducted in Aurora, Colorado in August, 2011. As a result of these successful efforts, the AFE will be conducted in cooperation with every annual AST Instructors Forum (February) and Instructors Workshop (May) followed by beginning and advanced site visitor training workshops as well. An additional AFE workshop will be offered every August in Denver, CO.

The ARC/STSA continues to update and offer its well-received Standards Interpretive Guides (SIG) for surgical technology and surgical assisting programs. These guides are specifically designed to help program directors, instructors, school administrators and site visitors understand and successfully apply the CAAHEP program accreditation Standards and to navigate the CAAHEP accreditation process.

The ARC/STSA staff members are:

Keith Orloff, CST, FAST, Executive Director
Ann Marie McGuiness, CST, MSEd, CNOR, FAST, Director of Accreditation Services
Heather Erato, MS, Director of Operations
Kathy Heath, Accreditation Specialist
Olivia Christen, Administrative Assistant

Each of these individuals is available to assist surgical technology and surgical assisting programs with our full range of accreditation services by email at info@arcstsa.org or by phone at 303-694-9262. Current accreditation policy and procedures information and accreditation forms may also be readily obtained by visiting www.arcstsa.org.

In conclusion, I want to thank the ARC/STSA Board of Directors and the ARC/STSA staff for their support during my tenure as Chair and now President. I look forward to my remaining time on the Board serving the accreditation needs for both the surgical technology and surgical assisting communities.

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 2012 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 CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting*.

Schools That Have Received Initial Accreditation:

Surgical Technology:
Brown Mackie College-Boise, ID
Brown Mackie College-Tulsa, OK
Cherokee Nation WW Hastings Hospital, OK
Concorde Career College-Dallas, TX
Concorde Career College-San Antonio, TX
Concorde Career Institute-Orlando, FL
Huntsville Hospital, AL
Las Positas College, CA
McCann School of Business and Technology-Allentown, PA
Virginia College-Charleston, SC
Virginia College-Columbia, SC

Surgical Assisting:
Gulf Coast State College, FL

Schools That Have Received Continuing Accreditation:

Surgical Technology:
Baker College-Flint, MI
Central Ohio Technical College, OH
Cisco College, TX
Community College of Allegheny County-Boyce Campus, PA
Dover Business College, NJ
Fortis College-Richmond, VA
Fortis Institute-Nashville, TN
Franklin Technology Center, MO
Gulf Coast State College, FL
Gwinnett Technical College, GA
Indian Capital Technology Center, OK
James Rumsey Technical Institute, WV
Kingsborough Community College, NY
Lackawanna College, PA
Lincoln University, MO
Lone Star College-Tomball, TX
Maine Medical Center, ME
Mount Aloysius College, PA
National College-Danville, VA
Niagara County Community College, NY
Northeast State Community College, TN
Ogeechee Technical College, GA
Robert Morris University, IL
Sheridan Technical College, FL
The University of Akron, OH

Surgical Assisting:
University of Cincinnati, Clermont College , OH

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

~ Calendar of Meetings and Events ~

August 4, 2012: Accreditation Fundamentals for Educators (AFE) Workshop - Denver, CO

September 12-15, 2012: SASA and ARC/STSA Board of Directors Meeting - Denver, CO

November 16-17, 2012: CAAHEP Board of Directors Conference Call

February 15-16, 2013: Instructors Forum (including AFE and Site Visitor Training) - New Orleans, LA

March 13-16, 2013 [tentative]: SASA and ARC/STSA Board of Directors Meeting - Asheville, NC

May 17, 2013: CAAHEP Board of Directors Conference Call

ARC/STSA Announces New Director of Operations Appointment

The ARC/STSA is pleased to announce the appointment of Heather Erato, who joined the staff as Director of Operations effective July 2, 2012. Heather is originally from New Orleans, LA and lived in Tallahassee, FL for several years before relocating to Denver, CO. She obtained her MS degree in Integrated Marketing and Management Communication in 2004 from The Florida State University in addition to her BS degree in Apparel Design in 2002, also from FSU. After completing her formal education she entered the world of non-profit associations. In over four years she worked her way up from front office staff to Associate Director at an association management company. The associations she worked with varied from Dental Laboratories to Ambulatory Surgery Centers.

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

The ARC/STSA Board of Directors (BoD), its Subcommittee on Accreditation for Surgical Assisting (SASA), and our accreditation services staff wish you and your students a fruitful summer. We commend every CAAHEP accredited program on completing another academic year of commitment to excellence in education, as demonstrated by maintaining the national accreditation *Standards*.

Since the release of the Fall/Winter 2011 edition of our newsletter *Outreach* last November, there has been significant activity on the part of the ARC/STSA and its SASA, reflecting our on-going collaboration with CAAHEP. As with each ED Corner column in our newsletters, highlights of activities and events in programmatic accreditation services for surgical technology and surgical assisting programs follow, including academic year-end update information for the period January 2012 through July 2012:

● Marked the ARC/STSA **40th Anniversary** with January 2012 launch of new, user-friendly and easier to navigate website (www.arcstsa.org) with additional resources for educators, students and the public, including links to important related organizations.

● Relocated ARC/STSA offices in July 2012 to larger space and facility in current building for enhanced accreditation services to applicant and accredited programs. Office contact information (e.g., physical address, phone numbers, email addresses, etc.) remains <u>unchanged</u>.

● Launched the 40th anniversary **Strategic Planning** initiative by the Board of Directors with second development meeting scheduled for Fall 2012 in Chicago, IL under Executive Committee leadership.

● Election of **Tony Makin, CST, BS, FAST** (NC) as the ARC/STSA's new Commissioner to CAAHEP.

● Appointment of **T. Van Bates, CST, BA** (TN) and **Kathy Snyder, CST, MS, FAST** (WY) by AST to the ARC/STSA Board of Directors for the term 2012-2015 replacing Jeff Bidwell, CST, CSFA, CSA, MA, FAST and Kathy Lee, CST, RST, MS, FAST respectively.

● Reappointment to a second term on the Board of Directors for Vice President **Betsy Slagle, RN, MS, CST** (IN) by the ARC/STSA and for Secretary/Treasurer **Connie Bell, CST, FAST** (CA) by AST, both for the term 2012-2015.

● Appointment to the SASA committee of AST nominee **Kristi Bailey, CST, CSFA, BS** (MT) completing T. Van Bates' 2011-2014 term and of NSAA nominee **Ruben West, RSA, CST/CSFA, SA-C, CSA** (IL) for the full 2012-2015 term.

● Revision and resubmission to CAAHEP's Standards Committee of proposed revisions to the *Standards and Guidelines* for surgical technology programs reflecting expert input from the committee Chair.

● **CAAHEP Standards revisions*** proposed enhancements retained include minimum academic credentials for newly appointed faculty and the award granted to graduates at program completion. Professional experiential requirements for newly appointed faculty are also enhanced, along with core curriculum updates.

● **Guideline language revisions** retained include a reduction in the recommended laboratory student-to-instructor ratio to support effective student instruction and the addition of multiple and more helpful descriptions and examples to assist surgical technology programs in demonstrating compliance.

> *Note: Any revisions to the *Standards and Guidelines* approved by the CAAHEP Standards Committee must be approved by sponsoring organizations and subsequently published for public comment and an open hearing to be scheduled, sometime in late Fall 2012, *prior* to final adoption and implementation by CAAHEP. Changes to minimum credential and/or experience requirements for faculty will not affect current employees while in that position at that institution/campus. Implementation of changes to minimum credential requirements for graduates at program completion will be delayed for at least five years to allow programs ample time to transition. *[updated extract from Fall/Winter 2011 ED's Corner column]*

● Launched a new, more user–friendly 2012 **Annual Report** for **surgical technology** programs, including an easier–to–use instruction set, and processed submission of **448** online Annual Reports.

● Advised each accredited SA program of a change in the **Annual Report** due date to August 6th, beginning in 2012, in response to SA educator community input [*see SASA column for additional information*].

● Conducted **15 On-Site Evaluations (site visits)** and **98** Board of Directors' **reviews** of program applications, progress reports and requests for change, complaints and other accreditation-related actions.

- Recommended **13 *Initial*** and **26 *Continuing*** accreditation awards in surgical technology and surgical assisting to total 465 surgical technology and 7 surgical assisting CAAHEP–accredited programs in the United States.

- Conducted **151 *protocol reviews*** expediting ARC/STSA action *between* formal Board of Directors' meetings on program change requests and other submissions.

- Approved **four** new ARC/STSA & CAAHEP **On-Site Evaluators** (site visitors) for surgical technology and surgical assisting programs.

- Enhanced Accreditation Packets for applicant programs by including latest editions of AST's national *Core Curriculum for Surgical Technology, 6th Edition* (**CCST6e**) or *Core Curriculum for Surgical Assisting, 2nd Edition* (**CCSA2e**) beginning January 2012.

- Awarded multiple **2012 ARC/STSA Scholarships**, with ten $500 student recipients (totally totaling $5000) and one $1000 educator recipient (a 67% increase over 2011) as a an ARC/STSA service to the surgical technology and surgical assisting student and educator communities [award recipients listed at www.arcstsa.org}.

- Distributed nearly 300 one-time **complimentary copies** of AST's revised *Core Curriculum for Surgical Technology, 6th Edition* (**CCST6e**) to applicant and accredited ST programs.

- Implemented a streamlined submission process for programs transitioning to AST's 2011-revised *Core Curriculum for Surgical Technology, 6th Edition* (**CCST6e**) facilitating compliance for all ST programs by the mandatory implementation date of **January 1, 2013**.

- Hosted the well-attended **40th Anniversary Reception** for 200 practitioners, educators, and state and national leaders in surgical technology and surgical assisting in May 2012 in Washington, DC.

- Hosted successful **Accreditation Fundamentals for Educators** (AFE) workshops at the February 2012 Instructors Forum in Orlando, FL and at the May 2012 Instructors Workshop in Washington, DC for a total of **131** 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 **Site Visitor Training** (SVT) sessions, beginning and advanced, at both the February 2012 Instructors Forum in Orlando, FL and at the May 2012 Instructors Workshop in Washington, DC for a total of **71** participants.

- Posted new updates to ARC/STSA standardized ST and SA program reporting forms and instructions on the website for easy 24/7 access (www.arcstsa.org/forms/ST/index.htm).

- Exhibited at the March 2012 **AORN 59th Annual Congress** in San Diego, CA educating attendees regarding the benefits and value of programmatic accreditation and its impact on the preparation of program graduates who serve on surgical teams nationwide.

- Exhibited at the May 2012 **Association of Surgical Technologists 43rd Annual Conference** in Washington, DC updating attendees regarding benefits and value of programmatic accreditation to the student and practitioner communities.

- Participated in the January 2012 **CAAHEP Leadership Meeting** in Orlando, FL**,** in the April 2012 **CAAHEP Annual Meeting** in San Diego, CA and in the July 2012 **Summer Workshop** in Las Vegas, NV on meeting challenges in programmatic accreditation services and strategic planning in the changing national accreditation environment.

- Affirmed the SA program **outcomes assessment exam threshold** of **71% pass rate** for program graduates and **eliminated** the participation rate requirement effective **August 1, 2011*** [see the SASA column for update information].

> 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 [see Fall/Winter 2011 issue of Outreach for additional information at www.arcstsa.org].

In the four decades since its inception, the ARC/STSA has maintained its commitment to our mission in common with CAAHEP's 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 in the healthcare consumer's (public) interest.

Executive Director's Corner (cont.)

In 2012, CAAHEP accreditation retains its national recognition as the *gold standard* for programmatic accreditation in the healthcare professions.

CAAHEP accreditation welcomes all sponsor-types as part of an *inclusive* process aimed at enhancing education programs regardless of location or institutional setting. CAAHEP remains the largest allied health accreditor in North America.

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, in collaboration with CAAHEP, remains focused on providing accreditation services to all of our communities of interest.

CAAHEP is the only CHEA–recognized allied health accreditor for 23 allied health disciplines including surgical technology and surgical assisting (www.chea.org). CAAHEP employs a comprehensive, two-tier accreditation process as a public service ensuring a balanced and thorough review of all applicant programs against national Standards in achieving and maintaining specialized programmatic accreditation.

Congratulations to all of these programs who have been awarded initial and continuing CAAHEP programmatic accreditation in the first half of 2012. The ARC/STSA applauds your achievement and continuing commitment to excellence in surgical technology and surgical assisting education through specialized programmatic accreditation.

Keith R. Orloff, CST, FAST

Executive Director

WE ARE MOVING!!

The ARC/STSA office will be closed July 30-31 during our office relocation. During the period of **July 30-August 1, 2012**, we will not be available to answer phone calls. All incoming calls will be automatically forwarded to our voicemail system, and we will respond to voicemails beginning on Thursday, August 2, 2012.

Please note that our contact information remains the same:

ARC/STSA
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
303-694-9262
Fax: 303-741-6955
Info@arcstsa.org

ARC/STSA Staff

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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 **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:
- before the AST Instructors Forum (February 15, 2013 – New Orleans, LA)
- before the AST Instructors Workshop (May 21, 2013 – New Orleans, LA)
- in July/August 2013 – Denver, CO

The cost of the workshop is **$100** plus travel and accommodation expenses.

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

CORE CURRICULUM FOR SURGICAL TECHNOLOGY, 6E
IMPLEMENTATION UPDATE

Effective January 1, 2013, all CAAHEP-accredited surgical technology programs are required to implement the *Core Curriculum for Surgical Technology, 6e* (CCST6e) for all new cohorts starting on or after **January 1, 2013**.

On September 30, 2011, the ARC/STSA formally notified programs that **all** CAAHEP-accredited programs are required to implement the *Core Curriculum for Surgical Technology, 6e* [CCST6e] for all new cohorts (classes) starting on or after **January 1, 2013**. Under Standards III.C. and V.E.3., the sponsor (school) must adopt and submit documentation verifying continued alignment with the latest edition of the *Core Curriculum for Surgical Technology.*

At the March 2012 ARC/STSA Board of Directors meeting, a streamlined application process for approval of implementation of the CCST6e was adopted and will be available for use on or after **May 1, 2012**. The streamlined process includes submission of the 2013 Core Curriculum for Surgical Technology, 6e (CCST6e) Implementation Approval Report [CCIAR-6e] and applicable supporting documentation indicated in the CCIAR-6e. The CCIAR-6e is available online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/.

SASA Past Chair's Update

T. Van Bates, BA, CST, SASA Chair

Greetings from the Subcommittee on Accreditation in Surgical Assisting (SASA), a standing committee of the Accreditation Review Council on Surgical Technology and Surgical Assisting (ARC/STSA). We hope this edition of *Outreach* finds you staying cool and getting plenty to drink as the weather remains hot. Summer is not generally the season for taking on strenuous tasks or breaking new ground on projects, but SASA looks forward to the new projects it has taken on. For one, the 2012 Annual Report for Surgical Assisting now includes all five reportable outcomes. Both Program (retention, Outcomes Assessment Exams) and Graduate (positive placement, graduate satisfaction and employer satisfaction) outcomes are now reported through the Surgical Assisting Annual Report. The good news for programs, of course, is that since all programs' institutional data was reported in the 2011 Annual Report (and therefore need not be reported again unless changes have occurred), filing the 2012 Annual Report should be a much more streamlined process—less heavy lifting for our Surgical Assisting Program Directors.

As programs continue reporting outcomes, SASA will conduct its third annual review of approved Outcomes Assessment Exams (OAE) data. In doing so, SASA and ARC/STSA can continue the process of validating the recently adopted thresholds for Surgical Assisting programs' pass rates (71%) for approved OAE. The process of reviewing program outcomes reported annually provides a basis for SASA to monitor trending for each accredited program as well as trending for surgical assisting programs as a whole. In addition, national aggregate performance statistics for approved OAE will be provided by the National Board of Surgical Technology and Surgical Assisting (NBSTSA, which grants the CSFA® credential) and the National Surgical Assistant Association (NSAA, which grants the CSA credential) to provide a context in which SASA can evaluate the current pass rate threshold periodically—insuring our Surgical Assisting Programs are not bearing an undue burden of achievement. This data informs all pass rate threshold setting recommendations SASA makes to the ARC/STSA Board of Directors.

Where better to make the best of summer heat than on the Gulf coast? The ARC/STSA and SASA would like to congratulate Gulf Coast State College (formerly Gulf Coast Community College) Surgical Assisting program on receiving their initial CAAHEP accreditation. Gulf Coast State College brings the current total of CAAHEP-accredited SA programs to seven, a small but very active community of interest supporting the profession of Surgical Assisting.

Finally, I would like to personally thank the Association of Surgical Technologists, the ARC/STSA, and the Surgical Assisting community for the opportunity, the trust, and the honor of serving on the SASA as both a member and then as Chair over the past four years. As the Surgical Technology Program Coordinator at Nashville State Community College, the founder and first Program Coordinator for our Surgical Assisting Program (the sixth CAAHEP accredited program in the country), and member of the SASA, my experience has been broadened and deepened in ways I did not foresee when I took this on. Above all I have found myself continually humbled as I meet and learn the stories of the people who drive the profession of Surgical Assisting to take its place alongside the professionals who devote themselves to serving the surgical patient. I look forward to what the future will bring for the profession and hope that my service has in some small way contributed to what Surgical Assisting will surely become.

Standards Interpretive Guide for Surgical Assisting

The ARC/STSA and SASA posted updates to the SA *Standards Interpretive Guide* (SIG-SA) in February 2012. 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!

SURGICAL ASSISTING OUTCOMES ASSESSMENT EXAM
THRESHOLDS NOTIFICATION

At the September 15-17, 2011 meeting, the Board of Directors of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), upon recommendation of its Subcommittee on Accreditation in Surgical Assisting (SASA), set the following thresholds for the approved outcomes assessment exams for CAAHEP-accredited programs in Surgical Assisting:

> Participation Rate: no participation rate threshold
> Pass Rate: **71%** of all students graduating during an annual reporting period (AY = August 1 to July 31) will hold the approved credential (CSFA or CSA) within 1 yr of program completion based on first-time exam results

CAAHEP accredited Surgical Assisting programs will continue to have the *option* to use the CSFA Exam (NBSTSA), the CSA Exam (NSAA), or both the CSFA and CSA Exams for reporting outcomes assessment exam results on Annual Reports.

Surgical Assisting programs will be required to report outcomes assessment exam **pass rate** results for graduates completing their course of studies effective **August 1, 2011**. Outcomes assessment exam **pass rate** data will be reported for the first time on the 2013 Annual Report (graduates during the period of August 1, 2011–July 31, 2012).

In addition, at the September 15-17, 2011 meeting, the Board of Directors of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), upon recommendation of its Subcommittee on Accreditation in Surgical Assisting (SASA), voted to adjust the due date for the Annual Report for Surgical Assisting programs *only* to **August 1st** of each year, effective with the 2012 Annual Report.

[Note: minor adjustments to the Annual Report due date may be made to accommodate the due date falling on a weekend.]

In April of each year, Surgical Assisting programs will receive the ARC/STSA Annual Report packet, including detailed instructions for use to successfully complete and submit the 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)

Subcommittee on Accreditation in Surgical Assisting (SASA)

Chair —TBD

Committee Members

Dorothy Rothgery, CST/CFA, MS
Detroit, MI

Mark Shikhman, MD, PhD, CSA
Belleville, MI

Carolyn Stewart, PhD, EdS
Rock Hill, SC

Ruben West, RSA, CST/CSFA, SA-C, CSA
Normal, IL

Kristi Bailey, CST, CSFA, BS
Missoula, MT

Learn How To Navigate
The **CAAHEP** Accreditation Process

The Accreditation Fundamentals for Educators AFE Workshop
August 4 2012 • Denver Colorado

At this year's AFE workshop* we'll guide you through **CAAHEP** policy details so that your program is best able to take advantage of this prestigious accreditation.

With interactive activities and presentations, this workshop will both clarify the Standards Interpretive Guides and explain the ins and outs of the **CAAHEP** Standards and Guidelines for your campus.

This workshop is designed for both new and seasoned program directors and instructors.

Accommodations: DoubleTree by Hilton Hotel - Aurora Call 800 222 8733 or visit **tinyurl.com/AFE2012**

Cost: $100 registration fee includes lunch and materials. AFE registration form available at arcstsa.org

Details: The deadline for workshop and hotel advance registration is July 25 2012, registration is limited to fifty participants, five C.E. credits will be awarded.

More info: Call 303 694 9262 or visit arcstsa.org

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

*This six hour 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 Summer/Fall 2012
Office Hours/Holiday Schedule

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

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 - Wednesday, July 30-August 1, 2012: Office Move
Friday, *August 10, 2012 from 12:00 PM – 4:30 PM*: Staff Development
Monday, *September 3, 2012*: Labor Day Observance
Friday, *October 12, 2012 from 12:00 PM – 4:30 PM*: Staff Development
Thursday & Friday, *November 22-23, 2012*: Thanksgiving Observance
Monday & Tuesday, *December 24-25, 2012:* Winter Holidays' Observance
Tuesday, *January 1, 2012*: New Year's Day Observance

ARC/STSA 2011 SURGICAL TECHNOLOGY OUTCOMES THRESHOLDS REVIEW NOTIFICATION

At the September 15-17, 2011 meeting, the Board of Directors of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) reviewed and underlined reaffirmed the outcomes thresholds for CAAHEP-accredited programs in surgical technology. The ARC/STSA approved outcomes thresholds, effective August 1, 2011, remain unchanged and are as follows:

➢ **Retention – 70%**
- [calculated by the number of students completing the program on a completion date divided by the number of students (enrolled, transferred in, changed on-time cohort completion date due to failed course, leave of absence, etc.) assigned an original or revised (if applicable) on-time cohort completion date (anticipated graduation date)]

➢ **Approved Outcomes Assessment Exam**
- For CAAHEP-accredited programs: NBSTSA Certified Surgical Technologist [CST] Exam
  100% participation rate
  70% pass rate on the CST Exam
- For applicant programs seeking CAAHEP Initial Accreditation: NBSTSA Comprehensive (Secure) CST Practice Exam
  100% participation rate

➢ **Graduate Placement – 80%** positive placement
- placed in the field of surgical technology, a directly related field, or an Active Duty Military placement
- continuing their education
- placed in field of surgical technology, a directly related field or an Active Duty Military placement **AND** continuing their education in a related field

➢ **Employer Surveys**
- use of the standardized ARC/STSA Employer Survey tool administered no sooner than 9 months after employment
- **50%** Employer Survey return rate
- **85%** Employer Survey satisfaction [24 of 28 areas rated 3 or higher on the 5 point Likert scale.]

➢ **Graduate Surveys**
- use of the standardized ARC/STSA Graduate Survey tool administered no sooner than 6 months after graduation
- **50%** Graduate Survey return rate
- **85%** Graduate Survey satisfaction [7 of 8 areas rated 3 or higher on the 5 point Likert scale.]

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Termination of Grace Period for Demonstration of
Standard III.B.—NCCA-approved credential in Surgical Technology

Effective **August 1, 2014**, programs must demonstrate that core surgical technology faculty (program director, clinical coordinator, core instructors) hold a NCCA-approved credential in surgical technology (CST, CSFA, or CST/CSFA) at the time of appointment.
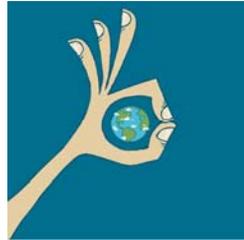
Programs that do not demonstrate compliance with the minimum qualifications indicated under Standard III.B. for faculty newly appointed on or after August 1, 2014 will be determined to be in non-compliance with CAAHEP *Standards*, which can result in Administrative Probation, Accreditation Probation, or ultimately Withdrawal/Withholding of accreditation.

Any program with an plan of action for faculty to obtain a NCCA-approved credential in surgical technology approved by the ARC/STSA prior to August 1, 2014 will continue to follow their approved plan of action. The plan of action must be completed and NCCA-approved credential in surgical technology must be obtained on or before **August 1, 2014**.

~ 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!"

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.
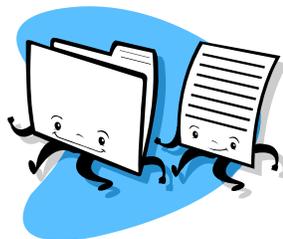
Program Responses to the ARC/STSA

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.

Thank You ARC/STSA Site Visitors!

We could not do what we do without you!!

Sarah Brannon	Libby McNaron
L. Gene Burke	Janet Milligan
Phil Carlock	Jan Olmsted
Nicole Claussen	Michelle Rey
Wanda Dantzler	Emily Rogers
Crit Fisher	Kim Shannon
Michelle Gay	Karen Sherback
Scott Geist	Ann Smith
Kim Joyce	Grant Wilson
Robin Keith	
Amy Kennedy	BoD
Joe Long	Betsy Slagle
Bonita McCoy	Kathy Snyder

You made our **January – June 2012** site visits a success!

One thing life has taught me: if you are interested, you never have to look for new interests. They come to you. When you are genuinely interested in one thing, it will always lead to something else.

~ Eleanor Roosevelt ~

ARC/STSA Accreditation Packet   **$300**

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 and the *Core Curriculum.*

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 currently 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 **CST** or **CSFA** contact NBSTSA at 800-707-0057.
For **CSA** contact NSAA at 888-633-0479.
Standard IV.B requires that programs implement an appropriate Outcomes Assessment Exam (OAE), 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**

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

11/15/11