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

REQUIRED VISIT MATERIALS

RANDOM/CONTINUING ON-SITE EVALUATION

All materials listed below must be labeled and organized in the team's private workroom, and must be available upon the team's arrival. If any materials are provided digitally, they must be easily accessible, clearly labeled and organized, as well. **Please provide access to power (extension cords if needed) and Wifi.** Coffee, water and light snacks are not required but are appreciated.

1. I.D. Badges for Site Visitors for use during On-Site Visit
2. Copy of the institutional accreditation certificate
3. Completed/Current **ARC/STSA Program Data Sheet**.
4. Three [3] most recent years of Annual Reports and all supporting documentation
5. Outcomes Tracking Tool (OTT) data and supporting documentation for:
   - ❖ graduates reported on the three (3) most recent Annual Reports
   - ❖ recent cohorts that have completed the program but whose outcomes data has not yet been reported on an Annual Report
   - ❖ currently enrolled cohorts of students
6. Institutional organization chart indicating the relationship between the president/CEO and the program
7. List of program goals in the three learning domains
8. Description of how the program regularly assesses its goals and outcomes
9. Completed/Current **ARC/STSA Program Advisory Committee [PAC] Form**
10. Current résumé for the public member appointed to the PAC
11. Proof of current CST/CSFA or CST/CSFA certification for the practicing CST appointed to the PAC
12. Program Advisory Committee [PAC] meeting minutes for the past three (3) years
13. Program's budget
14. Clinical Affiliate Sites page from the most recent Annual Report
15. **ARC/STSA Clinical Affiliate Attestation Form** for each new clinical affiliate utilized by the program since submission of the most recent Annual Report
16. Copies of all signed and dated clinical affiliate agreements, addenda, and/or Memoranda of Understanding (MOU)
17. List of available program-related classroom and lab equipment/supplies
18. List of available program-related computer resources, including hardware, software and peripherals [printers, scanners, etc.]

19. List of available instructional reference materials, including Surgical Technology-related texts, periodicals, models, audiovisual products and instructional aides, including library resources

20. Program Personnel Summary page from the most recent Annual Report

21. Program Director Documentation

    a) **If** a new Program Director has been appointed since submission of the most recent Annual Report:

        i. **ARC/STSA Program Personnel Data Form – Program Director** (attestation form), a copy of the ARC/STSA approval notification (attestation or documentary approval), **and** applicable appointment supporting documentation including:

            1. Current résumé
            2. Institutional job description
            3. Proof of an Associate's Degree or greater [for new program director appointed on or after **August 1, 2015**]
            4. Proof of current CST®, CSFA®, or CST/CSFA® credential
            5. Evidence of proficiency in instructional methodology, curriculum design, and program planning [for new program director appointed on or after **August 1, 2013**]

    b) **If** a new Program Director has not been appointed since submission of the most recent Annual Report:

            1. Current résumé
            2. Institutional job description
            3. Proof of current CST®, CSFA®, or CST/CSFA® credential

22. Clinical Coordinator Documentation (if applicable)

    a) **If** a new Clinical Coordinator has been appointed since submission of the most recent Annual Report:

        i. **ARC/STSA Program Personnel Data Form – Clinical Coordinator** (attestation form), a copy of the ARC/STSA approval notification (attestation or documentary approval), **and** applicable appointment supporting documentation including:

            1. Current résumé
            2. Institutional job description
            3. Proof of current CST®, CSFA®, or CST/CSFA® credential

    b) **If** a new Clinical Coordinator has not been appointed since submission of the most recent Annual Report:

            1. Current résumé
            2. Institutional job description
            3. Proof of current CST®, CSFA®, or CST/CSFA® credential

23. Core Instructor Documentation (if applicable) – [Note: Documentation should be available for each Core Instructor.]

    a) **If** a new Core Instructor has been appointed since submission of the most recent Annual Report:

i. **ARC/STSA Program Personnel Data Form – Core Instructor** (attestation form), a copy of the ARC/STSA approval notification (attestation or documentary approval), **and** applicable appointment supporting documentation including:

1. Current résumé
2. Institutional job description
3. Proof of current CST®, CSFA®, or CST/CSFA® credential

b) **If** a new Core Instructor has not been appointed since submission of the most recent Annual Report:

1. Current résumé
2. Institutional job description
3. Proof of current CST®, CSFA®, or CST/CSFA® credential

24. Proof of surgical technology-specific and teaching methods-specific continuing education/professional development for all program faculty (program director, clinical coordinator [if applicable], and core instructors – didactic/lab/clinical instructors)
25. Current **ARC/STSA Curriculum Attestation Form**, a surgical technology program Master Curriculum, containing syllabi, detailed course content outline, instructional tools, and other companion documents [notes, handouts, evaluation forms – tests, quizzes, exams, etc.], including all courses required to complete the program, in the appropriate sequence as offered/instructed by the program
26. Completed program resource assessment plans for the past twelve [12] months
27. Copies of evaluation materials [exams, laboratory skills check-off sheets, clinical evaluation forms, clinical case log forms and completed case logs] used to evaluate and document student progress and provide evidence of program completion
28. Student rosters, in alphabetical order by anticipated graduation/on-time completion cohorts according to ARC/STSA academic reporting year [August 1-July 31], official outcomes assessment exam [CST Exam]/NBSTSA score reports, graduate placement data, completed ARC/STSA Employer Surveys and ARC/STSA Graduate Surveys administered at the ARC/STSA-required timelines for the previous three (3) years

    [*Note: Effective **August 1, 2014**, programs are required to track enrollment using the ARC/STSA Outcomes Tracking Form for tracking cohorts enrolled on or after August 1, 2014. The form, instructions and example are available online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/.*]
29. Completed program outcomes assessment plans for the past twelve [12] months
30. School catalog, student handbook(s), program brochure(s), and/or program-related publications
31. **ARC/STSA Fair Practices Reporting Form**, including the name of the document and page number where the following can be found:

    a) Institutional Accreditation Status

    b) Programmatic Accreditation Status – **ONLY** for accredited program

    c) CAAHEP Contact Information – **ONLY** for accredited program

    d) Admissions policies and practices

    e) Number of credits required for completion

f) Tuition/fees and other costs

g) Policies and processes for withdrawal and refunds of tuition/fees

h) Academic Calendar

i) Student grievance policy

j) Criteria for Successful Completion of the Curriculum and Graduation

k) Faculty grievance policy

l) Student health and safety guidelines, including a list of program health documentation requirements [physical exam, immunization records, tuberculosis testing, etc.]

m) Policies and processes by which students may perform clinical work while enrolled in the program [Student Work Policy]

n) Clinical Case Requirement for program completion

32. List of documents retained in student records

33. Sample forms used in the student selection process

34. Copies of documentation/communications with CAAHEP or the ARC/STSA regarding program changes or approvals since the last accreditation action

35. Access to all student-related records, including admissions, programmatic, and health* (*as detailed in the Standards Interpretive Guide, Standard V.C.)

ARC/STSA standardized forms are available online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/ or by email request to info@arcstsa.org. Please note that the On-Site Evaluation team will request copies of several of the forms listed above as addenda to the Confidential Report.