

Requirements for Submission



Effective May 1, 2018, the ARC/STSA has issued updated guidelines and protocol for the submission and format of program responses and documents, including but not limited to: applications (for initial or continuing accreditation), reports (i.e. Progress Reports), program changes, and ARC/STSA or CAAHEP Findings Letter responses. The consistency and uniform organization of electronic documents submitted to the ARC/STSA facilitates a more efficient collection and review of program information to determine compliance with the **Standards**.

ARC/STSA's requirements for electronic submission include:

- * All electronic documents must be submitted to the ARC/STSA as one Portable Document Format (PDF) file which has a .pdf extension as part of the file name.
- * An acceptable PDF file is one that includes the compilation of all of the materials and documents into one single seamless file and not a series of separate files. All electronic documents are to be submitted as **one continuous PDF document**.
- * Only documents **less than 20 pages in length** may be submitted via email to info@arcstsa.org as a single seamless PDF attachment. The electronic submission must be attached to an email that includes the submission date, sponsoring institution, program name, address, and an explanation of the content and the title of the document(s) included in the PDF. This information must be incorporated into a cover letter, which should be the first page in the final PDF as well.
- * Any submission to the ARC/STSA greater than 20 pages in length must be submitted as a single seamless digital document saved onto a USB drive and mailed to the ARC/STSA office, 6 West Dry Creek Circle, Suite #110, Littleton, CO 80120. All USB submissions must be accompanied by a paper cover letter that includes the submission date, sponsoring institution, program name, address, and an explanation of the content and the title of the document(s) included on the USB drive. This cover letter should be included as the first page in the final PDF as well.
- * All electronic PDF documents must include **electronic bookmarks** placed within the document in order to identify all of the attachments and forms contained within the file as they correspond to the **Standards**. Bookmarking should be done in a manner that facilitates an easy and intuitive navigation and review of the file. For example:
 - a. Clearly label each bookmark so the reader will easily understand which document or form is linked to the given bookmark – refer to the bookmark titles and abbreviations at the end of this document.
 - b. In a response to an ARC/STSA Findings letter, bookmark the cover letter, Findings letter, table of contents, and each Standard cited. Use sub-level bookmarks under the Standard

cited for the program’s narrative response to each item and any additional documentation provided to evidence compliance.

- c. In a Self-Study or PRR submission, bookmark the cover letter, table of contents, application, then each section as labeled in the application instructions and bookmarking abbreviations at the end of this document.
- ✦ Whenever possible, directly convert documents to PDF as opposed to scanning and creating PDFs from printed documents. The direct conversion of documents to PDF format allows for far greater readability. For example, complete the narrative response using word processing software (e.g., Microsoft Word), convert the Word document directly to a PDF file, and then combine the converted file with other converted or scanned documents into a single seamless PDF document.
 - ✦ Any security features in the PDF document must be disabled.
 - ✦ The ARC/STSA does **not** accept documentation that includes confidential personal identification information [e.g. – Social Security numbers] or personal health information. Please **delete** or **black out** all confidential personal identification information or confidential personal health information on documentation prior to submission. Documentation submitted with confidential personal identification information or personal health information will be returned to the program **without** ARC/STSA review.
 - ✦ Failure to adhere to these instructions may result in the return of the electronic document submission to the program and the assessment of a \$250 late fee.

Organizing the Electronic Submission

As it is the school’s responsibility to demonstrate program compliance with the **Standards**, all submissions to the ARC/STSA should include documentation to support the school’s position and should be organized in an intuitive manner so that the ARC/STSA can easily navigate the document to verify compliance.

The following guide provides an overview and some suggestions on how to prepare and organize an electronic submission for ARC/STSA review and includes:

- ✦ Converting Microsoft Word or Excel documents to PDF – **page 3**
- ✦ Compiling documents into one seamless PDF document – **page 4**
- ✦ Bookmarking – **page 7**
- ✦ Inserting pages – **page 9**
- ✦ Samples of an appropriately prepared electronic submission – **pages 12-14**

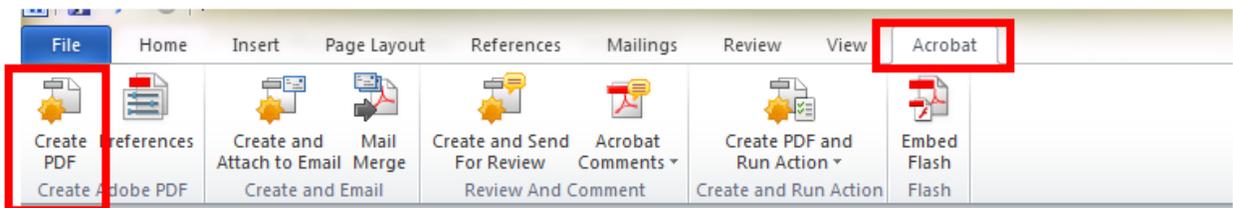
Converting Microsoft Word or Excel Documents to PDF

Directly convert documents to PDF as opposed to scanning and creating PDFs from paper documents. The direct conversion of documents allows for far greater readability. If an item does need to be scanned, ensure the scanned page is a standard paper size (8.5" x 11").

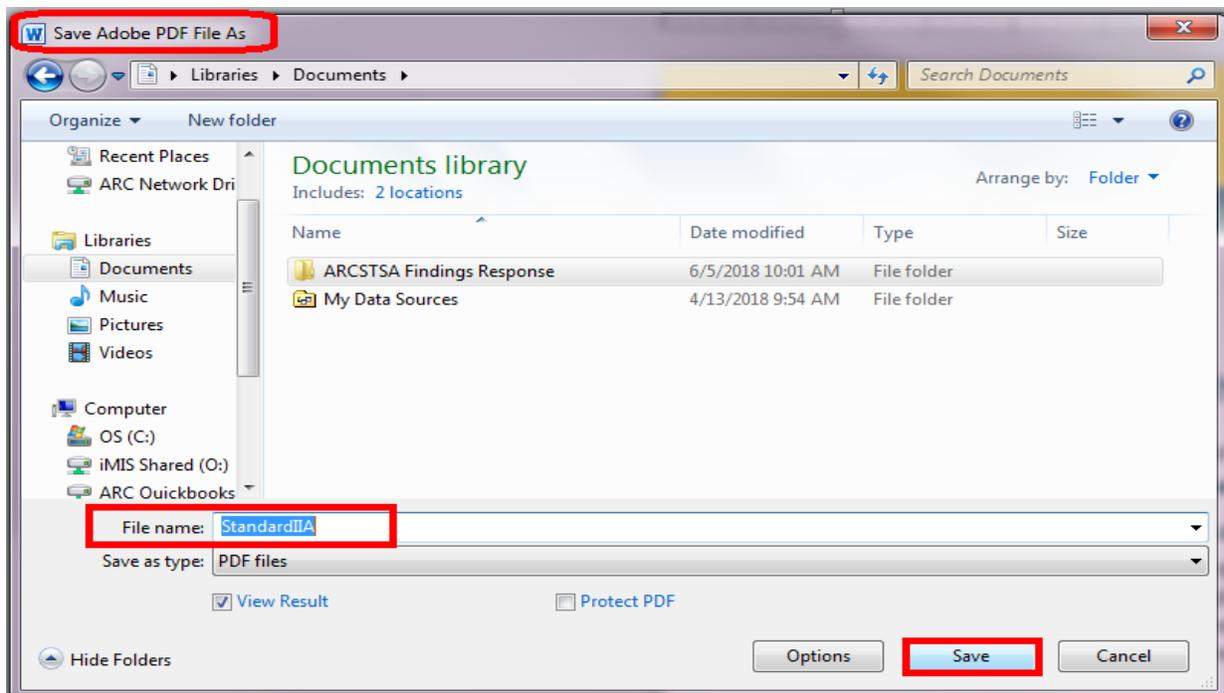
Once all Word and/or Excel documents are finalized and saved, convert the document to a PDF document using Adobe Acrobat. This will allow the addition of electronic bookmarks utilizing the Bookmarking Tool available in Adobe. This also ensures the formatting, text, and graphics of the original document will be retained.

Step 1: Beginning in Microsoft Word or Excel, select the "Acrobat" tab on the ribbon.*

Step 2: Click on "Create PDF"



Step 3: Name the newly created PDF and save in the designated location.

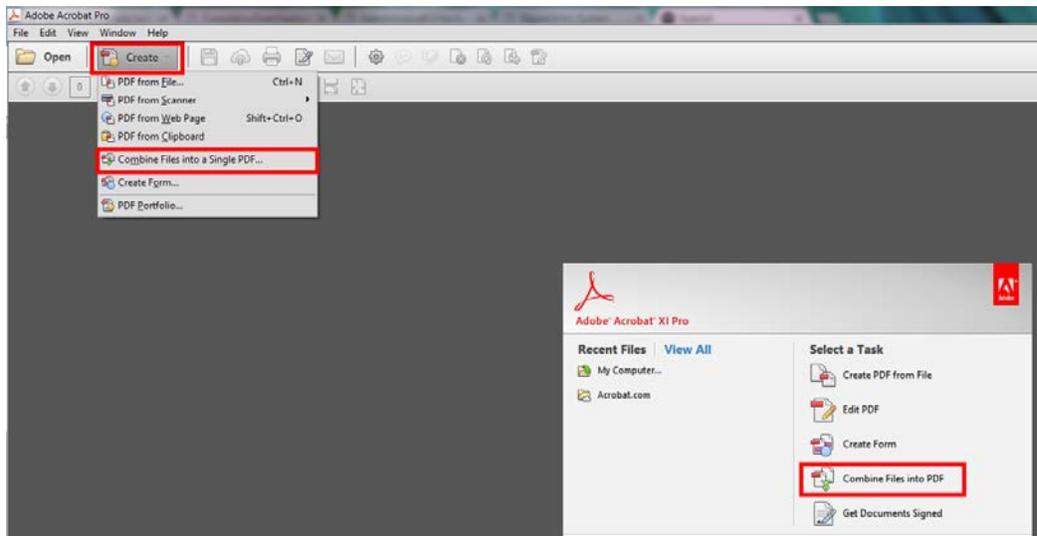


*If there is no Acrobat tab on the ribbon, click on File→Save As→and from the "Save as type" drop-down menu select "PDF", then continue to Step 3.

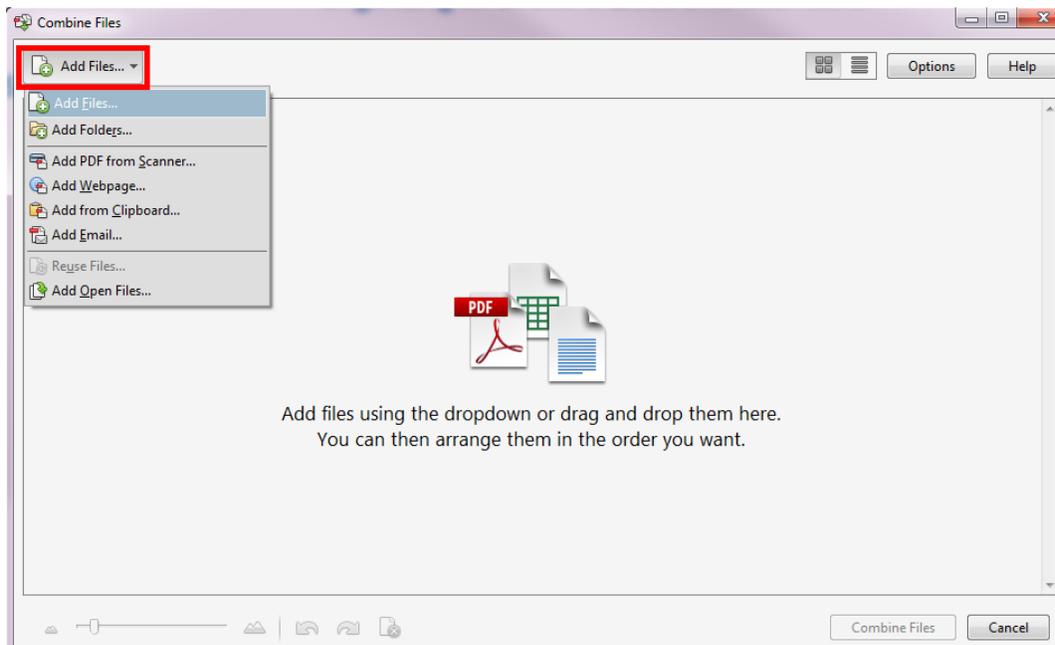
Compiling Documents into One Seamless PDF Document

Quickly merge multiple documents into one seamless PDF file with the documents in the order of your choosing.

- Step 1:** Open Adobe Acrobat. Under the “Create” tab, select “Combine Files into a Single PDF” or from the main screen, select “Combine Files into PDF”.

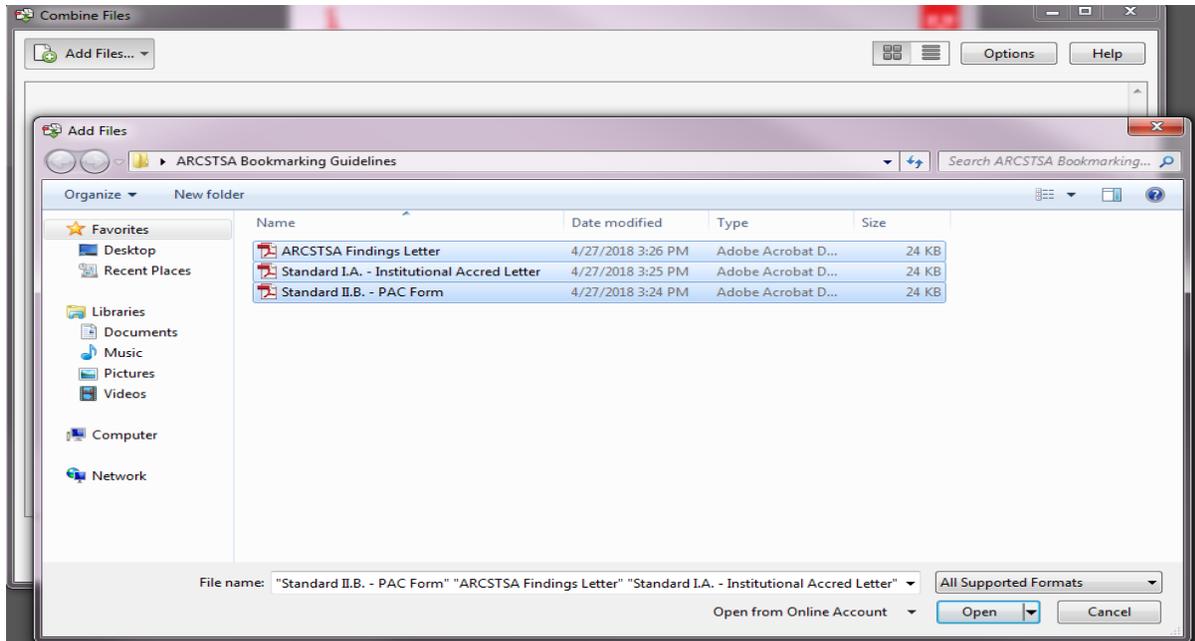


- Step 2:** Click on “Add Files” or drag and drop files to add them.



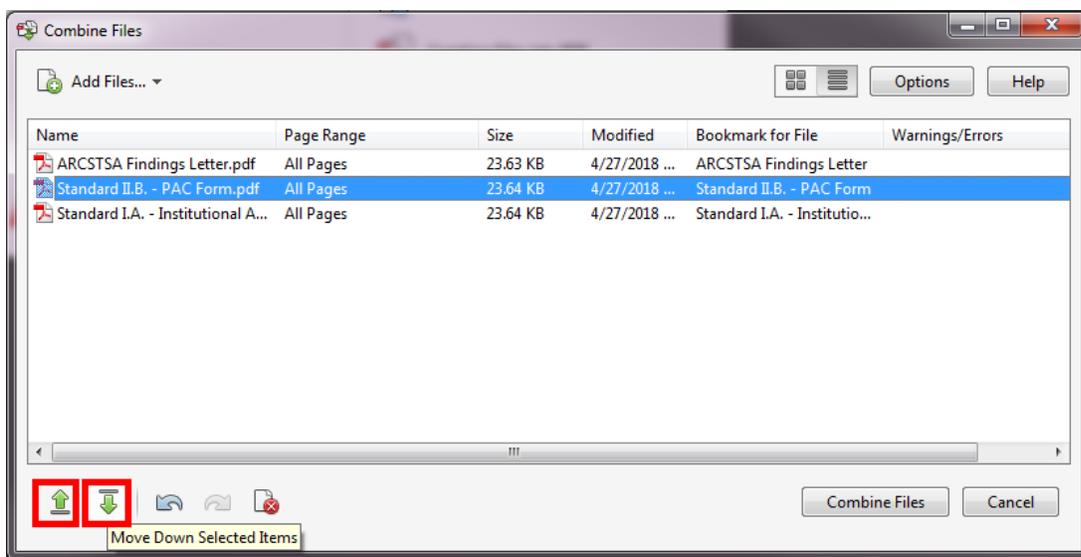
Step 3:

In the “Add Files” dialog box, select the files from the designated folder(s). To select more than one file, hold the Ctrl button and select additional files. Once all files have been selected, click “Open”.

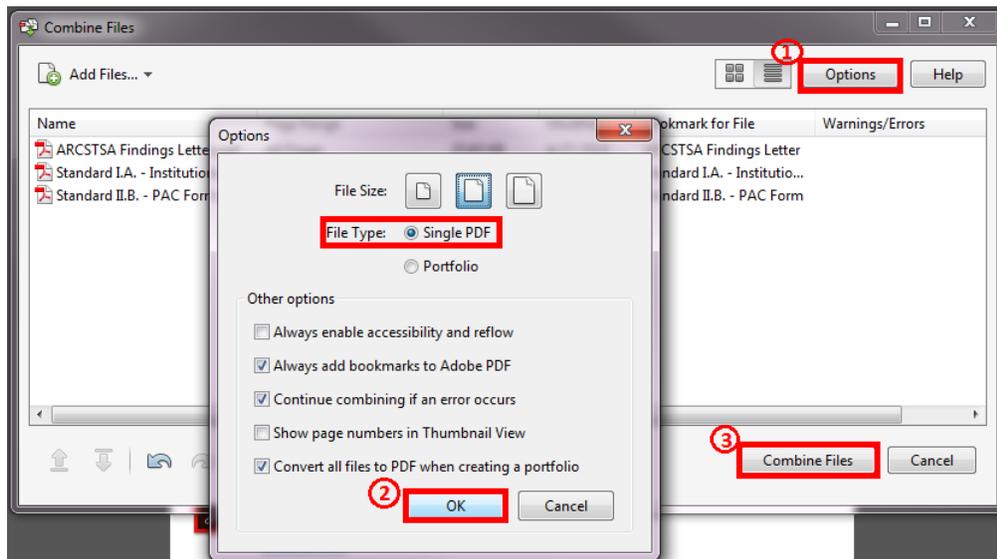


Step 4:

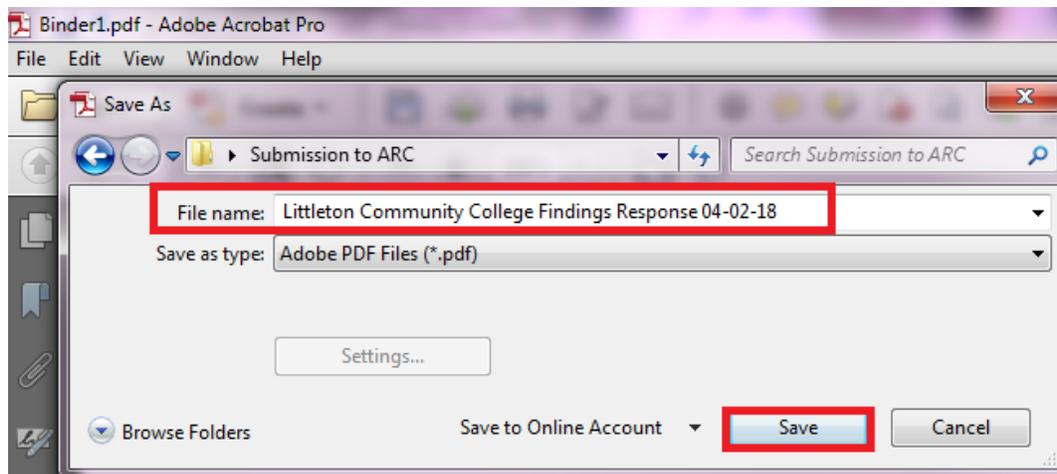
Using the “Move Up” and “Move Down” arrows, rearrange the order of the documents. See **Order of Documents** on p.12 of this guide for more information.



Step 5: Once the order of the documents is ready and in the desired order for submission, select “Combine Files”. Make sure the “Single PDF” option is selected within the Options submenu.



Step 6: Save your newly created seamless PDF with an appropriate file name.



Creating Bookmarks

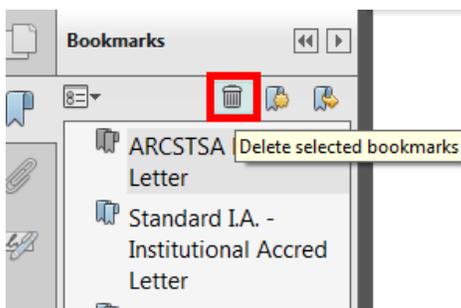
Adding bookmarks to a PDF document increases the functionality and accessibility of lengthy documents. Bookmarks help the reader navigate a document much the same they would a website: with a simple click. Proper bookmarking ensures that all requested documentation is included in the submission and can be easily located. Submission organization is the responsibility of the program to demonstrate compliance so that the ARC/STSA Board of Directors may complete a comprehensive and detailed review of the program’s submission, and confirm compliance with the Standards.

Follow the steps below to begin the easy, intuitive process of creating electronic bookmarks.

Please note, Self-Studies, PRRs, and Applications have their own instructions which may dictate different placement of bookmarks. Refer to document-specific instructions for these submission types.

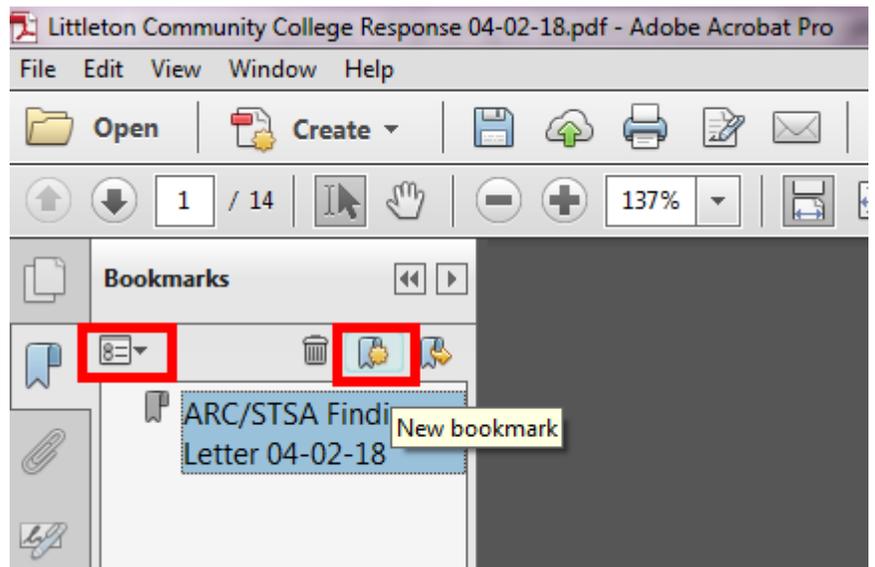
When a PDF is compiled from many separate documents into one seamless document, bookmarks are auto-created based on the file names of the original documents. For ease and continuity in bookmarking the document, these auto-created bookmarks should be deleted.

Step 1: Click on the bookmarks tab within Adobe Acrobat. Highlight each individual bookmark and click



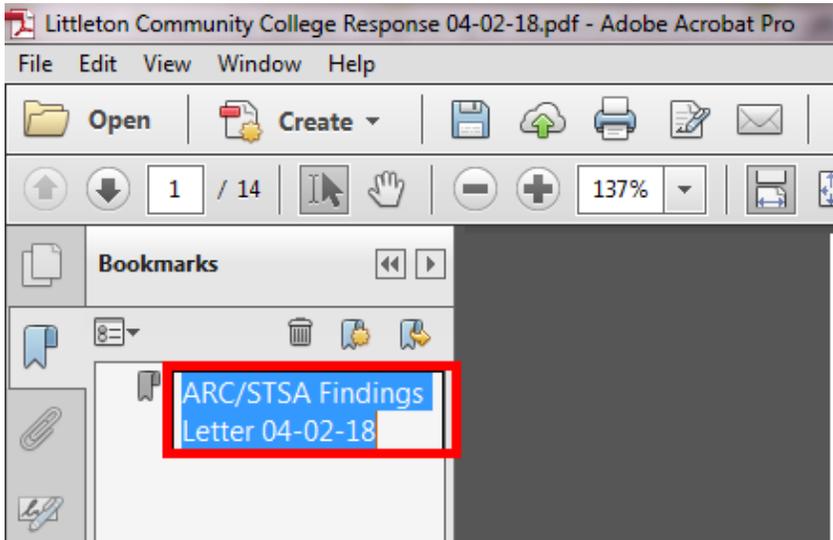
the “trashcan” icon to clear all auto-created bookmarks out.

Step 2: Go to the page within the seamless document to be bookmarked (e.g. each Standard response item, ARC/STSA forms, etc.). Click on “Options” icon, then “New Bookmark,” or click the “New Bookmark” icon to create bookmark.



Step 3:

To create a name for the bookmark, double click on the bookmark text or right-click while the bookmark is highlighted and select “Rename.” Enter the desired text (name the bookmark) and press “Enter/Return” on your keyboard.



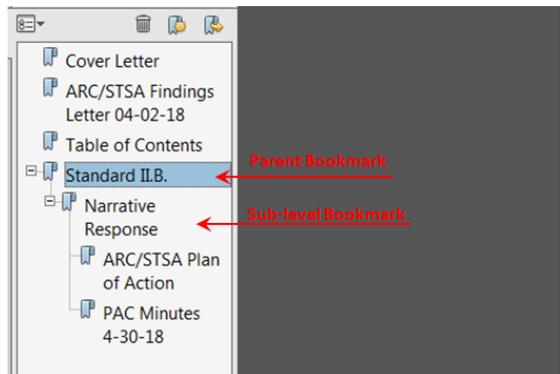
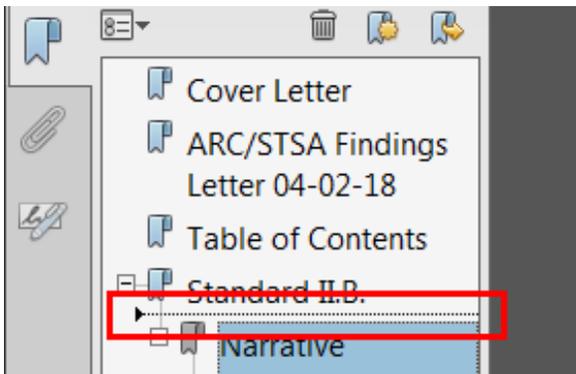
Building Better Bookmarks

- ✓ Provide a clear and descriptive name for the bookmark.
Examples:
“Clin Case Log – Jane Doe”
“Syllabi – ST101 Anatomy & Physiology I”
- ✓ Do not use generic names such as “Log 1” or “Syllabi 1.”
- ✓ Refer to the examples of document names and approved abbreviations at the end of this document.

Step 4:

To create sub-level bookmark, select the bookmark to be “nested” under the parent bookmark. Drag the bookmark underneath and slightly to the right of the parent bookmark.

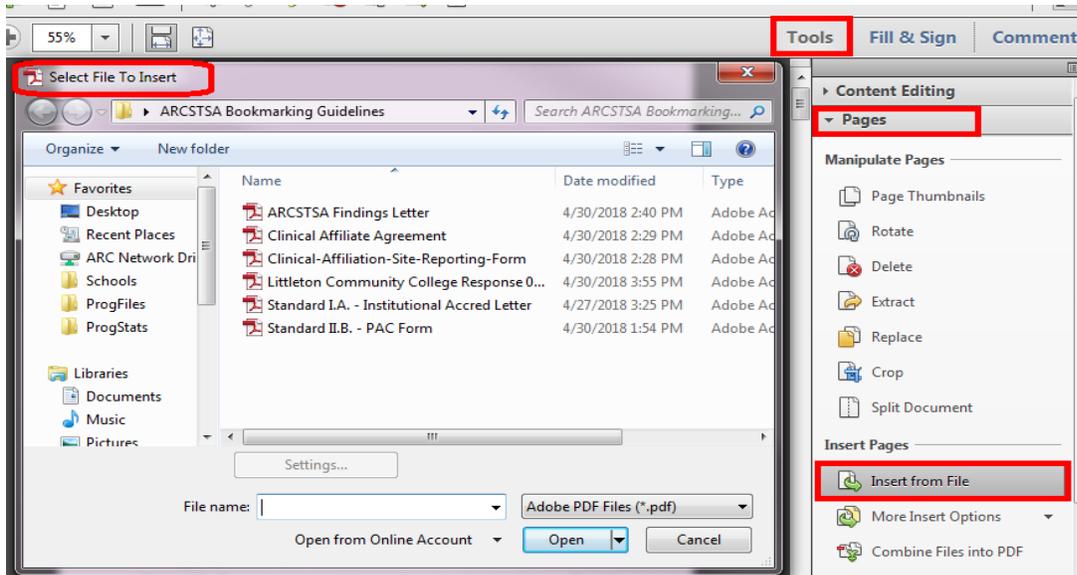
The Line icon “” shows the position of the bookmark or bookmarks. When the bookmark is nested, a minus icon appears next to the parent bookmark indicating the sub-level bookmarks have been moved; however, the actual page remains in its original location in the document.



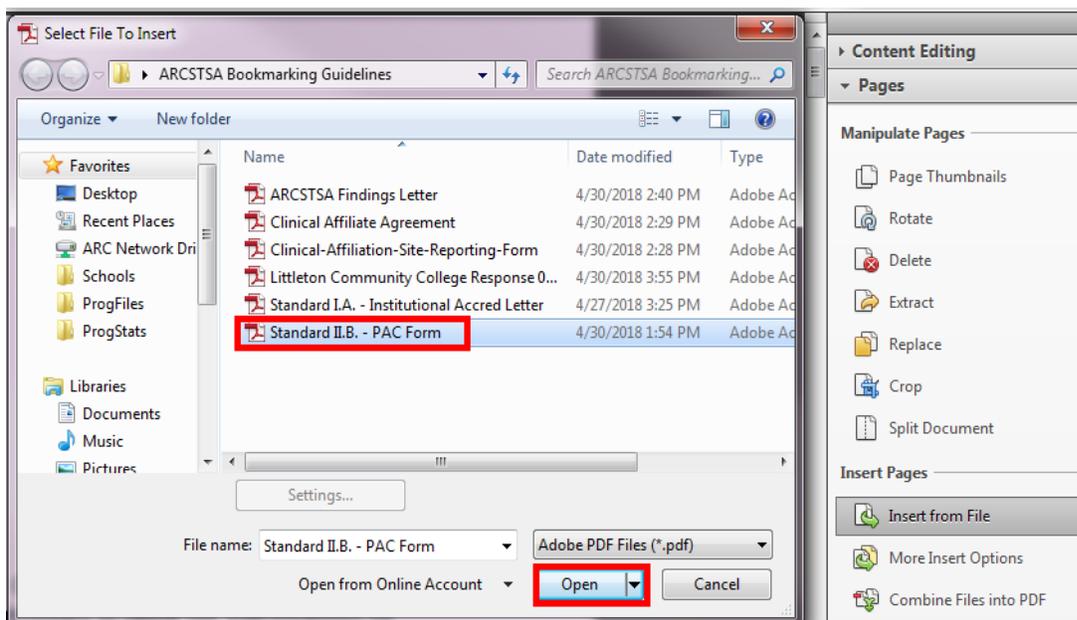
Inserting Pages into a Seamless PDF Document

It is best to convert all pages together, but if necessary, pages and supporting documentation may be inserted into the seamless PDF file after it has been created. The pages/documentation to be added will need to have been previously scanned and converted to PDF and saved on the school’s network or designated computer (see “Compiling Documents into One Continuous PDF Document”).

Step 1: Click on “Tools”, then “Pages” and choose “Insert from File” from the Insert Pages menu – the “Select File to Insert” dialog box will open.



Step 2: Open the appropriate folder where the documents have been previously saved and select the file to be inserted, and click the “Open” button. The “Insert Pages” dialog box will open.



Step 3:

In the “Insert Pages” dialog box underneath the “Page” heading, click one of the following radio buttons:

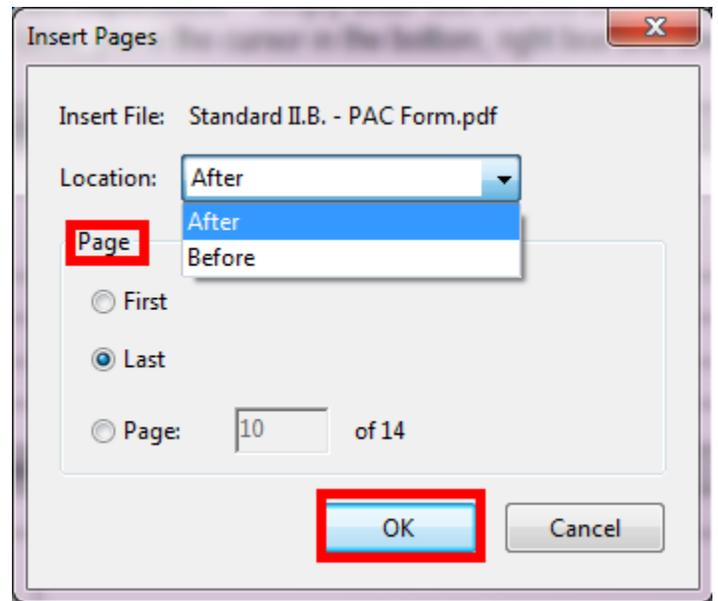
- First: Inserts the pages at the beginning of the compiled PDF document, either before or after the first page.
- Last: Inserts the pages at the end of the compiled PDF document, either before or after the last page.
- Page: Inserts the pages either before or after the page number designated in the associated text box.

Step 4:

Click the OK button to have Adobe insert the pages from the selected file.

Step 5:

Repeat these steps for all remaining pages/documentation to be added. Remember to Bookmark any inserted pages/documentation.



EXAMPLES OF DOCUMENT NAMES AND APPROVED ABBREVIATIONS

Standard I.A.

- Institutional Accredited Letter/Award/Certificate

Standard II.A.

- Clin Suff Survey Form [Clinical Sufficiency Survey Form]
- MEC [Maximum Enrollment Capacity] Attestation Form

Standard II.B.

- PAC Form
- PAC Agenda
- PAC Minutes – (date)

Standard II.C.

- Program Goals

Standard III.A. – Resources – Type and Amount

- Blueprint
- Budget – (year)
- Clin Affil Attest Form – (Name of Affiliate)
- Clin Affil Report Form
 - Agreement: (Name of Facility)
 - Slot Verification Letter – (Name of Affiliate)
- Clin Roster
- Clin Tracking Form
- Comp Res [Computer Resources]
- Classroom Instr Ref Mat [Instructional Reference Materials]
- Inst Inv [Instrument Inventory]
- Instr Ref [Instructional References]
- Lab Equip [Laboratory Equipment Inventory]
- Lab Supply Inv [Laboratory Supply Inventory]
- Lib Res [Library Resources]
- POA – Prof Dev (Name) [Plan of Action – Professional Development]
- Prof Dev Docs (Name) [Professional Development documents]

Standard III.B.

- PPDF – PD/CC/Core Inst/Dean/Pres [ARC/STSA Program Personnel Data Form]
- CST – (Name)
- Proof of Associate Degree or greater [PD only]
 - Proficiency Docs [PD only – proof of instructional methods, curricular design, and program planning]

Standard III.C. – Curriculum

- C-1 Curric Seq Form [Curriculum Sequencing Form]
- Master Curric List [usually a page from school's catalog]
- Syllabi
- Course # and name [ST101 – Introduction to Surgical Technology]
- Curric Attest Form [ARC/STSA Curriculum Attestation Form]
- Core Curric Outline Compare Form [Core Curriculum Outline Comparison Form]

Standard III.C. – Clinical Case Requirement

- Clin Case Log
 - Log: (student name)

Standard III.D.

- Resource Assessment Plan
- PEP [Program Effectiveness Plan]

Standard IV.A.1 and/or IV.A.2.

- Didactic Exams
- Lab Skills Assessments
- Clinical Assessments

Standard IV.B.1. [indicate applicable abbreviation after Std – RET, OAE, GP, ES, GS]

- OTT – (dates) [Outcomes Tracking Tool]
- NBSTSA CST Exam Results – (dates)
- Grad Placement (may be on OTT)
- ES – (date) [Employer Surveys]
- GS – (date) [Graduate Surveys]

Standard V.A.1. or V.A.2. or V.A.3.

- Catalog pg – [describe]
- Fair Prac Form [Fair Practices Form]

Standard V.A.3. & V.C.

- Student Work Pol

Standard V.D.

- Student Record Verif Sheet

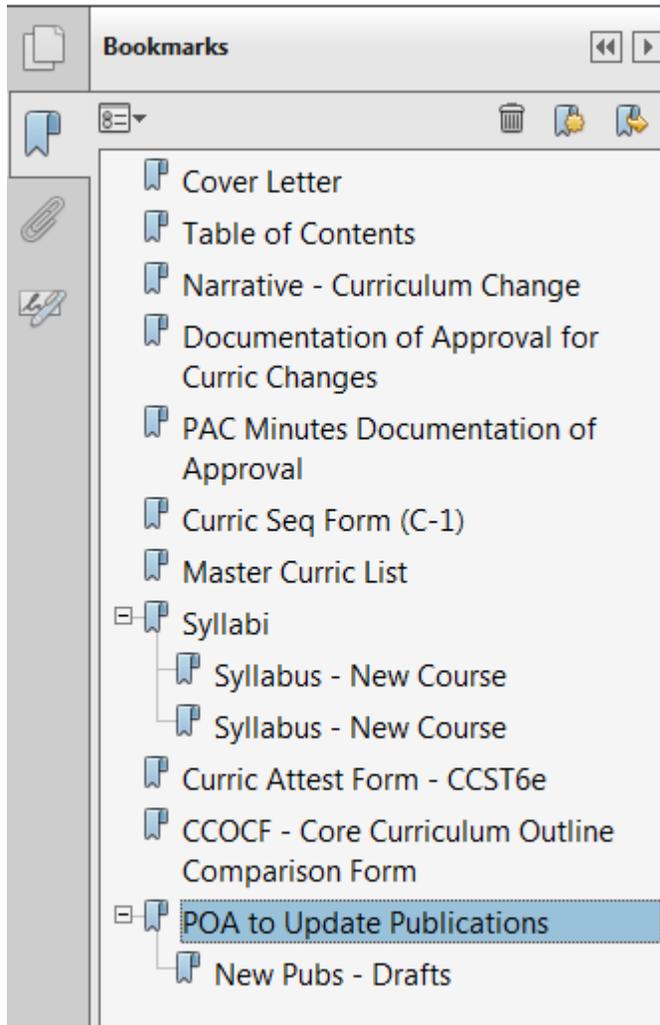
Standard V.E.

Standard V.F.

- Clinical Agreement: (Name of Facility)
- Clin Affil Attest Form – (Name of Affiliate)

Examples of an Appropriately Prepared Electronic Submission

Curriculum Change



Findings Response

Order of Documents

When compiling documents into a single seamless PDF for an ARC/STSA or CAAHEP Findings Letter response, the order of the documents should follow the order of the Standards and be as follows:

1. Cover letter with the name of the date of the submission, sponsoring institution, program name, address, and an explanation of the content and the title of the document(s) included in the PDF.
2. ARC/STSA Findings Letter
3. Bookmarked table of contents
4. Program's Narrative Response bookmarked by Standard [including number i.e. Standard III.A.]. Bookmark each Standard cited in the Findings Letter, then add sub-level bookmarks for documentation to demonstrate compliance [see step 4 under the Creating Bookmarks section of this document]. Sub-level bookmarks for supporting documentation should be labeled under each Standard.

See pg. 50 of the *Standards Interpretive Guide (SIG)* for more information.

The screenshot shows a PDF viewer interface with a document titled "Littleton Community College Response to ARC/STSA April 2, 2018 Findings Letter". The document is 25 pages long, and the current page is 5. The left sidebar shows a bookmarks panel with the following structure:

- Bookmarks
 - Cover Letter
 - ARC/STSA Findings Letter 04-02-18
 - Table of Contents
 - Standard II.B.
 - Narrative Response
 - ARC/STSA Plan of Action
 - PAC Minutes 4-30-18

Red callout boxes point to these elements:

- "Bookmarks" points to the entire bookmarks list.
- "Sub-Level Bookmarks" points to the "ARC/STSA Plan of Action" and "PAC Minutes 4-30-18" items.
- "Narrative Response" points to the "Narrative Response" item under Standard II.B.
- "Standard, Finding, and Request from Findings Letter" points to the main text area of the document.

The main text area contains the following content:

Littleton Community College Response to ARC/STSA April 2, 2018 Findings Letter
May 30, 2018
Page 5 of 25

Standard II.B. The program must regularly assess its goals and learning domains. Program personnel must identify and respond to changes in the needs and/or expectations of its communities of interest. An advisory committee that is representative of these communities of interest must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsoring institutional personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.

The program did not provide adequate evidence that all communities of interest were represented at the Program Advisory Committee (PAC) meetings.

The program did not provide adequate evidence that the Program Advisory Committee (PAC) performs assessment of the program's goals, learning domains, resources and outcomes on at least an annual basis.

Please submit an updated **ARC/STSA Program Advisory Committee Form** demonstrating that the surgical technology Program Advisory Committee [PAC] is comprised of membership that represents **all** communities of interest, including a student, a physician and a public member. The **ARC/STSA Program Advisory Committee Form** may be obtained online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms.

In addition, please submit a detailed plan of action to increase attendance by **all** communities of interest represented on the PAC. The plan of action should be submitted utilizing the required **ARC/STSA Plan of Action Form** (available online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms).

Littleton Community College Response:

All Allied Health programs at Littleton Community College are required to hold two Program Advisory Committee meetings per year, one in the spring semester and one in the fall semester. The documents submitted during the On-Site Evaluation were from our Fall 2017 meeting wherein a Student and Public Member were not present.

Please find the supporting documentation in Appendix 1 – an ARC/STSA Plan of Action form as well as minutes from the Spring 2018 meeting which included all communities of interest.

Surgical Technology Self-Study

Bookmarks

- Table of Contents
- RAS
- SS Report
 - Sig Page
- Tab 1 - Inst Accred
 - Institutional Data Form
 - Standard I.A. Attestation Form
 - Program Data Form
 - Institutional Accreditor
 - State Approval
 - Org Chart
- Tab 2 - OTTs
 - OTT 8/1/2016-7/31/2017
 - Clin Sufficiency Survey Form
- Tab 3 - Pubs - Prog Goals
- Tabs 4-8 - PAC
 - PAC Form
 - Res - Pub Mem
 - CST - XXXX
 - CST - XXXX
 - PAC Minutes 4/2/2018
 - POA Resource Assess
- Tab 9 - Budget - 2017-2018
- Tab 10 - Classroom Equip
- Tab 11 - Comp Res
- Tab 12 - Classroom Instr Ref Mat
- Tab 13 - Lab Equip
- Tab 14 - Lab Supplies
- Tab 15 - Instruments
- Tab 16 - Office Equip
- Tab 17 - Ancillary Student Fac
- Tab 18 - Lib Res List
- Tab 19 - Clin Affil Site Form
- Tab 20 - PPDF - Admin
 - PPDF - Pres/CEO - XXXX
 - PPDF - Dean
- Tab 21 - PPDF - PD
 - PPDF - PD - XXXX
 - Res - PD
 - Job Descrip - PD
 - Degree - PD
 - CST - PD
 - Proficiency Docs - PD
- Tab 22 - Clin Coord
 - PPDF - CC
 - Res - CC
 - Job Descript - CC
 - CST - CC
- Tab 23- Core Inst
 - PPDF - CI - XXXX
 - Res - XXXX
 - CST - XXXX
 - Job Descript - CI
- Tab 24 - Prof Dev
- Tab 25 - Curric Forms
 - Curric Seq Form C-1
 - Didactic & Lab Courses C-2
 - Clin Courses C-3
- Tab 26 - Master Curric List
- Tab 27 - CCF - 6e
- Tab 28 - Syllabi
 - Didactic Course
 - Lab Course
 - Clinical Course
- Tab 29 - Clin Case Req Pubs
- Tab 30 - Clin Case Log Tool
- Tab 31 - Resource Assess Plan
- Tab 32 - Evaluation Summary Forms
 - Methods & Freq of Didac & Lab Eval - A-2
 - Methods & Freq of Stud Clin Eval - A-3
- Tab 33 - Eval Tools
- Tab 34 - Outcomes Assessment Plan
- Tab 35 - ES & GS Surveys
- Tab 36 - Fair Prac Form
- Tab 37 - Inst & Prog Accred
- Tab 38 - Non-Discrimination Pol
- Tab 39 - Admissions Pol
- Tab 40 - Prog Compl Req
- Tab 41 - Tuition & Fees
- Tab 42 - Withdrawal & Refunds
- Tab 43 - Academic Calendar
- Tab 44 - Student Grievance Pol
- Tab 45 - Crit for Prog Compl
- Tab 46 - Faculty Grievance Pol
- Tab 47 - Health & Safety
- Tab 48 - Student Work Pol
- Tab 49 - Student Records
- Tab 50 - Clin Affil Agreements
 - Clin Affil Agreement: ABC Hospital
 - Clin Affil Agreement: XYZ Hospital**