

Accreditation Review Council on Education In Surgical Technology and Surgical Assisting
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 (303) 694-9262 • Fax: (303) 741-3655 • www.arcstsa.org



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

President's Message

Elizabeth Slagle, MS, RN, CST

It is an honor to serve as the President of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting for the next two years. Heartfelt thanks go to Tony Makin, CST, BS, FAST for his expert leadership for the past four years, as he moves on to a new role as CAAHEP Commissioner while completing his final year on the ARC/STSA board.

New Board Appointments

As announced in the Summer edition of *Outreach*, the Board of Directors welcomed two new members this year, both appointments by the Association of Surgical Technologists. They began their first three-year term at the conclusion of the AST National Conference in May.



Kathy Snyder, CST, FAST, BS is no stranger to the surgical technology community. Her surgical technology career started at the Rapid City, SD Hospital. She also holds a Bachelor of Science degree in Biology. Currently the Program Director at Laramie Community College in Cheyenne, WY, Kathy has been an educator for twenty years. She brings a broad perspective to our Board, having taught in private college, career college and community college settings. She has done count-

less on-site evaluations for the ARC/STSA as a site-visitor, having served in that capacity since 1988. Kathy was elected twice to the AST Board of Directors, serving as Secretary for one term. She is also a former board member of the Foundation for Surgical Technology and the AST Instructors Committee. Kathy has also sat on the board of the former Liaison Council on Certification for the Surgical Technology (LCC-ST) and the CST Examination Review Committee. With this rich history in the surgical technology profession, it is no surprise that Kathy was in the first group of FAST inductees in 2006. Kathy says, "The profession of surgical technology is absolutely amazing and it is beyond anything I could have envisioned for myself back in 1975. There is a deep and lasting satisfaction in this work. It is a privilege to have the opportunity as an instructor to share my passion with these next generations of professional surgical technologists!"



Van Bates, BA, CST is the surgical technology Program Coordinator at his alma mater, Nashville State Community College. In addition to his surgical technology education, he completed a Bachelor of Arts degree in English and Biochemistry at Lipscomb University. Van initially taught as an adjunct instructor in anatomy, laboratory and clinical courses at Nashville State. He has since served as a full time faculty member for 14

ARC/STSA Board of Directors

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years, assuming the Program Coordinator position in 2003. "I come to school each day to help students discover the profession I have grown to love and to teach them that they can expect more of themselves than they did yesterday", Van states. Van comes to the ARC/STSA Board of Directors by way of its Subcommittee on Accreditation for Surgical Assisting (SASA). With his experience as the Chair of SASA during his second term, he slipped easily into the work of the ARC/STSA Board of Directors and was selected as Secretary/Treasurer at its September 2012 meeting. Van has also served as an ARC/STSA on-site evaluator for surgical technology and surgical assisting programs for many years and contributed to the revision of AST's "Surgical Technologist Examination Study Guide".

Core Curriculum for Surgical Technology

As the holidays approach, we think not only of our religious celebrations but anticipate a new year. With a new year comes a fresh start, new beginnings. So too, does this apply to accredited surgical technology programs as we implement the **Core Curriculum for Surgical Technology**, 6th edition. All new cohorts starting on or after January 1, 2013 must be instructed with the 6th edition of the Core Curriculum.

Under Standards III.C and V.E.3, each program must adopt and submit documentation verifying continued alignment with the latest edition of the **Core Curriculum for Surgical Technology**. While we groan at the additional work, curriculum review gives us as educators the opportunity to critically examine what we are teaching our students. We ask ourselves, "Am I teaching everything listed in the content area?", "Is the content in the proper sequence?", "Is it apparent in course materials where each content item is taught?" As I worked with my faculty over the summer, it was helpful for all of us to go through each section of the Core Curriculum and compare it to our course materials. Yes, we made many adjustments, including a new format for syllabi, but we also know we made our program better for the work that we did. After all, our programs are our babies! And who will reap the benefit? Our students and ultimately, our patients.

So, as you complete your curriculum review, remember the documentation that must be submitted to the ARC/STSA on or before January 31, 2013. In addition to the **Implementation Approval Report**, the **ARC/STSA Curriculum Comparison Form – 6th edition** must be completed. As you designate a syllabus page number for each topic listed, ask yourself if it will be evident to others where that content area is taught. Also remember that the topics listed in the Curriculum Comparison Form are general...double check with the Core Curriculum to assure that all items in every general topic can be account-

ed for on a designated syllabus page or companion document (e.g., lesson plans, student handbook, etc.). Also to be submitted is a **clinical course syllabus or other program publication** that clearly indicates the clinical case requirement indicated in the **Core Curriculum for Surgical Technology**, 6th edition. If your program's curriculum sequencing or master curriculum has changed, additional documentation will be needed. See the instructions on the **Implementation Approval Report** for details.

Standards and Guidelines Revision

Work on the **Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology** continues. As you know, the revision process began in 2009 with the ARC/STSA conducting a preliminary survey of surgical technology program directors, educators and administrators perspectives followed by an advanced survey in 2010-2011 based on the 2009 feedback. Utilizing data from the surveys, the ARC/STSA Board of Directors then proposed revisions to the Standards to CAAHEP. Most recently, the proposed revised Standards were submitted to the CAAHEP Standards Committee for review and approval. I'm pleased to inform you that they were approved by the Standards Committee after some minor edits. The ARC/STSA is currently awaiting endorsement of the revised Standards by our two sponsoring organizations, the Association of Surgical Technologists and the American College of Surgeons. We appreciate your patience as we move through this rigorous process.

ARC/STSA Workshops for Educators

As you plan your continuing education for the coming year, why not join us in New Orleans at the AST Instructor's Forum February 15-16, 2013? In addition to hearing our peers discuss ideas for new and experienced surgical technology educators, the ARC/STSA will present a two hour session on **Successfully Completing the ARC/STSA Annual Report** for 2013. Now that most of you have used the newly formatted online report, come with your questions on how to most effectively use the system. And as always, the ARC/STSA will have its pre-Forum presentations on **Accreditation Fundamentals for Educators (AFE)** and **Site Visitors Training**. Even if you are an experienced educator, the topics in the AFE are great reminders of all the details of surgical technology and surgical assisting accreditation. And why not become a site-visitor? It's a wonderful learning experience and another way to give back to our profession.

As 2012 comes to a close, thank you for all you do for students, the surgical technology and surgical assisting professions and our patients. And special appreciation goes out to our incredible staff at the ARC/STSA for their support of our efforts as educators. On behalf of the ARC/STSA Board of Directors, I wish you all "Happy Holidays"!

Congratulations!

Congratulations to the following surgical technology and surgical assisting programs which have been awarded initial and continuing CAAHEP programmatic accreditation at the September and November 2012 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 CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting*.

Schools That Have Received Initial Accreditation:

Surgical Technology:

Brown Mackie College-Greenville, SC
Neosho County Community College, KS
SUNY Downstate Medical Center, NY

Schools That Have Received Continuing Accreditation:

Surgical Technology:

College of Southern Idaho, ID
Bridgeport Hospital School of Nursing, CT
Columbus Technical College, GA
Flowers Hospital, AL
Henry Ford Community College, MI
Lamar State College at Port Arthur, TX
Montgomery College, MD
National College-Lexington, KY
Rock Valley College, IL
Southeast Missouri College of Nursing and Health Sciences, MO
Tennessee Technology Center-Hohenwald, TN
West Virginia University, WV

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

~ Calendar of Meetings and Events ~

January 23 & 24, 2013: CAAHEP Board of Directors Meeting—Tampa, FL

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

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

April 12-15, 2013: CAAHEP Board of Directors and Annual Meeting—Charleston, SC

May 17, 2013: CAAHEP Board of Directors Conference Call

May 21-22, 2013: Instructors Workshop—New Orleans, LA (including AFE and Site Visitor Training)

July 15-16, 2013: PRR Panel Meeting—Denver, CO

August 3, 2013: Accreditation Fundamentals for Educators (AFE) Workshop—Denver, CO

September 18-21, 2013: SASA and ARC/STSA Board of Directors Meeting—Denver, CO

November 15, 2013: CAAHEP Board of Directors Conference Call

ARC/STSA Staff

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Executive Director's Corner

Keith R. Orloff, CST, FAST



The ARC/STSA accreditation services staff joins me in wishing you, your colleagues and your students Happy Holidays and a successful new year in 2013. Along with those wishes, and as our 40th Anniversary year concludes, we commend each CAAHEP accredited program for their continuing commitment to excellence in education as demonstrated by maintaining the national accreditation Standards.

As part of the ARC/STSA's efforts towards providing quality accreditation services and our ongoing commitment to promoting organizational **transparency** for all of our communities of interest, a summary of recent actions and activities of the Board of Directors and its specialty Subcommittee on Accreditation for Surgical Assisting (SASA) can always be found in each edition of our semi-annual newsletter, the *Outreach*.

To serve the public interest, the *President's Message*, this *Executive Director's Corner* and the *SASA Update* columns provide the latest information, data summaries and analysis of policy and procedure changes to keep our communities of interest informed. Recent accreditation status actions—listed by institution—are also reported for both surgical technology and surgical assisting education programs.

To ensure maximum access to this information, each semi-annual edition of the *Outreach* is emailed directly to the program director of record at all accredited and applicant surgical technology and surgical assisting programs for posting at their campuses. Also, each edition is posted directly to the ARC/STSA website (www.arcstsa.org) under the tab [Newsletters](#). Our online archive includes ARC/STSA newsletters going back nearly ten years reflecting the gradual transition to outcomes-based accreditation (OBA) policy and procedure within CAAHEP.

The ARC/STSA is restrained to disclose only limited information regarding accredited and applicant programs to serve all of our communities of interest. Consistent with CAAHEP policy and procedure, program-specific communications regarding the accreditation process (e.g., applications, self-studies, annual reports, site visit reports, and all accreditation correspondence) are considered **confidential** and are not published in this newsletter or elsewhere. Accredited or applicant institutions may release any correspondence at their discretion.

Since the release of the Summer 2012 issue of the *Outreach* newsletter last July, there has been substantial activity on the part of the ARC/STSA office and the Board of Directors including Board and SASA meetings to review applications and conduct required accreditation business in July, November and December by confer-

ence call, and at a four-day in-person meeting in September in Denver, CO.

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 calendar year-end update information for the period since July 2012 through December 2012:

- Launched ARC/STSA's **2013 Scholarship Program** awarding a total of \$5000 in service to the student and educator communities for surgical technology and surgical assisting [www.arcstsa.org/index.php/2013-scholarship-program-announced]. Scholarship application **receipt deadline** is **February 25, 2013**.
- Announced new ARC/STSA document review process requiring all program accreditation documentation submissions to be in **electronic/digital form** effective January 1, 2013 [www.arcstsa.org/index.php/whats-new] for surgical technology and surgical assisting programs.
- Posted multiple updates to **website** with access to enhanced resources and useful information for educators, students and the public under '**What's New**' tab.
- Posted on the website additional 2012 enhancements to ARC/STSA standardized ST and SA program reporting tools [www.arcstsa.org/forms/ST/index.htm].
- Developed *draft Strategic Plan* as outcome of the October 2012 40th anniversary Strategic Planning panel meeting in Chicago, IL with subsequent review by Executive Committee taskforce pending.
- Election of new **officers** for a two-year term to the Board of Directors' Executive Committee; **Betsy Slagle, MS, RN, CST (IN)** is President, **Connie Bell, CST, FAST (CA)** is Vice-President, and **Van Bates, BA, CST (TN)** is Secretary/Treasurer.
- Election of **Dorothy Rothgery, CST/CSFA, MA (MI)** to a one-year term as Chair of the SASA standing committee on surgical assisting accreditation.
- CAAHEP Standards Committee approval in November of ARC/STSA's proposed revisions to the **Standards and Guidelines for Educational Programs in Surgical Technology (S&G)** in preparation for an **August 1, 2013** effective date. Substantive changes approved in the proposed **S&G** language revisions* include:
 - o Enhanced qualifications for newly appointed **Program Director**: minimum of an Associate's Degree and five (5) years OR and/or teaching experience in the past ten (10) years,

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Executive Director's Corner (cont.)

- o Enhanced qualifications for newly appointed **Clinical Coordinator**: three (3) years minimum OR and/or teaching experience in past five (5) years,
- o Enhanced qualifications for newly appointed **Core Faculty**: two (2) years minimum OR and/or teaching experience in past five (5) years, and
- o Proposed **Guidelines** language revisions including:
 - ✦ Reduction in the recommended **laboratory student-to-instructor** ratio to **10:1** to support effective student instruction,
 - ✦ Projected requirement for adoption of **Associate's Degree** as the **minimum award** to graduates at program completion, **effective August 1, 2021**, and
 - ✦ Reference to the **Standards Interpretive Guide (SIG)** for multiple, helpful descriptions to assist programs in demonstrating compliance [www.arcstsa.org/wp-content/uploads/2012/02/SIG-ST-0212-FINAL2.pdf].

Watch the ARC/STSA website for the early 2013 release of the proposed revised **S&G and please share your comments during the 'public comment' period when it is announced by CAAHEP.*

Note: Any revisions to the *Standards and Guidelines* approved by the CAAHEP Standards Committee will be published after sponsor approval for a 30-day 'public comment' period early in 2013 followed by an 'open hearing' tentatively in April 2013, *prior* to final adoption by CAAHEP with an anticipated implementation date of **August 1, 2013**. 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 not be implemented until August 1, 2021 to provide programs ample time to transition. [*Updated from Summer 2012 ED's Corner column*]

- Processed 2012 Annual Reports for **254** surgical technology and **6** surgical assisting programs for those required to report, equaling **100% reporting compliance**.
- Completed corrections to **220** program **Annual Reports** submissions for 2012 as a direct result of dialog with programs regarding analysis of potential inaccuracies.
- Developed user-friendly revisions for the launch of the **2013 Annual Report** for **surgical technology** programs in response to input and feedback from program directors and administrators in 2012.

- Conducted **23 on-site visits** and **65** Board of Directors' **reviews** of program applications, progress reports and requests for change, complaints and other accreditation-related actions.
- Recommended **3 Initial** and **14 Continuing** accreditation awards, **1** program for **Accreditation Probation** and another **13** program applications were **Tabled for Clarification** prior to any formal recommendation.
- Provided accreditation maintenance services to **460** surgical technology and **7** surgical assisting CAAHEP accredited programs in the United States.

Board of Directors SEARCH ANNOUNCEMENT

2013 Dean Position

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC STSA) is seeking a well-qualified Dean candidate for Director on its Board of Directors to be appointed for a three (3) year term beginning the end of May 2013. This is a volunteer, non-compensated position with meeting expenses paid by the ARC STSA.

Individual candidates should possess strong academic experience in allied health education program administration and be currently or recently employed as a Dean or Director of Education or the equivalent at an institution sponsoring a CAAHEP-accredited surgical technology or surgical assisting program.

Please submit your cover letter with résumé and ARC STSA Curriculum Vitae, Confidentiality and Consent-to-Serve forms **before February 1, 2013 to:**

Keith Orloff, CST, FAST
ARC STSA Executive Director
6 West Dry Creek Circle Suite 110
Littleton, Colorado 80120



Forms are available at arcstsa.org
or by calling 303 694 9262

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Executive Director's Corner (cont.)

- Conducted **202 protocol reviews** expediting ARC/STSA action *between* formal Board of Directors' meetings on program change requests and other submissions.
- Approved **4** new ARC/STSA & CAAHEP **on-site evaluators** (site visitors) for surgical technology and surgical assisting programs.
- Distributed **18** Accreditation Packets in 2012 to emerging programs including latest editions of AST's national *Core Curriculum for Surgical Technology, 6th Edition (CCST6e)* or *Core Curriculum for Surgical Assisting, 2nd Edition (CCSA2e)*.
- Facilitated **70+** ST program submissions utilizing the streamlined **Implementation Approval Report (IAR)** tool for transitioning to the *Core Curriculum for Surgical Technology, 6th Edition (CCST6e)* prior to the mandatory IAR report submission date of **January 31, 2013**.
- Hosted a successful August 2012 **Accreditation Fundamentals for Educators (AFE)** workshop in Denver, CO for **22** educators and administrators. *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.*
- Exhibited at the October 2012 **ACS 98th Annual Clinical Congress** in Chicago, IL promoting to surgeons the benefits and value of programmatic accreditation and its impact on the preparation of graduate practitioners who serve on surgical teams nationwide.
- Exhibited at the October 2012 **CA-SA 12th Annual Conference** in North Hollywood, CA promoting contributions of CAAHEP programmatic accreditation to the evolution of surgical patient care.
- Jointly sponsored in Chicago, IL the October 2012 annual **Partnership Meeting** with the NBSTSA and AST focusing on common goals shared for the surgical technology profession between the three organizations.
- Reviewed and reaffirmed the **100% participation** and **70% pass-rate** thresholds for the **Outcomes Assessment Exam*** (OAE) for accredited surgical technology programs. The NBSTSA's CST™ examination is the only approved OAE.

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 exer-

cised 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].

As we enter our 41st year, the ARC/STSA is committed to maintaining our mission, shared in common with CAAHEP, to provide world-class recognition for quality surgical technology and surgical assisting education. And the ARC/STSA will focus on streamlining its processes to provide responsive, quality specialized programmatic accreditation services to students, prospective educators, and regulatory agencies in the healthcare consumer's (public) interest.

In 2013, CAAHEP accreditation retains its national recognition as the *gold standard* for programmatic accreditation in the healthcare professions. The ARC/STSA welcomes all sponsor-types as part of an *inclusive* accreditation 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. It's ARC/STSA's collaboration with CAAHEP which provides optimum accreditation services to all of our communities of interest.

CAAHEP is the only CHEA (www.chea.org) recognized allied health accreditor for 23 allied health disciplines including surgical technology and surgical assisting. 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 last 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



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.

Programs can elect to implement the CCST6e prior to January 1, 2013. Programs that elect to implement the CCST6e prior to the January 1, 2013 mandated implementation date should submit the following documentation to the ARC/STSA, seeking approval of the proposed curriculum change and demonstrating evidence of CCST6e compliance:

- a revised copy of the ARC/STSA Curriculum Sequencing form (Form C-1 – available online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms) indicating the months of instruction for each of the four designated areas for one cohort of students
- a master curriculum list, including the course designation, course title, clock hours, and time increment (quarter, semester, trimester, etc.) of instruction
- for each course listed on the master curriculum list, a comprehensive syllabus including the course designation, course title, clock hours, time increment (quarter, semester, trimester, etc.) of instruction, course faculty, course schedule, course overview, course objectives, method of teaching, course content outline, outcomes assessment methods, and grading scale. Course syllabi should be submitted for all didactic, laboratory and clinical courses.
- An ARC/STSA Curriculum Comparison Form – CCST6e [CCF-6e](available at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms) indicating that the proposed curriculum offered will meet or exceed the content requirements of the *Core Curriculum for Surgical Technology, 6e*.

Please note that a comprehensive syllabus should include the following: the course designation, course title, credit hours, clock hours, period of instruction, course faculty, course schedule, course overview, course objectives, methods of instruction, detailed content outline, outcomes assessment methods, and grading scale. Course syllabi should be submitted for all didactic, laboratory and clinical courses.*

[* A detailed content outline is a document that is either included within the syllabus or is a companion document to the syllabus that clearly specifies the CCST6e topic(s) instructed within the course, as listed on the ARC/STSA Curriculum Comparison Form 6e (CCF-6e), including specific surgical procedures. CCST6e compliance is determined by identifying a topic on the ARC/STSA Curriculum Comparison Form, 6e, identifying the syllabus and page number indicating where the specific content is located in the applicable syllabus, then identifying the topic on the syllabus page specified.]

➤ **ARC STSA Workshops** In Conjunction with the 2013 Instructors Forum

Friday February 15 2013 · New Orleans Louisiana
Astor Crowne Plaza

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

SVT Workshop Prerequisites:

*Status as a currently approved ARC STSA site visitor.

-or-

Must attend AFE Workshop and complete the online CAAHEP Site Visitor Quiz (quiz.caahep.org) prior to attending Beginning Site Visitor Training.

**Must have attended Beginning Site Visitor Training and completed at least one site visit in the last twelve months prior to attending Advanced Site Visitor Training.

• IF registration and hotel info:

Please visit: www.ast.org/educators/index.aspx

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

ARC STSA Registration Fees

AFE \$100

SVT Beginning Free

SVT Advanced Free

Date: _____ Member/Cert/License no: _____

Name: _____

Title: _____

Institution/Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone 2: _____

Email: _____

Check for payment enclosed

Please send registration and check/money order to:

ARC STSA, 6 W Dry Creek Circle, Suite 110, Littleton, CO 80120



The Subcommittee on Accreditation in Surgical Assisting (SASA) Updates

SASA Chair's Update

Dorothy Rothgery, CST, CSFA, MA, SASA Chair

Greetings from the Subcommittee on Accreditation for Surgical Assisting (SASA), a standing committee of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). This past month, as we celebrated Thanksgiving, the weather here in Michigan moved quickly from a very mild fall, gorgeous 60^o temperatures on Thursday to below freezing and blowing snow on Saturday. It is at this time of year that we are often reminded of how quickly things change.

This past spring we experienced some significant changes to the membership of SASA. First, we would like to extend our thanks to two members who have completed their service to SASA, Van Bates, BA, CST and Clinton Crews, MPH. Mr. Crews completed his second term at the end of May after the 2012 mid-year SASA meeting and at the same time Mr. Bates was appointed to serve on the Board of Directors of the ARC/STSA. Both of these members not only served as appointed members of SASA but both, when elected, accepted the additional responsibility of serving as Chairperson necessary to conduct the work of SASA. Both Clinton and Van have been valuable members of SASA who brought thoughtful and well-prepared voices to all the deliberations of the committee. As the committee worked through essential deliberations, having their calm and experienced leadership has always been appreciated.

We are fortunate to have two well-qualified new members appointed by the ARC/STSA Board of Directors to the SASA committee, Ms. Kristi Bailey, CST/CSFA, BS and Mr. Ruben West, RSA, CST/CSFA SA-C, CSA. Ruben West of Bloomington, IL was nominated by the National Surgical Assistant Association (NSAA) to replace Clinton Crews and Kristi Bailey of Missoula, MT was nominated by the Association of Surgical Technologists (AST) to fill the SASA vacancy created by Van Bates' appointment to the ARC/STSA Board of Directors. Both members were appointed by the ARC/STSA Board of Directors in March effective June 1, 2012 and were fully involved at the Fall SASA meeting which met in September 2012 in Denver.

The 2012 Surgical Assisting (SA) Annual Reports (now due August 1st of each year) marked the second year of SA Annual Report submission which for the first time included all five reportable outcomes now reported by all CAAHEP accredited SA Programs. As Annual Reports are submitted and reviewed, SA programs will have an additional tool in which to assess their compliance with the 2008 CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting. This assessment information can then be

utilized to improve programs and program outcomes as appropriate. Though there are still a small number of accredited SA programs, there is growing interest in developing new programs. It is beneficial to have a solid foundation of national standards and assessment methods so that as SA programs expand in number, the quality of those programs to provide students, graduates, employers, and ultimately surgical patients with well-prepared entry-level surgical assistants.

SASA continues to review the approved Outcomes Assessment Exams' (OAE) performance data provided annually by NBSTSA (CSFA™) and NSAA (CSA) to evaluate the appropriateness of the pass-rate threshold periodically set by the ARC/STSA upon recommendation by SASA. The committee, at their Fall meeting, also made recommendations on submitted progress reports and action items that resulted from the 2011 SA Annual Report Review Panel evaluations, findings and subsequent program responses. The reports from the 2012 SA Annual Report Review Panel will come before the Spring 2013 SASA meeting.

As we move into the New Year it is encouraging to see that although the SA education community is constantly facing new challenges and changes, CAAHEP accreditation national Standards provide a solid foundation upon which SA programs can make plans and implement decisions that will positively impact the future of the profession of surgical assisting.

Thank you for all the work you do to grow this profession.

Subcommittee on Accreditation in Surgical Assisting (SASA)

Chair

Dorothy Rothgery, CST, CSFA, MA
Dearborn, MI

Committee Members

Mark Shikhman, MD, PhD, CSA
Belleville, MI

Carolyn Stewart, PhD, EdS
Rock Hill, SC

Kristi Bailey, CST, CSFA, BS
Missoula, MT

Ruben West, CST, CSFA, SA-C, CSA
Bloomington, IL

SASA Updates—cont.

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)

➤ We're Committed
To Advancing Your Education.

The ARC STSA 2013 Scholarship Program
Multiple Scholarships—Up to \$1,000 each

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC STSA) is pleased to announce the launch of our 2013 Scholarship Program in service to the Surgical Technology and Surgical Assisting student and educator communities.

Annually, since 2005, the ARC STSA Board of Directors has awarded multiple scholarships of up to \$1,000 in at least two separate categories, Student Scholarship and Educator Scholarship. In 2013, the ARC STSA will award a total of up to \$5,000 in combined scholarships.

➤ All eligible applicants are strongly encouraged to apply before the **February 25th deadline**. For eligibility requirements and to apply visit arcstsa.org today!

Scholarship recipients will be announced at the 2013 AST National Conference in New Orleans, LA and will be posted on our website, arcstsa.org, by June 14, 2013.



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.



Standards Interpretive Guide for Surgical Assisting

The ARC/STSA and SASA have posted recent updates to the *SA Standards Interpretive Guide (SIG-SA)*. This guide provides insight into understanding each Standard and provides explanations and examples to assist programs in demonstrating compliance with the 2008 CAAHEP *Standards and Guidelines for Accreditation of Educational Programs in Surgical Assisting*.

Check it out at www.arcstsa.org today!

SCHOLARSHIPS AVAILABLE!

GET **\$1,000** TO FURTHER
YOUR EDUCATION.

Introducing the 2013 NBSTSA Student Scholarship. This scholarship is available to any student currently enrolled in an NBSTSA recognized program.

Visit nbstsa.org today for full details and to apply. **Hurry!** Applications must be received by March 31. Recipients will be notified by June.



THE NATIONAL BOARD
OF SURGICAL TECHNOLOGY
AND SURGICAL ASSISTING

WWW.NBSTSA.ORG or 800 707 0057
6 WEST DRY CREEK CR, SUITE 100
LITTLETON COLORADO 80120
FACEBOOK.COM/THENBSTSA

Congratulations to the 2012 ARC/STSA Scholarships Winners!!

2012 Advanced Degree Scholarship Winner



Kristi Bailey, BS, CST, CSA
Clinical Director
University of Montana
Butte, MT

I have been a CST/CSFA for 18 years now and when I first began teaching surgical technology as an adjunct faculty member, it was going to be a temporary position, to help out as needed. However, I was instantly hooked. I had forgotten how it was to be excited to be learning the skills that so many of us who have worked in this profession for so long took for granted. For the past 8 1/2 years, I have worked with so many new Surgical Technologists from first learning to wash their hands properly, opening sterile supplies, gowning and gloving to then becoming thriving and outstanding surgical professionals. Over the years, I have maintained contact with most of my students who still continue to contact me and look for advice in their own career pursuits. Working with these students was one of the many reasons that provoked me to continue my education and work on attaining my Bachelor's Degree. In May 2009, I graduated with my Bachelors in Business Management with an emphasis in Marketing. While taking my courses I did a lot of soul searching and

discovery. The marketing courses were invigorating, which then reminded me of my early days as a surgical technologist, where no one knew what a surgical technologist was. This is one of the many things that I have worked toward achieving, and will continue to work toward.

In 2006, I helped reform and restart the Montana State Assembly of AST. I held the office of President until November 2011. The main goal and objective I had set out to achieve was to help promote Surgical Technology, and provide educational opportunity in our state for CST's. This was accomplished. Our state assembly is thriving. With close to 200 members and many of those student members more and more people are learning about the profession of Surgical Technology.

Currently I am working on a dual Master's Degree in Business Administration and a Master's of Science in Leadership, MBA/MSL. I will graduate in December 2012. After this I plan on continuing into a PhD program. With the knowledge I have attained in school, and continue to learn, there is so much more I wish to learn. However, almost daily a situation arises where I am able to draw from an educational example, or prior experience that helps to educate and shape a student's perspective, and keep them on the path they have chosen.

This scholarship will help me to continue pursuing my current path, as well as my future educational goals. Ultimately I desire a position as a Program Director of a Surgical Technology program. With the knowledge and tools I will attain while pursuing my advance degree MBA/MSL I will be able to help lead and mentor new Surgical Technologists. I also hope to continue to

teach others about the exciting field of Surgical Technology. With any profession, one must never stop learning. I will never stop learning. I hope to motivate others and introduce them to the field of surgical technology for the rest of my professional career and beyond.



2012 Student Scholarship Winners



Angela Cappel
Student
Everest College Thornton
Thornton, CO

I am writing to express my sincere gratitude to the ARC/STSA for the generous scholarship. After my divorce, I struggled to make ends meet with a small child. In the tough economy, I thought a career in the medical field would be a safe choice for employment longevity. I chose surgical technology because I have always been fascinated and intrigued with surgery. My goal is to be an integral part of a surgical team to provide the best possible care for patients for many years to come.

I graduated from Everest College in Thornton in April of 2012. I want to thank everyone who sup-

ported me along my journey. I feel so blessed to have people that believe in me. The scholarship has allowed some extra income which is so needed after my clinical rotation. I hope to be employed soon with a great practice where I can truly put my new skills to use.



Robin Coalson
Student
Chesapeake College
Wye Mills, MD

It is with much appreciation and thanks that I write this letter. The opportunity to win a scholarship from the ARC/STSA is the highlight of my studies as a Surgical Technology Student. I would also like to thank my Director Karen Jones, CST. She is an inspiration to the field of Surgical Technology and someone who gave me the power to "Own that gown".

When I began my journey 2 1/2 years ago, I underestimated the pride I would feel at achieving a dream that had been on the back burner for over 20 years. Recently widowed, I made the choice to do what I always dreamed of. Those dreams are now my reality. Maintaining Dean's List status and receiving the award for "Outstanding Student in Surgical Technology" is proof that I am doing what I love.

I am in my last clinical semester and looking forward to sitting for my boards in two months. I am in hopeful anticipation of adding CST to my resume and using all the skills I have learned to be employed by a hospital that can enhance my abilities in the surgical setting.

I had the opportunity to attend the AST conference in Washington, DC last month and was so amazed and honored to be part of this professional group of people. I look forward to becoming the best surgical technologist I can be and continuing my education to the level of CSFA. Graduating from an accredited school has given me the tools and knowledge to be an integral part of the surgical team. I don't know what team that is just yet, but once I am chosen, I know their decision to choose me will never be regretted. With the loss of three special letters before my name comes the addition of three honored letters after my name.



Georgia Foster
Student
Keiser University Port St. Lucie
Port St. Lucie, FL

As a child in Jamaica, my mother and father were mid-wives. From an early age, I was baptized with the joy of healing. The dream of a life in Surgical Technology blossomed into an orchid of education when I began college to hone my skills and expertise. The interaction with patients and colleagues have enriched my life and set me on the path of compassion for others. I hope someday to return to Jamaica and bring my gifts to the poor of my homeland. The circle of life will then be complete, and like my parents, I will teach my son the secrets of giving.



Becky Fuson
Student
Miami-Jacobs Career College
Dayton, OH

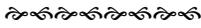
I first would like to thank ARC/STSA for this exceptional award; no one will know how much I truly appreciate it. My husband and children also want to thank the foundation for this wonderful prize.

I chose the path of surgical technology because I have always wanted to be in the medical profession. As a small child I dreamed of being a nurse or a doctor. After working in a nursing home as an STNA for many years, I no longer wished to be a nurse. The thought of being a doctor scares me because I feel I do not have the time to devote to the many years of education needed to obtain such a career. So for me the perfect solution is to become a certified surgical technologist. I feel that being part of the operating room team will give me a chance to have a career that will be both challenging and rewarding with the chance to continue learning with hands on experience..

I am looking forward to interning; to get the real world experience and prove to myself that all the hard work and time from my family will be worth it. I am now planning to graduate in December from Miami-Jacobs Career College in Dayton, Ohio. I would like to be offered a CST position in a local small town hospital. In a few years, I believe that I would love to have the opportunity to begin classes to become a certified first assist.

I would like to thank my great teachers that I have had in the surgery technology program at Miami-Jacobs. Ali, Crystal, and Mitessa thanks for all you have done for me to this point and during the future. I would also like to thank my classmates for all of their support and the enjoyment we have not only in lab class but lecture as well. Having the ability to practice in a mock O.R. is wonderful and will make the transition to the real one a little more comforting.

I have also learned that becoming a CST isn't only about smarts but it is also a passion one must possess. For me, this is the 75 mile drive I have to school and the endless hours of studying. Combine all this time and still keeping the family happy is no easy or cheap task, especially while still working. I am honored to receive this award and would once again like to express my gratitude to ARC/STSA and to everyone that has helped me to this point of my life.



Safa Jassim
Student
Tarrant County College
Fort Worth, TX

I wanted to start off saying thank you for giving me the honor to continue achieving my goals. I cannot wait to help as many patients as I can so I can become one of the most successful Surgical Technologists. To graduate and start working every day to become a better surgical

technologist and gain more experience is currently my number one goal. Going to the hospital to do my clinical inspires me to be part of the hospital team. I am very blessed that I got the opportunity to get this scholarship, it will help me finish my studying and hopefully become a first Surgical Tech Assistant one day.



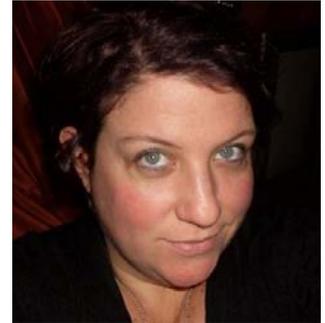
Ashley Koch
Student
Washburn Institute of Technology
Topeka, Kansas

Hello, I am Ashley. I am a mother to three beautiful little ones, so most of my interest revolve around them. When I am not working, I am at dance classes, soccer practice, or swimming lessons. My children tend to keep me busy. When I am not busy with my children's activities, I love to sit down and enjoy a good book, or play a game of soccer.

My goals as a surgical technologist are simple, I want to help people. I decided I wanted to go into healthcare when I was a little girl. It wasn't until I had my daughter, Serenity, that I decided I always wanted to be part of surgical procedures. My daughter, Serenity, has had numerous surgeries, and I always wondered what happened behind those double doors. As each surgery came and went, my curiosity grew and grew. My daughter's surgeries became more and more difficult, and seemed like they took hours to complete. That's when I decided I wanted to become a surgical technologist, I wanted to be the person on the other side of those double doors

and I wanted to be helping other families go through their difficult times. Most of all, I wanted to be the person assigned in that particular patients overall needs, and know that I have helped another person return to being pain free, or restoring someone's ability to complete daily tasks.

I am determined to continue to learn more and I want to move as far in my career choice as possible. I would like to return to Washburn University in the Fall and to receive my Associates in surgical Technology. Then after a couple years of experience, I would like to return to Washburn University to receive my Bachelors of Science in Nursing. With that, I would like to work in the emergency room for about two years. I would then like to return to school to become a Certified Register Nurse Anesthetists. I would like to achieve this within the next ten years.



Alissa Moore
Student
Eastwick College
Ramsey, NJ

I am so pleased and thankful to receive this scholarship from the ARC/STSA. When I decided to go back to school as a forty-year-old mother of two, I was nervous and very excited. I had no idea that I would do so well academically, and no idea how much I would love being in the operating room. During my schooling and externship I discovered that I had truly found what I was meant to be doing. I recently graduated and became certified, I am looking for a position where I can grow, and

continue my education. I will work hard to be a positive role model for new Surgical Technologists in the field, and continue learning and growing. The fact that I get to help people, do something I love, and can be proud of, after being a hands on mom for the first ten years of my children's lives is amazing. Thank you again to the ARC/STSA for this 2012 Student Scholarship Award.



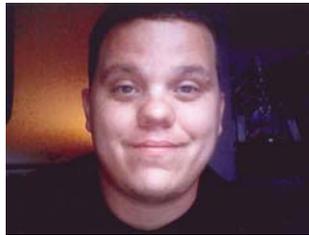
Courtney Osborne
Student
Laramie County Community College
Cheyenne, WY

To begin with, I would like to express my gratitude to the foundation for the generous scholarship. It is an honor to be chosen and a blessing because it helped me attain my degree and an awesome job! Next, I would like to take this opportunity to thank my instructor, Kathy Snyder, whose encouragement, knowledge, and support helped me achieve my goal. Finally, I would like to thank my husband and family for their love, caretaking, and support during all of my schooling.

I always knew I wanted to go into the healthcare field, but I wasn't sure exactly what was right for me. My high school teacher directed me into Surgical Technology, and after one job shadow, I knew it was a good fit! I decided to apply for the surgical technology program, but soon after receiving my acceptance letter, I discovered I was pregnant. I knew it would be difficult financially, but my pregnancy made it even more important that I finish. With my family's

assistance, I've completed the program and have a healthy, beautiful little boy!

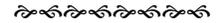
After graduating from Laramie County Community College Surgical Technology Program in July, I received a job offer from one of my clinical sites in my hometown; I immediately accepted! I am so happy I finished my education, because I have a challenging and fast-paced job that I enjoy. Every day is a new day and I am constantly adding to my education foundation. This job has so many opportunities for growth and education. I hope to eventually get my bachelor's degree and have a long, fulfilling career as a Surgical Technologist!



Thomas Owens
Student
Eastwick College
Ramsey, NJ

I have recently passed the national CST exam and after having graduated from Eastwick College's Surgical Technology program on May 22nd, 2012 an Alpha Beta Kappa. My education is very near and dear to my heart and throughout the school year, I felt that my classmates and I became the very epitome of teamwork and this concept is one that will follow us throughout our career journey-especially considering our choice to contribute to the medical field. Teamwork emphasizes communication and a willingness to listen, learn, and also to teach others as all members work towards a common goal which, in this case, would be to put the patient first. I look most forward to becoming a dependable and competent member of the

healthcare industry as well as furthering my education in the near future so that I may serve patients more intimately for years to come.



Ethan Schneider
Student
Manatee Technical Institute
Bradenton, FL

Approximately 10 months ago, I was laid off from my mid level management job. Being a middle aged man about to turn 50, I was faced with some serious decisions about what I was going to do for the rest of my life. I had attended nursing school in the past but was unable to complete the program due to financial circumstances at the time, but I did have regrets. I determined that losing my job last year was just the right incentive for me to pursue the career in healthcare that I had let go of earlier in my life. Having been a technician of various types throughout my career, I felt that surgical technology was the right path for me. I am now almost two thirds of the way through the program at MTI and have started clinicals. I have already learned an enormous amount of information and am looking forward to learning as much as I can in order to provide the best patient care that I can.



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

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 10, 2012 – Orlando, FL)
- during the AST Instructors Workshop (Wednesday, May 23, 2012 – Washington, DC)
- on August 4, 2012 – 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.



ARC/STSA Fall/Winter 2012 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 & Tuesday, *December 24 & December 25, 2012*: Winter Holidays' Observance

Monday & Tuesday, *December 31, 2012 & January 1, 2013*: New Year's Day Observance



Happy Holidays to all!!

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 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.]

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~

ARC/STSA DOCUMENTATION SUBMISSION PROCEDURE CHANGE NOTIFICATION

Standard V.E. & Appendix A.3.f. — Documentation Submission Procedure Change

At the September 2012 ARC/STSA Board of Directors meeting, the process and procedure for submitting documentation to the ARC/STSA was reviewed and revised.

Effective **January 1, 2013**, programs must submit all documentation to the ARC/STSA in electronic/digital format **only**. No hard copy documentation will be accepted. Submissions should consist of one single, “seamless” electronic/digital PDF file. Specifically,

- documents consisting of **20** PDF pages or less [excluding the ARC/STSA findings letter, if applicable] can be submitted via email attachment at info@arcstsa.org.
- documents consisting of **21** PDF pages or more [excluding the ARC/STSA findings letter, if applicable] should be submitted on a CD-ROM, DVD or external drive [electronic drive or “thumb” drive] via mail carrier [FedEx, UPS, US Postal Service, etc.] and tracked for delivery to:

Keith R. Orloff, CST, FAST
Executive Director
ARC/STSA
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120

Please note that any submissions that include multiple, separate files within the electronic copy cannot be reviewed and 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 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.

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!”



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”!



“**A successful man is one who can lay a firm foundation with the bricks that others throw at him.**” ~ **Sidney Greenberg** ~

Thank You ARC/STSA Site Visitors!

We could not do what we do without you!!

Mike Batterson
Jeff Bidwell
Sarah Brannon
Ruth Ann Briggs
L. Gene Burke
Phil Carlock
Nicole Claussen
Lynda Custer
Wanda Dantzler
Crit Fisher
Gemma Fournier
Michelle Gay
Scott Geist
Julie Hinkle
Robin Keith
Susan Kinney
Joe Long

Libby McNaron
Natan Mendes
Janet Milligan
Jan Olmsted
Lisa Reed
Deborah Scott
Karen Sherback
Christallia Starks
Kathleen Strachan
Ashley Sylvester
Ann Underwood Smith
Grant Wilson

BoD/SASA
Betsy Slagle
Dorothy Rothgery

You made our **July – December 2012**
site visits a success!



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



**The elevator to success is
out of order. You'll have
to use the stairs... one
step at a time.**

~ Joe Girard ~

Future Mailings — Don't Lose Out!

The **ARC/STSA OutReach** is issued two times a year via e-mail. Please make sure we have your correct e-mail address so that you continue to receive each issue. Please e-mail info@arcstsa.org if your e-mail address has changed. Please be sure to include your name and your school name so that we may update our database.

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

New & Updated Forms



The ARC/STSA has updated standardized accreditation forms for ST and SA programs available for downloading and use.

Please visit the "Forms and Facts" pages at:
www.arcstsa.org/forms/ST/index.htm.

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.