



ARC/STSA Interim Program Director Policy

Standard III.B.

Program Director

The sponsor must appoint a full-time Program Director.

Standard III.B.1.b.

Qualifications

The Program Director must:

- 1) possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission for Certifying Agencies (NCCA)
- 2) have a minimum total of five years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years
- 3) possess an Associate Degree or greater
- 4) possess proficiency in instructional methodology, curriculum design, and program planning.

Persons approved as Program Directors under previous Standards will continue to be approved in that position at that institution. Program Directors should possess experience/training as an educator. Associate Degree should have concentration in surgical technology.

Policy

Accredited surgical technology and surgical assisting education programs must notify the ARC/STSA within thirty (30) days of a change in Program Director.

- program sponsor may appoint an interim Program Director while conducting search for a formal Program Director
 - maximum timeframe for interim Program Director appointment is six (6) months from the date of departure of the prior PD
 - at the end of the six (6) month interim period (or upon appointment if sooner) the sponsor must provide evidence of appointment of a fully qualified, formal Program Director appointment
 - if no formal Program Director appointment has occurred within the six (6) month
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interim period, the program will be reviewed at the next scheduled ARC/STSA Board of Directors meeting for non-compliance with Standard III.B.

- programs reviewed for non-compliance with Standard III.B. may be subject to a recommendation of Probationary Accreditation or recommendation of Withdraw Accreditation

Definition: Interim Program Director

- may be institutional administrative staff with direct oversight of the surgical technology and/or surgical assisting program
- must be physically present on the campus to administer daily activities for the program
- must be sufficiently free to administer/oversee the surgical technology and/or surgical assisting program
- if the sponsoring institution appoints existing program faculty as interim program director, the sponsor must be able to adequately demonstrate that the program appoints sufficient faculty and staff to achieve the program's stated goals and outcomes

Effective 6.20.2019
