

**COMMITTEE ON ACCREDITATION OF EDUCATIONAL PROGRAMS FOR THE
EMERGENCY MEDICAL SERVICES PROFESSIONS (CoAEMSP)**

ACCREDITATION GLOSSARY

Accreditation: is granted by CAAHEP when a program is in substantial compliance with the accreditation Standards. It remains in effect until due process has demonstrated cause for its withdrawal.

Accreditation Standards: is the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions*.

Administrative Probation: is conferred when a program has not complied with administrative requirements.

Attrition: is the percentage of students in a given class who started on the enrollment date, but are no longer enrolled in the program and who the program does not believe have a reasonable likelihood of returning. The Committee requires programs to report attrition in the categories of: nonacademic reasons, general education courses, and professional courses.

Campus-based Program: is a Paramedic program that has a primary location (campus) where groups of students attend at least the laboratory (or similar hands-on skills) professional course(s) of the program. The location would typically be where the Program Director is based. The curriculum may be offered in different scheduling venues (i.e., day, evening, and/or weekend).

Capstone Experience: is a set of activities occurring toward the end of the educational process to allow students to develop and practice high-level decision making by integrating and applying their Paramedic learning in all educational domains.

CAAHEP: is the Commission on Accreditation of Allied Health Education Programs. It accredits Paramedic programs upon the recommendation of CoAEMSP.

CHEA: is the Council for Higher Education Accreditation. CAAHEP is recognized by CHEA in the category of "Specialized and Professional Accrediting Organization".

Citation: is a statement describing non-compliance with an accreditation Standard. The citation includes the text of the relevant Standard, the Rationale for the non-compliance, and the Suggested Documentation to address the non-compliance.

Clinical Experience: is planned, scheduled, educational student experience with patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers, and may include field experience.

CoAEMSP: is the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Consortium Sponsor: is an entity consisting of two or more members that exists for the purpose of operating an educational program. [See accreditation Standard I.B]

Continuing Accreditation: is granted to a program when it is re-evaluated at specified intervals.

Day Venue: is an offering of a Paramedic program in which a cohort of students is expected to complete Paramedic program requirements primarily during the “day” hours as defined by the sponsor.

Distance Education – Method of Instruction: is a formal educational process in which the majority of synchronous and asynchronous instruction occurs when student and instructor are not in the same place. Distance education includes, but is not limited to, correspondence study, or audio, video, and/or computer/internet technologies.

Distance Education Program: is the delivery of the complete program that allows the completion of the entire curriculum without the need to attend any instruction on a campus location. (Note: this delivery is not hybrid or partial e-learning delivery).

Enrolled: is a student who is registered for and participating in academic course(s).

Evening Venue: is an offering of a Paramedic program, in which, a cohort of students is expected to complete the Paramedic program requirements primarily during the “evening” hours as defined by the sponsor.

Field Experience: is planned, scheduled, educational student time spent on an EMS unit, which may include observation and skill development, but which does not include field internship (capstone) team leading and does not contribute to the CoAEMSP definition of field internship.

Field Internship: is planned, scheduled, educational student time on an advanced life support (ALS) unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic level decision-making associated with pre-hospital patients.

Fisdap. Field Internship Student Data Acquisition Project (FISDAP) began in 1997 as a grant-funded research project to develop a system for tracking students’ field and clinical experiences.

Governance Board for Consortium: A consortium sponsor is an entity consisting of two or more members that exists for the purpose of operating a paramedic educational program. The members of the consortium must establish a Governance Board to oversee the educational program. Each member of the consortium must have an equal representation on the Governance Board. The governance, lines of authority, roles of each member of the Board must be established in the agreement and be reflected in an organizational chart. The Governance Board is distinctly separate and independent of the program’s Advisory Committee.

If the Consortium sponsor has two members, Agency X and Agency Y, it will have a Governance Board with equal representation from Agency X and Agency Y. For example, if a Governance Board is comprised of six individuals, three will represent Agency X and three will represent Agency Y. Each Governance Board must have a Chair elected by its members.

Inactive Status: a Program with **continuing** accreditation may request a period of inactive status. No students may be enrolled or be matriculated in the program during the time period in which the program is inactive. A program may remain inactive for up to two (2) years, after which, if not re-activated, will have accreditation voluntarily withdrawn.

Initial Accreditation: is the first status of accreditation granted to a program that has demonstrated substantial compliance with CAAHEP *Standards*. Initial accreditation for Paramedic programs is for a period of five (5) years. At the end of the allotted time, the program may be recommended for continuing accreditation or probationary accreditation. If no such recommendation is forthcoming, the Initial Accreditation will automatically expire. A program may request reconsideration of CoAEMSP's decision to allow Initial Accreditation to expire. However, following reconsideration, the CoAEMSP's final decision is not appealable.

Key Governmental Official: A key governmental official represents the government at the local or state level, such as but not limited to an individual from the state/local office of EMS, an elected public official, a city council member, a county commissioner, or an individual involved in emergency management.

Lead Instructor: If a majority of an individual instructor's duties include teaching, paramedic or AEMT course(s) and/or assisting in coordination of the didactic, lab, clinical, and/or field internship instruction, he or she is considered a lead instructor.

Learning Domains: are categories of teaching/learning/evaluation consisting of cognitive (knowledge), psychomotor (skills), and affective (behavior).

Letter of Review (LoR): is a CoAEMSP status signifying that a program seeking Initial Accreditation has demonstrated sufficient compliance with the CAAHEP *Standards* through the Letter of Review Accreditation Self Study Report (LSSR) and other documentation.

Main campus: is the location designated by the sponsor as the primary location of the program and where students attend to complete the laboratory (or similar hands-on skills) professional courses of the curriculum.

Matriculated: is officially recognized by a post-secondary academic institution as admitted to and pursuing a degree or certificate in a particular course of study.

National Accreditation: see "Accreditation"

On-time Graduation: The date on which students complete all the required courses of the program (i.e., all didactic, laboratory, clinical, and field internship) in the normal allotted time in the sequence published by the program.

Probationary Accreditation: is a temporary status of accreditation granted when a program does not continue to meet CAAHEP accreditation Standards, but should be able to meet them within the specified time.

Portfolio: is a skills assessment system that documents the evaluation of the progression of each student over time through individual skills acquisition, scenario labs, and clinical and capstone field internship. This assessment system should represent best practices in education, measurement and documentation of the affective, cognitive, and psychomotor domains.

Program: is a system of Paramedic curriculum delivery that meets all provisions of the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions*.

Progress Report: a report required by the CoAEMSP in follow-up to a site visit, which addresses one or more deficiencies for which the program was cited. These reports are submitted, as requested by the CoAEMSP Executive Office, on a periodic basis until all deficiencies have been corrected, and the program has come into full compliance with the *CAAHEP Standards and Guidelines*.

Public Member or potential consumer: A public member represents consumers of the EMS System. The individual has a vested interest in the proper education of Paramedics for quality patient care. The public member should not be:

- A current or former employee of the program's sponsor
- A current or former employee of any clinical affiliate or field internship site associated with the Paramedic program
- A current or former student of the Paramedic program
- An employee, member of the governing board, owner, shareholder, or consultant of an EMS education program
- A member or representative of the EMS profession, any trade association or membership organization related to, affiliated with, or associated with the field of pre-hospital care
- An immediate family member of an individual affiliated with the Paramedic program

Recommended public members include individuals who have a passion for the quality of EMS patient care such as former patients or family members of patients.

Retention: is the percentage of students who started on the enrollment date (who began Paramedic coursework) who are enrolled, graduated, or stopped-out (i.e., reasonably expected to re-enroll at a later date).

Satellite: off-campus location(s) that are advertised or otherwise made known to individuals outside the sponsor. The off-campus location(s) must offer all the professional didactic (which may include any distance education delivery modality) and laboratory content of the program. Satellite(s) are included in the CAAHEP accreditation of the sponsor and function under the direction of the Key Personnel of the program. The CoAEMSP may establish additional requirements that are consistent with CAAHEP Standards and policies (see also CAAHEP Policy 209 B Alternative Models of Education – Satellites).

Scheduling Venue: is the time of day and/or days of the week when Paramedic curriculum is offered. A campus-based Paramedic program may be offered in any of the following venues – day, evening, and/or weekend.

Section: is the delivery of the program to a distinct cohort of students who attend the main-campus for one or more of the laboratory (or similar hands-on skills) professional course(s) of the curriculum. A cohort may be distinguished by time of day for primary completion of the curriculum (e.g., day vs evening), by day of the week for primary completion of the curriculum (e.g., weekday vs weekend), or by contract with a third party for a specified group of students (e.g., employees of a municipal fire service). Each section is reported as a separate enrolled class in the Annual Report. The section would have the same curriculum and same graduation requirements.

Standards: are the *CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions*, which are the minimum requirements to which an accredited program is held accountable.

Syllabus: is a document that describes a body of instruction (e.g., course). It must include learning goals, course objectives, and competencies required for graduation (Standard III.C), but often includes the course description, days/times of class meetings, required textbooks and other reference materials, attendance policy, evaluations (e.g., test, quizzes, projects, research papers), grading policy, ADA statement, content outline, and weekly topic outline.

Team Lead: occurs during the *capstone field internship experience* in which students apply the concepts acquired and demonstrate that they have achieved the terminal goals for learning established by their educational program, and are able to demonstrate entry-level competency in the profession including the cognitive, psychomotor, and affective learning domains. The capstone experience occurs after the didactic, lab and clinical, and optional field experience components have been completed and of sufficient volume to show competence in a wide range of clinical situations. A successful team lead should be clearly defined for preceptors and students to assist in inter-rater reliability.

Terminal Competencies: are the activities required to successfully complete the Paramedic program.

Venue: see Scheduling Venue

Weekend Venue: is an offering of a Paramedic program, in which, a cohort of students is expected to complete the Paramedic program requirements primarily during the “weekend” hours as defined by the sponsor.

Withdrawal of Accreditation-Involuntary: is conferred when a program is no longer in compliance with the CAAHEP *Standards*.

Withdrawal of Accreditation-Voluntary: is granted when a sponsor notifies CAAHEP that it wishes to remove its program from the CAAHEP accreditation system.

Withhold of Accreditation: is conferred when a program seeking Initial Accreditation is not in compliance with the CAAHEP *Standards*, making it impossible for the CoA to forward a positive accreditation recommendation to CAAHEP.