

Fall 2015

Emergency Medical Services 2015 HSC Self-Study & Documents

University of New Mexico - Health Sciences Center

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Committee on Accreditation of Educational Programs
For the EMS Professions
8301 Lakeview Pkwy, Suite 111-312
Rowlett, TX 75088

□

Self-Study Report Format

For Programs Seeking

Continuing Accreditation

For additional information about CoAEMSP and accreditation services visit:
www.coaemsp.org

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CONTINUING ACCREDITATION SELF-STUDY REPORT (CSSR) for an Educational Program for the Paramedic

INSTRUCTIONS

Each accredited program must periodically conduct an internal review culminating in the preparation of a continuing accreditation self-study report (CSSR). The CoAEMSP will use the report, and any additional information submitted, to assess the program's degree of compliance with the *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) [www.caahep.org]. Programs should carefully read the *Standards & Guidelines* as well as the *CoAEMSP Interpretations to the Standards and Guidelines* to fully understand and respond to the corresponding questions in the CSSR. The CoAEMSP Executive Office will review the CSSR and any additional documentation for completeness.

Electronic copies may be submitted on CD or flash/thumb drive in the format set forth in this document (**no paper copies** are required). The CSSR (electronic) and the Student Evaluation SSR Questionnaires (sent separately) must both be received in the CoAEMSP executive office for the submission to be complete.

FEES:

The Reaccreditation Self Study Report Evaluation fee and Site Visit deposit are due with submission of the CSSR (see fee schedule at <http://www.coaemsp.org/Fees.htm>).

REPORT FORMAT:

- Type the text of the response for each question directly into the spaces provided on the template form.
- Consecutively number each page of the report, including appendices.
- Prepare **four (4)** electronic copies on CDs or flash drives. (**no paper copies are submitted**)

CAAHEP REQUEST FOR ACCREDITATION SERVICES

Programs must electronically submit the CAAHEP Request for Accreditation Services when filing the CSSR, if not previously submitted.

Click [here](#) to go to the on-line form. (Internet connection required.)

Submit the report with appropriate fees to:

**Committee on Accreditation of Educational Programs for the EMS Professions
8301 Lakeview Pkwy, Suite 111-312 • Rowlett, TX 75088**

TIMING OF ON-SITE REVIEW:

A continuing accreditation on-site review will occur as scheduled by CoAEMSP and agreed to by the program. The CoAEMSP **Site Visit Information** form must be completed and copied to each CD/flash drive.

Click [here](#) for the link to the on-line form.

TITLE PAGE

1 Program Name: University of New Mexico School of Medicine, EMS Academy

2. CoAEMSP Program #: 600010 (6-digit number starting with 600...)

3. Name and address of the program sponsor:

Name Stephen McLaughlin, MD
University of New Mexico, School of Medicine
Department of Emergency Medicine
Address 1 University of New Mexico
MSC11 6260
City/State/Zip Albuquerque, NM 87131
Voice 505-272-5062 FAX 505-272-6503
Web site <http://hsc.unm.edu/emersed/>
www.unmems.org

4. Name and contact data for person(s) responsible for the preparation of the report:

Name: Jason Williams, B.S., DiMM, NRP
Title: Director, EMS Academy
Phone #: 505-272-5757
FAX #: 505-272-6503
Email: JDWilliams@salud.unm.edu

Name: Barbara Conley, AS, EMT-B
Title: Unit Administrator, CoAEMSP Billing Contact
Phone #: 505-272-5757
FAX #: 505-272-6503
Email: bconley@salud.unm.edu

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GENERAL INFORMATION

1. Chief Executive Officer (to whom all correspondence will be directed)

Name Robert McDaniels, MS, NRP
Title Executive Director of Education
Address 1 University of New Mexico
MSC11 6260
City/State/Zip Albuquerque, NM 87131
Voice 505-272-5757 FAX505-272-6503
E-mail RMcDaniels@salud.unm.edu

2. Dean or Comparable Administrator

Name Steve McLaughlin, MD, FACEP
Title Regents Professor & Department Chair - Emergency Medicine, UNM
School of Medicine
Address 1 University of New Mexico
MSC11 6025
City/State/Zip Albuquerque, NM 87131
Voice 505-272-5757 FAX505-272-3601
E-mail smclaughlin@salud.unm.edu

3. Program Director:

Name Jason Williams, B.S., DiMM, NRP
Title Director, EMS Academy
Address 1 University of New Mexico
MSC11 6260
City/State/Zip Albuquerque, NM 87131
Voice 505-272-5757 FAX505-272-6503
E-mail JDWilliams@salud.unm.edu

Is the Program Director employed by the sponsor? Full-time Part-time

4. Clinical Coordinator (if applicable)

Name Lindsay Eakes, BS, NREMT-P
Title Director of Clinical Education

Address 1 University of New Mexico
MSC11 6260
City/State/Zip Albuquerque, NM 87131
Voice 505-272-5757 FAX505-272-5757
E-mail LiReilly@salud.unm.edu
Is the Clinical Coordinator employed by the sponsor? Full-time Part-time

5. Medical Director(s)

Name Darren Braude, MD
Title EMS Sections Chief
Address 1 University of New Mexico
MSC11 6260
City/State/Zip Albuquerque, NM 87131
Voice 505-272-5757 FAX505-272-5757
E-mail DBraude@salud.unm.edu

Co-Medical Director (if applicable)

Name Christopher (Coffee) Brown, MD
Title Lecturer III, Associate Medical Director
Address 1 University of New Mexico
MSC11 6260
City/State/Zip Albuquerque, NM 87131
Voice 505-272-5757 FAX505-272-5757
E-mail CoBrown@salud.unm.edu

Co- Medical Director

Name Andrew Harrell, MD
Title Assistant Professor of Emergency Medicine, Medical Director for
Albuquerque Fire Department
Address 1 University of New Mexico
MSC11 6260
City/State/Zip Albuquerque, NM 87131
Voice 505-272-5757
FAX 505-272-5757
E-mail AJHarrell@salud.unm.edu

6. List the other health professions programs offered by or within this institution/consortium.

School of Medicine (Medical School), College of Nursing, Master of Public Health, programs in Dental Hygiene, Medical Laboratory Sciences, Nuclear Medicine Imaging, Occupational Therapy, Physical Therapy, Radiologic Sciences, and Physician Assistant.

7. Write a brief (no more than 2 pages) description of the history and development of the program from its inception. Include significant events affecting the program

In 1972, The University of New Mexico, Emergency Medical Services Academy (EMSA) through the collaborative efforts of both the University School of Medicine and the New Mexico state legislature began to serve, train and educate the Emergency Medical Services professionals in the state. Today, EMSA remains the largest EMS training agency in New Mexico and holds the state designation as the lead training agency. We are one of few agencies nationally to offer a statewide education program, and one of only a handful of university programs to offer a Bachelor's degree in EMS. Thousands of students turn to the EMSA every year for their EMS education needs.

EMSA has a distinguished history. The first course offered by the academy in 1972 was an emergency medical technician-ambulance program. Soon other courses were added to include an EMS instructor course, and an additional Basic Life Support training was offered throughout New Mexico using a vast rural instructor cadre developed so courses could be offered across the state.

On December 6, 1974, the first class of Advanced Emergency Medical Technicians was offered through the Academy initiating 35 years of Advanced EMT and Paramedic courses.

The University of New Mexico School of Medicine, and thus the Academy, was initially accredited on April 27, 1989. Prior to 1995, when CAAHEP was established, CAHEA (Committee on Allied Health Education Accreditation), which was a committee of the AMA, accredited programs, including ours.

In 1997 The University of New Mexico School of Medicine approved the Bachelor of Science degree program in emergency medical services. The EMS degree, with 41 students on track to graduate in the next two years, remains one of the largest and best-known competitive EMS Bachelor's degree programs nationally.

The UNM campus with the law school, undergraduate and graduate studies programs, the School of Medicine and multiple programs in the allied health sciences is an ideal environment for the interchange of ideas and multidisciplinary growth. Students often rotate at our University Hospital, and may arrange for rotations at other School of Medicine teaching hospitals. The Medical Center Library, located on the School of Medicine campus, houses almost 100,000 bound journal volumes. During their training our students will interact with a talented faculty, with medical students, and with residents and fellows from 41 different medical specialties.

In addition to our robust rural and frontier outreach training program, EMS sections research program, and in-house ALS and BLS academic courses, the Academy also offers a wide variety of advanced level and specialty classes, including the internationally

accredited Diploma in Mountain Medicine program which is one of two programs in the United States and 19 around the world. Additional courses include pre-hospital ultrasound, research and statistics, difficult airway, EMS Instructor and Community Paramedic.

In 2008, the EMS Academy entered into a paramedic educational services agreement with the United States Air Force Pararescue program, commonly known as "PJ's". This remains the largest EMS Academy Paramedic training program where we graduate approximately 100 students a year. The PJ's training pipeline is two years in length with 10 months of their program being EMT and paramedic training. We employ over 10 full time educators to instruct this robust program and conduct clinical and internship rotations in several cities throughout the country. It is rare to have the opportunity to see former students practice medicine, and unheard of to see this happen in a combat zone in Afghanistan. In 2012 we had the honor of seeing our graduates do just this in the National Geographic series "Inside Combat Rescue." Episodes can be seen here:

<http://channel.nationalgeographic.com/channel/inside-combat-rescue/>

In 2011, the Academy collaborated with the Albuquerque Fire Department to offer a satellite paramedic program at the Albuquerque Fire Department Firefighter Training Academy. This program offers one cohort a year and runs similar to our USAF program. This program has allowed several other county and state fire department based services to participate in training allowing smaller fire departments the ability to train employees at the ALS level.

In 2012, at the request of our advisory committee the Academy began its first hybrid paramedic program. Delivering paramedic education to small cohorts of students throughout New Mexico utilizing online education with the hope of infusing rural communities with ALS level providers. The Academy collaborated with the UNM Valencia and UNM Los Alamos branch campuses where students completed 12 hours of laboratory time a week throughout their program all the while completing didactics online. Although small cohort numbers, this program continues to thrive with sites set on other branch campuses throughout New Mexico in the coming years.

In 2014, the Academy collaborated with the local EMS service, Albuquerque Ambulance, to offer students the ability to work as part time EMT's while they are in the paramedic program. As a University based program the majority of our students are young with little to no EMS experience. While academically these students strive, operationally there was always something missing. This collaboration has served to fill the operational gap and provide employment opportunities for our students while in school.

Currently, we are embarking on what promises to be one of the greatest decades of the academy's history. This progress comes with stabilization to several key positions in the organization, re-organization in the management structure, and expanded course offerings. The leadership's ambition for top quality education, training and EMS research promises to advance EMS and improve patient outcomes.

PART A: Sponsorship (Standard I)

1. Is the sponsor a consortium? Yes No
(If yes, at least one member must meet Standard I.A requirements. Proceed to question #2 and include a copy of the Consortium Agreement in **Appendix L**)

Complete the following for the sponsoring institution:

2. Type of Sponsoring Institution (check only one of the following):
- a. U.S. Post-secondary institution (Standard I.A.1)
 - b. Foreign post-secondary institution (Standard I.A.2)
 - c. Hospital, clinic, or medical center (Standard I.A.3)
 - (1) Is there an allied health program sponsored by the institution? Yes No
 - (2) If no, is there an office of graduate medical education with at least one residency program for post-graduate physician education? Yes No N/A
 - (3) If no to #1 and #2, include a copy of the Articulation Agreement in **Appendix L**)
 - d. Branch of the United States Armed Forces (Standard I.A.4)
 - e. Governmental education or medical service (Standard I.A.4)
 - (1) The sponsor is under the auspices of which government (check only one):
Federal State County City/Town
 - (2) Is the sponsor authorized by the State to provide initial educational programs? (If no, then not eligible under Standard I.A.4) Yes No
 - (3) Is the sponsor authorized to award college credit? Yes No
 - (4) If no, is the sponsor recognized by the State as a post-secondary institution? Yes No N/A
 - (5) If no to #3 and #4, include a copy of the Articulation Agreement in **Appendix L**)

3. Type of award upon program completion: **Baccalaureate degree**
(Note: Choose only one award level. Accreditation is granted only to the award level curriculum that gives the graduate eligibility for entry into the profession.)

4. Sponsoring Institution Accreditation
- a. Name of Institutional Accrediting Agency:
**Higher Learning Commission of the North Central Association
Liaison Committee on Medical Education representing the Association of American Medical Colleges and the American Medical Association**
 - b. Current Accreditation Status: **Current**
Date of Last Accreditation Review: **4/2009 - 10 year accreditation**
Date of Next Accreditation Review: **2018/2019**
 - c. Is the sponsoring institution legally authorized under applicable state laws to provide postsecondary education? Yes No

PART B: Program Goals (Standard II)

1. Has the program made any changes in the last 3 years based on changes in the needs and expectations of the communities of interest? Yes No

2. If yes, briefly describe the program changes:

In 2012, at the request of our advisory committee the Academy began its first hybrid paramedic program. Delivering paramedic education to small cohorts of students throughout New Mexico utilizing online education with the hope of infusing rural communities with ALS level providers. The Academy collaborated with the UNM Valencia and UNM Los Alamos branch campuses where students completed 12 hours of laboratory time a week throughout their program all the while completing didactics online. Although small cohort numbers, this program continues to thrive with sites set on other branch campuses throughout New Mexico in the coming years.

In 2014, the Academy collaborated with the local EMS service, Albuquerque Ambulance, to offer students the ability to work as part time EMT's/EVO's while they are in the paramedic program. As a University based program the majority of our students are young with little to no EMS experience. While academically these students strive, operationally there was always something missing. This collaboration has served to fill the operational gap and provide employment opportunities for our students while in school.

3. List of the individuals and the communities of interest that they represent on the program advisory committee (must include at least one representative from each group in the drop down list) (for individuals not on the drop down list, use rows 11-20):

Member Name	Community of Interest
1. Joshua Lopez	Graduate
2. Aaron Miller	Student
3. John Grassham	Faculty
4. Jason Williams	Sponsor Administration
5. Kevin McFarlane, RN	Hospital/Clinic Representative
6. Phil Froman, MD	Physician
7. Kurt Krumperman	Employer
8. Mike Chavez	Police/Fire Service
9. Kyle Thornton	Key Governmental Official
10. Mark Steele	Public
11. Hallie Meador	Student
12. Natalie Feinstein	Graduate
13. Lindsay Eakes	Faculty
14. Shelly McLaughlin	Sponsor Institution
15. Chelsea White, MD	Hospital/Clinic Representative
16. Drew Harrell, MD	Physician
17. Scott Wilson	Employer representative
18. Gregg Kotila	Police and fire services
19. Charles Schroeder	Key govmt official representative
20.	

4. Does the advisory committee meet at least annually? Yes No
If No, please explain:

5. List the dates of all advisory committee meetings in the last 3 calendar years:
(since last accreditation) 8/10/2011, 1/25/2012, 9/12/2012, 01/25/2013, 4/4/2014, 2/6/2015

6. Place in **Appendix M** copies of Advisory Committee minutes for the past 3 calendar years.

PART C: Program Resources (Standard III)

1. Place in **Appendix A**, the completed Resources Assessment matrix (all columns completed).
2. Place in **Appendix B**, a programmatic organizational chart of the sponsoring institution/consortium that portrays the administrative relationships under which the program operates. Start with the chief executive officer. Include all program Personnel and faculty, anyone named in the Self Study Report, and any other persons who have direct student contact except support science faculty. Include the names and titles of all individuals shown.
3. Explain any relationship in the programmatic organizational chart, which is other than direct line.

NA

4. Complete in **Appendix C** on the forms provided, the designated information for the Program Director, Medical Director, Clinical Coordinator (if applicable), and any other paid faculty. Also, include in the Appendix the job descriptions of the Program Director, the Medical Director, and Clinical Coordinator (if applicable).
5. Complete in **Appendix D** the Program Course Requirements Table to list all courses required in the Paramedic curriculum.
6. How many total active **clinical** affiliates are used by the program? 37

As Paramedic Program Director, by checking the box, I verify that an appropriate, authorized clinical affiliate individual has provided and attested to the information presented in the corresponding form in Appendix E.

Complete in **Appendix E** a **Clinical** Affiliate Institutional Data form for each active hospital affiliate. (Use one page for each clinical affiliate. For more than four affiliates, use the supplemental form from the CoAEMSP web site. Insert as many forms as necessary to report on all affiliates.)

7. How many total active **field internship** affiliates are used by the program? 41

As Paramedic Program Director, by checking the box, I verify that an appropriate, authorized field internship individual has provided and attested to the information presented in the corresponding form in Appendix F.

Complete in **Appendix F** a **Field Internship** Affiliate Institutional Data form for each active hospital affiliate. (Use one page for each clinical affiliate. For more than four affiliates, use the supplemental forms from the CoAEMSP web site. Insert as many forms as necessary to report on all affiliates.)

8. Complete in **Appendix G** the Student **Clinical** Rotation Matrix.
9. Complete in **Appendix H** the Student **Field Internship** Rotation Matrix.
10. Do students in the Paramedic program receive all support services available

- to other students enrolled in the educational institution? Yes No
- a. access to the same health services Yes No
- b. receive the same personal counseling Yes No
- c. receive the same academic advising Yes No

PART D: Student and Graduate Evaluation / Assessment (Standard IV)

1. Are evaluations of students conducted in accordance with the requirements of Standard IV,A,1?Yes No

2. Are records of student evaluations maintained in sufficient detail to document learning progress and achievements.?Yes No
Location where they are stored:..... In their student files in the ALS Administrator's Office.
The # of years stored before disposal:..... 2 years on-site, 7 more years in UNM Records Management offsite.

3. Note: Upon receipt of the Self Study Report, CoAEMSP will add the most recently submitted Annual Report on file for purposes of reviewing the Outcomes Assessment results.

PART E: Fair Practices (Standard V)

1. Does the institution/consortium publish a general catalogue/bulletin for its educational programs?.....Yes No
If yes, year(s) of the latest edition? 2014-2015
2. Are admissions non-discriminatory, and made in accordance with defined and published practices?.....Yes No
3. Does the institution/consortium have a student grievance policy?Yes No
4. a. Does the institution/consortium have policies and procedures to ensure compliance with the ADA?Yes No
 b. Does the Paramedic program disclose technical standards in compliance with ADA?Yes No
 c. When are students informed of the program’s technical standards?
[During Orientation, before the first day of class. It is also in the Student Handbook, provided upon acceptance to the program and posted on our website.](#)
5. Does the institution/consortium have a faculty grievance policy?Yes No
6. a. Are all activities required in the program educational?Yes No
If no, briefly describe.
 b. Are students ever substituted for staff? Yes No
7. Are grades and credits for courses recorded on the student transcript and permanently maintained?Yes No
Location where they are stored: [Internal database through main campus, on spreadsheets within the ALS electronic database \(server backed up nightly\) at the EMS Academy in hard copy within the student's files, retained for the dates noted above in section D-2.](#)
If No, # of years stored before disposal:
8. Is there a formal affiliation agreement or memorandum of understanding with all other entities that participate in the education of the students?Yes No
9. Place in **Appendix I** a copy of the most recent college catalogue and any other documents that make known to applicants and students the information specified in Standard V.A.2. Complete the following table listing the location(s) of the disclosures:

Disclosures	Source Document(s)	Page #
Accreditation status of the sponsor with address and phone number	UNM Catalog	NA - online document
Accreditation status of the program with address and phone number	UNM Catalog, Paramedic Handbook	NA - online

		document & 117
Admission policies and practices	UNM Catalog	NA - online document
Policies on advanced placement	UNM Catalog	NA - online document
Policies on transfer of credits	UNM Catalog	NA - online document
Policies on credits for experiential learning	UNM Catalog	NA - online document
Number of credits required for program completion	UNM Catalog	NA - online document
Tuition, fees, and other program costs	Paramedic Acceptance Packet & UNM Admissions Website	113-114
Policies and procedures for student withdrawal	UNM Catalog	NA - online document
Policies and procedures for refunds of tuition/fees	UNM Catalog	NA - online document

Link to on-line catalogue, if applicable: <http://catalog.unm.edu/catalogs/2014-2015/>

10. Place in **Appendix J** a copy of additional material to be provided to enrolling students that makes known the information specified in Standard V.A.3 and Standards V.B and V.C. Complete the following table listing the location(s) of the disclosures:

Disclosures	Source Document(s)	Page #
Academic calendar	UNM Catalog	NA - online catalog
Student grievance procedure	University of New Mexico of Medicine Health Professions and Public Health Programs Student Due Process Policy found here: http://som.unm.edu/hpphp/policies.html	NA - online document
Criteria for successful completion of each segment of the program	UNM EMS Academy Paramedic Handbook	123
Criteria for graduation	UNM Catalog	NA - online document
Policies and procedures for performing service work while enrolled in the	UNM EMS Academy Paramedic Handbook & Clinical Manual	115-204

program		
Non-discrimination policy for student admissions	UNM Pathfinder: Student Handbook & UNM Catalog	NA - online documents
Non-discrimination policy for faculty employment	http://www.unm.edu/~ubppm/ubppmanual/3100.htm	NA - online document
Policies and procedures for processing faculty grievances	UNM Faculty Handbook: http://handbook.unm.edu/F90.html	NA - online document
Policies and procedures to safeguard student health and safety	UNM EMS Academy Paramedic Handbook, Clinical Manual & UNM Policies and Procedures: http://pathfinder.unm.edu/campus-services/safety-and-emergency.html	115-204 & NA - online document

Link(s) to on-line additional materials, if applicable:

UNM Pathfinder: Student Handbook: <http://pathfinder.unm.edu/index.html>

EMSA Student Handbook and Policy Book and Clinical Manual:
<http://hsc.unm.edu/som/emsacad/FormsnPolicy.shtml>

PART F: Supplementary Information / Materials

1. Program Information

	Paramedic
a. Length of program (in months)	6-12 months, depending on section
b. Total credit hours for completion	40
c. Maximum class size (capacity)	24
d. Actual current enrollment – 1 st year students	20 - BS 39 - USAF 9 - UNM Valencia 4 - UNM Los Alamos 20 - AFD Total: 92
e. Actual current enrollment – 2 nd year students (if applicable)	N/A
f. Month(s) in which classes are enrolled (e.g., Jan, Sep)	Jan-Dec
g. Certificate of Completion granted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. # of paid full-time Paramedic program faculty	15
i. # of paid part-time Paramedic program faculty	3
j. # of unpaid Paramedic program faculty	4 (paid by AFD)
k. Number of satellite campuses (see relevant Policy)	4
l. Number of program sections (locations) (see relevant Policy)	1
m. Date of most recently admitted class	10/13/2015
n. Date of completion of next class	4/2/2015
o. Year program enrolled the first class ever	1972

Program Strengths & Limitations

2. List the program's areas of strength:

- Sponsored by a nationally ranked School of Medicine,
- Direct access to Level One Trauma Center and University Teaching Hospital
- Full-time faculty includes MDs and experienced paramedics
- Diverse student demographics
- Unique Educational Service Agreements with US Air Force

3. List the program's limitations (areas that need improvement):

Heavier focus on research in Senior year.

Clinical availability limits total number of graduates each year, despite 100% job placement

4. Describe the processes and/or evaluation systems used to identify the program's strengths and limitations.

- Faculty Evaluations
- Internal validated exam and FISDAP exam
- FISDAP

- National Registry Exam
 - Advisory Committee feedback
- CoAEMSP tools:
- Resource Assessment Surveys
 - DataArc Graduation and Employment Surveys

5. Provide the program’s analysis of the data collected assessing its strengths and limitations.

Each survey was compiled, with total responses recorded on one form, and all accompanying comments for each section included on summary form. Key personnel evaluated data collected and, after research into appropriate solutions, incorporated the issues and proposed solutions into an action plan for the following year. This plan was brought before the Advisory committee for review and approval of all actionable items.

6. Describe the action plans developed to correct deficiencies for all areas in need of improvement listed in question 3 above:

Clinical hours have increased to allow sufficient time to complete all skills, program director and dedicated clinical coordinator involvement in negotiations.

7. Insert the completed **Faculty Evaluation SSR Questionnaires** from each paid faculty member (didactic, laboratory, and clinical), the Medical Director(s), and the members of the Advisory Committee in **Appendix K**.

8. **Student Evaluation SSR Questionnaires:** Assign a student proctor to administer the Student Evaluation SSR Questionnaire. All currently enrolled students are to complete the questionnaire. Have the student proctor distribute a questionnaire to each student, then place all completed questionnaires in a pre-addressed, postage paid envelope, immediately seal the envelope, and mail the envelope with the completed questionnaires **directly to the CoAEMSP Executive Office** separately from the Self Study Report.

Download the questionnaire from: www.coaemsp.org/Self_Study_Reports.htm

It looks like this:

Committee on Accreditation of Educational Programs for EMS Professions

Student Evaluation SSR Questionnaire

Directions to Program: Each Paramedic student shall be given a copy of this questionnaire and provided with a means, either individually or in a group, to return it **directly** to the CoAEMSP Executive Office.

Directions to the Student: In order to assist CoAEMSP with an anonymous evaluation of the Paramedic program, please complete this questionnaire and return it **directly** to the CoAEMSP Executive Office. The program must provide a postage paid envelope (as a group or individually) for your convenience and to ensure confidentiality.

Date: _____ CoAEMSP Program # (if known): _____ (accredited programs only)

Name of Sponsor: _____

City: _____ State: _____

Level of Training: Paramedic

How many months have you been enrolled in this program? _____

Expected month/year of graduation from Paramedic program: _____ / _____ (month/year)

DISCLOSURE

1. Were tuition/fees and other costs required to complete the program made known to you prior to admission into the program? Yes No
If No, please explain.

etc.

- (The complete questionnaire has a total of 24 questions.)
(Note: This questionnaire is NOT the Student Resource Survey instrument.)

Provide an addressed envelope, postage paid to the student proctor. Mail surveys to:

**Committee on Accreditation of Educational Programs for the EMS Professions
8301 Lakeview Pkwy, Suite 111-312 ● Rowlett, TX 75088**

LIST OF APPENDICES FOR SELF-STUDY REPORT

- APPENDIX A** = RESOURCES ASSESSMENT – complete all columns of information (either the matrix format or full-page format).
- APPENDIX B** = Programmatic organizational chart of the sponsoring institution/ consortium that portrays the administrative relationships under which the program operates
- APPENDIX C** = Curriculum Vitae of the key personnel (program director, medical director, and clinical coordinator (if applicable); any paid faculty. Job descriptions of key personnel.
- APPENDIX D** = Completed PROGRAM COURSE REQUIREMENTS table
- APPENDIX E** = Completed CLINICAL AFFILIATE INSTITUTIONAL DATA forms
- APPENDIX F** = Completed FIELD INTERNSHIP INSTITUTIONAL DATA forms
- APPENDIX G** = Completed STUDENT CLINICAL ROTATION MATRIX.
- APPENDIX H** = Completed STUDENT FIELD INTERNSHIP ROTATION MATRIX.
- APPENDIX I** = Copy of the most recent college catalogue and any other documents related to Standard V.A.2.
- APPENDIX J** = Additional materials (not provided in Appendix H) related to Standard V.A.3. Reference documents and page numbers in Appendix H materials, as applicable.
- APPENDIX K** = Copies of Faculty Evaluation Self Study Report Questionnaires
- APPENDIX L** = A copy of the Consortium Agreement (Standard I.B) or Articulation Agreement (Standard I.A.3 or I.A.4), as applicable
- APPENDIX M** = Copies of the Advisory Committee minutes for the past 3 calendar years.

APPENDIX A - Resources Assessment

(Matrix Format)

Programs holding Accreditation are required to complete Resource Assessment at least annually (Standard III.D). Programs seeking Initial Accreditation are required to complete at least columns **B**, **C**, and **D** of this matrix (Purpose, Measurement System, and Dates of Measurement) or complete the same information using the alternative full-page forms. Listed Purpose statements and Measurement Systems are minimally required. Programs may write additional Purpose statements and/or add Measurement Systems for resource(s). (see resource survey instruments at www.coaemsp.org)

(return to [PART C](#); [ToC](#))

#	(A) RESOURCE	(B) PURPOSE (S) (Role(s) of the resource in the program)	(C) MEASUREMENT SYSTEM * (types of measurements)	(D) DATE (S) OF MEASUREMENT	(E) RESULTS and ANALYSIS (Include the # meeting the cut score and the # that fell below the cut score)	(F) ACTION PLAN / FOLLOW UP (What is to be done, Who is responsible, Due Date, Expected result)
1	FACULTY	<p>Provide instruction, supervision, and timely assessments of student progress in meeting program requirements.</p> <p>Work with advisory committee, administration, clinical affiliates and communities of interest to enhance the program.</p> <p>Mentoring, advising and working with students to achieve the program and the personal goals of the student.</p>	<p>1. Program Personnel Resource Survey</p> <p>2. Student Resource Survey</p> <p>Student and staff class evaluations.</p>	2007-Present	<p>Results/Analysis below</p> <p>1 of 44 surveys were below 3, for "Faculty ensure student representation on Advisory Committee"</p>	<p>Action Plan below</p> <p>Every advisory committee does have 2 current students and 2 seniors/program graduates, and we will endeavor to ensure that the who cohort is aware of their participation</p>
2	MEDICAL DIRECTOR (S)	<p>Fulfill responsibilities specified in accreditation Standard III.B.2.a.</p> <p>Provide instruction</p>	<p>1. Program Personnel Resource Survey</p> <p>2. Student Resource Survey</p>	2007-Present	<p>Results/Analysis below</p> <p>6 of 44 surveys were below 3.</p>	<p>Action Plan below</p> <p>Our medical director instructs a difficult airway course, and we will endeavor to make certain that the students are aware that the</p>

		and oversight of entire program. Review and recommend revisions.				instructor is also the Medical Director of the Academy
3	SUPPORT PERSONNEL (clerical, academic, ancillary)	Provide support personnel/services to ensure achievement of program goals and outcomes (e.g. admissions, registrar, advising, tutoring, clerical) Provide Advising and assistance to students.	1. Program Personnel Resource Survey 2. Student Resource Survey	2007-Present	Results/Analysis below 1 of 44 surveys were below 3.	Action Plan below We have hired a solely dedicated Academic Advisor as well as additional clerical staff member.
4	CURRICULUM	Provide specialty core and support courses to ensure the achievement of program goals and learning domains. Meet or exceed the content and competency demands of the latest edition of the documents referenced in Standard III.C.	1. Program Personnel Resource Survey 2. Student Resource Survey 3. Core comprehensive final examination. 4. National Registry of EMTs Examination - Advanced Levels 5. Employer surveys	Ongoing	Results/Analysis below 1 of 44 surveys were below 3.	Action Plan below We continue to refine and improve our curriculum each year, most recently with the implementation of strategies to assist instructors in appropriately evaluating students in all domains as well as complying with CAAHEP accreditation Standards related to student evaluation, including the creation last year and ongoing refinement and continued development of a testing database.
5	FINANCIAL RESOURCES (fiscal support, acquisition /maintenance of equipment /supplies, continuing education)	Provide fiscal support for personnel, acquisition and maintenance of equipment/supplies, and faculty/staff continuing education.	1. Program Personnel Resource Survey 2. Student Resource Survey	2007-Present	Results/Analysis below 2 of 44 surveys were below 3.	Action Plan below We have hired a solely dedicated Academic Advisor.

6	FACILITIES (classroom, lab, offices, ancillary);	Provide adequate classroom, laboratory, and ancillary facilities for students and faculty.	1. Program Personnel Resource Survey 2. Student Resource Survey	2007-Present	Results/Analysis below 5 of 44 surveys were below 3, with the focus being that laboratories were not available outside regularly scheduled class time.	Action Plan below The students will be able to come in outside course time throughout the semester and utilize the lab rooms for individual study, as well as use some of their study-hall time for skills practice.
7	EQUIPMENT /SUPPLIES	Provide a variety of equipment and supplies to prepare students for clinical experiences.	1. Program Personnel Resource Survey 2. Student Resource Survey	2007-Present	Results/Analysis below 3 of 44 surveys were below 3.	Action Plan below We will continue to upgrade and improve our resources. To this end, we've recently placed an order for \$40,000+ for replacement mannequins, in addition to our regular resupply and equipment orders.
8	CLINICAL/FIELD INTERNSHIP RESOURCES (affiliations)	Provide a variety of clinical experiences to achieve the program goals and outcomes.	1. Program Personnel Resource Survey 2. Student Resource Survey	2007-Present	Results/Analysis below 3 of 44 surveys were below 3.	Action Plan below We continue to expand upon the variety of clinical facilities we work with. In addition, dedicated clinical compliance personnel have been hired, providing the clinical coordinator increased availability to attend to refining and enhancing clinical program components.
9	LEARNING RESOURCES (print, electronic reference materials; computer resources)	Provide learning resources to support student learning and faculty instruction.	1. Program Personnel Resource Survey 2. Student Resource Survey	2007-Present	Results/Analysis below 3 of 44 surveys were below 3.	Action Plan below The focus of the lower ratings was on Journals adequate to support assignments. The paramedic students have now been encouraged to attend a regular journal article review hosted by UNMs Emergency Department.
10	FACULTY/STAFF CONTINUING EDUCATION	Provide time and resources for faculty and staff continuing education to maintain current knowledge	1. Program Personnel Resource Survey	2007-Present	All responses 3 or above	Continue to monitor

		and practice.				
11	PHYSICIAN INSTRUCTIONAL INVOLVEMENT	Provide physician-student instructional interaction to ensure confident, professional working relationships between students and physicians.	1. Program Personnel Resource Survey (Section X) 2. Student Resource Survey (Section IX)	2007-Present	Results/Analysis below 4 of 44 surveys were below 3.	Action Plan below 1) The journal club invitation also offers the added bonus of the opportunity to interact with the doctors and residents in attendance. 2) A cooperative effort between the EMSA and UNM's EMS Physician Fellowship, which is headed up by our Medical Director, has begun. The EMS Fellowship physicians are given specific portions of the paramedic program to instruct, and they participate significantly in the program. In addition to the difficult airway course and EMS Physician Fellowship, exploring other options for opportunities for the students to work directly with the Medical Director.

* Programs are required to use the questions/items in the CoAEMSP "Program Personnel Resource Survey" instrument and incorporate the results into the assessment of all of the above resource categories (rows).

Programs are required to use the questions/items in the CoAEMSP "Student Program Resource Survey" instrument and incorporate the results into the assessment of all of the above resource categories (rows), except "Faculty/Staff Continuing Education".

Programs are encouraged to use other instruments and mechanisms to provide additional information about the status of program resources.