

# AC-PE Policy Manual

**Adopted January 31, 2003**

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## 1.0 Introduction

SUBJECT 1.00 Structure and Organization

POLICY The Accreditation Committee – Perfusion Education (AC-PE) functions as a Committee on Accreditation within the Committee on Accreditation of Allied Health Education Programs (CAAHEP) system, and adheres to the CAAHEP policies and procedures. The AC-PE will assure consistency in its policies and procedures with the CAAHEP policies and procedures.

The AC-PE organization and responsibilities are defined within the AC-PE Bylaws and CAAHEP Policies and Procedures for CoA's.

SUBJECT 1.01 Mission of the AC-PE

POLICY The mission of the sponsoring organizations of the AC-PE are to "cooperate to establish, maintain, and promote appropriate standards of quality for educational programs in perfusion technology and to provide recognition for educational programs that meet or exceed the standards outlined in the **Standards**."

SUBJECT 1.02 Committee Member Dates of Appointment

POLICY The start/end dates for committee members' service on the AC-PE will be July 1-June 30.

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## 2.0 Management Services

SUBJECT 2.00 Management Agreement and Responsibilities

POLICY The AC-PE operates under a management agreement with TCS Accreditation Services to provide administrative management services.

SUBJECT 2.01 Review of Management Contract

POLICY The management agreement will be signed only after the full Committee of the AC-PE and TCS Accreditation Services Representative are in agreement with either extending the agreement or changes to the agreement, in accordance with the timetable stated in the contract. The Chair of the AC-PE and the TCS Accreditation Services Representative are the only persons authorized to sign the agreement for each organization.

SUBJECT 2.02 Maintenance of AC-PE Records and Files

POLICY The Management Service of the AC-PE will keep all records and files.

SUBJECT 2.03 Maintaining Incorporation

POLICY The management service of the AC-PE will file all necessary reports to the state of Colorado in order to maintain incorporation in the state. It is the responsibility of the management service to determine and meet any deadlines for submission of reports.

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SUBJECT 2.04 Meeting Minutes Format

POLICY Meeting minutes will not include any items related to specific programs. All program considerations will be included on a separate, confidential report. Meeting minutes can be forwarded to sponsoring organizations for review. The program considerations section must be held confidential with each committee member.

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### **3.0 Ethical Standards**

SUBJECT 3.00 Ethical Standards of Practice

POLICY The AC-PE will adhere to ethical standards of practice.

SUBJECT 3.01 Conflict of Interest Statement

POLICY The AC-PE Committee members will absent themselves from discussion and vote for any program in which a real or perceived conflict of interest could be implied.

SUBJECT 3.02 Confidentiality Statement

POLICY The AC-PE Committee members will keep confidential any discussion related to any Perfusion Programs that takes place during meetings among the Directors.

SUBJECT 3.03 Executive Session

POLICY It is at the discretion of the AC-PE Chair to determine whether the CAAHEP Facilitator will remain in the room during discussion.

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### **4.0 Finances**

SUBJECT 4.00 Budget review

POLICY The AC-PE will review and approve a budget proposed by the Management Services annually.

SUBJECT 4.01 Financial Review/Audit

POLICY A sub-committee will be appointed annually to review AC-PE financial records each year prior to the annual meeting. An audit will be conducted a minimum of every five (5) years or otherwise determined by the committee.

SUBJECT 4.02 Financial Reports

POLICY AC-PE financial reports will be provided quarterly to the Chair and Secretary/Treasurer by the Management Service.

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- SUBJECT 4.03 Sponsorship Fees
- POLICY The sponsoring organizations of the AC-PE will be billed \$1000.00 annually.
- SUBJECT 4.04 Automobile Reimbursement
- POLICY Reimbursement for personal car use while performing AC-PE business will be according to the Internal Revenue Rate.
- SUBJECT 4.05 Program Fees
- POLICY Effective January 1, 2003, programs will be billed \$1750 annually.
- SUBJECT 4.06 Site Visit Fees
- POLICY Beginning January 1, 2003 the AC-PE will pay expenses for up to two (2) random and/or consultative site visits within a 10-year period for each program. Each program's 10-year period begins with the date of the most recent award of CAAHEP accreditation. Programs are responsible for paying the actual cost of any subsequent visits required within the same 10-year period. In addition, site visits required due to reinstatement of active status or implementation of distance learning/alternate delivery are not covered in the program's allotted two visits and will be billed to the institution.

## **5.0 Candidacy Status**

- SUBJECT 5.00 Application for Candidacy
- POLICY All programs submitting a self-study in the year 2001 and beyond must attain a minimum of six months of Candidacy. Candidacy status begins with the program's submission of the fee and application materials. Candidacy status ends when the program has submitted their self-study for Initial Accreditation, OR three (3) years after submission of application materials, whichever comes first.
- SUBJECT 5.01 Candidacy Status Consultation
- POLICY After a program has been accepted by the AC-PE for Candidacy, the Chair of the AC-PE will work with the program until it is time for the program to be site visited.
- SUBJECT 5.02 Candidacy Consult Visit
- POLICY Candidacy status requires a preliminary consult visit by an individual assigned by the AC-PE, prior to student acceptance.
- SUBJECT 5.03 Program Changes During Candidacy Status
- POLICY Programs must notify the AC-PE of any changes made in the program during candidacy status.

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SUBJECT 5.04 Memorandum of Understanding

POLICY Programs applying for Candidacy status must require students to sign a memorandum of understanding stating acknowledgment that candidacy status does not guarantee accreditation.

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## **6.0 Initial Accreditation**

SUBJECT 6.00 Assigned Committee Reviewer for Initial Accreditation Application

POLICY Review of applications and self-studies will be performed by a member of the AC-PE in rotation, as appropriate.

SUBJECT 6.01 Time Allotted for Review

POLICY To assist programs in the accreditation process and to ensure the integrity of the AC-PE, members will complete and return their reviews of applications and self study reports to the Executive Office within thirty (30) days.

SUBJECT 6.02 Progress Report

POLICY The director who reviewed the self-study and site-visit findings will also review the progress report. If the director who reviewed the program has rotated off the AC-PE, the replacement director will take over the review.

SUBJECT 6.03 Initial Site Visit/Progress Report Recommendation Forms

POLICY Upon completion of an initial site visit, the assigned committee reviewer and site visitor(s) will review the following: site visit findings; program's response to findings; and subsequent progress reports, if any. The committee reviewer and site visitor(s) will complete a recommendation form to be included in agenda materials when the program is up for review/consideration.

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## **7.0 Outcomes Based Accreditation**

SUBJECT 7.00 Obtaining Certification Results

POLICY The American Board of Cardiovascular Perfusion (ABCP) will provide the Accreditation Committee for Perfusion Education (AC-PE) Executive Office with the examination results for test-takers from a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited program in Perfusion. The AC-PE Committee will only receive a report form it's Executive Director on the ABCP test results. The Committee will review results on a need-to-know basis.

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SUBJECT 7.01 Graduate and Employer Surveys

POLICY Beginning January 1, 2003 programs will be responsible for collecting graduate and employer surveys. Completed surveys should be returned directly to the program director or other designated individual within the program. Both Graduate and Employer surveys should be completed 6-12 months after employment.

SUBJECT 7.02 Record Keeping

POLICY Programs should keep student records for a minimum of five (5) years or as required by the institution.

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## **8.0 Site Visits**

SUBJECT 8.00 Composition of Site Visit Team

POLICY Beginning January 1, 2003, all site visits will be conducted by AC-PE Committee members and/or others approved by the AC-PE. Number of site visitors will be as follows:  
Candidacy Visit: 1 site visitor  
Initial Site Visit: 2 site visitors  
Random Site Visit: typically 1 site visitor, however may be 2 visitors for training purposes  
Consultative Site Visit: 1 or 2 site visitors – determined at the discretion of the AC-PE  
Other Visits (including, but not limited to reinstatement of active status or implementation of distance learning/alternate delivery): 1 or 2 site visitors – determined at the discretion of the AC-PE.

SUBJECT 8.01 Site Visitor Qualifications

POLICY Site visitors will be qualified by education and experience. Site visitors are required to attend a site-visitor workshop sponsored by the AC-PE.

SUBJECT 8.02 Site Visit Evaluation

POLICY A Post Site Visit Questionnaire will be sent to the program director and dean following an initial, random, or consultative site visit. AC-PE staff will review all post site visit questionnaires received. At the end of the calendar year, staff will provide the Chair with a report of all evaluations, including any negative comments. At the discretion of the Chair, individual site visitors may be notified of negative ratings and remediation will be discussed.

POLICY Peer Evaluation forms will be sent to each member of the site visit team following an initial, random, or consultative site visit. AC-PE staff will review all peer evaluations received. At the end of the calendar year, staff will provide the Chair with a report of all evaluations, including any negative comments. At the discretion of the Chair, individual site visitors may be notified of negative ratings and remediation will be discussed.

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SUBJECT 8.03 Scheduling Random Visits

POLICY Each year in January, all programs will be sent a Site Visitor/Date Request form. This allows programs to reject listed site visitors based on a real or perceived conflict of interest and list dates the program will not be available for a site visit. If a form is not received from a program by the assigned due date, it will be assumed that the program will accept all listed site visitors and has no date conflicts within the specified year. Programs will be given 90 days notice prior to arrival on-site. The program will be given three (3) days to confirm that assigned site visit dates are acceptable. If no confirmation is received from the program, it will be assumed that assigned dates are acceptable to the program. Random site visits are determined annually by the Chair and Executive Director with input from the Committee. Selection may be based on the date of the program's last site visit or the AC-PE's desire to visit a program based on activity/changes taking place within the program.

SUBJECT 8.04 Timing of Initial Site Visit

POLICY The site visit for initial accreditation will occur approximately 6 months prior to graduation of the program's first class.

SUBJECT 8.05 Leaving Site Visit Report With Programs

POLICY Beginning January 1, 2003, site visitors will not leave a copy of the site visit report with the program for any type of visit. Site visitors will give a brief summary of findings during the exit meeting and the program will receive a written findings report within four (4) weeks of the site visit.

SUBJECT 8.06 Random/Continuing and Consultative Site Visit/Progress Report Recommendation Forms

POLICY Upon completion of a random/continuing or consultative site visit, the AC-PE Chair and site visitor(s) will review the following: site visit findings; program's response to findings; and subsequent progress reports, if any. The AC-PE Chair and site visitor(s) will complete a recommendation form to be included in agenda materials when the program is up for review/consideration.

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## 9.0 Clinical Affiliates

SUBJECT 9.00 Clinical Affiliate Application Fee

POLICY The AC-PE will institute a \$100 fee for the evaluation and approval of applications for new major affiliate sites to offset the expense incurred in the analysis of the application and subsequent board review and approval.

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SUBJECT 9.01 Clinical Affiliate Approval

POLICY All submitted clinical affiliate applications will be reviewed and approved by the Chair of the AC-PE within thirty (30) days of receipt of the information. If upon review the Chair feels it is necessary to receive Committee input, the application will be distributed to the entire Committee by mail-ballot. All clinical affiliate applications approved by the Chair will be presented to the Committee at the next scheduled meeting during the Chair's report.

SUBJECT 9.02 Malpractice Insurance

POLICY Effective January 1, 2002, programs must submit verification of malpractice insurance, if required by the affiliation agreement.

SUBJECT 9.03 Placing Students at a Clinical Affiliate

POLICY Programs must receive written approval/recognition of a clinical affiliate from the AC-PE prior to placing students at the site for clinical rotations. Any cases that students complete at a clinical affiliate that have not yet been approved by the AC-PE cannot be applied to the 75 cases needed for graduation.

POLICY 9.04 Requirements For Program Officials to Visit Clinical Affiliates – Deleted4/07

SUBJECT 9.05 Observation Cases

POLICY Clinical affiliates used only for observation cases do not need AC-PE approval. However, the program must ensure that students are approved by appropriate officials to be present in the facility.

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## **10.0 CAAHEP Commissioner**

SUBJECT 10.00 Appointment and Sponsorship

POLICY The Chair of the AC-PE will also serve as the CAAHEP Commissioner. The Commissioner will be sponsored by the AC-PE to attend CAAHEP meetings, and will provide the Committee with a report of CAAHEP proceedings at each biannual meeting.

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## **11.0 Complaints Regarding Accredited Programs**

SUBJECT 11.00 Complaints Received by the AC-PE

POLICY The AC-PE will follow the procedures outlined in section 5.12 of CAAHEP Policies and Procedures, "Complaints Regarding CAAHEP, CoAs and Accredited Programs." In addition to this policy, the AC-PE will implement the following additional procedures:

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1. Following consultation among staff of the AC-PE and CAAHEP, if it is determined the complaint does relate to the Standards or to established policies, the AC-PE will request written authorization from the complainant to disclose his/her name and correspondence before beginning an investigation. The complainant has thirty (30) days to provide written authorization or non-authorization of disclosure of his/her name and correspondence.

a. If the student authorizes disclosure of his/her name and correspondence, a letter will be sent to the program disclosing the complainant's name and accusations, and a response to specific accusations that relate to the Standards or to established policies will be requested from the program.

b. If the student does not authorize disclosure of his/her name and correspondence, a letter will be sent to the program notifying it that a complaint has been received, but not disclosing the complainant's name or correspondence. Accusations that relate to the Standards or to established policies will be outlined and a response will be requested from the program.

2. Following receipt of responses referred to above, the AC-PE will consider all information obtained and formulate an appropriate action at its next scheduled meeting or In some cases, the Chair of the AC-PE may deem it necessary to call a special meeting of the Committee.

## **12.0 Additional Program Policies**

**SUBJECT** 12.00 Distance Learning/Alternate Delivery and Extension Courses

**POLICY** Alternate delivery, distance education and/or extension courses are defined as a teaching and learning process in which the majority of the instruction occurs when a student and instructor are not in the same place at the same time. Teaching and learning events may be synchronous or asynchronous. The educational process may include, but not be limited to, correspondence study, use of audio, video or computer technologies and other emerging delivery systems. It can incorporate part-time instruction off-campus at a satellite or branch campus.

Policy Statements:

1. Alternate learning and extension courses shall maintain teaching and learning integrity as defined by the Standards for Accreditation by CAAHEP/AC-PE.

**SUBJECT** 12.01 Foreign Programs

**POLICY** The AC-PE will review foreign programs according to the accreditation process in place. Foreign programs must provide all written materials in English and must pay all fees in US dollars. The AC-PE reserves the right to charge additional fees for outcomes site visit expenses, if deemed necessary.

**SUBJECT** 12.02 Re-evaluation of Inactive Programs

**POLICY** Programs that have been inactive and wish to reinstate active status must complete a standardized written report. Upon review of the report, if the AC-PE deems it necessary to conduct a site visit, the visit will be at the expense of the institution.

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SUBJECT 12.03 New Program Director

POLICY When a new program director joins a program, he/she shall submit to the AC-PE a statement of the current status of the program and what he/she plans to do as the incoming program director.

SUBJECT 12.04 Student Status

POLICY All perfusion students shall remain in a student capacity until they have successfully completed all requirements and have graduated from their perfusion school. They will not be eligible for employment as perfusionists until they are no longer in a student capacity.

SUBJECT 12.05 Student Pay for Clinical Experience

POLICY All activities within the Perfusion curriculum of the institution and its affiliates must be educational and students must not be substituted for paid staff or receive financial remuneration.

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## HISTORICAL RECORD

Revision Code	Effective Date	Description of Change(s)	Reason for Change(s)
<b>A</b>	<b>4/12/08 (start of tracking)</b>	<p><b>Deleted the portion of the policy that requires initiating program to be a currently accredited program.</b></p> <p><b>Deleted procedures for evaluation of the alternate delivery/distance portion.</b></p>	<p><b>Alternate delivery/distance offerings should not be limited to currently accredited programs.</b></p> <p><b>Alternate delivery/distance offerings should be evaluated according to the Standards and not require additional criteria that supersedes requirements in the Standards.</b></p>

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**ACCREDITATION COMMITTEE – PERFUSION EDUCATION  
DOCUMENT REVISION TRACKING**

1. Document Type: **Policy Manual**

Draft

**X New** - Start of tracking  
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Revised \_\_\_\_\_  
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2. Document Title: **Distance Learning/Alternate Delivery and Extension Courses**

3. Document ID Number: **010.1201.A**

4. Previous Document Title: **Policy Manual**

6. Previous Document Number: no previous number – **010.1201.A is start of tracking**

7. AC-PE Meeting Date: **April 12, 2008**

8. Effective Date: **April 12, 2008**

9. Changes/Rationale

Description of Change(s)	Reason for Change(s)
<b>Deleted the portion of the policy that requires initiating program to be a currently accredited program.</b>	<b>Alternate delivery/distance offerings should not be limited to currently accredited programs.</b>
<b>Deleted procedures for evaluation of the alternate delivery/distance portion.</b>	<b>Alternate delivery/distance offerings should be evaluated according to the Standards and not require additional criteria that supersedes requirements in the Standards.</b>

**Previous Policy:**

SUBJECT 12.00 Distance Learning/Alternate Delivery and Extension Courses

Alternate delivery, distance education and/or extension courses are defined as a teaching and learning process in which the majority of the instruction occurs when a student and instructor are not in the same place at the same time. Teaching and learning events may be synchronous or asynchronous. The educational process may include, but not be limited to, correspondence study, use of audio, video or computer technologies and other emerging delivery systems. It can incorporate part-time instruction off-campus at a satellite or branch campus.

Policy Statements:

1. Alternate learning and extension courses shall maintain teaching and learning integrity as defined by the Standards for Accreditation by CAAHEP/AC-PE. As such, the initiating program must be a currently CAAHEP accredited perfusion program.

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2. Innovative and experimental approaches to teaching and learning in perfusion using non-traditional designs and methods are encouraged.

Procedures:

1. Requires the program to document:

a. The purpose for developing an alternate delivery or extension course. The documentation shall include a justification of need for students, employers, the profession and the community of interests served.

b. A comprehensive plan that describes the development, implementation and evaluation of the alternative delivery method or extension course. A timeline and budget must also be included with evidence that there is compliance with CAAHEP/AC-PE Standards.

2. The program must submit documentation and participate in a site visit within a reasonable amount of time as determined by the AC-PE.

3. Requires the program to document and demonstrate that the educational outcomes of the alternate delivery method or extension course are equal to and consistent with the outcomes gained from traditional methods. This includes assessment of educational outcomes during training and after graduation.

## Revised Policy

SUBJECT 12.00 Distance Learning/Alternate Delivery and Extension Courses

Alternate delivery, distance education and/or extension courses are defined as a teaching and learning process in which the majority of the instruction occurs when a student and instructor are not in the same place at the same time. Teaching and learning events may be synchronous or asynchronous. The educational process may include, but not be limited to, correspondence study, use of audio, video or computer technologies and other emerging delivery systems. It can incorporate part-time instruction off-campus at a satellite or branch campus.

Policy Statements:

1. Alternate learning and extension courses shall maintain teaching and learning integrity as defined by the Standards for Accreditation by CAAHEP/AC-PE.

Historical Record will appear at the end of the document:

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