

# ACCREDITATION COMMITTEE – PERFUSION EDUCATION

## LIST OF MATERIALS TO BE AVAILABLE ON-SITE RANDOM/CONTINUING SITE VISITS

1. Most recent annual report
2. Documentation of implementation of all changes reported in most recent annual report
3. School catalog, program brochure, and/or web information
  - Any of the above information that makes reference to the AC-PE or CAAHEP should be available for possible review
4. Current, signed affiliation agreements
5. Current documentation of malpractice insurance for each clinical affiliate, if required by the affiliation agreement
6. Documentation of regular contact with clinical affiliates
7. Budgets for current year and past year
8. All didactic course syllabi
9. Forms/evaluations used in student selection process
10. Student/faculty/course evaluations
11. Graduate and Employer Surveys
12. American Board of Cardiovascular Perfusion Exam scores
13. Clinical competency committee reports/minutes
14. Advisory Committee meeting minutes
15. Student records
16. Documentation of student clinical competence in the following areas: Cardiopulmonary Bypass (CPB); Intra-Aortic Balloon Pump (IABP); Autotransfusion; Performance of Laboratory Analysis (point of care testing)
17. Written program goals
  - If these are stated in any publications, please have publications available for possible review
18. Documentation of teaching methodology continuing education for faculty

❖ **Programs should have the above items easily accessible at all times. Items may be reviewed during a site visit.**