

CAAHEP Webinar The Advisory Committee

Presented by

The Committee on Accreditation of Neurodiagnostic Technology (CoA-NDT)



Commission on Accreditation

of Allied Health Education Programs

Panelists

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Topics for Discussion

- ▶ Standards & Guidelines
- ▶ Role of the Advisory Committee
- ▶ Selection of Members
- ▶ Meeting Agenda
- ▶ Engagement of Members
- ▶ Minutes
- ▶ Follow-Up

Standards

II. Program Goals

A. Program Goals and Outcomes

There must be a written statement of the program's goals and learning domains consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the educational program. The communities of interest that are served by the program ***must include, but are not limited to, students, graduates, faculty, sponsor administration, employers, physicians, and the public.***

Standards

II. Program Goals

B. Appropriateness of Goals and Learning Domains

The program must regularly assess its goals and learning domains. Program personnel ***must identify and respond to changes in the needs and/or expectations of its communities of interest. An advisory committee, which is representative of at least each of the communities of interest named in these Standards, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.***

Advisory committee meetings may include participation by synchronous electronic means

Role of the Advisory Committee

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Selection of Members

2.14 NDT Program Advisory Committee

CAAHEP Standards require each program to appoint an advisory committee, which is representative of at least each of the communities of interest named in the **Standards**; the advisory committee must be charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change. (Standard II.B)

1. Public Member

Purpose:

The public member provides the perspective and represents the interests, of the community at large.

Definition:

A public member is not employed as a healthcare provider; is not a member of ASET or any trade association or membership organization that is related to the practice of neurodiagnostic technology; does not hold a status named in the Standards (e.g., a retired physician, retired employer); is not employed by the sponsor of the NDT program; is not a relative of an individual who is employed by the sponsor of the NDT program; and, does not hold any position with a CAAHEP-accredited program.

Meeting Agenda

Engagement of Members

Minutes



CoA-NDT Advisory Committee Check-list
(Standard II.B)

Program Name and Location: _____

Staff Review Primary Reviewer: _____ Secondary Reviewer: _____

Membership	Documented in Minutes	No Evidence of Membership
Current student	<input type="checkbox"/>	<input type="checkbox"/>
Program graduate	<input type="checkbox"/>	<input type="checkbox"/>
Physician(s)	<input type="checkbox"/>	<input type="checkbox"/>
Employers	<input type="checkbox"/>	<input type="checkbox"/>
Public Member	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Administration	<input type="checkbox"/>	<input type="checkbox"/>
Faculty	<input type="checkbox"/>	<input type="checkbox"/>

Meets at least annually

Minutes document at least one meeting of the Advisory Committee each year

Yes No

Comments:

Agenda items	Documented in Minutes	No Evidence in Minutes
Program goals and learning domains reviewed	<input type="checkbox"/>	<input type="checkbox"/>
Annual Report and Outcomes reviewed		
Graduate Surveys	<input type="checkbox"/>	<input type="checkbox"/>
Employer Surveys	<input type="checkbox"/>	<input type="checkbox"/>
Resource Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Thresholds	<input type="checkbox"/>	<input type="checkbox"/>
Credentialing exam(s)	<input type="checkbox"/>	<input type="checkbox"/>
Other assessment results reviewed		
Student	<input type="checkbox"/>	<input type="checkbox"/>
Faculty	<input type="checkbox"/>	<input type="checkbox"/>
Program	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Did the program discuss/review analyses and action plans that resulted from either the Annual Report or other program evaluations?

Yes No

Comments:

Did the program discuss/review program status or changes (e.g., course changes, curriculum content and/or sequencing, admission requirements or class size) and substantive changes (e.g., program status, personnel, addition of distance education, addition of satellite locations)?

Yes No

Comments:

Follow-Up





