



Annual Reports

Outcomes

Each October the ARC-AA reviews the annual reports submitted by each of the accredited programs. Trends are identified and monitored on an individual program level and on aggregated level. Following is the aggregated data from the most recent annual reports. (The annual reports submitted in 2019 reflect those who graduated in 2018.)

1-year average 2018			
data represents 11 accredited programs that graduated at least one student			
	Retention	Positive Placement	Cert Exam - Passing
Minimum	78.6%	100.0%	100.0%
Average	90.5%	100.0%	100.0%
Maximum	100.0%	100.0%	100.0%
Threshold	90.0%	90.0%	90.0%
3-year average 2018-2017-2016			
data represents 10 accredited programs that graduated at least one student in each year			
	Retention	Positive Placement	Cert Exam - Passing
Minimum	75.7%	98.5%	99.1%
Average	88.4%	99.8%	99.9%
Maximum	97.2%	100.0%	100.0%
Threshold	90.0%	90.0%	90.0%

General Observations

- Advisory Committee Membership – where’s the Hospital Administration?** A trend among the meeting minutes submitted for the programs’ Advisory Committees showed that there was a lack of representation from the [community of interest for Hospital Administration](#). Hospital Administration is a category added in the 2016 CAAHEP *Standards and Guidelines* and is intended to ensure hospital administration’s needs are taken into consideration.

Who exactly should represent the Hospital Administration? Great question. The program has flexibility of identifying who best represents the Hospital Administration for their program. Each program has its own needs and nuances; therefore, one answer does not fit all. The best practice is having an individual that can provide an outside perspective, is non-anesthesia related, and a customer of Anesthesiologist Assistant education, for example, Director of a Department, Director of Nursing, Director of Perioperative Nursing.

- **Advisory Committee Meeting Minutes** vary widely among programs in terms of what information is captured, the formatting, and the substance of the meeting. To provide support for programs and to eliminate the guessing game, a template is available for use by programs at www.caahep.org/arc-aa. Use this template for developing the agenda for the meeting and for recording the meeting minutes.
 - When listing the graduate(s) on the Advisory Committee, please include the year the person(s) graduated. (This is a new request.)
 - The Advisory Committee Minutes *should not include disciplinary actions or behavior issues* related to anyone; this includes faculty and students.
- **Standardized Tools.** The requirement for the programs to use the standardized reports and tools from the ARC-AA is continuing to be enforced. The Board is seeking meaningful data for the program and for itself, the board's goal for requiring programs to use standardized reports is to streamline the process for both the program and the board while ensuring the information desired is provided.

Please remember, programs must use the current version of the tools, including surveys for the Student & Program Personnel, which are available at www.caahep.org/arc-aa. The current version of each was approved in July 2018, and each question is linked directly to a CAAHEP *Standard*, demonstrating the importance of each question asked on the survey. The surveys are just one method for a program to assess the program's resources.

In addition to the PDF version, if you have a *paid* SurveyMonkey account, email the 'user name' to jennifer@arc-aa.org, and a copy of the surveys will be sent to your account.

- When a report is submitted in the wrong format, it may be rejected and deemed not received.
- All of the [required tools](http://www.caahep.org/arc-aa) referred to in this document are available on www.caahep.org/arc-aa, including the:
 - **Resource Assessment Matrix (RAM)** [available in Excel]
 - **Advisory Committee Meeting Agenda & Minutes** template [available in Word]
 - **Survey – Students** [available via SurveyMonkey, PDF]
 - **Survey – Program Personnel** [available via SurveyMonkey, PDF]
 - **Survey - Graduate** [available via SurveyMonkey, PDF]
 - **Survey – Employer** [available via SurveyMonkey, PDF]

New Board Members and Officers Take Office January 1, 2020

During its annual meeting in Orlando on October 18, the ARC-AA elected its officers. Officers hold two-year terms, commencing January 1, 2020 through December 31, 2021:

Chair: Sam Gumbert, MD
 Vice Chair: John Kimbell, CAA
 Treasurer: John Scott, MD
 Past-Chair: Rich Bassi, CAA

The ARC-AA is saying 'thank you' to three of its board members, Emily Drennan, MD, Melanie Guthrie, CAA, and Erik Nelson, MD. While we are saying 'thank you', we are also welcoming new faces, Mary Billstrand, MD, Jermaine Leclerc, CAA, and John Scott, MD.

The members of the board work hard to advance education for the Anesthesiologist Assistants, providing many hours attending board meetings, reviewing material, observing or conducting site visits, and much more! Thank you for sharing your time with the ARC-AA and Anesthesiologist Assistant programs and for supporting accreditation.

Annual Accreditation Fee Invoice

The week of January 6, each program director will receive the invoice for the ARC-AA annual fee. The annual fee of \$4,500 must be paid via check (credit cards are not accepted). The fee is due upon receipt. *An additional 5% charge will be assessed when a payment is not received within 30 days of invoice date.*



Call or email
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Commission on Accreditation of Allied Health Education Programs | www.caahep.org

The Accreditation Review Committee for the Anesthesiologist Assistant (ARC-AA) | www.caahep.org/arc-aa
is a Committee on Accreditation of CAAHEP