



ARC/STSA Subcommittee on Accreditation in Surgical Assisting (SASA)

Role and Responsibilities

Description

The Subcommittee on Accreditation in Surgical Assisting (SASA) of the ARC/STSA is comprised of three (3) members appointed by the sponsoring organizations of the SASA in accordance with the organizational Bylaws, including of two (2) educators from the profession of surgical assisting and one (1) academic dean of allied health.

Member Responsibilities

In accordance with the Bylaws of the ARC/STSA, the SASA shall:

1. Review and assess educational programs in the field surgical assisting for compliance with the *CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting*.
2. Forward accreditation recommendations to the ARC/STSA Board of Directors for review, consideration and approval.
3. Regularly assess the surgical assisting *Standards and Guidelines* for currency and pertinence within the education communities served by the SASA and ARC/STSA.
4. Review policies and procedures related to surgical assisting accreditation services of the SASA and ARC/STSA.
5. Assess issues and activities related to surgical assisting accreditation.

It is the policy of the ARC/STSA that SASA members attend all meetings (whether in person or by conference call) as defined by the ARC/STSA Bylaws. Any Committee member who is unable to attend a meeting must notify the ARC/STSA Executive Director as soon as possible before the stated time of the meeting. The Committee has two regularly scheduled meetings per year. All travel arrangements are coordinated through ARC/STSA staff. Airfare and hotel (room and tax) expenses are paid in advance for the Committee members; and, based upon sponsor policies, an advanced per diem or subsequent reimbursement for miscellaneous travel expenses, such as ground transportation, is provided to Committee members prior to each meeting.

SASA members must agree:

1. To abide by the Bylaws, Code of Conduct, Policies, and Procedures of the ARC/STSA.
2. To resign any elected or appointed positions they may hold in any certification, professional, or accreditation organization related to Surgical Technology or Surgical Assisting practice in order to serve on the SASA (not including State Assembly participation).
3. To resign from the SASA in the event of seeking employment with the ARC/STSA.

ARC/STSA Code of Conduct and Ethical Behavior Policy

Members of the SASA shall abide by the following Code of Conduct and Ethical Behavior Policy:

1. Promote the ARC/STSA vision and mission and enhance the reputation of the ARC/STSA by accurately representing the organization's official positions and refraining from expressing personal opinions that contradict or detract from those official positions.
2. Refrain from discussing the specifics of any business or program under review with anyone other than the following persons: an on-site visitor who is conducting an evaluation of a program, a member of the Board of Directors and/or a member of SASA, ARC/STSA legal counsel, or ARC/STSA staff.
3. Exhibit honesty, loyalty, candor, and professional competence in relationships with other ARC/STSA Officers, Directors, subcommittee members and staff.
4. Assist ARC/STSA Officers, Directors, and staff in creating and maintaining an effectively functioning organization, always respecting the responsibility and authority of those to whom implementation of organization policies and goals have been entrusted.
5. Give prudent consideration to issues affecting the ARC/STSA, taking into account established organizational policies, the need for confidentiality regarding organizational materials and information, as well as the legal, financial and administrative effect of proposed actions on the organization.
6. Inform the ARC/STSA Board of Directors of relevant matters of which the organization may be unaware including, but not limited to, business opportunities, policy alternatives, organizational needs, or any actions that may be contrary to organizational policy, unethical, unlawful, or may be potentially damaging to the ARC/STSA and/or SASA.
7. Respect concerns of ARC/STSA programs and applicants and assure that all such concerns are forwarded to appropriate ARC/STSA staff.
8. Comply with all applicable ARC/STSA policies, bylaws and rules including the ARC/STSA Conflict of Interest and Confidentiality Policy.
9. Act in a manner that does not harm or damage the reputation and goodwill of ARC/STSA or any of its committees and leadership.
10. Follow the organization's chain-of-command in which committee members report to the committee Chair, the committee Chair and members of the Board of Directors report to the ARC/STSA Chair.

Appointment and Terms

Appointment to the SASA consists of a three-year term, with the opportunity for reappointment to one additional three-year term.

SASA Chair Responsibilities

The Chair of the SASA shall be elected by the members of the Committee at the annual fall meeting of the Committee. The term of the Chair is for one year, with the possibility of a subsequent second term if elected.

SASA Chair responsibilities include, but are not limited to:

1. Contributing, reviewing, and approving each SASA meeting agenda.
2. Conducting all meetings of the SASA.
3. Providing a SASA report for each Board of Directors meeting.
4. Contributing to publications (ARC/STSA newsletter, etc.).
5. Attending professional meetings as requested by the ARC/STSA.