

**ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING [ARC/STSA]**  
sponsored by the  
**American College of Surgeons [ACS] and Association of Surgical Technologists [AST]**  
in collaboration with the  
**COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS [CAAHEP]**

**ARC/STSA Schedule of Responsibilities Form**

Name:	
Position:	<input type="checkbox"/> Program Director <input type="checkbox"/> Clinical Coordinator <input type="checkbox"/> Didactic/Laboratory/Clinical Faculty
Hours per week allotted to the program:	

Below, list the individuals specific teaching and non-teaching assignments as well as the percentage of the total time allotted to the program for each responsibility.

Responsibility	% of Time Allotted to this Responsibility
<b>Program Organization</b> (i.e. faculty scheduling, training, development, clinical/class/room scheduling)	
<b>Program Administration</b> (i.e. grading assignments/papers/exams, didactic/lab/clinical evaluations, mentoring students, presenting lectures, development and implementation of remedial plans)	
<b>Continuous Review of Program, Curriculum, and General Effectiveness</b> (i.e. staying current on the subject material, researching, presenting research)	
<b>Planning and Development of Curriculum</b> (i.e. develop instructional plan, creating instructional materials)	
<b>Additional Duties:</b>	
<b>Additional Duties:</b>	
<b>Additional Duties:</b>	
<b>Total</b> (sum of responsibilities should equal 100% of the time allotted to the program)	<b>100%</b>