

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