

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 Program Personnel Data Form – Interim Program Director

A change in Program Director (PD) must be reported to the ARC/STSA at info@arcstsa.org within 30 days of the change.

Maximum timeframe for interim PD appointment is six (6) months from the date of departure of the prior fully qualified, formal PD.

Sponsoring Institution:		State:	
Name:			
Credentials:		CST or CSFA Certification #:	
Date of Appointment:		Prior PD Departure Date:	
Phone:		Email:	

The program must submit a Plan of Action form to demonstrate compliance with Standard III.B. – Program Director to include a detailed timeline of search for a new Program Director.

Attestation of Responsibilities:

- Institutional administrative staff with direct oversight of the surgical technology and/or surgical assisting program
- Physically present on the campus to administer daily activities for the program
- Sufficiently free to administer/oversee the surgical technology and/or surgical assisting program
- Sufficient faculty and staff are appointed to achieve the program’s stated goals and outcomes

Acknowledgement of Policy

- At the end of the six (6) month interim period (or upon appointment, if sooner) the sponsor must provide evidence of appointment of a fully qualified, formal Program Director appointment
- If no formal Program Director appointment has occurred within the six (6) month interim period, the program will be reviewed at the next scheduled ARC/STSA Board of Directors meeting for non-compliance with Standard III.B.
- Programs reviewed for non-compliance with Standard III.B. may be subject to a recommendation of Probationary Accreditation or recommendation of Withdraw Accreditation

The Sponsoring Institution President/CEO or their administrative designee acknowledges that the information above is accurate*.

President/CEO or Administrative Designee Signature

Date

(*Please note that failure to provide accurate information, verified upon ARC/STSA request or during program review [Site Evaluation] will result in a Recommendation for Probationary Accreditation, which can lead to Withdrawal of Accreditation.)