

Program Advisory Committee (PAC) Member and Meeting Policy

Relevant Standard: Standard II. Program Goals B. Program Advisory Committee

Purpose

The ARC/STSA PAC Member and Meeting Policy:

- ✦ Defines and specifies PAC member roles and qualifications of those who may be appointed
- ✦ Outlines meeting criteria acceptable to the ARC/STSA for Standards compliance.

This policy supplements Program Advisory Committee requirements as found in the current *CAAHEP Standards and Guidelines for the Accreditation of Education Programs in Surgical Technology* and the current *CAAHEP Standards and Guidelines for the Accreditation of Education Programs in Surgical Assisting*.

PAC Member Roles

The PAC must include at least one representative from each of the communities of interest as detailed below:

- ✦ **Current student**
- ✦ **Program graduate**
- ✦ **Program director (Faculty)**
- ✦ **Sponsoring institution administrator**
- ✦ **Employer**
- ✦ **Physician**
- ✦ **Practicing surgical technologist (for surgical technology programs)**
- ✦ **Practicing surgical assistant (for surgical assisting programs)**
- ✦ **Public member**

PAC Member Qualifications

- ✦ Each PAC position must be represented by a unique member; PAC members may not serve in more than one capacity. Programs must maintain resumes or biographical summaries for all members, and evidence of professional credentials for the practitioner and physician.
- ✦ PAC members must be located within the program's immediate community of interest.

- ✳ The physician representative must be a practicing surgeon or practicing anesthesiologist. Recently retired surgeons or anesthesiologists (within five years) may serve as a physician representative.
- ✳ For surgical technology programs, the practitioner representative must be a credentialed surgical technologist. For surgical assisting programs, the practitioner representative must be a credentialed surgical assistant.
- ✳ Either the employer, physician or practicing surgical technologist (for surgical technology programs)/practicing surgical assistant (for surgical assisting programs) must be employed by one of the program's clinical sites.
- ✳ The public member representative must represent the interests of the surgical patient, may not be employed in, or retired from a health care field, may not be an employee of the sponsoring institution or a clinical affiliate, and may not be a family member of institutional or program faculty or staff.
- ✳ Only the program director, faculty and institutional administrative representatives may be employed by the sponsoring institution.

Meeting Criteria

- ✳ PAC meetings must be held at least once every 12 months and include at least one representative from each community of interest.
- ✳ PAC meetings must be presented live/synchronously, but may be conducted in an on-ground, virtual or hybrid format using telecommunications technology as needed.
- ✳ PAC meeting may be held in conjunction with departmental or institutional advisory committee meetings; however, the surgical technology or surgical assisting program portion must be conducted independently as a separate meeting or a breakout session.
- ✳ Programs must maintain verifying documentation which demonstrates all PAC members are involved in the discussion/conversation regardless of the meeting format (meeting minutes, email communications, sign-in sheets, screenshots of teleconference, etc.) to assist program and sponsoring institutional personnel in formulating and periodically revising appropriate goals and learning domains, program resources, and program outcomes.
- ✳ If an individual PAC member is unable to attend a meeting and there is evidence to demonstrate that the absent PAC member was involved in the discussion/conversation, this will satisfy Standard II.B. – PAC meeting requirements. Please note, email and survey input/feedback from this individual must demonstrate meeting participation (i.e., substantive commentary and/or contributions to the agenda topics).