

Plan of Action (PoA)

Concern Based on Outcomes? Now What?

Your program is below threshold in one or more outcome areas, or does not meet a standard. What are the first steps to address and resolve the area(s) of noncompliance?

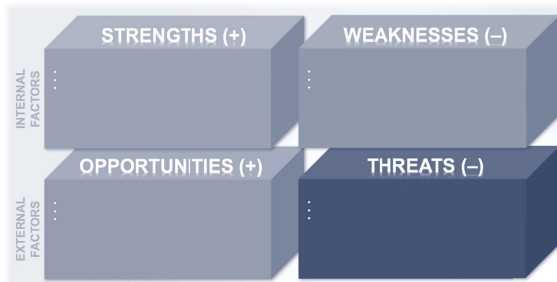
- Complete an Analysis
 - ✓ Gather Facts
 - ✓ Identify Trends and Contributing Factors



*ARC/STSA Accreditation Exchange –
Sharing Best Practices*



SWOT Analysis



Fact Finding

What internal and external factors led to noncompliance?



How can program strengths and external opportunities be best used to correct the non-compliance?



Fact Finding

Base your Plan of Action on data rather than assumptions



Develop Plan of Action (PoA)

Focus on factors that can be controlled to come into compliance. This could include a change in:

- Curriculum – course sequencing, prep course for examination
- Student Services – advising, tutoring, resource referrals
- Admissions – interviews, overview of program/profession, prerequisites, limiting enrollment

...rather than focusing on external factors out of the program's control, such as the economy or world-wide public health crisis.



Plan of Action (PoA) *Newly Revised*

A Plan of Action should be:

- ✓ Detailed
- ✓ Comprehensive
- ✓ Measureable

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 Plan of Action	
Sponsoring Institution:	State:
Standard:	Area of Non-Compliance:
Please provide a detailed analysis of the factors contributing to the area of non-compliance:	
Please provide a comprehensive narrative of the steps the program plans to take to meet the standard:	
Plan Implementation Date:	Date program expects to meet Standard:
Program Director Signature	Date



Let's practice!

PoA Example: Ultimate Surgical Technology College

- ✦ Program Director resigned
- ✦ Interim Program Director appointed
- ✦ Notification to ARC/STSA within 30 days

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:	Ultimate Surgical Technology College	State:	CO
Name:	James Brown	CST or CSFA Certification #:	
Credentials:	MBA	CST or CSFA Certification #:	
Date of Appointment:	2/21/2021	Prior PD Departure Date:	2/21/2021
Phone:	123-456-7890	Email:	jbrown@ultimate.edu
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:			
<input checked="" type="checkbox"/> Institutional administrative staff with direct oversight of the surgical technology and/or surgical assisting program			
<input checked="" type="checkbox"/> Physically present on the campus to administer daily activities for the program			
<input checked="" type="checkbox"/> Sufficiently free to administer/oversee the surgical technology and/or surgical assisting program			
<input checked="" type="checkbox"/> Sufficient faculty and staff are appointed to achieve the program's stated goals and outcomes			
Acknowledgement of Policy:			
<input checked="" type="checkbox"/> 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.			

Area of Non-Compliance...Insufficient

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ARC/STSA Plan of Action	
Sponsoring Institution:	State:
Standard:	Area of Non-Compliance:
III.B.1.	Request change in Program Director



Area of Non-Compliance...Sufficient

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ARC/STSA Plan of Action	
Sponsoring Institution:	State:
Standard:	Area of Non-Compliance:
III.B.1.b.	The formal Program Director resigned from the program on February 21, 2021. We are in search of a qualified candidate and have appointed an Interim Program Director while searching for a candidate meeting Standard qualifications.



Analysis...Insufficient

Please provide a detailed analysis of the factors contributing to the area of non-compliance:
There has not been an area of non-compliance. Program seeking formal, qualified Program Director and appointed an interim in the meantime. Per interim policy 6-months to appoint formal



Analysis...Sufficient

Please provide a detailed analysis of the factors contributing to the area of non-compliance:
Jane Doe submitted her letter of resignation on February 7, 2021 with a final service date of February 21, 2021. The program was unable to find a qualified candidate to appoint as the new Program Director for the program, therefore, we have appointed James Brown as Interim Program Director, while a search is conducted for a qualified candidate.



The Plan...Insufficient

Please provide a comprehensive narrative of the steps the program plans to take to meet the standard:	
<ol style="list-style-type: none"> 1. Seek qualified candidate - Complete 2. Appoint Interim Program Director - Complete 3. Upon approval of Interim Program Director from ARC/STSA begin search for formal Program Director - Pending ARC Approval 4. Review applicants and appoint Program Director - 5. Seek approval from institution - 6. Submit PPDF - PD to ARC/STSA - 7. Upon approval register PD for AFE - 	
Plan Implementation Date:	3/05/2021
Date program Expects to meet Standard:	Pending ARC Approval
John Schmoe	3/17/2021
Program Director Signature	Date

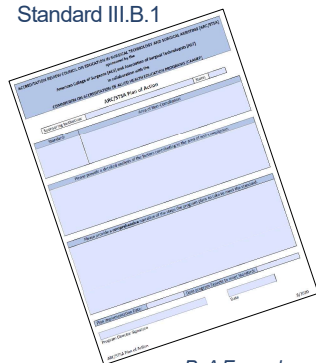


The Plan...Sufficient

Please provide a comprehensive narrative of the steps the program plans to take to meet the standard:	
<p>February 7, upon receipt of Ms. Doe's resignation we posted job opening fliers on the institution website, as well as various recruiting websites. Additionally, interviews were conducted with various program instructors to see if anyone would like to be considered for the position.</p> <p>February 21, we elected to appoint James Brown as interim while we continue to conduct a search for a qualified candidate</p> <p>March 15, program will select candidates meeting program needs and requirements, and hold second interviews with each candidate</p> <p>April 2, program will make a job offer to most qualified candidate</p> <p>April 9, submit Program Director Change to ARC/STSA</p>	
Plan Implementation Date:	2/21/2021
Date program Expects to meet Standard:	4/9/2021
John Schmoe	2/21/2021
Program Director Signature	Date



Standard III.B.1



PoA Example

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ARC/STSA Plan of Action	
Sponsoring Institution	Ultimate Surgical Technology College
State	CO
Standard:	Area of Non-Compliance:
III.B.1.b	The formal Program Director resigned from the program on February 21, 2021. We are in search of a qualified candidate and have appointed an interim Program Director while searching for a candidate meeting standard qualifications.
Please provide a detailed analysis of the factors contributing to the area of non-compliance:	
<p>June Doe submitted her letter of resignation on February 7, 2021 with a final service date of February 21, 2021. The program was unable to find a qualified candidate to appoint as the new Program Director for the program. Therefore, we have appointed James Brown as interim Program Director, while a search is conducted for a qualified candidate.</p>	
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Thank you!

Q & A

