

**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 – ST – Clinical Coordinator**

A change in Clinical Coordinator should be reported to the ARC/STSA on the program's subsequent Annual Report.

Program does **not** need to submit an ARC/STSA Program Personnel Data Form – Clinical Coordinator if the Program Director serves in this role.

Sponsoring Institution:				State:	
Name:					
All Credentials held as Abbreviations (to include CST):			NBSTSA Certification #		
Date of Appointment:		Personal Pronouns:	<input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them		
Institutional Email:					

*If **all required responsibilities and qualifications** are **not met**, please submit a Plan of Action (POA) Form to demonstrate how the program plans to achieve compliance with Standard III.B.2.*

**Attestation of Responsibilities:**

- ☐ Is responsible for coordinating clinical education.
- ☐ Provides administration, organization, and supervision of student clinical experience.
- ☐ Ensure documentation of the evaluation and progression of clinical performance leading to clinical competence.
- ☐ Provides continuous quality review and improvement of student clinical experience.
- ☐ Provides academic oversight, including curriculum planning and development of student clinical experience.
- ☐ Ensures orientation to the program's requirements of the personnel who supervise or instruct students at clinical sites.
- ☐ Coordinates the assignments of students to clinical sites.

**Attestations of Qualifications:**

- ☐ Is a graduate of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency.
- ☐ Possesses a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).
- ☐ Has a minimum of three years of documented experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.
- ☐ Possesses knowledge of the curriculum.
- ☐ Possesses knowledge about the program's evaluation of student learning and performance.
- ☐ The program attests that the program has sufficient faculty/instructional staff resources to ensure achievement of the program's goals and objectives for the program's stated maximum enrollment capacity.

The Program Director acknowledges that the information above is accurate\*\*.

Program Director Signature

Date

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

**Please reference Standard III.B. in the CAAHEP Standards and Guidelines for documentation that must be maintained by the program to demonstrate compliance.**