Program Advisory Committee (PAC) Member and Meeting Policy

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

Purpose

The ARC/STSA Program Advisory Committee (PAC) Member and Meeting Policy defines and specifies Program Advisory Committee member roles and qualifications of those who may be appointed, and 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 Educational Programs in Surgical Technology* and the current CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting*.

Program Advisory Committee Member Roles

The Program Advisory Committee 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
- Distance education representative, if applicable
- Community representation for Separate Instructional Sites and Satellites, if applicable

Program Advisory Committee Member Qualifications

- Each Program Advisory Committee (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.

- Program Advisory Committee 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 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, institutional administrative representatives, and distance education representative may be employed by the sponsoring institution.

- If any learning objectives from the current core curricula (i.e. required Core Curriculum for Surgical Technology or Core Curriculum for Surgical Assisting curricula) are taught using distance education methodologies, the Program Advisory Committee must include a distance education representative who is knowledgeable in distance education practices.

- If the program utilizes a Separate Instructional Site or Satellite outside the program's community of interest, the Program Advisory Committee must include representation from these locations. At a minimum, this representation for the Separate Instructional Site and/or Satellite locations must include a current student and/or graduate, faculty member (if unique to the Separate Instructional Site and/or satellite), and clinical affiliate representative.

Meeting Criteria

- Program Advisory Committee meetings must be held at least once every 12 months and include at least one representative from each community of interest.

- Program Advisory Committee meetings must be presented live/synchronously, but may be conducted in an on-ground, virtual or hybrid format using telecommunications technology as needed.

- Program Advisory Committee meetings 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 minutes or other documentation demonstrating the Program Advisory Committee reviews and discusses revisions to program goals and effectiveness, including curriculum, learning domains, program resources, and program outcomes.

- Programs must maintain documentation evidencing that all Program Advisory Committee members are in attendance regardless of the meeting format. Documentation may include email communications, sign-in sheets, and/or teleconference screenshots.

- If an individual Program Advisory Committee (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. – Program Advisory Committee 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), and this input must be shared with the rest of the PAC.

- If any learning objectives from the current core curricula (Core Curriculum for Surgical Technology or Core Curriculum for Surgical Assisting) are taught using distance education methodologies, the Program Advisory Committee meeting must include a review and discussion of the program's distance education.

- If the program utilizes a Separate Instructional Site or Satellite, the Program Advisory Committee meeting must include a review and discussion of the facility, learning resources, educational activities, and program and graduate cohort outcomes for each learning site, as applicable.