

ARC/STSA Separate Instructional Site Policy

Purpose

The ARC/STSA Separate Instructional Site Policy defines the use of an off-campus facility in which a portion of program instruction is delivered on ground to students of a CAAHEP-accredited surgical technology or surgical assisting program and outlines the criteria acceptable to the ARC/STSA when utilizing a Separate Instructional Site.

Definition

A classroom or facility in which a portion of program instruction is delivered on ground to students. The classroom or facility is geographically separated from the campus where the CAAHEP-accredited surgical technology or surgical assisting program is administered and taught. The location may be used for laboratory instruction, practice, or assessment, classroom lectures, or other learning or assessment activities. An approved Separate Instructional Site is an extension of the campus, and learning activities are under the direction and oversight of the program director.

This location does not meet the definition of a satellite campus as it does not offer all the didactic and laboratory content of a program, nor is it a reference to a facility used strictly as a clinical affiliate.

Application and Evaluation Process

Currently accredited programs must be in good standing with CAAHEP and the ARC/STSA to apply for the approval of a Separate Instructional Site. Initial applicant programs with a Separate Instructional Site must apply for inclusion of the site in conjunction with their Self-Study Report.

A Separate Instructional Site application and site evaluation are required for:

- A currently CAAHEP-accredited surgical technology or surgical assisting program seeking to offer a portion of their program instruction at a new Separate Instructional Site.
- Programs applying for initial accreditation that currently offer a portion of their program instruction at a Separate Instructional Site.

If the program has a Separate Instructional Site outside of the state in which the main campus is located, it must ensure that all requirements to operate are approved by the applicable state agency (agencies) in which the site is located prior to applying.

A Separate Instructional Site Application is not required for:

- CAAHEP-accredited programs that operated a Separate Instructional Site, prior to January 1, 2024.

Separate Instructional Site Evaluation Criteria

All sponsoring institutions/programs offering any portion of the required surgical technology or surgical assisting instruction at a Separate Instructional Site must provide evidence of compliance with the requirements listed below, in addition to the current CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology* or the current CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting*, as applicable. Evidence of such compliance must be maintained by the institution.

Standard I

- Secure and maintain approval(s) from institutional accreditation agency (agencies) and/or state agency(ies), as applicable.
- Demonstrate an institutional commitment to the administrative oversight and support of the learning activities at the Separate Instructional Site.
- Include provisions within the required preparedness plans for continuity of learning in the event of an unanticipated interruption at the Separate Instructional Site.

Standard II

- Assure that student learning at the Separate Instructional Site is consistent with the mission, goals, and objectives of the program.
- If the program utilizes a Separate Instructional Site outside the program's community of interest, the Program Advisory Committee (PAC) must include representation from the Separate Instructional Site location. At a minimum, this representation for the Separate Instructional Site must include a current student and/or graduate, faculty member (if unique to the Separate Instructional Site), and clinical affiliate representative.
- Review and discuss the utilization of the Separate Instructional Site with the Program Advisory Committee to include the facility, learning resources, educational activities, and program and graduate cohort outcomes, as applicable.

Standard III

- Provide qualified faculty as detailed in Standard III and maintain required laboratory faculty-to-student ratios, as applicable.
- Ensure sufficient resources are available for the faculty and students at the site for the given learning activity (e.g., if the site is to be used as a skills lab, resources must be sufficient to learn required competencies and comparable to resources provided in an on-campus laboratory.).
- The program must demonstrate that the curriculum offered meets or exceeds the content and competencies specified in the most current edition of the Core Curriculum for Surgical Technology/Core Curriculum for Surgical Assisting listed in Appendix B of the Standards.

Standard IV

- Regularly assess the effectiveness of the learning activities conducted at the site, and student competencies, to ensure that course and program objectives are being met.

- Analyze the results of the recurrent evaluation of students, as detailed in Standard IV, to ensure the effectiveness of curriculum delivery at the Separate Instructional Site.

Standard V

- Disclose to applicants and students, in writing, the location and use of the Separate Instructional Site.
- Provide formal written agreements that detail the relationship, roles, and responsibilities of the program sponsor/program and all other entities involved in the instructional learning site. If space is shared, borrowed, or leased, the availability and usage must be clearly outlined.
- Notify ARC/STSA in writing of a discontinuation of use of the Separate Instructional Site as required under Standard V.E.