

OREGON HIGHER EDUCATION COORDINATING COMMISSION
Office of Community Colleges and Work Force Development

Emergency Medical Services Program Accreditation Report

Sponsoring Institution:

Name **Oregon Coast Community College**
Location: 400 SE College Way, Newport, OR 97366
Office Phone: 541.867.8513
Web Address: www.oregoncoastcc.org

Site Visit Date: Thursday, May 10, 2018

Accreditation Team Members:

HECC Accreditor: Suzann Schmidt, BA, NRP
HECC Administrator KC Andrew, M.ED.
Team Member: Jonathon Cory Miner, MS, Paramedic
OHA EMS Representative:
Other:

A. PROGRAM DATA:

1 Institution		Comments	
Name of College: Oregon Coast Community College			
Mailing Address: 400 SE College Way			
City, State and zip code: Newport, OR 97366			
Phone: 541.867.8513			
Web Address: www.oregoncoastcc.org			
2 Program Administrator			
Name/ Credentials: Linda Mollino, MSN, RN			
Title Director of Career & Technical Education Programs: Health & Human Services Careers			
Email Address: lmollino@oregoncoastcc.org			
Phone number: 541.867.8513			
3 Program Director			
Name/ Credentials: Section 3 is same as above section 2			
Title:			
Email Address:			
Phone number:			
Was the self-study prepared by the Program Director?		Yes	No
(If not list the Name/ credentials / title of the person preparing the self study)		X	
Name/ credentials:			
Email Address:			
Phone number:			
4 Accreditation Status:		X for all that apply	Date of Last Review
Northwest Association of Schools and Colleges		X	4/2018 results
Commission on Accreditation of Allied Health Programs		NA	pending
Other, List name:			
In the remaining sections of this report, place an X in the correct column to indicate that the information is contained in the self-study and either met or did not meet the OAR requirement. Any section marked did not meet must contain a comment in the comment section.			
5 Program Titles/Level of Courses Offered:		Met	Not Met
X all that apply			
x	Emergency Medical Responder (EMR)		
x	Emergency Medical Technician (EMT)	x	
x	OR Intermediate Emergency Medical Technician (EMT-I)		
x	Advanced Emergency Medical Technician (AEMT)	x	
x	Paramedic		
Ancillary EMS Course: List in comments			
Other: List in comments			
6 Types of Degrees or Certificates Offered		Met	Not Met
X all that apply		x	
	none		
X	Pre-paramedic Certificate		
	Associate of Applied Science in Paramedicine		
	Bachelor of Science in EMS		
	Other		
7 Number o Student Enrolled in the Program:		Met	Not Met
a. Number of classes at each level offered during the past two years are listed in the self-study		x	
b. Number of students in each class are listed in the self-study		x	
Number of students completing/dropping the classes listed above are			
c. in the self-study		x	
The Pass/Fail rates on the NREMT and State certifying exams for classes			
d. listed above are in the self-study		x	
8 The number of EMT Associate Degrees and Certificates conferred during the past two years are listed in the Self-Study.		Met	Not Met
		x	
9 Does this Program Articulate with secondary programs?		Met	Not Met
a. Yes			
No			
b. Is a description or copy of the articulation agreement provided?			
10 A narrative of the historical development, goals, objectives and any unique characteristics of the program is provided in the self-study.		Met	Not Met
		x	
			Comment
			nicey written history of program, development goals & objectives

B. INSTRUCTIONAL PROGRAMS

A table or description showing the program(s) and/or courses by clock hours and academic credit awarded for each certificate or degrees is provided:

- place an X next to the type of verification
- a. Provided in self study x
- b. During site visit interview

Met Not Met Comments:

x

A document listing the course numbers, titles, credit hours and clock hours for the didactic, clinical and field components required for course completion is provided.

- place an X next to the type of verification
- a. Provided in self study x
- b. During site visit interview

Met Not Met Comments:

x

Copies of OHA EMS & Trauma Section course approvals for the courses offered in the past two years were available.

- place an X next to the type of verification
- a. Provided in self study x
- b. During site visit interview

Met Not Met Comments:

x

appendix 1

Didactic Instruction

Does the curriculum follow the OHA EMS & Trauma Section requirements or the National Education Standards at each level?

- place an X next to the type of verification
- a. Provided in self study x
- b. During site visit interview x

Met Not Met Comments:

x

Is there a syllabus or course outline for each course that includes a course description, goals and objectives and competencies students are expected to achieve upon successful completions?

- place an X next to the type of verification
- a. Provided in self study x
- b. During site visit interview

Met Not Met Comments:

x

appendix 2

Are syllabi available for all courses?

- place an X next to the type of verification
- a. Provided in self study x
- b. During site visit interview

Met Not Met Comments:

x

x

appendix 2

Does each student receive a course syllabus at the beginning of each course?

- place an X next to the type of verification
- a. Provided in self study x
- b. During site visit interview x

Met Not Met Comments:

x

x

Clinical Experiences

Is a list of all clinical sites provided? The list must include the primary site contact, title and phone number.

- place an X next to the type of verification
- a. Provided in self study
- b. During site visit interview

Met Not Met Comments:

x

x

self study page 11

Is there a copy of the affiliation agreement between the school and clinical site for each clinical site? The agreement must be signed and dated by both parties.

- place an X next to the type of verification
- a. Provided in self study
- b. During site visit interview x

Met Not Met Comments:

x

		Met	Not Met	Comments:
	The written agreements clearly identifies each parities (schools and clinical	x		
5.2	site) responsibilities			
	place an X next to the type of verification			
a.	Provided in self study			
b.	During site visit interview	x		
		Met	Not Met	Comments:
6	Clinical goals and objectives (learning outcomes) have been established.	x		OCCE AEMT Clinical Clinical
	place an X next to the type of verification			Verification Form has the goals and
a.	Provided in self study	x		objectives clearly stated, however
b.	During site visit interview			they do not meet OAR requirements.
		Met	Not Met	Comments:
	Each student receives a copy of the clinical learning outcomes prior to their	x		
6.1	clinical experience.			
	place an X next to the type of verification			
a.	Provided in self study			
b.	During site visit interview	x		
		Met	Not Met	Comments:
	Do the clinical resources provide student experiences sufficient to meet the	x		
7	program goals and objectives in an educationally sound and timely manner?			
	place an X next to the type of verification			
a.	Provided in self study	x		
b.	During site visit interview			
		Met	Not Met	Comments:
8	Is a description of the clinical supervision for each rotation available?	x		
	place an X next to the type of verification			
a.	Provided in self study	x		
b.	During site visit interview	x		
		Met	Not Met	Comments:
	Are students supervised by appropriate medical personnel or program	x		
8.1	instructor as outlined in the affiliation agreement?			
	place an X next to the type of verification			
a.	Provided in self study			
b.	During site visit interview			
		Met	Not Met	Comments:
	Is the student to instructor ratio in the clinical site adequate to ensure	x		
8.2	effective learning?			
	place an X next to the type of verification			
a.	Provided in self study			
b.	During site visit interview	x		
		Met	Not Met	Comments:
	Does evidence exist to suggest to suggest that students have adequate and	x		
9	appropriate access to patients in each clinical setting?			
	place an X next to the type of verification			
a.	Provided in self study	x		
b.	During site visit interview	x		
		Met	Not Met	Comments:
	Are the overall clinical resources adequate to support the number of	x		
9.1	students enrolled?			
	place an X next to the type of verification			
a.	Provided in self study	x		
b.	During site visit interview	x		
		Met	Not Met	Comments:
	Does evidence exist to suggest that clinical sites are adequate to meet the	x		
10	program goals?			
	place an X next to the type of verification			
a.	Provided in self study			
b.	During site visit interview	x		
	Field Internship			
		Met	Not Met	Comments:
	Is a list of all field sites provided? The list must include the primary site	x		self study page 11
11	contact, title and phone number.			
	place an X next to the type of verification			
a.	Provided in self study	x		
b.	During site visit interview			

		Met	Not Met	Comments:
	Is there a copy of the affiliation agreement between the school and clinical site for each clinical site? The agreement must be signed and dated by both parties.	x		
11.1	place an X next to the type of verification a. Provided in self study b. During site visit interview			
		Met	Not Met	Comments:
	Do the internships appear to meet the requirements listed in OAR 333-265-0010?	x		
11.2	place an X next to the type of verification a. Provided in self study b. During site visit interview			
		Met	Not Met	Comments:
	Do internship sites provide sufficient experience to permit every student to complete the program and state requirements within the timeframe of the approved course?	x		
11.3	place an X next to the type of verification a. Provided in self study b. During site visit interview			
		Met	Not Met	Comments:
	Is there a tracking system to document the OAR requirements are met by each student?		x	No evidence was found of a tracking system to assure that each student, completed the goals required by the program.
11.4	place an X next to the type of verification a. Provided in self study b. During site visit interview			
		Met	Not Met	Comments:
	12 Is the process by which preceptors are assigned to students outlined?	x		
	place an X next to the type of verification a. Provided in self study b. During site visit interview			
12		Met	Not Met	Comments:
	12.1 Is each student assigned a preceptor?	x		
12.1	place an X next to the type of verification a. Provided in self study b. During site visit interview			
		Met	Not Met	Comments:
	13 Is there a description of the medical accountability in each internship site?	x		
	place an X next to the type of verification a. Provided in self study b. During site visit interview			
13		Met	Not Met	Comments:
	Are all students assigned to EMS sites within an EMS systems that demonstrates medical accountability?	x		
13.1	place an X next to the type of verification a. Provided in self study b. During site visit interview			
		Met	Not Met	Comments:
	Are there written goals and competencies to be attained by the student during the field internship?	x		
14	place an X next to the type of verification a. Provided in self study b. During site visit interview			
		Met	Not Met	Comments:
	Are copies of the written goals and competencies provided to the students and the preceptors prior to the beginning of internships?	x		
14.1	place an X next to the type of verification a. Provided in self study b. During site visit interview			
		Met	Not Met	Comments:
	Do the competencies meet or exceed the requirements stated in OARs, chapter 333, Division 265?		x	OAR 333-265-0015, 1,a,A, B, C, & D require the Advanced EMT student to complete specific patient contacts and procedures in a clinical setting. The programs clinical goals do not meet these requirements.
14.2	place an X next to the type of verification a. Provided in self study b. During site visit interview			

C. STAFFING

	Met	Not Met	Comments
<p>Is there a job description for the program administrator and does it appear to meet the intent of OAR 581-049-0020(3)? Does the person in the position meet those qualifications?</p> <p>1 place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	x		
<p>Does the course director for each course meet the requirements of OAR 333-265-0020? Is a list of course directors for the past two years</p> <p>2 place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	x		
<p>Do course directors have appropriate training and experience to fulfill the role, and do they hold the credentials required in the OARs?</p> <p>2.1 place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview</p>	x		
<p>Are all lab assistants and their level of certification listed?</p> <p>3 place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	x		
<p>Are guest lecturers and their respective topics listed? Is a list of names with credentials and topics provided?</p> <p>4 place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview</p>	x		
<p>Do all guest lecturers appear to possess the necessary expertise and teach in compliance with the established course standards?</p> <p>4.1 place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	x		
<p>Has the Medical Director been identified? A resume, job description and Oregon license number should be provided.</p> <p>5 place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview</p>	x		Steven Adnsecavage, MD Assistant ED Director, Samaritan North Lincoln Hospital
<p>Does the medical director meet the qualifications defined in OAR 847-035-0020?</p> <p>5.1 place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview</p>	x		
<p>Is the medical director approved by OHA EMS & Trauma Section?</p> <p>5.2 place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview</p>	x		
<p>Does the medical director advise the program administrator and course director on medical aspects of the EMS courses and program? This should include course exams evaluation, student competency sign off and participation in curriculum decisions.</p> <p>5.3 place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview</p>	x		
<p>Does the college or institution provide financial support for faculty to maintain current certification?</p> <p>6 place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview</p>	x		

D. FINANCIAL RESOURCES

1 Is an annual operating budget for the program provided in the self study? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met x	Not Met	Comments
1.1 Does the budget appear sufficient to maintain continuous operation of the program? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met x	Not Met	Comments
2 Is there evidence to suggest that the financial resources are assured for the continuous operation of the classes for the next year? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met x	Not Met	Comments
3 Does the program administrator have direct control over budget expenditures and allocations? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met x	Not Met	Comments
4 Does the budget provide adequate funds for instructional materials, supplies, equipment and repairs? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met x	Not Met	Comments
5 If additional resources were available, has the program identified needs? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met x	Not Met	Comments
6 Is funding for new and replacement equipment addressed? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met x	Not Met	Comments

E. FACILITIES

	Met	Not Met	Comments
1 Classrooms, laboratories, administrative and faculty offices are provided with sufficient space to accommodate the faculty and number of students enrolled in the program. place an X next to the type of verification a. Provided in self study x b. During site visit interview x	x		
1.1 Are the specific locations of the classes listed? If classes are offered off campus, are the specific locations identified? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met	Not Met	Comments
1.2 Do classrooms have adequate lighting, ventilation, and storage for instructional materials and equipment? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met	Not Met	Comments
1.3 Is the furniture in good condition with comfortable and appropriate writing surfaces? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met	Not Met	Comments
1.4 Are laboratory spaces covered with carpet or other appropriate protective surfaces? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met	Not Met	Comments
1.5 Is running water available? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met	Not Met	Comments
1.6 In the judgment of the site visit team, do all the rooms appear to meet the intent of OSHA standards? place an X next to the type of verification a. Provided in self study b. During site visit interview x	Met	Not Met	Comments
1.7 Do the students have access to sufficient toilet facilities within a reasonable distance from the classroom and able to reasonably accommodate the number of students enrolled? place an X next to the type of verification a. Provided in self study b. During site visit interview x	Met	Not Met	Comments
2 Are staff and faculty office locations listed? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	x		
2.1 Are the administrative staff and faculty provided adequate office space to manage the program, keep adequate records and instructional materials, and prepare lesson plans? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met	Not Met	Comments
3 Is space provided for confidential faculty/student conferences? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met	Not Met	Comments

F. INSTRUCTIONAL AIDS, SUPPLIES AND MATERIALS

1 Is a list of the teaching aids and instructional materials readily available to the instructors? Provided?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study		x	
b. During site visit interview		x	
1.1 Are teaching aids and instructional materials up-to-date and appropriate for the numbers and types of students?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study		x	
b. During site visit interview		x	
2 Is a list of available AV material and equipment provided?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study		x	
b. During site visit interview		x	
2.1 Is the AV material and equipment available for instructor and student use?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study		x	
b. During site visit interview		x	
3 Are independent study areas identified and are TV monitors, audio outlets available?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study		x	
b. During site visit interview		x	
4 Does the budget provide for adequate supplies and annual updating of instructional materials?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study		x	
b. During site visit interview		x	

G. EQUIPMENT

1 Is a list of equipment available at each site, including quantities and adequacy provided?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
1.1 Is each EMT course supported by prescribed quantity of equipment necessary to support the level of EMT education and training being	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
1.2 Is there written plan in place to repair, replace and up-grade equipment?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
2 Is equipment technologically up to date and readily accessible to faculty and students?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
3 Is the equipment kept in good repair?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
4 Is there an annual and long-term budget for capital equipment to maintain	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		

H. SUPPORT SERVICES

1 Is a list of the periodicals and books available for student use provided?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
2 Have the operating hours of the library been identified?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
2.1 Is the library stocked with appropriate up to date periodicals and books?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
2.2 Are the hours sufficient to provide maximum accessibility to students?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
3 Is a description of the academic counseling staff available for academic and career planning provided?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
3.1 Are counseling staff available for academic and career planning?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
4 Is a description of the tutoring assistance available provided?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
4.1 Is tutoring assistance available on an "is needed" basis?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
5 Is a description of the student recruitment efforts provided?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview			
5.1 Is funding and staff time available to facilitate student recruitment, selection and placement?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
6 Is a description of the process for placement tests provided and is there discussion of how the results are used?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
6.1 Are students required to pass reading and math placement tests at appropriate levels for each course prior to acceptance into the program?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

I. PROGRAM ADMISSION

	Met	Not Met	Comments
1 Is a description of the student selection process provided? If so, is there description of the methods or criteria used?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
2 Are copies of the admission policies, recruitment materials, and information been provided to prospective or enrolling students been included?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
3 If applicable, have the number of students turned away from the program each offering been disclosed?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
4 Admission of students is in accordance with clearly defined and published practices of the institution. Specific academic and technical requirements for program and course admission are clearly defined and published. The standards and prerequisites are made known to all potential program applicants.	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

J. PROGRAM INFORMATION

	Met	Not Met	Comments
Does the program appear to comply with ORS 659.850 and not discriminate with respect to race, religion, sex, marital status, age, disabling conditions, or national origin?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
	Met	Not Met	Comments
Is accurate information regarding program requires, tuition and fees, institutional and programmatic policies, procedures and supportive services available upon request to all prospective students, and is it provided to all enrolled students?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
	Met	Not Met	Comments
1 Is a description of where students receive information about class or program entrance procedures provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
	Met	Not Met	Comments
1.1 Is a copy of the institution catalog and EMT student handbook provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
	Met	Not Met	Comments
1.2 Were all course outlines, a class/lab schedule, and clinical/internship schedule available?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
	Met	Not Met	Comments
2 Is a description of the number of written and practical examination or evaluations for each course provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
	Met	Not Met	Comments
2.1 Does each course culminate in a written and practical certification examinations prescribed by the OHA EMS &	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
	Met	Not Met	Comments
3 Is a description of how students are evaluated in cognitive, affective and psychomotor performances provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
	Met	Not Met	Comments
4 Is there a description of how the institution complies with the OHA EMS and Trauma Section and NREMT standards for conducting certifying examinations?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
	Met	Not Met	Comments
4.1 Is the written certification examination administered by a proctor provided by the teaching institution? Has the proctor been approved by the OHA EMS and Trauma Section?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
	Met	Not Met	Comments
4.2 Do the evaluators for the final practical examination appear to meet OHA EMS and Trauma Section requirements?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			

K. JOB SEARCH AND PLACEMENT

1 Is a description of the job search and placement program provided?			
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
1.1 Do students who successfully complete the program have access to job search and placement services?			
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
2 Is a description of how students learn about the career center and placement services provided?			
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			

L. ADVISORY COMMITTEE

	Met	Not Met	Comments
1 Is a description of the advisory committee make up, how members are selected, retained and replaced provided? Is a membership roster provided?	x		
place an X next to the type of verification			
a. Provided in self study		x	
b. During site visit interview		x	
2 Is a description of how often the committee meets, and a description of how they contribute to the program provided?	x		
place an X next to the type of verification			
a. Provided in self study		x	
b. During site visit interview		x	
2.1 Does the advisory committee meet a minimum of three times each year?	x		
place an X next to the type of verification			
a. Provided in self study		x	
b. During site visit interview		x	
2.2 Are minutes from the last two years available?	x		
place an X next to the type of verification			
a. Provided in self study		x	
b. During site visit interview		x	
2.3 Does the advisory committee consist of representatives from local employers of EMS personnel, students, graduates and other community members as appropriate?	x		
place an X next to the type of verification			
a. Provided in self study		x	
b. During site visit interview		x	
2.4 Is the medical director a member of the advisory committee and does he/she serve as a primary source of information?	x		
place an X next to the type of verification			
a. Provided in self study		x	
b. During site visit interview		x	

M. SAFETY

A safe working and learning environment is provided to all students and staff so students can learn to be safety conscious in the classroom and carry that consciousness into practice in the clinical and internship experiences, and ultimately into the profession.	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
1 Is a copy of the safety police available for review?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
2 Is a copy of the most recent safety inspection available for review?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
3 Has the administrator responsible for monitoring the safety been identified?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
4 Is a description of how the institution verifies that it complies with the Oregon Safe Employment ACT, OR OSHA and ORS 656.046 provided?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
4.1 Does occupation safety appear to be an integral part of the curriculum?	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
5 Are copies of applicable insurance policies available to review? A minimum of \$1, 000,000 professional liability per incident is required.	Met	Not Met	Comments
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			

N. STUDENT RECORDS

Does the institution maintain complete, accurate records in a safe secure place within the educational institution? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met x	Not Met	Comments
1 Is a description of the institution or program record retention policy available? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met x	Not Met	Comments
2 Is a description of how records are stored for classes currently in session available? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met x	Not Met	Comments
3 Is a description of al records kept available? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met x	Not Met	Comments
Are the following items on file for each student? 3.1 application & admission record x 3.2 attendance record x 3.2 competencies attained x 3.4 exams and assessments x 3.5 completion records for didactic, clinical and field requirements x	Met x	Not Met	Comments
4 Is a description available indicating that students have successfully complete all required didactic, skills and internship requirements prior to certification exams? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met x	Not Met	Comments
4.1 Are all grades and credits earned by each student kept permanently by the institution? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met x	Not Met	Comments
4.2 Do all records appear to be confidentially maintained in accordance with the Family Education Rights and Privacy Act (FERPA)? place an X next to the type of verification a. Provided in self study x b. During site visit interview x	Met x	Not Met	Comments

O. PROGRAM AND COURSE EVALUATION

1 Is a description of the process for evaluating the ongoing effectiveness of the program included?

place an X next to the type of verification

- a. Provided in self study x
b. During site visit interview

Met	Not Met	Comments
x		

1.1 Is the program evaluated on both an ongoing and periodic basis?

place an X next to the type of verification

- a. Provided in self study x
b. During site visit interview

Met	Not Met	Comments
x		

2 Is a description of how and what data is gathered from students, administrators, clinical supervisors, field preceptors and advisory committee members included?

place an X next to the type of verification

- a. Provided in self study x
b. During site visit interview

Met	Not Met	Comments
x		

3 Are copies of graduate and employer surveys included in the self study?

place an X next to the type of verification

- a. Provided in self study
b. During site visit interview

Met	Not Met	Comments
x		

3.1 Are graduates and employers of graduates surveyed?

place an X next to the type of verification

- a. Provided in self study x
b. During site visit interview x

Met	Not Met	Comments
x		

SUMMARY

The following commendations, recommendations and deficiencies are the findings of the site visit team. This report will be forwarded to the Higher Education Coordinating Commission, Office of Community Colleges and Work Force Development who will follow up with the institution. A copy of this report and a formal letter indicating accreditation status will be sent to the chief administrator of the institution. The institution will have 90 days from the date of the report was received to correct any deficiencies, or to request a hearing to dispute any reported deficiencies.

Commendations:

- 1 The preparations, organization and support for this site visit are excellent, including the self study, appendices and related materials which are well-written and completed in a very professional manner.
- 2 The college is a newer facility providing students a spacious, clean and modern learning environment.
- 3 EMS faculty are well-educated, experienced in the EMS profession and bring varied of experiences to the program.
- 4 A succession plan is in place for the changes in faculty that are occurring this year. They are working together for a smooth transition into their next courses.
- 5 The Medical Director and Advisory Committee are a diverse group of professionals with expertise that is a valuable asset to the program.

Deficiencies:

B. Instructional Programs, 6: OCCC AEMT Clinical Verification Form has the goals and objectives clearly stated, however, they do not meet the OAR requirements.

B. Instructional Programs, 11.4: No evidence was found of a tracking system to assure that each student completes the goals required.

B. Instructional Programs, 14.2: OAR 333-265-0015, 1,a: A, B, C, & D require the Advanced EMT student to complete specific patient contacts and procedures in a clinical setting. The programs clinical goals do not meet these requirements.

Recommendations:

- 1 Use your Advisory Committee to develop goals clinical/field goals that meet the OAR requirements. The goals should be obtainable in a reasonable time period and must be tracked to assure each student meets the minimum requirements.
- 2 The increased population during the summer months would appear to provide increased opportunities for the clinical and field experience. Evaluate best times of the day or of the year for student clinical shifts to maximize student experiences in clinical and field sites.
- 3 Look for college or community resources to provide the students with diversity training and/or exposure.

The following persons were in attendance during the exit interview: *List name, credentials and title.*

- 1 Linda Mollino, Career & Technical Education Director
- 2 Michelle Pelkey, EMS Course Director
- 3 Dan Lara, Dean of Academics and Workforce

Site Visit Team:

Team Coordinator : Suzann Schmidt, BA, NRP, HECC Accreditor
KC Andrew, M.ED., HECC, Office of Community Colleges and
Team Member: Workforce Development
Jonathon Cory Miner, MS, Paramedic, EMS Program Director,
Team member: Lane Community College