

**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 Evaluation Plan Form  
Goals, Resources, Outcomes, and Learning Objectives**

Programs should **not** submit a Program Effectiveness Plan form unless specifically requested by the ARC/STSA.

Sponsoring Institution:	Ultimate Surgical Technology College	State:	CO
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\*The analysis should be detailed and indicate how the sufficiency meets or exceeds sufficiency. If the program does not meet or exceed sufficiency in each area, please submit a comprehensive, detailed, measurable plan of action and timeline for implementation that specifies how the sufficiency will be raised to and maintained at a level that meets or exceeds sufficiency. The plan of action should be submitted utilizing the required POA Form.

<b>Goals and Resources Assessment</b>			
Area for Assessment	Measurement Tool	Analysis*	Findings
Program goals review/assessment	PAC feedback, OTT, CAAHEP Standards	Program goals are reviewed annually with the PAC along with outcomes to ensure the program is meeting goals. Assessment is recorded in PAC meeting minutes	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: program-specific budget	Budget Form, resource assessment, PAC	The budget is sufficient to supply the resources for the program MEC. Budget is reviewed annually with administration and PAC. Student lab fees are reviewed annually. Grant fund distribution is assessed annually.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: classroom facilities and classroom equipment	Student & Graduate surveys, PAC Feedback, Inventory List	Surveys will be reviewed by administration and shared with the PAC. The PAC reviews all resources and provides feedback. ST has a designated classroom sufficient for the MEC.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: student and faculty computer resources	Student & Graduate surveys, PAC Feedback, Inventory List	All students have access to computers and wifi on campus. Surveys will be reviewed by administration and shared with the PAC. The PAC reviews all resources and provides feedback.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: instructional reference materials	Student Evaluation Results (Final exams, CST exam, competencies), PAC	The program will review student practice certification exam results and certification exam results and assess areas of weakness and areas for improvement in instructional materials. Results reviewed	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included

		with PAC for additional feedback. The program utilizes instructional materials provided by the textbook publisher along with resources created by instructors. The classroom has anatomical models for reference also.	
Resources: laboratory facilities	Student & Graduate surveys, PAC Feedback, Inventory List	Surveys will be reviewed by administration and shared with the PAC. The PAC reviews all resources and provides feedback. The lab was complete in 2021 and sufficient to support student learning.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: laboratory equipment and instrumentation	Student & Graduate surveys, PAC Feedback, Inventory List	Surveys will be reviewed by administration and shared with the PAC. The PAC reviews all resources and provides feedback. Perkins funds were used for additional instrumentation and equipment. Instrumentation and equipment is sufficient for MEC and to meet student learning objectives.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: laboratory supplies	Student & Graduate surveys, PAC Feedback, Inventory List	Supplies are sufficient for program MEC. Inventory taken after each lab course completion for low stock re-orders. Supplies are reviewed with the PAC for feedback. Student surveys are reviewed with administration and PAC.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: library reference resources, materials, and databases	Student and graduate surveys, library resource list	Resources are reviewed annually with PAC for recommendations. PD meets with campus librarian to discuss program specific resources on an annual basis. Sufficient resources are available to promote student learning and provide material for research projects and as a reference to the field of surgical technology.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: ancillary student facilities	Student and Graduate Surveys, PAC	Ancillary student facilities are reviewed annually with the PAC. No deficiencies have been noted. Program will continue to monitor.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: clerical/support staff	PAC Feedback	The program does not have clerical/support staff at this time as it is not necessary for this program. The program director is responsible for documentation, files, etc. and still has sufficient time to administer the program.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: faculty/staff professional development	Faculty files, PAC feedback, Annual faculty evaluations	Faculty and staff are reimbursed for professional development. The college supports professional development with the program budget. Professional development courses are also encouraged through the campus CITT system. Dean and program director discuss professional development annually. Program faculty are required to maintain CST certification.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included

Resources: clinical affiliation sites and OR scrub slots	Clinical Affiliation Site Reporting Form, Clinical Slot Letters, Clinical Affiliation Agreements	Clinical affiliations are reviewed annually with PAC. The program plans to increase MEC from 10 to 15. Currently the program holds 12 clinical slots. Plan of action attached to increase clinical sufficiency.	<input type="checkbox"/> Sufficient <input checked="" type="checkbox"/> Plan of Action Included
Resources: sufficient faculty appointed	Student surveys, PAC, Budget	Currently there are sufficient faculty for the program. The program does have plans to hire an additional instructor in the fall of 2021 with the admission of the 2021 cohort.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: Faculty—current CST/CSFA/CSA* credential	Proof of CST Credential, faculty file	Reviewed annually to ensure CST credential does not expire. The CST credential is a requirement for all future hires.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources—Faculty—professional development—ST-specific	CE Certificates, faculty file, PAC	Faculty are encouraged to attend AST CO State Assembly meetings. The program director attended the AFE and instructor workshop in 2019 and also completes CE's provided by the professional organization. Professional development opportunities are also discussed annually with PAC and during annual faculty evaluations.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources—Faculty—professional development—teaching methods-specific	Assessment of the faculty file, resume, Professional Development Certificates, PAC	Faculty is encouraged to attend AST Educators Conference and utilize the Campus CITT System for additional professional development opportunities. Professional development plans are reviewed annually with the Dean. Discussed with PAC on annual basis.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: Curriculum—compliant with current Core Curriculum	CCST 6th edition, syllabi, PAC	The program has developed curriculum based on the Core Curriculum for Surgical Technology, 6th ed. and ARC/STSA requirements. Curriculum is reviewed annually by the PAC.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Resources: Curriculum—Elected Clinical Case Requirement	CCST 6th edition, Student clinical case logs	The program follows the case requirement stated in the Core Curriculum for Surgical Technology, 6th edition. Reviewed with PAC annually and with clinical affiliates. Case requirements are published in the handbook. Student case logs are reviewed weekly to ensure minimum case requirements are being met.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included

\*\*Please submit a detailed analysis of the actual results versus the ARC/STSA established thresholds. If the analysis indicates ARC/STSA thresholds are not met, please submit a comprehensive, detailed, measurable plan of action and timeline for implementation that specifies how OAE [CST Examination] participation rate and pass rate results will be raised to and maintained at a level that meets or exceeds the ARC/STSA thresholds. The plan of action should be submitted utilizing the required POA Form.

Outcomes Assessment					
Area for Assessment	Measurement Tool (i.e. OTT/ Student Rosters)	Timeframe/ Reporting Period	Program Benchmark Criteria	Analysis**	Findings
Outcomes: Retention	OTT, Student Rosters	8/1/2021-7-31-2022	60%	The program is at 50% retention for the first cohort enrolled. 8 Students originally enrolled, 4 have dropped. Two students dropped due to financial hardships during the pandemic, one student was withdrawn for academic failure, and one student was dismissed for attendance. Retention is discussed with PAC. Student advising is done for at-risk students. Action plan is attached.	<input type="checkbox"/> Sufficient <input checked="" type="checkbox"/> Plan of Action Included
Outcomes: Approved Outcomes Assessment Exam (OAE) – CST/CSFA* Exam (NBSTSA) Participation Rate	CST exam Roster	8/1/2021-7-31-2022	100%	Gold Bundles are ordered for students prior to graduation. All students will sit for the NBSTSA Secure Practice Examination prior to being granted accreditation. After receiving accreditation, students will sit for the CST examination on the final day of the program. Students enrolled during the accreditation process will have the opportunity to attend an examination prep boot camp to help them prepare for the CST examination. OAE participation rate results will be shared with PAC annually.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Outcomes: Approved Outcomes Assessment Exam (OAE) – CST/CSFA* Exam (NBSTSA) Pass Rate	NBSTSA CST exam results	8/1/2021-7-31-2022	70%	Gold Bundles are ordered for students prior to graduation. All students will sit for the NBSTSA Secure Practice Examination prior to being granted accreditation. After receiving accreditation, students will sit for the CST examination on the final day of the program. Students enrolled during the accreditation process will have the opportunity to attend an examination prep boot camp to help them prepare for the CST examination. OAE pass rate results will be shared with PAC annually.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included

Outcomes: Graduate Placement	OTT, Clinical Affiliates, PAC	8/1/2021-7-31-2022	80%	The program director will monitor graduate employment status using the Outcomes Tracking Tool. The program director will contact graduates monthly to inquire about job placement. The program director will work with local hospital recruiters to ensure graduates are meeting or exceeding the 80% placement threshold. Graduate placement will be reviewed with PAC annually.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Outcomes: Employer Survey Return Rate	ARC/STSA Employer Survey, OTT	8/1/2021-7-31-2022	50%	The program director will deliver the ARC/STSA Employer Satisfaction Survey in person or by mail, email, or via telephone to the appropriate facilities within 30 days of confirmed graduate placement. The program director will track survey return rates and satisfaction results using the Outcomes Tracking Tool. The program director will assess the survey data ensure compliance with the 50% return rate and 70% satisfaction rate.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Outcomes: Employer Survey Satisfaction Rate	OTT, Returned ARC/STSA Employer Survey	8/1/2021-7-31-2022	70%	Survey results will be reviewed by the program director, administration and PAC annually to assess program strengths and weaknesses	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Outcomes: Graduate Survey Return Rate	OTT, ARC/STSA Graduate Survey	8/1/2021-7-31-2022	50%	The program director will administer the ARC/STSA Graduate Satisfaction Survey to all program graduates within 2 days of program completion. The program director will monitor the return rate and satisfaction rate using the Outcomes Tracking Tool to ensure a minimum of 50% return rate and 70% satisfaction rate.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included
Outcomes: Graduate Survey Satisfaction Rate	OTT, Returned ARC/STSA Graduate Survey	8/1/2021-7-31-2022	70%	Survey results will be reviewed by the program director, administration and PAC annually to assess program strengths and weaknesses.	<input checked="" type="checkbox"/> Sufficient <input type="checkbox"/> Plan of Action Included

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Program Director Signature

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Dean Signature

Click or tap to enter a date.

Date