

DIRECTIONS FOR PREPARING SELF-EVALUATION REPORT

Purpose of Report

A Self-evaluation report is required from the educational program in Emergency Medical Services (EMS) prior to a Maine EMS site visit. The report should be the end-product of all faculty members in the program and should present facts which explain how the standards set forth in the Training Center Approval Process document are met.

The report should be clearly written with pertinent support statements excerpted from documents written by the institution which created and controls the educational program in EMS.

Continuing approval rests on evaluation of the program. The report should be able to justify continuing approval by the Board. The site visitors should be able to understand exactly what the faculty members are doing, why they are using the methods and approaches they do, when they present students with learning experiences and where the students learn, including the classroom, laboratories and clinical settings.

The ideal report would leave the reader with few or no questions unanswered. The site visitors will verify the information provided in the report.

General Reminders Regarding Format

Summaries, charts, tables, pictures or excerpts from other documents may be placed within the text of the report, if they add clarity to the narration of each section. If reference is made to documents outside the report, a copy of those documents must be presented to the visitors on the day of the site visit.

The self-evaluation report should be typewritten, single-spaced, in a narrative format, on 8-1/2 x 11 inch paper; should have a title page and a table of contents page; should have pages numbered consecutively and collated according to the table of contents. Three copies of the self-evaluation report should be received at least three weeks before the date of the site visit.

The title page should include the name and complete address of the educational program in EMS. Next should be the table of contents, followed by the narrative report, as described above. A summary sheet indicating faculty credentials, position titles and dates of appointment should be included in the self-evaluation report.

General Reminder Regarding Site Visit

Written materials which document the faculty's decisions, plans, course content, records of student behavior at completion of course, reports of committees and bulletins may accompany the report or be organized and assembled for review on the day of the site visit. Personnel folders for all faculty members should be complete and assembled for review by the site visitors.

Agreements with resources, facilities and services should be current and assembled for review by the site visitors.

After the site visit, Maine EMS receives a written report and a recommendation from the site visitors. Based on this information, Maine EMS may grant continuing approval or may place EMS educational programs on probation, or warn, deny, condition, withdraw or discontinue approval from EMS educational programs for failure to meet approved curricula or other standards.