

Accreditation Committee Report

NCR ACPE

Fall, 2010

The Accreditation Committee met February 27, 2010 at their regular winter meeting. This was the last meeting in which 10-year accreditation reviews were conducted at the regional level. We still had a very active year in that most of the site visits were managed by team chairs from the NC Region. The following centers were reviewed or are being reviewed this year:

- Aspirus Wausau Hospital
- Fairview CPE Center - Fairview-University Medical Center
- Greater Minneapolis Council of Churches CPE – New Satellite to Accredited Member
- Northwestern Memorial Hospital
- St. Cloud Hospital/ CentraCare Health System
- Elmhurst Memorial Hospital – Satellite to Accredited Member

So Far, all our centers have been granted continued accredited membership without notations. Our region continues to do well.

There were three 5-year reviews this year from the NCR. All three centers will go to the Accreditation Commission in November with recommendation from the region to grant continued accredited membership without notation. The centers are:

- Alexian Brothers Health System
- CPE Ministry Program
- Gundersen Lutheran CPE Center

That's the good news. The not-so-good news includes centers whose supervisors have failed to report student units within 45 days of the end of the unit. Colleagues, this has been a problem all over the country. During the last meeting, the Commission decided to put teeth into this problem by assigning an automatic notation to centers whose unit reports are more than 45 days after the end of the unit. As a result, hundreds of centers were recently assigned notations. The commission published the new policy, allowing a grace period until June 1 of this year. Several centers in our region received notations. Some of the delinquent registrations were as much as 6 years late.

This brings us to another problem expressed by some in the region. The accreditation manual states on page 93, Appendix 7D, that the supervisor's final evaluation "should... be signed and dated by the supervisor and the student." This statement is not included in the Standards and it is easy to view this Appendix as a policy. The 45-day rules (for providing student evaluations and reporting of student units) may inform centers/supervisors how to craft their policies. The way I see it, requiring a student to sign a final evaluation in order to receive unit credit can easily paint the center into a corner for an automatic notation. Not signing or returning an evaluation in time to report the unit at the national office could become a student's most effective way to express his/her displeasure of their experience or the evaluation's content. Regarding the apparent contradiction between the Accreditation Manual and Standards, I offer a **couple suggestions**: Do not give the student this ugly weapon of passive aggression. We have enough of that floating around the organization without spreading the disease to students. Further, the ACPE Standards state that we must provide the student an evaluation within 45 days of the last day of the unit. Although few of us wait until the last minute to write evaluations, the handful that do, should not

be penalized. Remember, you can bank on the requirement that we must provide an evaluation within the time frame. This is to protect the student from harm by not receiving what is due to them. I suggest three ways to document that you have provided the student's evaluation on time. One is to write under your signature and date line, "The date following the supervisor's signature is when the student was provided a copy". Second, email the evaluation to the student with a blind copy to yourself and keep a copy of the email with the student's final evaluation. Another avenue is to send the evaluation in a certified letter.

Now I know that some of us "accreditation cops" are real hard asses. However, in my experience, the commission recognizes this problem and plans to address it in November. Our region is not the only one struggling with inconsistencies in our manuals. I hope this helps.

Looking to the future:

We have a lot of business in 2011. First, we have several 10-year accreditation reviews. Thankfully, the national site team chairs manage site visits. However, the site team members come from our region. We have one of the most committed committees one could expect. Our Accreditation Committee members have already indicated willingness to serve as site team members. In addition, others from the region have volunteered to help. I am very grateful for the NCR for your support of the committee. Our number one goal is to assist centers to achieve and maintain their accreditation.

I want to recognize three committee members who are retiring from the committee this year. All three have served two complete terms. They are Stephan Brunel, Sue Ott-Holland and Verlyn Hemmen. Please thank them personally for their dedication and hard work over the last 6 years. Since we have three retiring from the Accreditation Committee, we will need three replacements. If someone from the nomination committee contacts you, please seriously consider a position.

Accreditation Commission

Beginning in 2010, initial accreditation reviews and ten year reviews are conducted by national site team chairs with persons from the region serving as site team members. Three NCR centers were reviewed at the spring 2010 commission meeting under the 2005 Standards and Accreditation Procedures and two under the 2010 Standards and Accreditation Procedures:

- Rockford Health System, Rockford, IL: Grant continued accredited membership to offer programs of CPE Level I and II with **no notations**. (2005 Standards and Accreditation Procedures)
- St. Camillus Campus, Wauwatosa, WI: : Grant continued accredited membership to offer programs of CPE Level I and II with **no notations** (2005 Standards and Accreditation Procedures)
- The Village at Manor Park, Milwaukee, WI: CPE (Level I/Level II) CPE with **no notations** (2005 Standards and Accreditation Procedures)
- Fairview CPE Center, Minneapolis, MN Grant continued accredited membership to offer programs of CPE Level I and II & Supervisory with **no notations** (2010 Standards and Accreditation Commission)
- Greater Minneapolis Council of Churches—CPE in Community Justice Ministries: Grant accredited membership (From Satellite of Fairview) to offer programs of CPE Level I and II with **no notations**. (2010 Standards and Accreditation Commission)

Other actions of the Commission

Notations assigned:

- The Department of Veterans Affairs: Self report 308.8.1.
- Loyola University Medical Center, Maywood, IL: Standard 300.1: Late/lack of reporting student units

Notations removed:

- Loyola University Medical Center, Maywood, IL: CPE (Level I/Level II) Remove notation regarding 308.8.1

For Your Edification

As you know, there has been a concerted effort by the Accreditation Commission to rein in the problem of supervisors not providing students their final evaluations within 45 days of the end of the unit. Coupled with that issue is late recording (or not recording) student units at the national office. As mentioned above, centers had until June 1 (grace period) to catch up on recording late units. Some in our region were over 6 years old. Literally hundreds of late units were reported to the national office over the last few months. This means that students all over the country were not given credit for their CPE. Not only have students been denied a final evaluation in a timely fashion, their CPE was not even registered at the ACPE office. We have an ethical and fiduciary responsibility to complete these tasks. Please remember to record your student units on or before the 45th day after the unit ends.

National Site Team Chairs: Clarification of roles of committees and chairs: The national site team chairs should only conduct reviews of centers; they should not mentor. The mentoring should be done with the chair of the regional Accreditation Committee or his/her designee.

Annual Notice: The question arose at the spring commission meeting about how we should manage the **annual notice** (See appendix 7B in the 2010 Accreditation Manual). There is no one way to publish the annual notice, but it must be done. There are many ways to accomplish this: by letter, on the center's web site, or in a handbook, etc. Also, it **must be sent out before the start of the program**. Three things must be included in the student handbook. They are in bold on page 90 of the *Accreditation Manual*. The site visit will confirm that these three key items are included in the annual notice and that it has been sent out before the start of the program. This ensures that we meet the federal guidelines.

Good Standing: What is good standing? There was considerable discussion at the spring commission meeting on what being in "good standing" means. The commission summarized the discussion with the following:

- **Cost criteria:** Fees are paid within time requirement
- **Documentation criteria:** Compliance with 300.1 regarding timeliness of sending in Interim Reports-Student Records, etc., and not adhering to timelines regarding notations
- **Relational criteria:** Positively engaged in the accreditation process in consultation and in responsiveness. There is no adverse action pending or taken including the ACPE commission

ACPE and CPSP: ACPE and CPSP cannot coexist in the same training center.

ACPE Accreditation Policy Manual: The new Accreditation Policy Manual has finally been approved. It can be found on the ACPE web site. An important feature is the definition and descriptions of the types of accreditation. They are similar to previous definitions and changes were driven by some Pass Through regulations several system centers have encountered. **Please refer to these descriptions (especially System Centers) in the new Policy Manual located on the Accreditation Commission page of the ACPE web site.**

Self-reporting of late evaluations: Under certain circumstances, self reporting of late evaluations can result in the assigning of a notation and removal of the notation in the same meeting. An example of such an event was when a supervisor left a center without completing all final evaluations. This left the center with the awesome responsibility of writing the absent supervisor's final evaluations. The center proactively addressed the issues by using the student records and writing evaluations for the students who had not received them and developed a plan to address any such problems in the future. The commission recognized that the center in question had done in advance of what the commission would have required. Thus, the center was assigned a notation (308.8.1) and the notion was removed during the same commission meeting. **Remember**, if you have extenuating circumstances that impede your completion of final evaluations within the time limit, you can request an extension to the NC Accreditation Committee Chair. If granted an extension, it is to be reported in the next annual report.

Types of reviews: See the table on page 5 for a summary of types of reviews and requirements

More to come: As your Accreditation Committee chair, I recognized the on going need for continual updates that may affect your attention to maintaining your accreditation. In order to insure your awareness of new or important developments as they arise, I will send educational information through Gary Sartain so you can be informed of new developments and need-to-know issues on the fly. Happy learning!

Around the Corner

The national office has notified Centers that are due for 10-year reviews in 2011. What I need from you is **when** the center would like to schedule a site visit and any concerns you may have about the procedures. In terms of mentoring and planning your review, I am your point person. Any communications prior to the team receiving your documentation should be through the regional Accreditation Committee chair. The team should be free from any influence or bias prior to receiving your documentation. Due to potential conflict of interest, the site team's only responsibility is to conduct the site visit, not help you prepare for the review. The site team chair will be someone from another region. Please do not wait too long to ask for a review time.

Centers scheduled for 5-year reviews need to send their material to their readers by **March 31**. You will receive notice from me soon with dates and reader names.

Annual reports are due **January 15**. Send your report to your accreditation committee representative and a copy to me. Please do not be late – it is an automatic notation. You will receive a friendly reminder from me well before the end of the year.

**Summary of Types of Accreditation Reviews and Requirements
(Please See Accreditation Manual pg 16 for Policy)**

Center Review Type	Site visit required	Conducted by -
10-Year Accreditation Review (Accreditation Manual pg 41ff)	Yes	National Site Team Chair
Initial Candidacy Review (Accreditation Manual pg 21)	Yes	Regional Accreditation Committee
Adding Satellite (Accreditation Manual pg 32ff)	Yes, if listed in directory	Regional Accreditation Committee
Candidacy to Accredited Member (Accreditation Manual pg 23ff)	Yes	National Site Team Chair
Satellite to Accredited Member (Accreditation Manual pg 36ff)	Yes	National Site Team Chair
5 year review (Accreditation Manual pg 39ff)	No	NA
Addition of Supervisory CPE (Accreditation Manual pg 53ff)	Sometimes	Regional Accreditation Committee
System Sponsored Center (Accreditation Manual pg 25ff)	Yes	National Site Team Chair (all sites visited at initial application)
Adding Component Site (Accreditation Manual pg 55ff)	Sometimes	Regional Accreditation Committee Chair Provisional approval and subject to Committee approval
Free Standing (Accreditation Manual pg 28ff)	Yes	National (all sites visited at initial application)
Request for Review Postponement (Accreditation Manual pg 43ff)	NA	Regional Committee recommendation to the Commission
Request for Inactive Status (Accreditation Manual pg 45ff)	NA	No Supervisor for 2 years; No outstanding fees or notations
Called Reviews	Sometimes	Commission Appointee

Respectfully,

Robert W. Green
Accreditation Committee Chair, NCR