

## Onsite Reviewers and Fellowship Review Committee: Application and Appointment

### POLICY

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) will appoint **onsite reviewers** to represent the Council during onsite reviews to nurse anesthesia programs and a Fellowship Review Committee to conduct virtual onsite reviews of Post-Graduate CRNA Fellowships. The COA is committed to diversity, equity and inclusion. Before being assigned, a reviewer must be trained on the COA's standards, policies, and procedures as appropriate for programs or fellowships, including the conduct of onsite evaluations and diversity, equity and inclusion.

### PROCEDURE FOR ONSITE REVIEWERS

1. Nominations submitted by representatives of the Council's **communities of interest**.  
Submit written recommendations to the Council office.
2. Council actions
  - a. Send the nominee correspondence that includes selection criteria.
  - b. Appoint a Council committee to review submitted documents and make a recommendation to the full Council.
    - 1) Letter of intent from applicant indicating the rationale for wishing to serve as a **chair onsite reviewer** or a team onsite reviewer.
    - 2) Curriculum vitae.
    - 3) Official transcript directly from the institution of higher education from which the highest degree was received.
    - 4) For an applicant team onsite reviewer, at least one letter of recommendation from one of the following:
      - a) Director of the COA.
      - b) Program director.
      - c) Consultant.
      - d) Chair onsite reviewer.
    - 5) For an applicant chair onsite reviewer, recommendations by two chair onsite reviewers who are familiar with his/her performance.
  - c. Appoint chair onsite reviewers based on selection criteria including:

- 1) Onsite reviewer credentials and professional experience.
  - a) Doctoral degree from an institution of higher education accredited by a nationally recognized accrediting agency.
  - b) Current certification and recertification as a Certified Registered Nurse Anesthetist (CRNA).
  - c) Current membership in the American Association of Nurse Anesthesiology (AANA).
  - d) Active involvement in an accredited nurse anesthesia program within the last three years.
  - e) Successful completion of the accreditation process within his/her own program through self-evaluation and onsite review.
  - f) Minimum experience of three onsite reviews.
  - g) Evidence of support for Council policies and procedures.
  - h) Evidence of understanding the role of the chair onsite reviewer to verify, clarify, and amplify the self-evaluation study of a program and to make assessments based on evidence found during an onsite review.
  - i) Evidence of a working knowledge of the *Standards for Accreditation of Nurse Anesthesia Educational Programs* and *Standards for Accreditation of Nurse Anesthesia Programs – Practice Doctorate* and an awareness of areas that constitute critical weaknesses.
- 2) Following completion of their term on the Council, a CRNA director who served as a team or chair reviewer prior to their service on the Council may apply for a chair reviewer appointment, with prior onsite reviews counting toward the requirement for minimum experience of three onsite reviews. All application documentation including recommendation letters from prior chair reviewers is required.
- 3) Additional criteria.
  - a) Member of an academic community with educational involvement.
  - b) Experience in curriculum development.
  - c) Knowledge of professional accreditation or recognition agencies (e.g., The Joint Commission, U.S. Department of Education, the Council for Higher Education Accreditation [CHEA]).
  - d) Attend (at minimum) every other workshop for onsite reviewers.
- 4) Eligibility exclusions include membership on:
  - a) AANA Board of Directors.
  - b) AANA executive staff.

- c) COA Board of Directors.
  - d) NBCRNA Board of Directors.
  - e) NBCRNA executive staff.
  - f) AANA Foundation Board of Trustees.
  - g) AANA Foundation executive staff.
- d. Appoint team onsite reviewers.
- 1) CRNA.
    - a) Doctoral degree from an institution of higher education accredited by a nationally recognized accrediting agency.
    - b) Current CRNA certification and recertification.
    - c) Current AANA membership.
  - 2) Physician Anesthesiologist.
    - a) Current certification by the American Board of Anesthesiologists or its equivalent.
    - b) Current membership in a professional anesthesia organization.
  - 3) CRNA and physician anesthesiologist.
    - a) Active involvement and evidence of support of nurse anesthesia education and practice within last three years.
    - b) Involvement in a successful accreditation process within his/her own program through self-evaluation and onsite review.
    - c) Knowledge of student application process for certification.
    - d) Evidence of support for policies and procedures established by the Council.
    - e) Member of an academic community with educational involvement.
    - f) Curriculum development experience.
    - g) Knowledge of professional accreditation or recognition agencies (e.g., The Joint Commission, U.S. Department of Education, the CHEA).
  - 4) Non-CRNA/Non-Physician Anesthesiologist.
    - a) Expertise in one or more areas that may be germane to a specific review.
    - b) Evidence of support for policies and procedures established by the Council.
  - 5) CRNA eligibility exclusion includes current membership on:

- a) AANA Board of Directors.
  - b) AANA executive staff.
  - c) COA Board of Directors.
  - d) NBCRNA Board of Directors.
  - e) NBCRNA executive staff.
  - f) AANA Foundation Board of Trustees.
  - g) AANA Foundation executive staff.
- 6) Physician anesthesiologist eligibility exclusions include current membership on:
- a) ASA Board of Directors.
  - b) NBCRNA Board of Directors.
  - c) NBCRNA executive staff.
  - d) Accreditation or certification agencies for anesthesiology or related specialties.
- 7) Non-CRNA/Non-Physician Anesthesiologist eligibility exclusion includes current membership as:
- a) Public director of the Council(s).
- e. Make appointments as follows:
- 1) Council directors vote on committee recommendations.
  - 2) Appointment shall be for three-year terms; eligible for reappointment.
  - 3) Onsite reviewers will be identified as **educator administrators** and/or **educator practitioners**.
  - 4) The appointment of a new onsite reviewer is not official until after the individual has successfully completed training on the accreditation standards, policies, and procedures including the conduct of onsite evaluations.
- f. Notify the nominee and the person making the recommendation of the Council's decision.

#### PROCEDURE FOR FELLOWSHIP REVIEW COMMITTEE

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) will appoint members of the Fellowship Review Committee (FRC). The FRC will review information submitted by fellowships including the *Application for Approval of a Post-Graduate CRNA Fellowship* and *Post-Graduate CRNA Fellowship Assessment* and conduct a Virtual Onsite

Review of the proposed fellowship. Before being assigned to the committee, the members of the Fellowship Review Committee will be trained on the COA's standards, policies, and procedures, including the *Application Form for Approval of a Post-Graduate CRNA Fellowship*, *Post-Graduate CRNA Fellowship Assessment*, and the conduct of a Virtual Onsite Review.

1. Nominations are submitted to the Council office by representatives of the Council's communities of interest.
2. Council actions
  - a. Send the nominee correspondence that includes selection criteria.
  - b. The COA Chief Executive Officer or designee will appoint a Council committee to review submitted documents and make a recommendation to the full Council. Nominees will be required to submit the following documents for consideration:
    - 1) Letter of intent from applicant including the rationale for wishing to serve as a member of the FRC.
    - 2) Curriculum vitae.
    - 3) Official transcript directly from the institution of higher education from which the highest degree was received (if not already on file with the COA).
  - c. Appoint Fellowship Review Committee members based on selection criteria including:
    - 1) Current COA Director
    - 2) Qualified professionals
      - a) CRNAs currently serving as COA onsite reviewers.
      - b) Former COA Directors and/or onsite reviewers who remain knowledgeable of accreditation Standards by current involvement in a COA accredited program or fellowship.
    - 3) Expert consultant
      - a) Experts in the area of fellowship specialization must demonstrate three or more years (preferred) of current practice in the area of proposed fellowship specialization.
    - 4) CRNA eligibility exclusion includes current membership on:
      - a) AANA Board of Directors.

- b) AANA executive staff.
  - c) Accreditation Appeal Panel.
  - d) NBCRNA Board of Directors.
  - e) NBCRNA executive staff.
  - f) AANA Foundation Board of Trustees.
  - g) AANA Foundation executive staff.
- d. Make appointments as follows:
- 1) The FRC will consist of one current COA Director, two qualified professionals, and a non-voting expert consultant as required.
  - 2) Members of the FRC will be appointed by the President of the COA for one-year terms; eligible for reappointment. Expert consultants will be appointed to the committee on an as-needed basis.
- e. Notify the nominee and the person making the recommendation of the Council's decision.

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