Annual Report

POLICY

Accredited nurse anesthesia programs must submit an annual report to the Council. This report will reflect the program's commitment to assessing its present status, measuring accomplishments, identifying future goals, and devising methods for accomplishment of these goals. This self-assessment is an essential element in a plan to enhance the quality of the educational program. Therefore, the annual report provides the Council with pertinent, substantive, and demographic information about its accredited programs at regular intervals during accreditation cycles.

PROCEDURE

1. Program requirements

   a. Utilize the Glossary to ensure consistent interpretation of words, phrases, and guidelines by all respondents.

   ~~a.~~b. Accurately ~~Complete~~ complete all sections of the Annual Report~~the confidential summative program review that provides an annual self-evaluation of the program by the administration and faculty~~.

   ~~b. Complete the public portion of the report.~~

   ~~c. Utilize the Glossary to ensure consistent interpretation of words, phrases, and guidelines by all respondents.~~

   ~~d.~~c. Provide information about the decisions of external agencies that relate to the program.

   ~~e.~~d. Provide validation from the program administration indicating that the report is accurate.

   ~~f.~~e. Submit the report by the deadline established by the Council.

      1) Failure to submit the report by the deadline established by the Council may result in adverse action against the program.

   ~~g.~~f. Use the summative program review questions to identify areas for improvement on an ~~document~~ ongoing ~~assessment~~ basis between onsite reviews.

   ~~h.~~g. ~~Submit the most recent three years of summative program review sections of the annual report with a Self Study in preparation for an onsite review, as a way of demonstrating ongoing evaluation.~~ All ~~years of summative program review sections compiled~~Annual Reports since a program's last accreditation review must be available to onsite review teams.

2. Council actions

   a. Provide an electronic annual report to each CRNA program administrator with instructions to complete the document by the established deadline.

   b. Review submitted reports for completeness.

   c. Enter public information into a database to be used to generate information, address labels, and certain publications.

   d. On request, share available public information at the discretion of the Council.

   e. Review confidential summative portions and provide a summary to the full Council.

   f. Monitor and evaluate data to identify a program's strengths and weaknesses or problems with its continued compliance with accreditation standards.

      1) Contact programs for clarification of information submitted.

      2) Contact programs that appear to be out of compliance with accreditation standards to ask for clarification.

      3) Verify that a program has corrected areas that do not comply with accreditation standards.

   g. Assess summative reports during onsite reviews, as a way to determine whether programs are in compliance with the standards and *Accreditation Policies and Procedures.*

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