Paramedic

City of Frankfort Fire & EMS

Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

2017   Annual Report

CoAEMSP Letter of Review (LoR) / CAAHEP Accredited (Initial and Continuing) programs must complete and submit THIS Excel annual report template no later than March 15, 2019 which will represent all cohorts that have graduated in 2017. No PDF or paper copy versions of this report will be accepted.

~ Remember ~
The filing deadline is March 15, 2019

<=== Hovering your cursor over a cell with a red triangle in upper right corner reveals text. Try it.

CoAEMSP Program #:	**600870** (the 600XXX number assigned by CoAEMSP)
Sponsoring Institution:	**City of Frankfort Fire and EMS Parameidc**
City:	**Frankfort** State: **KY**
Accreditation Status:	**Letter of Review**

Have there been graduates for the 2017 year?	**No**	The previous reporting outcomes should remain on the sponsor's website with an added statement: 'No graduates during the 2017 reporting year'

Direct Website URL (Link) to the Paramedic Program's Homepage Listing Published Outcomes:

http://www.frankfort.ky.gov/335/Paramedic-Training

CAAHEP Policy V.A.4.: The sponsor must maintain, and make available to the public, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required.

CoAEMSP Policy IV.D.: All programs (accredited and LoR) must publish their latest annual outcomes results for the National Registry or State Written Exam, Retention, and Postive Job Placement on the paramedic program's homepage of their website. At all times, the published results must be consistent with and verifiable by the latest Annual Report of the program.

Should you have questions as you work through the Annual Report, please contact Lynn at (214) 703-8445 ext 115 or annualreports@coaemsp.org

Outcomes Summary

City of Frankfort Fire & EMS

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Number of cohorts that graduated in 2017:	0

The Program does not have any graduates for the current annual reporting year. Please scroll down to complete the Satellite, RAM, and General Information sections.

RETENTION / ATTRITION

The Retention threshold set by the CoAEMSP is 70% and based on the percentage of students who started on the enrollment date (who began Paramedic coursework) who are enrolled and graduated. The success of Retention will be computed using the total number of students that completed in the most recent reporting year (2017) and is calculated by determining Attrition (the number of students who dropped out divided by the total number of students enrolled). Once the Attrition percentage has been determined, then the Retention percentage is 100% minus the Attrition percentage.

Retention Threshold 70%										Current Year Totals
Enrollment Date mm/dd/yyyy =>										
On-time Graduation Date mm/dd/yyyy =>										
Total # of Students enrolled in this cohort										
Academic Reasons for Attrition: *(answer required for each academic category or results will not calculate.)										
*Number dismissed due to grades										
*Number withdrew due to grades										
*Number due to other academic										
Subtotal # Academic Attrition Reasons										
Non-academic Reasons for Attrition: *(answer required for each non-academic category or results will not calculate)										
*Number due to financial										
*Number due to medical/personal										
*Number due to other/unknown										
Subtotal # Non-academic Attrition Reasons										
Total Attrition										
Total Graduates										
Attrition %										0.0%
Retention %										0.0%

(For informational purposes only to check for accuracy)
Manually Calculate Attrition/Retention Results:

Attrition =   Total # of Academic Reasons + Non-academic Reasons + Other/Unkown Reasons
              Total # of Students enrolled

Retention =   100% - Attrition

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City of Frankfort Fire & EMS

The following results are for which written exam? | Please Select |

Only one (1) exam outcome results can be reported. Do not combine Registry and State numbers if students are allowed to take both.

Are students allowed to take both State & Registry? | Please Select |

The National Registry (written and/or practical) threshold set by the National Registry or State Exam (written and/or practical) threshold set by the State is 70%. The success of any exam results will be computed over the most recent reporting year (2017) based on the total number of graduates attempting the exam(s) pass (i.e., unduplicated head count of attempters who pass).

										Reporting Year Totals
Enrollment Date										
On-time Graduation Date										
Total Graduates in Reporting Year ***(answer required for each category below)** see definitions by hovering over any of the red comment triangle(s)										
*Number passing - First attempt										
*Number passing - 3rd attempt cumulative pass rate										
Total Passing in 2017										
										0.0%

(For informational purposes only to check for accuracy)
Manually Calculate NREMT/State Written and/or Practical Exam Results:

Pass Rate Success =   <u># of graduates passing first three(3) attempts</u>
# of total graduates

Positive (Job) Placement

The Positive (Job) Placement threshold set by the CoAEMSP is 70%. Positive (Job) Placement means that the graduate is employed full or part-time or volunteers in the profession or in a related field; or is contiuing his/her education; or is serving in the military. A related field is one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the educational program.

Positive (Job) Placement Threshold 70%										Reporting Year Totals
Enrollment Date										
On-time Graduation Date										
Total Graduates in Reporting Year *(answer required for each placement category)										
*Number of Graduates employed										
*Number of Graduates continuing education or serving in the military, but NOT employed										
Total Positive Placement in 2017										
Positive (Job) Placement										0.0%

(For informational purposes only to check for accuracy)
Manually Calculate Positive (Job) Placement Results:

Positive (Job) Placement =   # of graduates employed + # of graduates continuing ed/serving in the military but NOT employed
Total positive placement to date

GRADUATE SURVEYS

For each group of graduating students, programs are required to conduct surveys of those graduates and the employers of those graduates within 6-12 months after graduation using the CoAEMSP required graduate survey items.

										Reporting Year Totals
Current Year Enrollment Date										
On-time Graduation Date										
Total Graduates										
Total Number of Graduate Surveys Sent (answer required for this category)										
										0.0%

(For informational purposes only to check for accuracy)
Manually Calculate Graduate Survey % Sent Results:

       Graduate Survey -% Sent =   Total Graduates = Total Number of Graduate Surveys Sent

EMPLOYER SURVEYS

For each group of graduating students, programs are required to conduct surveys of those graduates and the employers of those graduates within 6-12 months after graduation using the CoAEMSP required employer survey items.

									Reporting Year Totals
Current Year Enrollment Date									
On-time Graduation Date									
Total Graduates									
Total Positive Placement in 2017									
Total Number of Employer Surveys Sent (answer required for this category)									
									0.0%

(For informational purposes only to check for accuracy)
Manually Calculate Employer Survey % Sent Results:

       Employer Survey -% Sent =   Total Graduates = Total Number of Employer Surveys Sent

Satellite Locations

*Satellite: Paramedic programs that establish multiple classes in a manner that does not meet the definition of a "section" and for which the program retains operational control, shall be said to have created a "satellite" program. (See CoAEMSP Policy) They may be off-campus location(s) that are advertised or otherwise made known to individuals outside the college at which the Emergency Medical Service core didactic and laboratory courses of the program are available (does not pertain to sites used by a completely on-line/distance education program for individual students). Satellite location(s) function under the direction of the Key Personnel of the program.

NOTE: Students enrolled at a satellite that is not CoAEMSP approved are at risk of not being eligible for the NREMT exam upon completion of the program.

Does the program operate at any satellite locations?   No   **The program does not operate Satellite Locations. Please move to the Resource Assessment section below.**

RESOURCE ASSESSMENT

Accredited programs must conduct Resource Assessment at least annually (Standard IIID) and are required to complete a Resource Assessment Matrix (RAM) which includes ten (10) categories [Faculty, Medical Director, Support Personnel, Curriculum, Financial Resources, Facilities, Clinical Resources, Field Internship Resources, Learning Resources, and Physician Interaction].   If programs have identified deficiencies in resources, an action plan and follow up are required to address those deficiencies. The Advisory Committee should be involved in both assessing the resources and reviewing the result. All resource assessment documents (i.e. student and personnel surveys, matrix, and data collection spreadsheet) are located on the CoAEMSP website.

http://coaemsp.org/Evaluations.htm

Were all of the Resource Assessment Matrix [RAM] categories equal to or above 80% in 2017?	No
Number of deficient resource categories:	4

Please Note: It is recommended to compose your text in Word, then copy and paste into the text box(es) below. Click inside the text box to enter/edt or copy/paste text (there is no spell-check).

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Deficient Resource Category #1:	Support Personnel	Deficient Resource Category #2:	Support Personnel

Provide a detailed ANALYSIS for category #1 in the box below

During our first assessment matrix, October 2017, students rated financial aid personnel assistance received a 3.33 out of 5. This resulted in flagging of the category as it received a 66.66%, well below the 80% standard.   In reviewing this item, it was determined that 16 students marked this category as a "NA", one student a "5", one student a "4", and one student rated it at a "1."   After reviewing the 2017 matrix, it was determined this is an outlier as our program does not offer "Financial Assistance" and there was confusion on behalf of students as to what "financial aid" truly meant.   Based on these factors, it was determined there was no action needed to address this low marking.

Provide a detailed ANALYSIS for category #2 in the box below

During our first assessment matrix, October 2017, students rated "librarian's assistance" low at 3.33 out of 5. This resulted in flagging of the category as it received a 66.66%, well below the 80% standard.   In reviewing this item, it was determined that 16 students marked this category as a "NA", one student a "5", one student a "4", and one student rated it at a "1."   After further reviewing of the 2017 matrix, it was determined this is an outlier as our program does not employ a librarian and this created confusion on behalf of 3three student.   Based on these factors, it was determined there was no action needed to address this low marking as this category should have been deemed a "NA" category.

Provide a detailed ACTION PLAN for category #1 in the box below

To address this concern, the Program Director met with both the Advisory Board and Students to explain what financial aid was and that our program does not participate in a financial aid programs. Therefore, this has alleviated what is deemed as a false flagging of this category.

Provide a detailed ACTION PLAN for category #2 in the box below

To address this concern, the Program Director met with both the Advisory Board and Students to explain what this category is intended to assess and that since we do not employ a librarian that is was an unintentional flag. Therefore, this has alleviated what is deemed as a false flagging of this category.

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Resource Assessment

Deficient Resource Category #3:	**Financial Resources**

Deficient Resource Category #4:	**Facilities**

Provide a detailed ANALYSIS for category #3 in the box below

During our first assessment matrix, October 2017, students identified financial support special student instructions as being low with a score of 3.00 out of 5. This resulted in the flagging of this category as it received a 60%, well below the 80% standard.   In reviewing this specific item, it was determined that 17 students marked this category as a "NA" and two students gave a score of a "2." After review, it was determined this is an outlier as our program does not offer Financial support which created similar confusion as noted in other "finical support" assessors to two student.   Based on these factors, it was determined there was no action needed to address this low marking as this category should have been deemed a "NA" category.

Provide a detailed ANALYSIS for category #4 in the box below

During our first assessment matrix, October 2017, students identified "adequate storage for personal items" under ancillary facilities as being low with a score of 3.40 out of 5. This resulted in the flagging of this category as it received a 68%, well below the 80% standard.   In reviewing this specific item, it was determined that nine students marked this category as a "NA", two student a "5," one students gave a score of "4," six students gave a score of "3," and one student gave a score of "2."   After review, it was determined that additional storage was needed and that the purchase of personal lockers would be suitable; however, storage room for the installation of these lockers was extremely limited and would require more planning to accommodate.

Provide a detailed ACTION PLAN for category #3 in the box below

To address this concern, the Program Director met with both the Advisory Board and Students to explain what this category is intended to assess and that since we do not offer or participate in Financial assistance programs, it is believed this was an unintentional flag. Therefore, this has alleviated what is deemed as a false flagging of this category. However, the advisory Board suggested instituting a payment plan for students for the next Cohort.

Provide a detailed ACTION PLAN for category #4 in the box below

To address this concern, the Program Director met with both the Advisory Board and Students to what is the best option to rectify this specific section. After discussions, it was determined that personal lockers would be needed to provide secure storage away from the class room itself; however, due to funding and limited space for locker installation, it was placed on hold until additional funding and space could be secured. While securing personal lockers were deemed doubtful before this cohort was scheduled to graduate, personal lockers were slated to be installed prior to the next cohort of students – March 2019.

General Information

Has the Program Director attended a CAAHEP/CoAEMSP Accreditation Workshop in the last two (2) years?	Yes
Has anyone associated with the Paramedic program attended a CAAHEP/CoAEMSP Accreditation Workshop in the last two (2) years?	No

Which Month(s) Will Cohort(s) Begin in the 2019 Calendar Year?	**Mar-19**
Which Month(s) Will Cohort(s) Graduate in the 2019 Calendar Year?	**19-Jan**

Yes	By selecting "Yes", I attest that the information in this submission is true and correct, and an accurate description of the paramedic program.

Program Director Name: Wayne Briscoe
Date of Submission: 1/22/2019 (m/d/yyyy)