

MAERB Fall Report 2016

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New Project!! Practicum and Simulation Survey

The Medical Assisting Education Review Board (MAERB) is requesting feedback and information from the Program Directors (or their designated proxies) about the design and function of the required practicum in the CAAHEP-accredited medical assisting programs. MAERB has been asked to provide the CAAHEP-accredited medical assisting programs with more guidelines about the practicum experience, and we would like to do so with a thorough knowledge of what is currently occurring within the programs, what questions you currently have about the practicum experience, and what you see changing within your local environments.

You can respond to the survey by going to the following link:

<https://www.surveymonkey.com/r/PractandSimSurvey>

The survey is optional, but we would greatly appreciate your feedback. It is also anonymous, but you do have the opportunity to provide your name and contact information if you happen to have specific questions about the practicum experience. Sarah Marino, Executive Director, MAERB, will be the only person who will have access to the individual responses, and she will respond by email or phone to any specific questions.

She will then compile the information into a report, and the MAERB will be discussing it at their February 2017 meeting. The discussion will focus on how to best provide the CAAHEP-accredited medical assisting programs with more guidelines about the practicum and resources to support the practicum experience.

Based upon that discussion, the MAERB members and MAERB office will work during the spring to develop those guidelines and resources and the information will be shared with the MAERB Program Directors so that they can determine what will be most effective for them.

In addition, we are adding in a few questions about the use of simulations, as we would like to learn more about what Program Directors are doing with simulations.

Please do provide us with the information about your program and practicum by going to the following link: <https://www.surveymonkey.com/r/PractandSimSurvey>

Webinar for Program Directors

The MAERB Office is sponsoring a Webinar designed for CAAHEP-accredited Program Directors and other interested faculty and/or administrators. The focus will be on Policy 220 and the MAERB Core Curriculum, as you are all working on implementing the 2015 MAERB Core Curriculum. The central goal in this new webinar is to provide you with options for demonstrating that you are teaching and assessing the MAERB Core Curriculum and give you a framework to make it easier for you to track and retain materials.

Please register for MAERB Program Directors Webinar: Assessing Resources on November 10, 2016, 2:00 PM CST -3:15 CST at: <https://attendee.gotowebinar.com/register/3304348378591921155>

If you are not able to attend this webinar, it will be recorded and put on the MAERB website for your easy access.

Curriculum Change Process, 2008 to 2015 Standards

Programs were required to fill out an online form that was due by September 2nd, 2016. Thanks to all of you for your compliance with that requirement.

All other curriculum changes that are not directly linked to the changes in the 2015 MAERB Core Curriculum will need to follow the MAERB policy and process that is outlined in MAERB Policy 235. Those changes include, but are not limited to, a change in the method of delivery modality and a change in the total number of clock or credit hours.

The MAERB office will be reviewing the submissions, and if there are any questions about a particular program, the Program Director will be contacted. In addition, the MAERB office will be doing a random audit and request syllabi and other information to ensure that programs are in compliance with the implementation plan.

Information for Programs being visited in 2016

The site visits in 2016 are still focusing on the 2008 MAERB Core Curriculum. At the same time, as of the fall of 2016, programs have begun implementing the 2015 MAERB Core Curriculum. Because the 2008 MAERB Core Curriculum is being phased out, if a program being visited in 2016 receives any curricular citations, the MAERB office will be doing a crosswalk and replacing the 2008 cognitive objectives and psychomotor and affective competencies with the comparable citations from the 2015 Core Curriculum. If the program has any curricular citations, the CAAHEP letter that the programs receive will contain the 2015 Core Curriculum. The goal is to ensure that programs move ahead with implementing the 2015 MAERB Core Curriculum. If you have any questions, please feel free to contact your Case Manager.

Fee Increases, July 1, 2017

As of July 1, 2017, MAERB is putting into place the following fee increases:

Continuing Accreditation Application Fee: \$800 (increased from \$500). If there is additional campuses or programs, the fee will be \$400 (increased from \$250) for each additional campus or program. Programs pay these fees four months prior to the scheduled site visit.

Initial Accreditation Fee: \$1500 (increased from \$1200). Programs going through initial accreditation pay that fee.

Program Director Change: \$350 (increased from \$300)

Practicum Coordinator: \$75 (increased from \$50)

Late fees: \$250 (increased from \$200)

Annual Report Form (ARF)

Program Directors who submit their ARF in the fall are currently in the midst of the process. In order for Program Directors who submit the ARF in the spring to plan effectively, outlined below are the specific due dates of the spring 2016 ARF deadlines.

Spring Submissions, 2016 ARF (2015 admission cohorts and updates)

December 16, 2016: Program Directors receive a notice informing them that, in approximately 30 days, they will be able to access the ARF.

January 13, 2017: Program Directors can access their ARF in order to submit their data.

February 17, 2017: Deadline for ARF submission (no grace period)

New Resources for Medical Assisting Programs

Last year, there were a number of new resources developed in order to help programs with the 2015 MAERB Core Curriculum as well as to help programs who had 2017 site visits. Those resources have been reviewed and, if necessary, updated. The *Program Director Handbook* has been reviewed and updated to reflect the 2015 CAAHEP *Standards and Guidelines for the Accreditation of Medical Assisting Programs*. You will find all of that information at the MAERB website (www.maerb.org) on the Documents tab.

In addition, there are a number of new resources. On the Documents' tab, under "Program Resources/Accreditation Resources," you will find a file "Sample Affective Rubrics, 2015 Standards," about creating rubrics for the affective competencies. We received requests from a number of Program Directors to provide guidance on creating affective rubrics, and you will find information and some sample rubrics in that packet.

Also, in the same section the following documents were updated as noted below.

- **Student Evaluation of Practicum:** a section was added so that the student can evaluate the Practicum Coordinator oversight of the practicum experience.
- **Student Survey of Program Resources:** a section was added so that the student can evaluate the Practicum Coordinator as a Program Resource.

- **Practicum Evaluation of the Student:** a question was added so that the site supervisor could comment on the Practicum Coordinator's role.

These updates are based upon requests at the MAERB Forum to help demonstrate that the Practicum Coordinator is effectively overseeing the students at the practicum site. This request is based upon a shift that occurred between the 2008 and 2015 *Standards and Guidelines* that is outlined in Standard III.B.3.a, with the responsibilities of the Practicum coordinator. In the 2008 *Standards and Guidelines*, it was mandated that the Practicum Coordinator be required to visit each practicum site with students at least once during each term. The purpose in doing so was to provide "oversight of the practicum experience," focusing specifically on "on-site assessment of student experiences" and "the quality of learning opportunities."

In essence, the 2008 *Standards* that the Practicum Coordinator visit the practicum site at least once during each term students are assigned to the site **focused on the process:** visiting the site.

In recognition that there are a number of processes that can support the outcome, the MAERB changed the requirement that the Practicum Coordinator must visit the practicum site in its 2015 *Standards and Guidelines*. Although the 2015 *Standards and Guidelines* no longer require the on-site visit once a term, the Practicum Coordinator responsibilities have not changed. It is still required that the Practicum Coordinator "provide oversight of the practicum experience" and "ensure appropriate and sufficient evaluation of student achievement." Under the 2015 *Standards and Guidelines*, **the focus is on the outcomes.**

Practicum Coordinators now have a number of options in which they can ensure that they are fulfilling this responsibility. Practicum Coordinators can certainly continue to visit each site if, based upon the feedback of their communities of interest, they determine that it is best to do so. There are, however, other options, such as the ones listed below:

- Visit the sites on a regular basis (documentation: site visit schedule)
- Set up a system of regular phone/video/visit with the practicum site supervisors (documentation: schedule of "contact" with site)
- Have site supervisors evaluate the Practicum Coordinator's support (documentation: surveys from site supervisors)
- Have students evaluate the Practicum Coordinator's support (documentation: surveys from students)

The changes that occurred in the surveys listed above can help the program document those changes. It is important to remember that programs can adapt those surveys as they see best.

[New Videos: Standards and MAERB Forum](#)

On the Educators' Tab, you will find a series of five videos, ranging from 30-40 minutes, that focus on the 2015 CAAHEP *Standards and Guidelines*. The Program Directors and instructional faculty had requested that the MAERB office produce those series when they evaluated the 2016 Spring Webinar about Standard III.D "Resource Assessments." In addition, there is also a video of the presentation that was delivered at the MAERB Forum on September 16, 2016, for the people who were not able to attend.

Policy Changes: MAERB Policy 220 and Policy 305

In the spring of 2016, the MAERB requested feedback from its communities of interest about the proposed policy changes in MAERB Policy 220 and Policy 305. As there were few comments and no concerns expressed, the MAERB approved the changes.

The changes to Policy 220 are not substantive; rather, they highlight the outcome as opposed to the process. Programs will still be required to track that students have achieved all of the MAERB Core Curriculum psychomotor and affective competencies. The policy is no longer specifying which types of tracking mechanisms could be used; instead, MAERB is focusing on the results of the tracking. You will note in the “Examples and Procedures” that the term “tracking mechanism” is defined in detail.

Policy 305 has changed significantly for programs that are going through initial accreditation site visits starting in January 2017. The policy adds some new requirements for those programs in order to ensure that they are complying with the specific outcomes after programs receive initial accreditation.

You will find those changes in the MAERB *Policies and Procedures Manual* that is located on the documents tab of the MAERB website (www.maerb.org)

Reminder: ARF Outcome Publication

You all submitted a link or other information about the publication of your ARF outcome for the admission cohort 2014. In doing so you were conforming to the 2015 *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting*, Standard V.A.4 that states the following:

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 in these **Standards**.

Thank you for your energy and initiative in complying with this new Standard.

You will need to update that information in spring 2017 after you receive your ARF review letter from MAERB. If your program offers two different CAAHEP-accredited awards, then you will need to report an outcome for each award. Programs with fall ARFs will receive an ARF review letter from MAERB by the end of February 2017. Programs with spring ARFs will receive an ARF review letter from MAERB by the end of May 2017. After receiving the letter, the posted outcome(s) should be promptly updated.

The important issue is that the information be accessible to the public, so the easiest venue is the website for that information.

It is not acceptable to provide this information only on internal documents. In other words, it is not enough to include it **ONLY** on your advisory meeting minutes. You should certainly be sharing your outcomes with your advisory committee, but this information does need to be publically posted.

MAERB Policy 210 “Reporting ARF Outcome(s)” provides you with information about posting the outcome. In addition, you will be receiving a reminder about posting the information in spring 2017 as well as information about how to submit the updated link to MAERB.

Many Thanks

The MAERB Office would like to thank all the medical assisting Program Directors, instructional faculty, support staff, and institutional administrators of CAAHEP-accredited program for all the work that you have done over the last transitional year to prepare for the changes in the *CAAHEP Standards and Guidelines*. You have given us guidance and support during a transitional time, and your help is greatly appreciated.