

Instructions for Use

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Report Headers

Report Headers can be customized for the specific school and program. Complete the shaded cells below (Program Number and Program Sponsor Name) and they will auto populate on your forms. **Be sure to add the date the surveys were conducted at the top of each of the survey tabs.**

Program Level:	Paramedic	
CoAEMSP Program #:	600726	Program Number assigned by CoAEMSP: Invoice # : 2xxxx-P or 2xxxx-AP or Temporary #: 7xxxx or Permanent #: 6xxxx or 65xxxx
Name of Program Sponsor:	PHOENIX FIRE DEPARTMENT PARAMEDIC PROGRAM	

This report is designed to complete the annual resource survey data [i.e., Program Resource Survey (PRS) - Program Personnel and Program Resource Survey (PRS) - Students] for the CoAEMSP using the tab(s) below. Remember to also survey satellite location personnel and students. Specific instructions for administering each survey are listed at the top of the surveys.

Starting with the first completed survey, begin with cell **P3** in the first column and work down to record the ratings of (N) as **No**, (Y) as **Yes**, or (NA) as **NA**. Move back to the top of the next column (**Q3**) and repeat for each additional survey. The results will be tabulated as you enter. The PRS Student and PRS Personnel worksheets calculate a percentage for each question and an overall average for each of the ten content areas. **For each content area that receives a rating of LESS than 80%**, the program must summarize the results and complete an analysis (Column E) and develop an action plan (Column F). **When results are above 80%**, indicate the percentage for each type of survey in Column E and complete Column F by at least indicating "Continue to monitor". Programs may write additional Purpose statements and/or add Measurement Systems for resource(s). Programs are also responsible for internally addressing individual questions that do not meet the 80% cut score.

The final row asks for the overall rating of the program. The program is designed to accept **NS** as **Not Sufficient**, **M** as **Marginal**, and **S** as **Sufficient**. This is case sensitive. Applying CapsLock during this phase will make it work easier. Be sure that if you have worked in the unprotected sheet that CapsLock has been turned off before setting the unlock password.

To start a new survey, copy the tab at the bottom. To assure order, move newer surveys to the left allowing older surveys to move right and off the tab line. Rename the new tab, automatically labeled with the **(2)** indicator by changing the year and deleting the (2). Once copied, clear the results of the previous surveys by selecting the entire grid and hitting the delete key.

Resource Assessment Matrix

The RAM is designed to autopopulate the "**DATES OF MEASURE**" (Column D) once the information in Section 1 "**FACULTY**" is complete. Columns (E) and (F) "**RESULTS and ANALYSIS**" and "**ACTION PLAN / FOLLOW-UP**" must be completed based on the results of the surveys.

These worksheets contain locked cells

If you need to alter the worksheet (all except the RAM worksheet) you will need to unlock the cells. Go to the review tab in the ribbon and select ***Unprotect Sheet***. The password is `unlock` (case sensitive). When you have finished with your alterations, it will be important to relock the sheet to avoid loss or unintentional alterations to formulas. Although you can use any password, `unlock` is the simplest and makes future use of this workbook more user friendly.

Printing the Report

Set the printer to print pages 1-3 of the desired report.

Program Resource Survey - Students

4/5/2024 & 9/22/2024

I. PROGRAM FACULTY

	Count	Avg	No (N)	Yes (Y)	NA
A. Faculty effectively ...					
1 facilitate learning and interact with students in the classroom	72	1.00	0	72	0
2 facilitate learning and interact with students in the laboratory	72	1.00	0	72	0
3 provide supervision / coordination in the hospital clinical setting	72	1.00	0	72	0
4 provide supervision / coordination in the field internship	72	1.00	0	72	0
B. The number of faculty is adequate...					
1 for classroom instruction	72	0.99	1	71	0
2 for laboratory instruction	72	0.99	1	71	0
C. Faculty effectively communicate and support student learning	72	1.00	0	72	0
D. Faculty assist me with my academic needs	72	1.00	0	71	1
Program Faculty Overall Average:		1.00			

II. MEDICAL DIRECTOR

	Count	Avg	No (N)	Yes (Y)	NA
A. I know who the Medical Director is	72	1.00	0	72	0
B. The Medical Director interacts with students	72	0.99	1	71	0
Medical Director Overall Average:		0.99			

III. SUPPORT PERSONNEL

	Count	Avg	No (N)	Yes (Y)	NA
A. Admissions personnel provide adequate assistance as needed	72	1.00	0	72	0
B. Supplemental instructional support and services is available as needed	72	1.00	0	72	0
C. Staff / faculty provide adequate and timely academic advising as needed	72	1.00	0	72	0
Support Personnel Overall Average:		1.00			

IV. CURRICULUM ...

	Count	Avg	No (N)	Yes (Y)	NA
A. adequately covers the necessary cognitive content for the entry-level profession	72	1.00	0	72	0
B. adequately covers the necessary skill and simulation activities for the entry-level profession	72	1.00	0	72	0
C. includes relevant and necessary hospital and field internship experiences for the entry-level profession	72	1.00	0	72	0
D. is appropriately sequenced to allow learning to occur and applied from the classroom through the laboratory, clinical experiences, to the capstone field internship	72	1.00	0	72	0
Curriculum Overall Average:		1.00			

V. FINANCIAL RESOURCES

	Count	Avg	No (N)	Yes (Y)	NA
A. Personnel assist me with my questions regarding Program financial obligations	72	1.00	0	69	3
B. Support services for financial aids / scholarship is offered (where either is available)	72	1.00	0	69	3
Financial Resources Overall Average:		1.00			

VI. FACILITIES

A. CLASSROOMS ...

- 1 are adequate in size
- 2 have adequate lighting
- 3 contain adequate seating
- 4 have adequate ventilation (eg., A/C, heat)
- 5 have adequate instructional equipment and technology

Count	Avg	No (N)	Yes (Y)	NA
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0

B. LABORATORY facilities are ...

- 1 of adequate size and configuration for activities that prepare students to perform effectively in the hospital clinical and field internship experiences
- 2 equipped with the amount and variety of **equipment** necessary to perform required laboratory activities
- 3 equipped with the amount and variety of **supplies** necessary to perform required laboratory activities

72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0

Facilities Overall Average:

1.00

VII. CLINICAL RESOURCES

CLINICAL ROTATIONS

- A.**
- 1 Facilities offer an adequate number and variety of patient pathologies, ages, and procedures to meet clinical objectives
 - 2 Experience is of sufficient length to meet the clinical objectives
 - 3 Overall, the hospital clinical rotations provide similar opportunities to achieve required competences for all students.

Count	Avg	No (N)	Yes (Y)	NA
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0

CLINICAL INSTRUCTION

- B.**
- 1 Orientation to assigned hospital clinical unit(s) is/are adequate
 - 2 Hospital clinical staff are sufficiently knowledgeable to provide supervision
 - 3 Staff are consistent in their evaluation of student performance
 - 4 Program faculty are available to assist with clinical issues when needed

72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0

Clinical Resources Overall Average:

1.00

VIII. FIELD RESOURCES

Field Experience

- A. 1 The field agencies provide an adequate number and variety of patient ages, pathologies, and procedures to meet the field experience objectives and minimum competencies
- 2 The field experience is of sufficient length to meet the objectives and minimum competencies
- 3 Overall, the field experience rotations provide similar opportunities to develop competencies for all students

Count	Avg	No (N)	Yes (Y)	NA
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0

Capstone Field Internship

- B. 1 Training of the EMS capstone field internship preceptor is adequate
- 2 Capstone field internship preceptors are sufficiently knowledgeable to provide instruction and mentoring
- 3 Capstone field Internship preceptors are consistent in their evaluation of student performance
- 4 Program faculty are available to assist with field internship issues when needed
- 5 I felt prepared to be a team leader

72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0

Field Internship Resource Overall Average:

1.00

IX. LEARNING RESOURCES

- A. Instructional resources are adequate
- B. Reference materials are adequate to support assignments
- C. Technology / computer resources / access are available and adequate
- D. Technology support is available as needed

Count	Avg	No (N)	Yes (Y)	NA
72	1.00	0	72	0
72	1.00	0	72	0
72	1.00	0	72	0
0	#DIV/0!	0	0	0

Learning Resources Overall Average:

#DIV/0!

Please rate the OVERALL quality of the resources supporting the program.

	Number	Percent
Not Sufficient (NS)	0	0%
Marginal (M)	1	1%
Sufficient (S)	71	99%

I. **PROGRAM FACULTY** (Completed by Medical Directors and Advisory Committee members)A. **Faculty effectively ...**

	Count	Avg	No (N)	Yes (Y)	NA
1. keep the Advisory Committee informed of program status and changes	38	1.00	0	1	37
2. respond to changes in needs expectations of communities of interest	38	1.00	0	1	37
3. foster positive relationships with hospitals and field internship agencies	38	1.00	0	1	37
4. support students in their educational development	38	1.00	0	1	37

Program Faculty Overall Average: 1.00

II. **MEDICAL DIRECTOR** (Completed by Program Faculty and Advisory Committee)

	Count	Avg	No (N)	Yes (Y)	NA
A. Reviews and approves educational content for appropriateness and accuracy	38	1.00	0	8	30
B. Reviews and approves required number of patient contacts and procedures	38	1.00	0	8	30
C. Reviews and approves instruments and procedures used to evaluate students	38	1.00	0	8	30
D. Reviews the progress of each student throughout the program	38	1.00	0	8	30
E. Ensures the competence of each graduate	38	1.00	0	8	30
F. Engages in cooperative involvement with the program director	38	1.00	0	8	30

Medical Director(s) Overall Average: 1.00

III. **SUPPORT PERSONNEL**

	Count	Avg	No (N)	Yes (Y)	NA
A. Admissions personnel are adequate to meet program needs	38	1.00	0	0	0
B. Personnel are adequate to assist with financial obligation issues	38	1.00	0	38	0
C. Staff/faculty provide adequate and timely academic advising as needed	38	1.00	0	38	0

Support Personnel Overall Average: 1.00

IV. **CURRICULUM**

	Count	Avg	No (N)	Yes (Y)	NA
A. Adequately covers the necessary cognitive content for the entry-level profession	38	1.00	0	38	0
B. Adequately covers the necessary skill and simulation activities for the entry-level profession	38	1.00	0	38	0
C. Includes relevant and necessary hospital and field internship experiences for the entry-level profession	38	1.00	0	38	0
D. Is appropriately sequenced to allow learning to occur and applied from the classroom through the laboratory, clinical experiences, to the capstone field internship	38	1.00	0	38	0

Curriculum Overall Average: 1.00

V. **FINANCIAL RESOURCES (to be completed by program personnel)**

A. Provides budget provides sufficient ...	Count	Avg	No (N)	Yes (Y)	NA
1. equipment to achieve competencies	38	0.97	1	37	0
2. supplies to achieve competencies	38	0.97	1	37	0
3. number of faculty for classroom instruction	38	1.00	0	38	0
4. number of faculty for clinical coordination	38	1.00	0	38	0
5. number of faculty for field internship coordination	38	1.00	0	38	0
6. budget for faculty professional development	37	1.00	0	37	0

Financial Resources Overall Average: 0.99

VI. **FACILITES**

A. Classrooms	Count	Avg	No (N)	Yes (Y)	NA
1. Are adequate in size	38	0.97	1	37	0
2. Have adequate lighting	38	1.00	0	38	0
3. Contain adequate seating	38	0.95	2	36	0
4. Have adequate ventilation (e.g., A/C, heat)	38	1.00	0	38	0
5. Have adequate instructional equipment and technology	38	0.97	1	37	0
B. Laboratory facilities are					
1. of adequate size and configuration for activities that prepare students to perform effectively in the hospital clinical and field internship experiences	38	0.97	1	37	0
2. equipped with the amount and variety of equipment necessary to perform required laboratory activities	38	1.00	0	38	0
3. equipped with the amount and variety of supplies necessary to perform required laboratory activities	38	0.97	1	37	0

Facilities Overall Average: 0.98

VII. **Clinical Resources**

A. Clinical Rotations	Count	Avg	No (N)	Yes (Y)	NA
1. Facilities offer an adequate number and variety of patient pathologies, ages, and procedures to meet clinical objectives	38	0.97	1	35	2
2. Experience is of sufficient length to meet the clinical objectives	38	1.00	0	36	2
3. Overall, the hospital clinical rotations provide similar opportunities to achieve required competencies for all students	38	1.00	0	36	2
B. Clinical Instruction					
1. Orientation to assigned hospital clinical unit(s) is/are adequate	38	1.00	0	36	2
2. Hospital clinical staff are sufficiently knowledgeable to provide supervision	38	1.00	0	36	2
3. Staff are consistent in their evaluation of student performance	38	1.00	0	36	2
4. Program faculty are available to assist with clinical issues when needed	38	1.00	0	36	2

Clinical Resources Overall Average: 1.00

VIII. Field Resources

Count Avg No (N) Yes (Y) NA

Field Experience

- A. 1. The field agencies provide an adequate number and variety of patient ages, pathologies, and procedures to meet the field experience objectives and minimum competencies.
- 2. The field experience is of sufficient length to meet the objectives and minimum competencies
- 3. Overall, the field experience rotations provide similar opportunities to develop competencies for all students

Count	Avg	No (N)	Yes (Y)	NA
38	1.00	0	38	0
38	1.00	0	38	0
38	1.00	0	38	0

Capstone Field Internship

- B. 1. Training of the EMS capstone field internship preceptor is adequate
- 2. Field internship preceptors are sufficiently knowledgeable to provide instruction and mentoring
- 3. Capstone field internship preceptors are consistent in their evaluation of student performance
- 4. Program faculty are available to assist with field internship issues when needed
- 5. The student is prepared to be a team leader

Count	Avg	No (N)	Yes (Y)	NA
38	1.00	0	38	0
38	1.00	0	38	0
38	1.00	0	38	0
38	1.00	0	38	0
38	1.00	0	38	0

Field Resources Overall Average: 1.00

IX. LEARNING RESOURCES

Count Avg No (N) Yes (Y) NA

- A. Instructional resources are adequate
- B. Reference materials are adequate to support assignments
- C. Technology/computer resources/access are available and adequate
- D. Technology support is available as needed

Count	Avg	No (N)	Yes (Y)	NA
38	1.00	0	38	0
38	1.00	0	38	0
38	0.97	1	37	0
0	#DIV/0!	0	0	0

Learning Resources Overall Average: #DIV/0!

Please rate the OVERALL quality of the resources supporting the program.

	Number	Percent
Not Sufficient (NS)	0	0%
Marginal (M)	0	0%
Suffient (S)	38	100%



Resource Assessment Matrix (RAM)

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Revised 2024.11

Program Level: **Paramedic**

CoAEMSP Program #: **600726** (the 600xxx number assigned by CoAEMSP)

Sponsor Name / Year: **PHOENIX FIRE DEPARTMENT PARAMEDIC PROGRAM** **2024**

Current Accreditation Status: **Continuing Accreditation**

Date RAM Completed: **3/4/2025** (e.g., m/d/yyyy)

Number of Students Completing the Program:	72
Number of Program Personnel Surveyed:	35
Number of Advisory Committee Surveyed:	15

Number of Student Survey Responses:	72
Number of Program Personnel Responded:	29
Number of Advisory Committee Responded:	9

Link to access the forms available on the CoAEMSP website ==>

CoAEMSP Forms Available
Program Resource Survey-Personnel
Program Resource Survey-Students

At a minimum, programs are required to use the survey items contained in the Student Resource Survey and the Program Personnel Resource Survey.

The Advisory Committee is involved in both assessing the resources and reviewing the results, as well as, personnel and students from satellite locations (if applicable).

#	(A) RESOURCE	(B) PURPOSE(S) (Role(s) of the resource in the program)	(C) MEASUREMENT SYSTEM (types of measurements)	(D) DATE (S) OF MEASUREMENT (the time during the year when data is collected (e.g., month(s)))	(E) RESULTS and ANALYSIS (Include the overall average [%] from each Resource category. For each Resource category below 80%, complete Column F)	(F) ACTION PLAN / FOLLOW UP (What is to be done and Due Date)
1.	PROGRAM FACULTY	Provide instruction, supervision, and timely assessments of student progress in meeting program requirements.	1. Program Resource Survey - Program Personnel	April/Sept 2024	100%	Continue to monitor
		Work with advisory committee, administration, clinical/field internship affiliates and communities of interest to enhance the program.	2. Program Resource Survey - Students	April/Sept 2024	100%	Continue to monitor
	Additional Faculty Purpose(s) =>					
2.	MEDICAL DIRECTOR	Fulfill responsibilities specified in accreditation Standard III.B.2.a.	1. Program Resource Survey - Program Personnel	April/Sept 2024	99%	Continue to monitor
			2. Program Resource Survey - Students	April/Sept 2024	100%	Continue to monitor
	Additional Medical Director Purpose(s) =>					
3.	SUPPORT PERSONNEL	Provide support personnel/services to ensure achievement of program goals and outcomes (e.g. admissions, advising, clerical)	1. Program Resource Survey - Program Personnel	April/Sept 2024	100%	Continue to monitor
			2. Program Resource Survey - Students	April/Sept 2024	100%	Continue to monitor
	Additional Personnel Purpose(s) =>					
4.	CURRICULUM	Provide specialty core and support courses to ensure the achievement of program goals and learning domains.	1. Program Resource Survey - Program Personnel	April/Sept 2024	100%	Continue to monitor
		Meet or exceed the content and competency demands of the latest edition of the documents referenced in Standard III.C.	2. Program Resource Survey - Students	April/Sept 2024	100%	Continue to monitor
	Additional Curriculum Purpose(s) =>					

5.	FINANCIAL RESOURCES	Provide fiscal support for personnel, acquisition and maintenance of equipment/supplies, and faculty/staff continuing education.	1. Program Resource Survey - Program Personnel	April/Sept 2024	100%	Continue to monitor
			2. Program Resource Survey - Students	April/Sept 2024	99%	Continue to monitor
	Additional Financial Purpose(s) =>					
6.	FACILITIES	Provide adequate classroom, laboratory, and ancillary facilities for students and faculty.	1. Program Resource Survey - Program Personnel	April/Sept 2024	100%	Continue to monitor
			2. Program Resource Survey - Students	April/Sept 2024	98%	Continue to monitor
	Additional Facilities Purpose(s) =>					
7.	CLINICAL RESOURCES	Provide a variety of clinical experiences to achieve the program goals and outcomes.	1. Program Resource Survey - Program Personnel	April/Sept 2024	100%	Continue to monitor
			2. Program Resource Survey - Students	April/Sept 2024	100%	Continue to monitor
	Additional Clinical Resources Purpose(s) =>					
8.	FIELD RESOURCES	Provide a variety of field internship experiences to achieve the program goals and outcomes.	1. Program Resource Survey - Program Personnel	April/Sept 2024	100%	Continue to monitor
			2. Program Resource Survey - Students	April/Sept 2024	100%	Continue to monitor
	Additional Field Internship Purpose(s) =>					
9.	LEARNING RESOURCES	Provide learning resources to support student learning and faculty instruction.	1. Program Resource Survey - Program Personnel	April/Sept 2024	100%	Did not have the following question for students to answer: Technology support is available as needed...Our program does offer iPads for testing purposes as
			2. Program Resource Survey - Students	April/Sept 2024	99%	Did not have the following question for students to answer: Technology support is available as needed...Our program does offer iPads for students to practice documentation during specific lab
	Additional Learning Resources Purpose(s) =>					