

Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Paper Reviewer Role</i>
<p style="text-align: center;">Standard 1</p> <p><i>* Accrediting agencies may include regional accrediting bodies, the Joint Commission on Accreditation of Healthcare Organizations, the American Osteopathic Association, national accrediting agencies for proprietary schools or appropriate state agencies.</i></p>	<p>Describe the relationship between the sponsor and affiliates.</p>	<p>List the accreditors for the sponsor and each affiliate.</p> <p>Submit current copies of <u>all</u> currently used academic or clinical affiliation agreements that address all items in Standard 1.</p> <p>Submit signed, current signature pages for <u>all</u> affiliation agreements.</p> <p>Submit all addenda or memoranda of understanding used to review the affiliation agreements.</p>	<p>Verify the accreditation status of the sponsor and affiliates.</p> <p>Review signed, current affiliation agreements for <u>all</u> affiliated institutions and ensure that all provisions of the agreement are active.</p> <p>Review signed current signature pages for <u>all</u> affiliation agreements.</p> <p>Review signed, current addenda or memoranda of understanding used to review affiliation agreements for <u>all</u> affiliated institutions.</p>

10/2011

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Standard 2	<u>No Narrative Required</u>	Indicate the type of sponsor (e.g., college, hospital, consortium, laboratory).	Verify the type of sponsor.
Standard 3	Describe the responsibilities assumed by the sponsor.	Submit a copy of the certificate issued upon graduation or completion of the program, or the appropriate page from the college catalog indicating that the institution grants a degree or certificate.	Verify that the sponsor assumes the required responsibilities.
Standard 3A	Describe how the sponsor assures that assigned activities in the clinical setting are educational.	<u>No Documentation Required</u>	Verify that the sponsor assures that assigned activities in the clinical setting are educational.
Standard 3B	Describe how the program communicates with affiliates for exchange of information and coordination.	Submit documentation of ongoing communication between representatives of the sponsoring institution and an affiliate.	Verify that there is documented ongoing communication between representatives of the sponsor and the affiliates.

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Standard 4	<p>Describe how personnel resources (e.g., instructors, staff) support the number of students admitted.</p> <p>Describe the responsibilities of the affiliates</p>	<p>Indicate:</p> <ol style="list-style-type: none"> 1. The number of students admitted per year. 2. Admission date(s). 3. Instructor to student ratios for lecture, student laboratory (if applicable) and clinical laboratory (if applicable). <p>Submit a rotation schedule for applied experiences</p>	<p>Verify that the personnel resources (e.g., instructors, staff) support the number of students admitted.</p>
Standard 5	<p>Describe how the financial resources are adequate to assure the continued operation of the program.</p>	<p>Submit an institutionally approved budget OR a written statement of continued financial support for the educational program from an executive officer of the sponsoring institution.</p>	<p>Verify that the resources for the continued operation of the educational program are assured by an adequate budget and/or funding resources.</p>
Standard 6A	<p>Describe the program's academic and clinical facilities (e.g., classrooms, laboratories, administrative offices) and safety features.</p>	<p>Submit a description of the facilities that includes square footage, seating capacity or number of workstations.</p>	<p>Verify that the program's physical facilities (e.g., classrooms, laboratories, administrative offices) are adequate to support the number of students.</p> <p>Verify that the laboratories are equipped for safety.</p>

Standard 6B	<u>No Narrative Required</u>	List the capital (major) equipment and supplies utilized in student instruction. <i>* Use of the Checklist for Phlebotomy Equipment is recommended.</i>	Verify that students have reasonable access to and experience with modern equipment and supplies.
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Standard 6C	Describe the location and accessibility of information resources to students.	Submit a list of required textbooks (list the author, title, publisher and, publication date for each). Include a representative sample of periodicals and references.	Verify that each student has reasonable access to information resources containing current editions of books, periodicals and other reference materials in contemporary formats related to all content areas of the curriculum.
Standard 6D	Describe the resources, including clinical, reference and demonstration materials (e.g., practice specimens, stock cultures, case studies) used in instruction for each laboratory discipline.	Submit a list of multimedia materials, including title and type of material, which may include a wide range of the following: audio-visual aids; demonstration arms; computer technology and/or computer assisted instruction; and specialized equipment.	Verify that instructional resources in each laboratory discipline include appropriate clinical, reference and demonstration materials.
Standard 6E NOT REQUIRED FOR PHLEBOTOMY PROGRAMS	Describe how access to contemporary computer technology is provided to students.	<u><i>No Documentation Required</i></u>	Verify that students have access to and experience with contemporary computer technology.

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Standard 7	Identify the specific publication(s) in which items in Standard 7 A-M are included.	<p>Submit current publications (e.g., program brochures, student handbooks, policy manuals, catalogs, websites, and/or syllabi) that address the items listed in Standard 7 A-N.</p> <p>A matrix is provided in the appendix to assist you in identifying the publication(s) that address the items listed in Standard 7 A-N.</p> <p><i>*Use of the matrix is optional.</i></p>	<p>Verify that students and/or applicants receive the information listed in Standard 7 A-N.</p> <p>Verify that current publications contain the information listed in Standard 7 A-N.</p> <p>Verify that at least one outcomes measure is included</p> <p>Verify that announcements accurately reflect the program offered.</p>

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Standard 8	<p>Describe how academic standards and essential functions required for admission to the program are provided to prospective students and made available to the public.</p>	<p>Submit published admissions policies and procedures for <u>both</u> the institution and the program.</p>	<p>Verify that the admissions policies and procedures are in accordance with the clearly defined and published practices of the institution.</p> <p>* Quantitative admission criteria may include such components as grade point average, completion of courses in specified subjects and standardized aptitude tests.</p> <p>** Qualitative criteria may include assessments of interviews, recommendations, statement of career goals and health status.</p>
	<p>Describe how admission to the program is made in accordance with clearly defined and published practices of the institution.</p>	<p>Submit a sample student signature page indicating awareness of the essential functions and policies for progression in and completion of the program.</p>	<p>Verify that students are informed of the written essential functions and the policies for progression in and completion of the program.</p>

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Standard 9	Describe rules and regulations governing acceptable conduct for both the academic and clinical setting. Indicate how they are distributed.	Submit policies governing acceptable conduct for all academic and clinical settings.	Verify that rules and regulations governing acceptable conduct are clearly defined and provided to all students upon entering the program.
Standard 10	Describe how the sponsoring institution maintains records for graduates and enrolled students.	Submit policies and procedures regarding the retention of records for graduates and enrolled students.	Verify that the student records contain the materials required by Standard 10. Verify that the sponsor permanently maintains records for individual grades and credits for courses.

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Standard 11	<p>Describe how students are informed of and have access to the usual student health care services of the institution.</p> <p>Describe how the health and safety of students, faculty and patients associated with educational activities are safeguarded.</p> <p>Describe how emergency medical care is made available to students while they are in attendance.</p>	<p>Submit materials used to inform students of health and safety policies of the institution(s).</p>	<p>Verify that students are informed of and have access to the usual student health care services of the institution.</p> <p>Verify that the health and safety of students, faculty and patients associated with educational activities are adequately safeguarded.</p> <p>Verify that emergency medical care is available to students while they are in attendance.</p>
Standard 12	<p>Describe the guidance available to assist students.</p> <p>Describe how confidentiality and impartiality are maintained in dealing with student problems.</p>	<p><u><i>No Documentation Required</i></u></p>	<p>Verify that guidance is available to assist students in understanding and observing program policies and practices, to advise on professional and career issues, and to provide counseling or referral for problems that may interfere with progress in the program.</p> <p>Verify that confidentiality and impartiality are maintained in dealing with student problems.</p>

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Standard 13	Describe when appeals procedures are distributed.	Submit appeals procedures and due process policies.	Verify that the appeals procedures are distributed to students at the start of the program. Verify that the procedures include provisions for academic and non-academic types of grievances and a mechanism for neutral evaluation.
Standard 14A	<u>No Narrative Required</u>	Submit programmatic announcements for the program offered that include NAACLS' name, address, and phone number. <i>* Programmatic announcements may include catalogs, websites, handbooks.</i>	Verify that the programmatic announcements accurately reflect the program offered and include NAACLS' name, address and phone number.
Standard 14B	<u>No Narrative Required</u>	Submit non-discrimination statement regarding student recruitment and admission.	Verify that student recruitment and admissions policies are non-discriminatory.
Standard 14C	<u>No Narrative Required</u>	Submit non-discrimination statement regarding faculty recruitment and employment practices.	Verify that faculty recruitment and employment practices are non-discriminatory.

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Standard 14D	Describe how academic credits and costs are published and made known to all applicants.	Submit admissions publications that address academic credits and cost.	Verify that academic credits and costs are accurately stated, published and made known to all applicants.
Standard 14E	Describe how policies and procedures for student withdrawal and refunds of tuition and fees are published and made known to all applicants.	Submit policies and procedures for student withdrawal and refunds of tuition and fees.	Verify that policies and procedures for student withdrawal and refunds of tuition and fees are accurately stated, published and made known to all applicants.
Standard 14F	IF more than one level of clinical laboratory science program is offered, THEN describe how each program is being conducted to assure appropriate instruction for students at different educational levels.	<u><i>No Documentation Required</i></u>	IF more than one level of clinical laboratory science program is offered, THEN verify that each program is being conducted to assure appropriate instruction for students at different educational levels.

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Standard 14G	Indicate whether the program culminates in a degree or a certificate for the student who otherwise completes the required degree.	Submit a policy statement indicating that the issuing of the degree or certificate IS NOT contingent upon the students passing any type of external certification or licensure examination.	Verify that the granting of the degree or certificate is not contingent upon the students passing any type of external certifying or licensure examination. Verify that the academic standards for the program are acceptable to the institution that grants the degree.
Standard 14H	Describe the process in which student complaints are handled.	Submit a policy statement related to student complaints and resolution.	Verify that records relating to student complaints and resolution are maintained.
Standard 14I	Describe the availability of the program evaluation information.	<u><i>No Documentation Required</i></u>	Verify that program evaluation information is available to NAACLS.

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Standard 15	Describe the formal evaluation plan for continually and systematically reviewing the effectiveness of the program.	<p>Submit survey forms and other feedback mechanisms with summaries of responses.</p> <p>Identify feedback sources used, such as: students, graduates, employers of graduates, faculty, advisory groups, exit or final examinations, and clinical affiliates, and identify frequency of evaluation</p>	Verify that there is a mechanism for continually and systematically reviewing the effectiveness of the program.
Standard 16 <i>*Initial, Transferred, and previously Inactive programs are not required to address Standards 16-18 in the Self-Study Report or during the site visit. They will be required to submit a Progress Report addressing Standards 16-18 two years after the accreditation, transfer, or reactivation has been awarded.</i>	Describe how outcome measures (e.g., the performance of graduates on external certifying examinations or capstone projects) from the last three active years are considered in the program evaluation.	Submit the outcome measures for the last three active years and the number of graduates from the program. (For performance on certification exams, list the number taking the certifying examination, the pass rates (percentages) and the program and national mean scores.)	Verify that outcome measures from the last three active years are documented, analyzed, and used in the program evaluation.

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Standard 17	Describe how the reviews of graduation and placement rates are documented, analyzed and used in the program evaluation.	Submit the reviews of graduation and placement rates. Submit documentation of analysis showing how results are used in program evaluation.	Verify that reviews of graduation and placement rates are documented, analyzed, and used in the program evaluation.
Standard 18	Describe how the results of program evaluation are reflected in the curriculum and other elements of the program.	Submit an example of significant change resulting from program evaluation. Include the analysis of the effectiveness of that change.	Verify that results of program evaluation are documented and reflected in ongoing curriculum development and program modification. Verify that any changes implemented are followed by analysis of effectiveness.
Standard 19	<u>No narrative required</u>	<u>No documentation required</u>	<u>No verification required</u>