



EDUCATIONAL INSTITUTE SELF STUDY

Submit Self Study to: WVOEMS Education Coordinator

Please print or type.
The application must be
fully completed to be
considered.

Educational Institute Personnel	YES	NO	N/A
1. Educational Institution has an organizational chart and written job descriptions that define the individual responsibilities of the administration and program management.			
2. The administrative director meets the qualification requirements set forth in the endorsement standards.			
3. The Medical Director meets the qualification requirements set forth in the Endorsement Standards.			
4. The program instructional and skills evaluator staff meet the qualification requirements set forth in the Endorsement Standards.			
Educational Institution Finances	YES	NO	N/A
1. Educational Institution maintains or has written agreements in place to have adequate facilities available for each program offered.			
2. Educational Institution has proof of professional liability and errors and omissions insurance in the amount of one million dollars (\$1,000,000) for all educational programs offered.			
Educational Institution Physical Resources	YES	NO	N/A
2. All facilities utilized by the Educational Institution meet all Federal and State Laws and Codes, including all ADA requirements.			
3. Educational Institution has at its disposal all equipment and supplies needed for instructor and student use during any program offered.			
Educational Institution Clinical Resources	YES	NO	N/A
1. Educational Institution has written agreements or memoranda of understandings with all institutions or agencies that will be providing clinical experience for program students			
2. Educational Institution has clearly documented and defined roles and responsibilities for each clinical site.			
3. Educational Institution has a means of documenting and tracking			
4. Educational Institution has written policies outlining the process for selecting clinical preceptors, preceptor training and orientation process, and has documentation of preceptor training and orientation.			
Student and Operational Policies	YES	NO	N/A
1. The Educational Institution's admission practices and academic and technical standards are clearly defined and published and are readily accessible to students and the public.			
2. The Educational Institution has a documented policy and procedure for pre-admission testing or evaluations with documentation that students admitted on the basis of "ability-to-benefit" are evaluated for the purpose of determining that the student is capable of benefiting from the education.			
3. The Educational Institution has written policies and procedures for determining that the applicants' or students' health will permit them to meet the written technical standards of the education program.			
4. The Educational Institution has written policies and procedures that define the student evaluation process and the institution has a means of documenting and reporting student evaluations.			
5. The Educational Institution has written policies and procedures to establish a system of guidance and counseling to assist students, and there is a means of documenting any student counseling sessions.			
6. Educational Institution has a student handbook.			
7. Educational Institution has written policies and procedures regarding student and faculty recruitment, student admission, and faculty employment			
8. The Educational Institution has a published academic calendar for all education programs offered			
9. All publications specify the number of didactic, lab/psychomotor, and clinical hours required for completion of the course.			
10. The Educational Institution publishes a statement of all tuition and fees. To include books, uniforms, and fees for testing and certification.			
11. The Educational Institution has written policies to provide students and faculty with a means of appealing decisions made by the institute regarding dismissal or other disciplinary actions.			

12. The Educational Institution has written policies and procedures that are made known to all applicants for student withdrawal and for refund of tuition and fees.			
13. The Educational Institution has written policies and procedures concerning the health and safety of students, faculty, and any patients the student may come in contact with.			
14. The Educational Institution maintains permanent records and documentation for each student that has attended.			
15. The Educational Institution has a written default management plan that complies with any governmental, federal or state, guidelines with respect to the program's responsibilities.			
Educational Institution Quality Assurance	YES	NO	N/A
1. The Education Institution has written policies and procedures for continuing system review, and a means of documenting and reporting the outcomes of the review.			
2. The Education Institution has written policies and procedures to gather and document information on graduate's performance once they have finished the program and are working in the field			