

# ACCREDITATION COMMITTEE – PERFUSION EDUCATION (AC-PE)

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## CLINICAL AFFILIATE REQUIRED DOCUMENTS

- This process must be completed by programs for each clinical affiliate(s). It should be reviewed and updated for the annual report. An online folder should be available during site visit review.
- Use a separate application form for each clinical affiliate.

**A. Perfusion Program/Sponsoring Institution:** \_\_\_\_\_

**B. Clinical Affiliate:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Is the affiliate accredited?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Accreditation agency (ie The Joint Commission): \_\_\_\_\_

Current status and effective date \_\_\_\_\_

When did the program director/clinical coordinator visit the affiliate? \_\_\_\_\_

When will students begin clinical rotations at the site? \_\_\_\_\_

What is affiliation end date? Is contract self-renewing? \_\_\_\_\_

### C. Student Capacity

Length of clinical rotation at this site: \_\_\_\_\_

Number of students from this sponsor's perfusion class: \_\_\_\_\_

Number of students from other perfusion programs: \_\_\_\_\_

Number of full-time certified perfusionists: \_\_\_\_\_

Total number of procedures annually: \_\_\_\_\_

Has the program verified that the affiliate has appropriate equipment and supplies?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Check all case types that are performed at this clinical site:

_____ CABG on-pump	_____ Infant	_____ Hemoconcentrator
_____ CABG + Valve	_____ Pediatric	_____ HIPEC/Limb
_____ Valves	_____ VADS	_____ IABP
_____ Aortic	_____ ECMO	_____ Autotransfusion
_____ Adult Congenital	Transplants: _____ Heart	_____ Lung _____ Liver

List ancillary techniques: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### D. Clinical Affiliate Officials

Director of Perfusion Services or equivalent Administrator or Manager

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature \_\_\_\_\_

Below are Responsibilities and Qualifications requirements for Clinical Perfusion Faculty and Fair Practices-Safeguards, taken from the **Standards and Guidelines for the Accreditation of Educational Programs in Perfusion (Standards)**. A complete copy of the Standards is available on the CAAHEP website at [https://www.caahep.org/CAAHEP/media/CAAHEP-Documents/PerfusionStandards-2019\\_1.pdf](https://www.caahep.org/CAAHEP/media/CAAHEP-Documents/PerfusionStandards-2019_1.pdf) .

#### III.B.4. Clinical Instructors

##### a. Responsibilities

The clinical instructor(s) must provide students with appropriate and adequate clinical instruction/supervision and must evaluate student clinical competence.

Sufficient time for accomplishing the clinical objectives must be provided. The clinical instructor(s) must communicate regularly with the program officials.

At least one clinical instructor must be designated as site coordinator at each clinical affiliate to facilitate communication and appropriate site orientation/training, and summary student evaluation.

b. Qualifications

A clinical instructor must be:

- 1) certified as a perfusionist by the American Board of Cardiovascular Perfusion;
- 2) knowledgeable and effective in teaching the subjects assigned, and
- 3) knowledgeable of the program goals, clinical objectives, and clinical evaluation system.

*Clinical instructors should participate periodically in teaching methodology continuing education.*

V.C. Fair Practices - Safeguards

The health and safety of patients, students, faculty, and all participants associated with the educational activities of the students must be adequately safeguarded.

During clinical instruction in which the student is operating extracorporeal circulation equipment, there must be direct one-to-one supervision by a clinical instructor. The clinical instructor and physician in charge of the procedure must be responsible for patient safety.

All activities in the program must be educational and students must not be substituted for staff.

*Programs should provide a rest period for consecutive work as established by professional guidelines*

Per Standard III.B.4.a., at least one clinical instructor must be designated as site coordinator at each clinical affiliate to facilitate communication and appropriate site orientation/training, and summary student evaluation.

Designated Site Coordinator Name: \_\_\_\_\_

Currently certified by the American Board of Cardiovascular Perfusion? \_\_\_ Yes \_\_\_ No

Signature: \_\_\_\_\_

*\*Include a copy of the curriculum vitae for the Designated Site Coordinator.*

- The clinical site's designated staff has read and agrees to abide by the Standards.
- The designated clinical staff agrees to provide clinical education in compliance with the Standards.
- It is further understood that in order to supervise students operating extracorporeal circulation equipment, the clinical instructor must be certified.
- Clinical Site Coordinator will be required to complete AC-PE clinical instructor online modules. All clinical instructors should also be encouraged to complete AC-PE online modules.

**This document only requires coordinator CV at each site. A separate folder is required for Clinical instructor CCP #. This should be verified each year during annual reporting process.**

**E. Attachments**

- 1. Curriculum vitae for Designated Clinical Site Coordinator.
- 2. Verification of malpractice insurance coverage, if required by the affiliation Agreement.
- 3. Signed affiliation agreement.

**The above form must be completed in its entirety to be in compliance. This form and the corresponding folder must be readily available during a site visit or to be sent electronically for verification processes.**

Clinical Instructor(s):

Name: \_\_\_\_\_  
ABCP Number \_\_\_\_\_

Name: \_\_\_\_\_  
ABCP Number \_\_\_\_\_