Report Editing Directions 2013- Chairs

FORMATTING INSTRUCTIONS
- When opening each report unprotect the document using the following steps: Review tab, Restrict Editing, Stop Protection
- Delete the criteria from the left side
- Layout, Convert to Text, Paragraph Marks
- Remove all empty 'If No' fields
- Remove all sub-sections of the report that deal with credentials not reviewed
- <mark>Merge all sections of the report into one document. Page break before the Summary Page and Recommendations Page.</mark>
- Format all text fields to be flush with 'If No,' (paragraph, indentation, left, .48). This should have formatted correctly when converted to text.

EDITING INSTRUCTIONS
- After all formatting is complete and before editing the report for content, re-protect the document using the following steps: Review tab, Restrict Editing, Yes, Start Enforcing Protection.
- Review all sections of the report for correct grammar and consistency of information and writing. All sections should be written using ACICS writing guidelines.
- Where information is repeated (qualifications of staff and faculty, citations, etc.) assure that the information is consistent. In addition write, 'As previously stated' prior to all information that is repeated. A summary of the information or citation can be used when a thorough explanation has already been stated.

PAGE TWO GUIDELINES
- Enter program information using the ACICS credential and title of the program.
- Delete the 'notes' section.
- Use asterisks as needed, delete directions for unused asterisks.

CITATIONS
- The section number should be written in BOLD. The first sentence should be a statement of the area of non-compliance. Use the Accreditation Criteria to find language for the first sentence of the citation. A very detailed description of the issue should follow.
- Cross check each citation to the summary page and list page numbers after each citation on the summary page.
- For citations that appear multiple times in the report repeat the citation and check for consistency and accuracy.

9.03   Does this individual possess appropriate academic or experiential qualifications?
☐ Yes   ☒ No

If *No,* insert the section number in parentheses and explain:

(Section 3-1-511): The program administrator does not have sufficient time and resources to administer the diploma program in Medical Office Assistant. A review of Mr. Donatelo's signed data sheet and the class schedule indicates that 90% of his time is allocated to instruction and 10% to the administration of the program. Mr. Donatelo is currently teaching MED 110, Basic Medical Procedures; MED 115, Medical Equipment; MED 220, Advanced Medical Procedures; and MED 230, Advanced Patient Care, totaling 25 hours of instruction per week. Mr. Donatelo's signed job description did not have any reference to administrative duties when the team arrived on-site; however, the job description has been amended and re-signed to include some administrative duties. In addition, students also indicated that they are unaware of the administrator of the program and if a faculty member cannot answer their specific concern, they are left without a resolution. The administration noted that a communication will be provided to all students in the program informing them of Mr. Donatelo's appointment as the program administrator; however, no documentation was presented to the team. As a result, the program does not have the needed community involvement, instructional resources, nor the focus on faculty development and student achievement that would help ensure its success.

PROCESS
- Chairs are given 5 business days to edit each report. After the report has been formatted and edited for content it is to be emailed to the ACICS staff member with a copy (cc) to visitreports@acics.org.
- Do not hesitate to reach out to staff if questions occur while editing.
- During the travel cycle staff will be reaching out to chairs with feedback on report editing.