

Community Health Aide Education Program Evaluation Checklist
Review and Approval Committee

E = Essential
1 or 2 points = Should Comply

		YES	NO
Sec. 5.10.015. Educational Program Philosophy.	-	-	-
- Mission statement on file	E		
- Must reflect statewide nature of program	2		
- Goals and Objectives on file, which must include:	E		
- Quality health care	2		
- Competency based instruction	2		
- Emphasis on clinical instruction/skills	2		
- Positive learning environment	2		
- Respect for unique needs of adult learners	2		
Sec. 5.10.015. Total (12)			
Sec. 5.10.020. Training Facilities.	-	-	-
-Should provide: Traditional Classroom			
- Appropriate space	2		
- Appropriate privacy	2		
- Must have Environmental Health Review within past 24 months on file, which must evaluate:	E		
- Safety	2		
- Adequacy of space	2		
- Air quality	2		
- Lighting	2		
- Heating	2		
- Storage and disposal of hazardous waste	2		
- Should Provide: e-classroom			
-internet Safety and privacy	E		
- -emergency procedure for internet outages	E		
Sec. 5.10.020. Total (16)			
Sec. 5.10.025. Training Staff.	-	-	-
(a) Qualifications and Roles.	-	-	-
(1) Director/Instructor of Record.	-	-	-
Director qualifications include:	-	-	-
- Education, research, and work and/or life experience relevant to leadership in CHAP Training Center program	2		
- Background in health and education, ability to administrate	1		
- Ability to serve in a statewide liaison role	1		
- Hold statewide mission	1		
- Provide program direction, development and leadership	1		
Instructor of Record qualifications include:	-		-
- Licensed midlevel practitioner/physician	E		
- Responsibilities include:	-		-
- Course development, evaluation, and revision	E		
- Clinical site development and evaluation	E		
- Evaluation of students and instructors	E		
Sec. 5.10.025.(a)(1) Subtotal (6)			

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		YES	NO
Sec. 5.10.025.(a) (continued)	-	-	-
(2) Instructor.	-	-	-
- A majority of instructors must be fulltime midlevels or physicians who are licensed by the State of Alaska or employed by the federal government	E		
- Additional instructors should be certified or licensed and have formal training or experience in the knowledge/skills they are teaching	2		
- All instructors will be monitored to assure:	-		
- Follow statewide curriculum	2		
- Competence in area(s) taught	2		
Sec. 5.10.025.(a)(2) Subtotal (6)			
(3) Clinical Instructor.	-	-	-
- Midlevel/physician licensed by the State of Alaska or employed by the federal government	E		
Sec. 5.10.025.(a)(3) Subtotal (0)			
(4) Medical Advisor.	-	-	-
Qualifications include:	-	-	-
- Physician, licensed by the State of Alaska or employed by the federal government	E		
- Practicing primary care and currently working with CHA/Ps	E		
- Should have prior experience with CHAP	1		
- Instruction/clinical preceptorship complies with Basic Training Curriculum	E		
- Participates in QA/CQI	2		
- Serves as a resource, available for consultation and regular meetings	2		
Sec. 5.10.025.(a)(4) Subtotal (5)			
(b) Job Descriptions.	-	-	-
- Job descriptions on file for each of the training staff, reflecting these roles and responsibilities.	-		
• Director	2		
• Instructor of Record	2		
• Instructor	2		
• Clinical Instructor	2		
• Medical Advisor	2		
Sec. 5.10.025.(b) Subtotal (10)			
(c) Orientation of New Staff.	-	-	-
- A written orientation procedure must be in place for new permanent instructor staff and will include:	2		
- Mission	2		
- Goals and Objectives	2		
- CHAP Curriculum	2		
- Methods of instruction and evaluation	2		
- Function of statewide CHAP	2		
- Cultural diversity	2		
- Role of the CHA/P	2		
- CHP certification/credentialing process	2		
Sec. 5.10.025.(c) Subtotal (18)			
(d) Faculty Turnover.	-	-	-
- RAC notification is required if >50% instructor staff turnover in 12 months or when a CHAP Training Center Director or Instructor of Record resigns or is hired.	E		

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		YES	NO
Sec. 5.10.025.(d) (continued)	-	-	-
- Documentation of orientation of new employees (hired in past 5 years) must be available for review	2		
Sec. 5.10.025.(d) Subtotal (2)			
Sec. 5.10.025. Total (47)			
Sec. 5.10.030. Hospital/Clinic Affiliation.	-	-	-
(a) Accreditation.	-	-	-
- Affiliation with a hospital or clinic accredited by The Joint Commission or licensed by the State of Alaska (exception if such accreditation or licensing is not available)	2		
(b) Hospital/Clinic Commitment.	-	-	-
- Must have support of hospital/clinic and/or corporation administration to provide ongoing access to clinical training.	E		
- Letter of support should be updated at least every 5 years or change in administration with each new clinical director and hospital or clinical administrator or corporation Board [see also Sec. 5.10.060.(a)]	2		
Sec. 5.10.030. Total (4)			
Sec. 5.10.035. Volume, Hours, and Distribution of Patient Encounters.	-	-	-
- Scheduled clinical hours comply with Curriculum	E		
- Session One - total of 26 scheduled clinical hours each session	E		
- Session Two - total of 31 scheduled clinical hours each session	E		
- Session Three - total of 26 scheduled clinical hours each session	E		
- Session Four - total of 34 scheduled clinical hours each session	E		
- Documentation of volume of encounters complies with Curriculum	E		
- Session One - total of 10 encounters (4 primary – 6 active)	E		
- Session Two - total of 10 encounters (4 primary – 6 active)	E		
- Session Three - total of 10 encounters (6 primary – 4 active)	E		
- Session Four - total of 14 encounters (10 primary – 4 active)	E		
- Scheduled distribution of encounters complies with Curriculum	E		
- Session One - distribution of encounters complies with Curriculum	E		
- Session Two - distribution of encounters complies with Curriculum	E		
- Session Three - distribution of encounters complies with Curriculum	E		
- Session Four - distribution of encounters complies with Curriculum	E		
Sec. 5.10.035. Total (0)			
Sec. 5.10.040. Trainees Selection Process.	-	-	-
(a) Qualifications for Trainees and Application Process.	-	-	-
- Selection policy in place, containing:	E		
- Statewide application form, recommended filing four weeks prior to session	2		
- Minimum sixth grade math and reading skills	2		
- Completion of Pre-Session	2		
(b) Statewide Priorities.	-	-	-
- Adhere to statewide placement priorities	2		
(c) Exceptions.	-	-	-
- Exception policies in place	2		
Sec. 5.10.040. Total (10)			

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		YES	NO
Sec. 5.10.045. Trainee Services.	-	-	-
(a) Counseling and Health Services.	-	-	-
- System for initial individual counseling	2		
- Referral for confidential mental health counseling available	2		
- System for providing acute and emergency health services	2		
Sec. 5.10.045.(a) Subtotal (6)			
(b) Academic Advising.	-	-	-
- System for CHA academic advising	2		
- Documentation of formative evaluation	2		
- Documentation of summative evaluation	2		
- Advising to role of the CHA and CHP certification/credentialing	2		
Sec. 5.10.045.(b) Subtotal (8)			
(c) Attrition.	-	-	-
- System of recording attrition data, to include cause and timing	1		
Sec. 5.10.045.(c) Subtotal (1)			
(d) Housing, Meals, and Transportation	-	-	-
- Safe	2		
- Available	1		
- Affordable	1		
- Conveniently located	1		
- Cooking facilities	1		
- Common meeting area	1		
(e) Internet Connectivity	-	-	-
-must have internet connectivity as an alternate to students own internet service	E		
Sec. 5.10.045.(d) Subtotal (7)			
Sec. 5.10.045. Total (22)			
Sec. 5.10.050. CHA Curriculum and Teaching Guidelines.	-	-	-
(a) Duration of Training and Attendance.	-	-	-
- Complies with Curriculum	E		
- Establishes and enforces attendance policy to assure that each trainee satisfies all conditions of training	2		
Sec. 5.10.050.(a) Subtotal (2)			
(b) Class size.	-	-	-
- Allows for required faculty/trainee ratios	E		
- Adequate number of available exam rooms	2		
- Adequate size of classroom	2		
Sec. 5.10.050.(b) Subtotal (4)			
(c) Faculty/Trainee Ratio.	-	-	-
- Faculty/trainee ratios for clinical instruction for patient encounters with trainee as primary provider must be done on a one-to-one basis. For other clinical instruction the following ratios may not be exceeded:	E		
(1) Session I and II: one-to-one	E		
(2) Session III and IV: one-to-two	E		
- Faculty/trainee ratios for lab skills complies with Basic Training Curriculum: 1:2-3	E		
Sec. 5.10.050.(c) Subtotal (0)			
(d) Classroom and Clinical Instruction.	-	-	-
1) Curriculum objectives must be followed	E		
2) CHAM must be used as a minimum standard	E		

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		YES	NO
Sec. 5.10.050.(d) (continued)	-	-	-
3) Instructional materials must consist of the Basic Training Curriculum course objectives and lesson plans.	E		
- There must be an established lesson plan folder (hard copy or electronic) for each Unit.	E		
- Instructional materials must be updated every 3 years	E		
4) Breakdown of class/clinical time meets curriculum (+/-15% allowed)	E		
Session I (Class – 57.25 hrs Skills – 59.5 hrs Clinical – 26 hrs)	E		
Session II (Class – 62.25 hrs Skills – 51. hrs Clinical – 31 hrs)	E		
Session III (Class – 42.75 hrs Skills – 34.75 hrs Clinical – 26 hrs)	E		
Session IV (Class – 57 hrs Skills – 45.75 hrs Clinical – 34 hrs)	E		
5) Learning objectives and course expectations clearly defined for trainees	2		
Sec. 5.10.050.(d) Subtotal (2)			
Sec. 5.10.050. Total (8)			
Sec. 5.10.055. Field Training.	-	-	-
(a) Preparation of Post Session Learning Needs.	-	-	-
- Evaluations are completed for each CHA at the end of a session	E		
- A Post Session Learning Needs form is prepared for each CHA	E		
(b) Review of Post Session Field Training Follow-up Plan.	-	-	-
- CHA Post Session Field Training Follow-up Plan is reviewed for completion of the field training requirements for placement in the next session	2	-	-
Sec. 5.10.055. Total (2)			
Sec. 5.10.060. CHA/P Training Center Administration and Records.	-	-	-
(a) Commitment of Administration.	-	-	-
- A current memorandum of agreement, documenting ongoing support of staffing positions and program needs [see also Sec. 5.10.030.(a)]	E		
Sec. 5.10.060.(a) Subtotal (0)			
(b) Secretarial Support.	-	-	-
- Administrative and secretarial support sufficient to assure timely and smooth function of the program	2		
Sec. 5.10.60.(b) Subtotal (2)			
(c) Training Center Files.	-	-	-
- Must contain and be on file for review:	E	-	-
- Centrally located curriculum files [see Sec. 5.10.050.(d)]	E		
- Curriculum outlines [also see Sec. 5.10.050.(d)]	E		
- Learning objectives/lesson plans [also see Sec. 5.10.050.(d)]	E		
- Quizzes/Exams	2		
- Academic file for each student, including:	E		
- CHA evaluation records	2		
- Application forms	2		
- Post Session Field Training Follow-up Plans	2		
- Quality Assurance/Continuous Quality Improvement files	2		
- A training plan for employees	1		
Sec. 5.10.060.(c) Subtotal (8)			
(d) Training Center Office Space.	-	-	-
- Instructor office space should provide an environment conducive to high productivity	2		
Sec. 5.10.060.(d) Subtotal (2)			
Sec. 5.10.060. Total (12)			

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	YES	NO
Sec. 5.10.065. Training Center Self-Evaluation.	-	-
(a) Quality Assurance Policy.	-	-
- A Training Center must have a policy on quality assurance/continuous quality improvement (QA/CQI) in place that addresses:	-	-
- Documentation of post session meetings and quarterly program reviews	2	
- Evaluations of CHA clinical encounters	2	
- PEF evaluations	2	
- Weekly evaluation of CHA	2	
- Summary evaluation of CHA	2	
- CHA evaluation of sessions	2	
- CHA evaluation of individual instructors	2	
- Faculty didactic peer review	2	
- Faculty clinical peer review	2	
Sec. 5.10.065. Subtotal (18)		
(b) QA/CQI Process.	-	-
- The QA/CQI process must be in effect	-	-
- Documentation that evaluation tools are in use	2	
- Documentation that trends are identified and addressed	2	
Sec. 5.10.065. Subtotal (4)		
Sec. 5.10.065. Total (22)		
Sec. 5.10.070. Faculty Continuing Education.	-	-
- Policy on faculty continuing education in place that addresses both medical and educational fields	2	
- Annual plan to meet policy goals	2	
Sec. 5.10.070. Total (4)		
Sec. 5.30.010. Periodic Submissions and Reviews.	-	-
- Submits a CHA Training Center Annual Self-Evaluation Checklist each year	E	
- Notifies CHAPCB/RAC as required for significant changes in staffing, leadership, training methods, facilities, or viability of the program	E	
Sec. 5.30.010. Total (0)		
POINTS POSSIBLE		
Sec. 5.10.015 Possible Points (12)		
Sec. 5.10.020 Possible Points (16)		
Sec. 5.10.025 Possible Points (47)		
Sec. 5.10.030 Possible Points (4)		
Sec. 5.10.035 Possible Points (0)		
Sec. 5.10.040 Possible Points (10)		
Sec. 5.10.045 Possible Points (22)		
Sec. 5.10.050 Possible Points (8)		
Sec. 5.10.055 Possible Points (2)		
Sec. 5.10.060 Possible Points (12)		
Sec. 5.10.065 Possible Points (22)		
Sec. 5.10.070 Possible Points (4)		
Sec. 5.30.010 Possible Points (0)		
Total Possible Points (159)		
Total Points Awarded		
Total % Achieved		

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ESSENTIAL ITEMS			Yes	No
	Sec. 5.10.015 All Essential Items Met			
	Sec. 5.10.020 All Essential Items Met			
	Sec. 5.10.025 All Essential Items Met			
	Sec. 5.10.030 All Essential Items Met			
	Sec. 5.10.035 All Essential Items Met			
	Sec. 5.10.040 All Essential Items Met			
	Sec. 5.10.045 All Essential Items Met			
	Sec. 5.10.050 All Essential Items Met			
	Sec. 5.10.055 All Essential Items Met			
	Sec. 5.10.060 All Essential Items Met			
	Sec. 5.10.065 All Essential Items Met			
	Sec. 5.10.070 All Essential Items Met			
	Sec. 5.30.010 All Essential Items Met			
	All Essential Items Met	-		