

**AABB COMMITTEE ON ACCREDITATION**  
**Specialist in Blood Bank Technology/Transfusion Medicine**

**Document A – Continuing Accreditation**  
**GUIDELINES FOR CONDUCTING THE CONTINUING SELF STUDY**  
**AND**  
**INSTRUCTIONS FOR PREPARING THE CONTINUING SELF-STUDY REPORT**

Revised: September 2005  
Effective: November 1, 2005

**Committee on Accreditation**  
Specialist in Blood Bank Technology/Transfusion Medicine

**Continuing Accreditation Self-Study Report**  
Of Educational Programs for the Specialist in Blood Bank Technology

**THE CONTINUING SELF-STUDY PROCESS**

An accredited program for training the Specialist in Blood Bank Technology/Transfusion Medicine should perform regular self-study in order to ensure that the program continuously meets the Standards for SBBT educational programs and to enhance the substance of the program. Refer to **Document A – Initial Accreditation** for definitions and elements of the self-study process.

As Self Study for continuing accreditation is an ongoing process, the program should examine its outcomes over a period of time (to be determined by each individual program), to ensure that trends can be identified and monitored. Depending on the number of students in the program, responses of several classes to survey instruments may be combined in order to provide a better sample.

**THE CONTINUING SELF-STUDY REPORT**

For continuing accreditation, each program must conduct a Self-Study that culminates in the preparation of a Self-Study Report (CA-SSR). In order to prepare the CA-SSR, please follow the instructions below. Should you have questions during the Self-Study process, please contact the AABB National Office for assistance. The CA-SSR is due at the AABB National Office by July 1 of the year in which you are scheduled for on-site review. Payment of SBB Program accreditation fees must be current prior to review of CA-SSR.

**REPORT FORMAT FOR THE CA-SSR:**

Place an appropriately labeled divider (tab) between each section of the report. Insert the report into an appropriately sized, 3-ring, loose-leaf binder. If any section does not apply to your program, place the appropriate tab and insert a page stating, "Not Applicable." Submit one (1) hard copy of the report to the AABB National Office, attn: Director of Education. In addition, submit the report electronically to the AABB Education Department via email or on CD. The hard copy must be signed in all indicated places. Electronic copies do not require signatures.

**Outline for the CA-SSR**

Tab 1	Accreditation Request
Tab 2	Program/Institutional Information ( <i>Standard I-A, Standard V-F</i> )
Tab 3	Consortium Information, if applicable ( <i>Standard I-B</i> )
Tab 4	Historical Narrative (max. 2 pages) ( <i>Standard II-A, Standard II-B</i> )
Tab 5	Annual Report (to be updated to time of Self-Study submission) ( <i>Standard III-C, Standard IV-B</i> )
Tab 6	Curricula Vitae for Program Officials ( <i>Standard III-B</i> )
Tab 7	Description of multiple program designs or curriculum delivery, if applicable ( <i>Standard III-C, Standard IV-B</i> )
Tab 8	Resource Assessment (for each type of curriculum delivery) ( <i>Standard III-A, Standard III-C</i> )

Tab 9	Program Official/Faculty Evaluation Survey for all key personnel:
Tab 10	Additional Materials ( <i>Standard V-A, Standard V-B</i> )
Tab 11	Copy of current catalog or program brochure

## **INSTRUCTIONS FOR COMPLETING THE CA-SSR**

### **Include under Tab 1:**

1. A signed copy of these Self-Study Instructions.
2. A completed copy of the **CAAHEP “Request for Accreditation Services”** form (available through a link on the AABB website) signed by the sponsoring institution’s Chief Executive Officer (CEO) and Medical Director/Advisor.
3. A Table of Contents. All pages in the Self-Study should be numbered sequentially within each **section**.

### **Include under Tab 2:**

1. The completed Program/Institutional Information Form including the signatures of the CEO, Medical Director/Advisor, and Program Director.
2. A completed program Organizational Chart, clearly indicating how the Program fits into the overall operation of the sponsoring institution(s).
3. Copies of all signed agreements with clinical affiliates.
4. The completed Advisory Committee Information Form

### **Include under Tab 3:**

*Tab 3 is to be completed by programs sponsored by a Consortium only.*

1. A completed Consortium Data Form, if applicable.
2. A copy of all formal, signed, Consortium Agreement (s).
3. If not applicable to your program, insert a blank page stating, “Not Applicable.”

### **Include under Tab 4:**

1. A brief “historical narrative” (**maximum two pages**) outlining the development of the program and any significant events impacting the program since its inception.
2. Include a statement of the programs goals and objectives
3. Describe the annual review process.

### **Include under Tab 5:**

1. A copy of the program’s most recent Annual Report, **revised and updated to the time of the Self-Study submission.**

**Include under Tab 6:**

1. The CVs of the program's key personnel [Medical Director/Advisor(s), Program Director, and Education Coordinator(s)]. ***Please limit all CV's to 1-2 pages and delete all publications.***

**Include under Tab 7:**

1. Descriptions of any multiple program designs and/or curriculum delivery methods utilized by the program, if applicable.

2. Describe how equivalent graduate outcomes are measured and achieved.

(An example of an alternate curriculum delivery would be the provision for distance learning in addition to a traditional curriculum.)

3. For programs with distance students, include a list of all approved mentors, along with your policy for approval of mentors.

4. If not applicable to your program, insert a blank page stating, "Not Applicable."

**Include under Tab 8:**

1. The program's most recently completed Program Resource Assessment. Include resource assessments for each type of curriculum delivery.

**NOTE:** The CoA-developed Program Personnel Resource Survey and the Student Resource Survey tools should be used to gather the information that result in the Program's resource assessment.

2. The program's response to each of the five Strengths & Limitations Questions.

**Include under Tab 9:**

1. Completed copies of the Program Official/Faculty Evaluation Survey for all key personnel [Medical Director/Advisor(s), Program Director, Education Coordinator(s)] and at least one additional didactic and one clinical faculty member.

**Include under Tab 10:**

1. Arrange to have a student proctor administer the Self-Study Student Evaluation Survey to all currently enrolled students. Mail the completed Self-Study Student Evaluation Questionnaires directly to the AABB National Office, attn. Director of Education, separately from the Self-Study document. The student proctor should place all evaluations into a large envelope and seal for mailing. The Self-Study Student Evaluation Questionnaires are to be completed anonymously by the program's currently enrolled students.

For programs with distance students, send a copy of the Self-Study Student Evaluation Questionnaire to each student, along with a postage-paid envelope addressed to the AABB National Office, attn: Director of Education, and ask them to complete and mail directly to AABB by July 1.

2. A list of currently enrolled students who are expected to return the Self-Study Student Evaluation Survey.

3. The number of surveys returned to the CoA will be reported to the School for monitoring purposes.

**Include under Tab 11:**

1. A copy of the latest edition of the institution/consortium general catalog/bulletin/brochure for the SBB educational program. Place a copy of the latest catalog/bulletin/brochure in the back of the hard copy of the SSR.

**NOTE:** Prior to submitting your SSR to the CoA, please be sure that the hard copy of the SSR is an “exact” copy of the electronic document.

2. If applicable, include the website address for the program information.

**All Programs,** if you have any questions during the preparation of this SSR, please call the Education Department at the AABB National Office for assistance.

**The information contained within this CA-SSR is submitted on behalf of this program for the purpose of supporting our request for Continuing Accreditation through the AABB CoA-SBBT and CAAHEP.**

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

## **Documents for Initial and Continuing Accreditation Site Visits**

The Committee would like to help program directors be better prepared for site visits. The site visitors will be looking for documentation to support information in the program self-study. They will specifically be looking for results of all the evaluations used in the program. The following is a list of documents and information that the site visitors may be interested in viewing. Some items will not be available at the time of initial accreditation. The program should have a plan in place for all required documentation.

### **Sponsorship – Standard I:**

- Clinical Affiliate Agreements for each affiliate in use
- Institutional Accreditation (certificate or letter)
- Institutional catalog, if applicable

### **Goals and Expectations Information - Standard II:**

- Needs assessment, methods associated with goals and standards development and community of interest input (Advisory Committee minutes)
- Current program goals and standards (only if changed since the self-study)

### **Resource Assessment Material (collated by year) – Standard III-A, B, C:**

- Assessment instrument for each program resource with cover page collating all results, written analysis of results and action plan, and raw data by class

Resources to be addressed:  
Faculty – Didactic and Clinical  
Support Personnel  
Facilities  
Laboratory Equipment and Supplies  
Library  
Financial Resources  
Clinical Resources  
Physician Instructional Input  
Other

### **Curriculum – Standard III-C:**

- Instructional Plan
- Schedules for lectures and clinical experience
- Course Syllabi (for all lectures, labs and clinical courses) – including goals and objectives
- Sample examinations

### **Administrative Materials – Standard III-A, D:**

- Budget (previous, current and next fiscal year)
- Evaluations of faculty by students, peers and administrators
- Advisory Committee meeting minutes

### **Student Materials – Standard V-B:**

- Sample of student academic transcripts (includes record of academic progress)
- Sample of student clinical experiences
- Student enrollment data, including attrition and graduation rates.

### **Program Assessment Materials – Standard IV-B:**

- SBB(ASCP) exam results collated by graduation date, including ASCP School Score reports
- Summative assessment instruments, surveys, etc., reliability and validity statistics, results and analysis collated by graduation date.
- Comprehensive program analysis and corrective action plans, if applicable

### **Publications and Non-Discriminatory Practices – Standard V-A,B:**

- Announcements, catalogs, publications, websites and advertising used in student recruitment
- Student employment policies