

MAERB Fall Report 2021

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Special Delivery: Draft of CAAHEP Standards and Guidelines and MAERB Core Curriculum

Attached to the same email as this report, you will find the following four documents:

- **DRAFT 20XX CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting**
These revised *Standards and Guidelines* are in the process of being reviewing by CAAHEP and our other communities of interest. Please note that this document is a draft. As such, you should not make any changes to your practices based on these proposed *Standards and Guidelines* or provide any new information yet.
- **DRAFT 20XX MAERB Core Curriculum (Appendix B of the Standards)**
Based upon extensive input from its communities of interest, the MAERB Core Curriculum has been revised and updated. Please note that this document is a draft, and we anticipate making additional small changes and updates based upon your comments. You should not make any changes now to your curriculum.
- **DRAFT Educational Competencies for Medical Assisting (ECMA)**
MAERB has updated the ECMA to be aligned with the revisions to the MAERB Core Curriculum. Please note that this document is a draft, and we anticipate making additional small changes and updates based upon your comments.
- **MAERB Core Curriculum Crosswalk**
This Excel Sheet compares the 2015 MAERB Core Curriculum to the DRAFT Revised MAERB Core Curriculum. It allows you to see the items that have been reworded, substantially changed, removed, or moved. In addition, you will be able to easily see the items that have been added.

You will also find these documents on the MAERB website (www.maerb.org) on the Documents tab in a section (bottom right) titled “Working Docs: Revised Standards and Curriculum.”

There are also two videos to explain the structure of the documents located on the website in the same area. We have not included any explanations or discussion; the goal is to simply explain the structure of the documents shared and demonstrate how to compare the proposed changes to the current *Standards and Guidelines and MAERB Core Curriculum*. The videos are labeled as follows:

- Reviewing the *Standards and Guidelines*
- Using the MAERB Core Curriculum Crosswalk

MAERB Forums, Town Hall Meetings, and Pre-recorded Videos

MAERB is scheduling several opportunities to ensure that you can make comments and ask questions about the proposed new Standards. We are providing several different opportunities for people to provide feedback, as you all have different schedules.

Survey Monkey

Please respond to the proposed CAAHEP *Standards and Guidelines* and MAERB Core Curriculum at the following survey: <https://www.surveymonkey.com/r/DTMVYKJ> The comments and questions will be discussed by the MAERB board at its meeting in November 2021. Your input will be reviewed as it is received, which means that it will help shape the substance of MAERB’s presentations. Comments, constructive criticism, compliments, and questions are welcome. **Please respond no later than October 8, 2021.**

MAERB Forums

The MAERB will be holding its annual MAERB Forum at the AAMA Conference in Houston, TX, at the Westin Galleria, Houston, on **September 24, 2021, from 1:30 – 3:30 pm**. At the Forum, MAERB will be sharing recent developments and news, as well as discussing the draft of the CAAHEP *Standards and Guidelines* and MAERB Core Curriculum. We look forward to interacting with you if you are attending the conference.

Because there are still institutional limitations on travel, many of you will not be able to attend the conference. As a result, we will be holding a virtual “repeat” of the MAERB Forum on Friday, **October 1, 2021, at 2:00 PM Central**, which will include the same material that was presented at the AAMA conference. In addition, we will be recording the virtual MAERB Forum and will post it online.

To register for the virtual MAERB Forum, please go to the following link:

https://us02web.zoom.us/webinar/register/WN_bmt4bmelRveDEpMfn8BP3Q

Town Halls

There are always a lot of questions when new CAAHEP Standards and Guidelines and MAERB Core Curriculum are in process. We want to be able to answer your questions about the proposed new Standards and to engage in dialogue with you, so the MAERB Staff will be hosting two “Town Halls” to which you are invited. At each Town Hall, there will be a brief presentation, followed by a time for

comments and questions from the participants. The Town Halls will not be recorded, as we would like to have some free-ranging conversations, but the brief PowerPoint presentation will be available to the public, upon request. If you want to participate in one or both Town Halls, you will need to register in advance.

The dates and registration links for the Town Halls are listed below:

Wednesday, Sept. 8, 2021, 2:00 pm – 3:15 pm central

Register here: <https://us02web.zoom.us/meeting/register/tZ0pceugqT0sGdDTZQ07ic-ckWa1RB72Gf-P>

Friday, Sept. 17, 2021, 1:00 pm – 2:15 pm central

Register here: https://us02web.zoom.us/meeting/register/tZwpcequqzwrE9G6Jb2z9_1lo_8t4Abppi34

MAERB's Standards and Guidelines and MAERB Core Curriculum Revision Process

You have been sent a **DRAFT** version of the revised CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting* and the MAERB Core Curriculum. We would appreciate your feedback on those documents. Outlined above are many ways of providing feedback.

We would like to emphasize that these DRAFTS have not been formally approved, so do not start making changes yet to either your curriculum or your practices.

As you know, MAERB reviews the CAAHEP *Standards and Guidelines* and the MAERB Core Curriculum every five to seven years, and the process for revision and CAAHEP approval takes approximately two years. In addition, after final CAAHEP approval, there will be an approximate 18-to-24-month period for the programs to fully incorporate the new curriculum and certain new Standards.

Outlined below is a tentative timeline for the approval and the implementation of the new *Standards and Guidelines* once they are approved:

- **September 2021:** MAERB circulates a draft of the updated *Standards and Guidelines* and MAERB Core Curriculum to the community of CAAHEP-accredited Medical Assisting programs for review and feedback.
- **November 2021:** MAERB meets to review and discuss the comments from the community.
- **December 2021:** MAERB submits final updates to CAAHEP for review and comments.
- **March 2022:** The CAAHEP Board discusses and approves the proposed Standard and Guidelines.
- **April 2022:** The finalized and approved CAAHEP *Standards and Guidelines* are sent to the CAAHEP-accredited medical assisting programs.
 - There will, then, be a series of deadlines for the programs with the new requirements.
- **January 2024:** Programs are visited using the new MAERB Core Curriculum

The updated CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting* will be using CAAHEP's new Standards template, which was approved in January 2021.

We anticipate that we will start conducting Self-Study workshops based on the new *Standards and Guidelines* and the new MAERB Core Curriculum in fall 2022.

MAERB COVID-19 Statement—Sunset Date, December 31, 2021

As we are living in unprecedented times, we have needed to make unprecedented adaptations. Even in this chaotic period, the central goal of a CAAHEP-accredited medical assisting program remains the same: producing competent entry-level medical assistants and preserving patient and student safety. At the same time, the pathway to producing those competent entry-level medical assistants may vary. As outlined in the MAERB COVID-19 Statement, the programs can implement a broader-than-normal range of approaches to the practicum, including simulation, through the Sunset Date of December 31, 2021. You will find the complete MAERB COVID-19 Statement at the MAERB website (www.maerb.org) on the Reference tab.

The Sunset Date for this specific allowance is currently set for December 31, 2021. A survey will be sent out by the MAERB Office in late October 2021 to determine the access that programs currently have to lab and practicum sites. If there is going to be any further extension to the Sunset Date, you will be informed of it in November 2021.

MAERB at 2021 AAMA Conference

The MAERB is planning to be at the AAMA Annual Conference in Houston, Texas, from September 24-27, 2021, but our activities, due to the pandemic, will be curtailed. The MAERB will be hosting the following event at the date and time below:

- Friday, September 24, 2021: MAERB Forum, 1:30-3:30 PM

During the MAERB Forum, you will receive a report about MAERB's activities over the last two years, an overview of the proposed new CAAHEP *Standards and Guidelines* and the MAERB Core Curriculum, and an extended question-and-answer period. In addition, MAERB staff will be available at the AAMA conference for conversation and consultation. Because the Forum will be introducing proposed changes to the CAAHEP *Standards and Guidelines*, MAERB will also be holding a virtual MAERB Forum on **October 1, 2021, at 2:00 PM Central**.

Because many institutions are prohibiting or limiting professional travel due to the pandemic, its many aftermaths, and the larger transition period, MAERB has determined that its Self-Study workshops will be conducted virtually rather than at the 2021 AAMA Conference so that we can serve as many people as possible. Because of the scheduled change in *Standards and Guidelines*, the virtual Self-Study workshops will be designed for programs with a site visit scheduled for 2022 and 2023. For those programs with site visits scheduled for 2024 and beyond, we will, however, be planning to offer Self-Study workshops for the new *Standards and Guidelines* in 2022. More details will follow.

Annual Report Form (ARF) 2021, Deadlines

Fall Submissions, 2021 ARF (2020 admission and graduation cohorts, as well as updates to prior years)

September 16-17, 2021: Program Directors will be sent an email with brief ARF logistics along with the green light to proceed.

October 22, 2021: Firm deadline for submission of the 2021 ARF

Spring Submissions, 2021 ARF (2020 admission and graduation cohorts, as well as updates to prior years)

December 13, 2021: Program Directors will receive a notice informing them that in approximately 30 days the 2021 ARF will be accessible online.

January 13-14, 2022: Program Directors will be sent an email with brief ARF logistics along with the green light to proceed.

February 18, 2022: Firm deadline for submission of the 2021 ARF

Annual Report Form—Tracking Tool Submission

In fall 2020, MAERB implemented a new requirement: programs need to annually submit an updated copy of their ARF Tracking Tool, in conjunction with their Annual Report Form. Since then, MAERB has offered several training sessions to provide guidance. In those training sessions, you are encouraged to update your ARF Tracking Tool throughout the year rather than completing your ARF Tracking Tool while you are completing your ARF, which essentially doubles your work.

For the 2021 ARF, which will be focused on the 2020 admission and graduate cohorts, you will be submitting a Tracking Tool that contains information for your 2019 admission and graduate cohorts **AND** your 2020 admission and graduate cohorts. If you have information from previous cohorts or for 2021, that is no problem, as the MAERB office uses the filter function to see the relevant data.

On **September 13, 2021, at 2:30 pm – 3:45 pm CENTRAL**, MAERB will hold one training session for how to use the ARF Tracking Tool. The information will be the same as the training sessions that we have held previously. In addition, we will be recording the session and posting it on the MAERB website.

You can register for the training session on **September 13, 2021, at 2:30 pm CENTRAL** at the following link: <https://us02web.zoom.us/meeting/register/tZlvfumgrzsiHdb5J3sjpoupP5KT-LOWpYkX>

MAERB's New Contact Information

Due to the COVID-19 pandemic, the MAERB Office staff are working virtually. We still, however, are dedicated to serving the CAAHEP-accredited programs. As with any new method of working, there are adjustments. Outlined below are the central points of contact for the MAERB office. Please feel free to contact your Program Manager if you have any further questions.

Telephone: There is a new telephone number for MAERB: 1-312-392-0155. When you listen to the message, you will hear the extensions for the MAERB staff. Please call us when you have questions.

Submitting Self-Studies, Progress Reports, and other Accreditation Materials: Program Directors have the capacity to upload accreditation documentation, such as Self-Study Reports, Progress Reports, Requests for Reconsideration Reports, and other large file submissions on the Submissions tab of the MAERB website. The directions for doing so are on the Documents tab of the MAERB website (www.maerb.org) in the "Program Resources/Accreditation Resources" section. The instructions are titled, "Submitting Documents, MAERB website." Program Directors were sent their permanent password in May 2020 or in a subsequent notification. This upload system is designed for any large collection of documents. If your submission is not large or multi-layered, you are encouraged to send the documents via email to your Program Manager.

Payments for Accreditation Services or Annual Program Service Fees: If you want to pay by credit card (MasterCard, Discover, Visa, or American Express) you can contact Tasha Harris at 312-392-0155, ext. 406, or write tharris@maerb.org. If you are paying by check, make the check payable to the MAERB and mail it to the MAERB, 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606.

Virtues of Accreditation

The MAERB is going to be showcasing the Virtues of Accreditation on a regular basis in its biannual MAERB Report. At the September 2019 MAERB Forum, during the brief discussion of the three-year CMA (AAMA) pilot program that allows graduates from unaccredited medical assisting programs to sit for the CMA (AAMA), participants requested that MAERB provide a brief outline of the virtues of accreditation so that Program Directors and other instructional staff of CAAHEP-accredited medical assisting programs can discuss the benefits of CAAHEP accreditation with administrators at the organizations that sponsor the medical assisting program.

Below you will find a list of accreditation virtues that we first published in fall 2019 and have updated since then. The MAERB welcomes your participation in this process, as we realize that you, too, have a list of advantages that you outline when you speak to students, administrators, and employers. Please contact Sarah Marino (smarino@maerb.org) if you have additional ideas.

- **Accreditation assures professional competence:** Graduates from a CAAHEP-accredited program have covered the comprehensive MAERB Core Curriculum and achieved the psychomotor and affective competencies to ensure patient safety.
- **Accreditation offers standardization, uniformity, and consistency:** All CAAHEP-accredited programs cover the same MAERB Core Curriculum, so employers can be guaranteed that the students know a given body of entry-level knowledge.
- **Accreditation requires external verification, review, and validation:** In fulfilling the standards, CAAHEP-accredited programs submit their outcomes to MAERB for an annual review and go through a comprehensive site visit review with CAAHEP every ten years.
- **Accreditation protects resources:** The accreditation *Standards and Guidelines* specify that the students and faculty have access to specific resources to ensure that the program can comply with the national standards.
- **Accreditation enhances the institution's reputation:** Institutions participating in programmatic accreditation distinguish themselves from other institutions.
- **Accreditation is public:** CAAHEP-accredited programs are listed in a CAAHEP database for student and educator access, and CAAHEP-accredited programs post their status and outcomes.
- **Accreditation travels well:** Employers across the country recognize the value of accreditation.
- **Accreditation advances the profession:** The standardization, uniformity, and consistency that accreditation ensures, as well as the review of the *Standards and Guidelines* and MAERB Core Curriculum, move the profession forward toward greater recognition in the allied health field.
- **Accreditation acknowledges accountability:** Educational programs graduating prospective healthcare workers must be accountable in ensuring patient safety, and accreditation supports the process of accountability with curriculum that is innovative, relevant, and current.

You can help us by adding to this list, so please contact Sarah Marino (smarino@maerb.org) with your suggestions, and we will continue with this list.