

**INTERSERVICE TRAINING REVIEW ORGANIZATION  
PROCEDURES MANUAL**

DAG recommends an option that will achieve efficiencies and HC ITAB concurs, the recommendation will be forwarded to the DMRTEC for decision.

**e. DMRTEC Decision.** The DMRTEC makes a decision based upon the recommendation of HC ITAB. If the decision is to proceed, preliminary planning begins and an implementation meeting and cost analysis are scheduled by the HC ITO. If the DMRTEC decides not to proceed, the study is terminated. The DMRTEC minutes record all consolidation and termination decisions. The HC ITO will issue Interservice Executive Orders (IEO) in the format shown in Figure 4-5 for key DMRTEC decisions impacting Interservice training. All HC IEOs will be signed by the ITRO Advisor for HC and numbered as follows: HCIEO, two digit year, and two digit sequence e.g.HCIEO-01-01.

**f. TEC Role.** The TEC is notified of DMRTEC decisions to ensure that the medical community is kept informed.

**g. ITRO SC, DEB, and EB.** The HC ITO will keep the ITRO SC informed on the progress and results of studies and the resulting recommendations. The ITRO Advisor for Health Care will notify the ITRO DEB and EB of DMRTEC decisions.

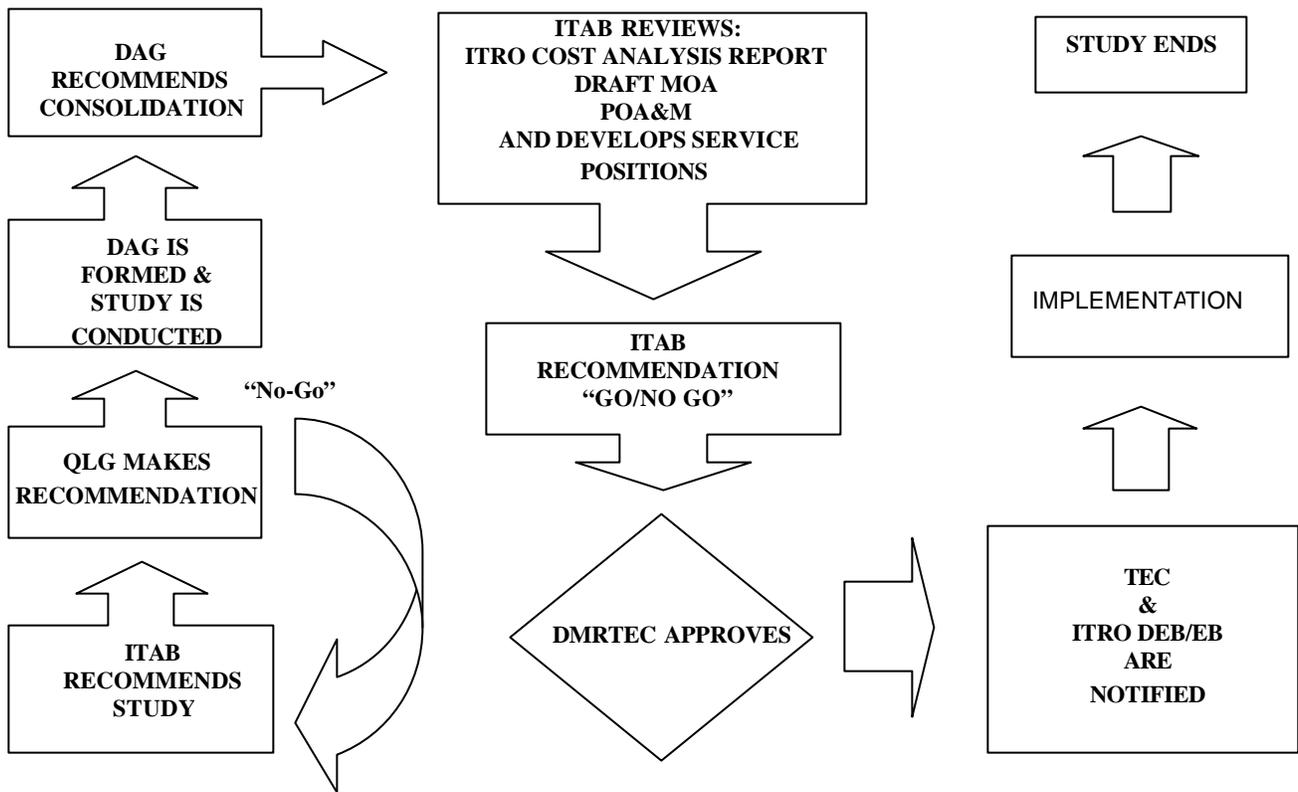


FIGURE 10-2, Health Care Study Process

**6. HEALTH CARE ACCREDITATION**

**a. Operation of the HC Accreditation Committee:** This committee functions in an advisory capacity rather than as a standing committee to assist with program accreditation. Members of the group will be composed of representatives from each service with a rotating chair and are responsible for establishing and maintaining oversight and quality assurance of institutional and programmatic accreditation, where applicable, in health care interservice training. The Accreditation Committee acts as the central point of contact on accreditation issues and provides assistance and standardized guidelines to those programs seeking accreditation.

**b. General Information About Accreditation.** A collegial process of external peer review in which an agency grants public recognition to an institution or specialized program of study that meets established qualifications and educational standards through initial and subsequent periodic evaluations. Accreditation may be either institutional or programmatic. Institutional

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accreditation is the process whereby the institution itself, as opposed to a single program or course of instruction, within the institution, is accredited by a regional or national accrediting body such as the Southern Association of Colleges and Schools (SACS) or the Council on Occupational Education (COE). Programmatic accreditation is recognition within an institution to an individual program by an accrediting body that deals specifically with the occupational specialty.

**c. Considerations of the DAG Regarding Accreditation.** Detailed Analysis Groups (DAG) should take into consideration the requirements for programmatic accreditation when developing the curriculum for the courses under review for consolidation. Every effort should be made to develop a course, which meets the accreditation standards. However, inability to meet the standards for accreditation should not be considered a reason to terminate the consolidation study.

**d. Accreditation Process.** Details of the accreditation process are included in Chapter 1.1 of the Standards Manual for Health Care Interservice Training, July 1999. The flowchart Fig 10-3 and Programmatic Accreditation Checklist Figure 10-4 outline the accreditation process. The host Service seeking accreditation, maintaining, or improving accreditation status contacts the appropriate Service representative on the Accreditation Advisory Committee to notify them of the intent to seek or continue accredited status. The advisory committee member will maintain oversight and provide guidance to the institution or program to facilitate a successful accreditation process. The host Service and participating Services follow the procedures set forth in the Standards Manual for Health Care Interservice Training, July 1999, and in this section of the Procedures Manual.

**e. Method of Changing an Accreditation.** Changes to an existing accreditation are to be conducted in accordance with the Standards Manual, and coordinated with the appropriate representative on the Accreditation Advisory Committee.

**f. American Council on Education (ACE).** All interservice courses are required to submit programs of instruction to obtain college credit recommendations from the American Council on Education (ACE). The Air Force is evaluated by the CCAF, and ACE recommendations for Air Force courses are based upon the credit value assigned by the CCAF. This process is entirely separate from the institutional accreditation process.

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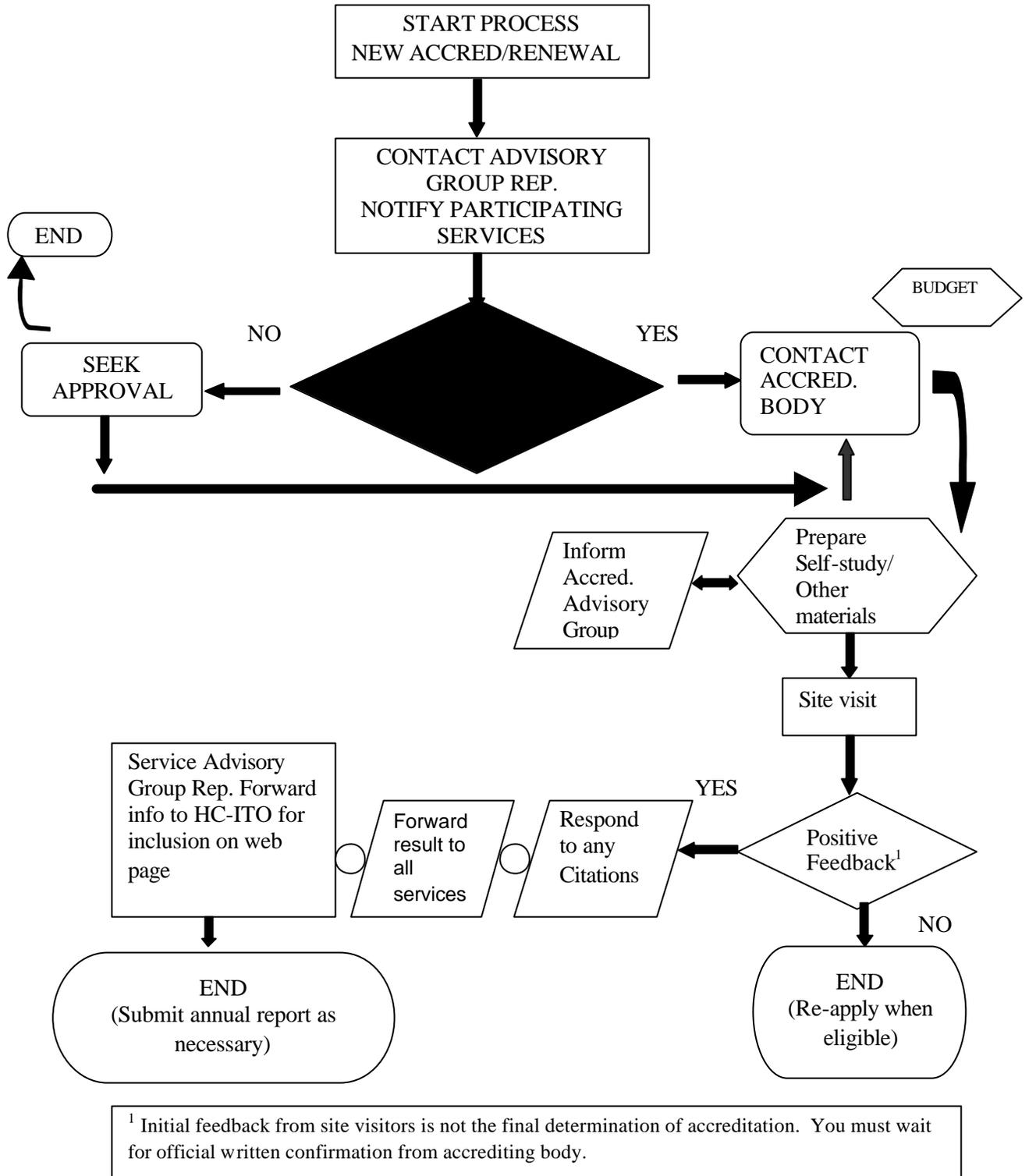


Figure 10-3, Programmatic Accreditation in Health Care Training

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**PROGRAMMATIC ACCREDITATION CHECKLIST**

<b>ITEM</b>	<b>COMMENTS</b>	<b>DATE COMPLETED</b>
1. Contact Appropriate Service Representative		
2. Officially apply for initial or continuing accreditation	Budget for accreditation costs including site visit	
3. Contact accreditation body for materials, guidelines, essentials, application, standards	Research/Analyze Guidelines - Does program meet requirements for accreditation? Assemble a committee to work on accreditation – host Service chair, ensure coordination with all Services through accreditation representative	
4. Establish a plan of action and milestones		
5. Write the self-study	Answer all questions completely Critically evaluate your program Assemble supporting documentation	
6. Site visit	Protocol Each Service should be involved Brief students and staff Schedule in/out brief Exhibits Phase II	
7. Report of Findings	Draft vs. final confirmation CAUTION – Respond to all items as required Provide copy to accreditation rep.	
8. Provide update information on accreditation to the accreditation group for inclusion on HC-ITO web site.		

FIGURE 10-4, Programmatic Accreditation Checklist