



## PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

**POLICY:** Timeline of Annual Reviews

**Effective Date:** September 1, 2019

**TITLE:** Timeline of Annual Reviews

**RATIONALE:** To provide quality assessment timelines to ensure effective quality reviews of courses offered at Princeton Rescue Squad.

### POLICY/PROCEDURE:

Review Type	Survey Submission:	Education Director Evalu-	Advisory Board Analysis
Institutional Review (by Faculty/Advisory Board)	September [annually]	n/a	January [annually]
Student Survey—Vocational	[pre-set intervals prior to each course]	2 weeks post submission	July [annually]
Student Survey—Avocational	At the end of each course	2 weeks post submission	July [annually]
Graduate/Employer Survey (vocational)	6 months post course completion	7 months post course completion	July [annually]
Clinical Internship Data Collection	October [annually]	November [annually]	January [annually]

### RESPONSIBLE PERSONNEL:

Administrative Assistant, Education Director