



**Accreditation Council on Optometric Education
(ACOE)**

Glossary

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accreditation status - A program has been granted a status of either *Accredited* or *Accredited with Conditions*.

Accredited - A classification granted to an educational program indicating that the program generally meets the *Standards* for accreditation. This classification indicates that the program has no deficiencies or weaknesses that compromise the educational effectiveness of the total program. However, *recommendations* relating to marginal compliance with certain *Standards*, and *suggestions* relating to program enhancement may be included in evaluation reports.

Accredited with Conditions - A classification granted to an educational program with major deficiencies or weaknesses with reference to the *Standards* of accreditation that compromise the educational effectiveness of the program. This classification indicates that the accreditation of the program is in jeopardy. Programs with this classification will be required to submit progress reports and may be required to undergo an *evaluation visit*.

ACOE - Accreditation Council on Optometric Education.

administrative probation - A condition that may be placed on a program holding *Stage One designation*, *Stage Two designation*, *Preliminary Approval*, or an *accreditation status* by the ACOE Director as a result of non-payment of fees which if unremedied may result in the program's application status being terminated or its *Preliminary Approval* or *accreditation status* being withdrawn by Council.

advanced competency - The ability to provide eye care at a level beyond that of the core competencies attained upon completion of a professional optometric degree program.

adverse action - An official Council action resulting in the denial or withdrawal of initial *accreditation status*, continued *accreditation status*, or *Preliminary Approval* status.

Affiliated school or college of optometry - A school or college of optometry holding an *accreditation status* from the ACOE that has educational responsibility for an optometric residency program that is *sponsored* by a non-ACOE accredited health care entity. Faculty appointment, curriculum development, and program assessment are examples of educational responsibilities of the affiliated school or college of optometry.

AOA - American Optometric Association.

ARBO - Association of Regulatory Boards of Optometry.

ASCO - The Association of Schools and Colleges of Optometry.

ASPA - Association of Specialized and Professional Accreditors.

BAA - Business Associate Agreement.

CHEA - Council for Higher Education Accreditation.

consultant - A volunteer eligible to participate on an *ACOE* evaluation visit team.

curriculum - A structured, integrated educational plan developed to meet the *mission, goals* and *objectives* through patient care, *didactic* and *scholarly activities*.

didactic activity - The acquisition of advanced clinical knowledge, techniques or procedures via delivery methods such as lectures, journal clubs, courses or workshops.

director of residencies (residency director) - The individual at the *affiliated school or college of optometry* who is administratively responsible (regardless of title) for the overall quality of the optometric residency program(s) of that school or college of optometry.

directory of accredited programs - listing of programs that hold an *accreditation status* or *Preliminary Approval* from the *ACOE*.

distance education - Education that uses one or more of the technologies listed in (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include -

(1) The internet;

(2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;

(3) Audio conferencing; or

(4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition.

EC - Executive Committee.

Educator -For professional optometric degree programs and residencies, someone directly engaged in education at a school or college of optometry (e.g., professor, instructor, academic dean) (or who has retired within the last two (2) years from optometric education); for optometric technician education programs, someone engaged in education at an optometric technician program, or who has retired within the past two (2) years from an optometric technician program.

evaluation visit/visitors - Visit/Visitors to a program with the intent of reviewing and assessing the program's compliance to applicable *ACOE Standards*. An evaluation visit may be in-person or virtual, in compliance with *USDE* Guidelines.

evidence-based clinical decision making - The utilization of the best peer-reviewed current scientific information integrated with clinical expertise in making an individualized decision about the care of a patient.

examples of evidence - Documentation the program provides to the Council as evidence the program meets the *Standard*. The examples listed are not all inclusive, and the program may choose to use all, some, or none of the examples in its documentation. However, the Council does require the program to submit appropriate documentation as evidence of meeting the *Standard*.

final adverse action - An official Council action resulting in the denial or withdrawal of initial *accreditation status*, continuing *accreditation status*, or *Preliminary Approval* status after reconsideration and/or appeal rights have been exhausted or expired.

goal - Goals specify the end results necessary to achieve the mission; they should elaborate each of the major components of the mission. They provide clarification and specificity for components of the mission statement.

governance - A method or system of government or management.

Health Care Delivery Entity - Any health care delivery organization or facility which provides primary, secondary or tertiary health care by appropriately licensed providers.

HIPAA - Acronym that stands for the Health Insurance Portability and Accountability Act, a US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers.

institutional accrediting agency/body - Accrediting agency that is a member of the Council of Regional Accrediting Commissions and is accepted by the *ACOE* for purposes of meeting its requirements related to institutional accreditation (may also be referred to as a regional accrediting body).

legally authorized - The legal status granted to an institution through a charter, license, or other written document issued by the appropriate agency or official of the State in which the institution is physically located.

liaison - a member of the Council designated to support an *evaluation visit* team when neither the chair nor members of the *evaluation visit* team are Council members. The liaison prepares as if he/she were a member of the team, serves as a resource to the *evaluation visit* team, approves the draft evaluation report, and presents the draft evaluation report for consideration to the Council.

LPD Committee - Leadership and Professional Development Committee.

mission - The mission statement should express the overall purposes, intent and uniqueness of the program or institution. It is a statement of the fundamental reasons for a program's existence.

must - Indicates an imperative need or a duty; an essential or indispensable item; denotes a mandatory requirement.

NBEO - National Board of Examiners in Optometry.

objectives - As the goals were derived from components of the *mission*, specific objectives should flow from the *goals*. Objectives are the specifications as to how the particular goal is to be reached. They are statements which define *outcomes* attributable to the *mission* and *goals* of a program.

outcome - An assessable quantity or quality relative to the overall success of a program in the achievement of its *mission*, *goals* and *objectives*.

outcomes assessment - The process of collecting information about the attainment of a stated desired objective of an academic endeavor; analyzing that information by comparing and contrasting it with previously established statements of *mission, goals* and *objectives*; and using that information to validate existing effort or to make recommendations to guide improvement.

P&P - Policy and Procedure.

patient centered care - Health care that is characterized by a partnership between provider and patient (and appropriate patient's family or legally authorized caregiver), incorporating respect for patient's values and expressed needs; patient empowerment; health promotion; and coordination and integration of care.

patient satisfaction - The patient's summary of the overall satisfaction with his or her eye/vision care visit and the patient's perception of the quality of the care he or she received throughout the entire interaction with the doctor, the student clinician and the office staff.

POD Committee - Professional Optometric Degree Program Committee.

practitioner - Someone directly engaged in the practice of optometry in a setting that is primarily devoted to patient care (or who has retired within the last two (2) years from the practice of optometry).

preaccreditation - a classification from a *USDE*-recognized accrediting agency (such as the *ACOE*) that indicates the program or institution is within the scope of the agency's recognition from the *USDE* and subject to criteria specified in the Code of Federal Regulations Part 602; preaccreditation signals that an unaccredited program or institution is progressing toward accreditation within a reasonable period of time.

Preliminary Approval - An *ACOE* classification that is equivalent to the *USDE*'s preaccreditation classification. This classification indicates the professional optometric degree program has clearly demonstrated it is developing in accordance with Council Standards. The program has approval to begin student recruitment, selection and admissions, and to begin offering the program.

privileging - The process of granting the authority and responsibility to a practitioner based on review of credentials for making independent decisions to diagnose, initiate, alter or terminate a regimen of optometric, vision and health care.

Protected Health Information/PHI - Protected Health Information (PHI) is defined in the Standards for Privacy of Individually Identifiable Health Information issued by the U.S. Department of Health and Human Services to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). PHI includes information that relates to all of the following: (1) An individual's past, present, or future physical or mental health or condition; (2) The provision of health care to an individual (3) The past, present, or future payment for the provision of health care to an individual.

public member - Members who are not *educators* in or members of the profession of optometry. A public member is also not: (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, a program that holds either *accreditation* or *preaccreditation status* from the Council or has applied for accreditation or preaccreditation; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the Council; or (3) A spouse, parent, child, or sibling of an individual identified in the prior two parts of this definition.

publish - To make available to the communities of interest (students and their families, counselors, education community, and the general public) by print or electronic means.

QI Committee - Quality Improvement Committee.

quality assurance - Planned process of evaluation and improvement of health care by a health care entity or practitioner to assure the quality of that care.

recognized accrediting agency - an accrediting agency recognized by the *USDE*.

recommendations - Relate to areas where the program is not completely in compliance with Council accreditation *Standards*.

religious mission - A published institutional mission that is approved by the governing body of an institution of postsecondary education and that includes, refers to, or is predicated upon religious tenets, beliefs, or teachings.

residency core competencies - The fundamental components common to all residency programs and expected achievements for all residents. The components result in the attainment of advanced proficiency in areas of clinical knowledge and patient care specific to the *mission* of the residency.

residency director (director of residencies) - That individual at the *affiliated school or college of optometry* who is administratively responsible (regardless of title) for the overall quality of the residency program(s) of that institution.

risk management - Clinical and administrative activities performed to identify, evaluate and reduce the risk of injury and loss to patients, personnel, visitors and the institution.

scholarly activity - The activities associated with the discovery, integration, application and teaching of advanced clinical knowledge as exemplified by conducting research, publishing, presenting posters or papers, and lecturing.

sponsor - That school or college of optometry, hospital, health center, clinic or other health care delivery entity that assumes the day-to-day responsibility for education of the resident.

Stage One designation - A classification granted to a proposed professional optometric degree program indicating that the proposed program has demonstrated a complete and sufficiently developed needs assessment, feasibility study, and risk assessment. The Stage One designation classification does not provide any rights or privileges of accreditation and is not a formal *preaccreditation* status. The proposed program has approval to apply for *Stage Two designation*.

Stage Two designation - A classification granted to a proposed professional optometric degree program indicating that the proposed program's planning and development are sufficient to warrant an on-site evaluation review in consideration of *Preliminary Approval Status*. The Stage Two designation classification does not provide any rights or privileges of accreditation and is not a formal *preaccreditation* status.

standard - A measurable criterion of the quality of one or more components of a program required for a program to become and remain accredited (with or without conditions) or preaccredited (as applicable)

standard precautions - The minimum infection prevention measures that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered. These evidence-based practices are designed to both protect healthcare personnel and prevent the spread of infections among patients. Standard Precautions include: 1) hand hygiene, 2) use of personal protective equipment (e.g., gloves, gowns, facemasks), depending on the anticipated exposure, 3) respiratory hygiene and cough etiquette, 4) safe injection practices, and 5) safe handling of potentially contaminated equipment or surfaces in the patient environment.

student support services - Services provided to students that are designed to facilitate the student's matriculation and to enhance the experience on the campus, i.e., personal and academic counseling, financial aid services, information on career opportunities, housing information, etc. With the exception of academic counseling, these may be provided by either the University or the program.

substantive change - New policies or practices that affect: (1) the program's *mission, goals, and objectives*; (2) the organizational relationship of the program, school, or college with the parent institution; (3) the scope, length, content, and/or mode of delivery of the program, including whether the change applies to all students in a cohort, a subset of students in a cohort, or to a new cohort being separately defined; and/or (4) resources available to the program needed to fulfill its *mission, goals, and objectives*.

suggestions (for program enhancement) - Represent improvements that would substantially enhance the potential for excellence.

supervisor/ coordinator - The clinician who is directly responsible for the residency program, especially the day-to-day clinical education of the resident.

teach-out - A process during which a program, institution, or institutional location that provides 100 percent of at least one program engages in an orderly closure or when, following the closure of an institution or campus, another institution provides an opportunity for the students of the closed school to complete their program, regardless of their academic progress at the time of closure.

teach-out agreement - A written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 100 percent of at least one program offered, ceases to operate or plans to cease operations before all enrolled students have completed their program of study

teach-out plan - A written plan that provides for the equitable treatment of students if a program ceases to operate or plans to cease operations before all enrolled students have completed their program of study. A teach-out plan includes:

1. plans to provide all students enrolled at the time the decision to close is made (either by the program or the *ACOE*) an opportunity to complete an *ACOE*-accredited doctor of optometry program;
2. a list of other institutions that offer programs accredited by the *ACOE* that could potentially enter into a *teach-out agreement* with the program, should the program be unable to ensure all enrolled students can complete the course of study by the time of closure;
3. general description of the resources (faculty, advising, physical facilities, etc.) that will be available to enrolled students during the teach-out period;
4. whether enrolled students will incur additional charges due to the teach-out plan and if so, how students will be notified as soon as practicable of these charges;
5. how prospective and enrolled students will be informed as soon as practicable of the program's closing and any implications (including, but not limited to, those pertaining to students' prospects for employment or eligibility to sit for exams) of the closure. The program must make reasonable best efforts to ensure its students and prospective students receive and acknowledge receipt of this information;
6. how program stakeholders, including faculty and affiliated clinical patient care programs, will be informed as soon as practicable of the program's closure and its implications for stakeholders; and
7. plans to ensure student records are retained and accessible to former students.

terminal degree - The highest academic or professional degree in a given field of study.

USDE - United States Department of Education.
