



Division of Education
ACS Program for Accreditation of Education Institutes
Glossary of Terms

Accreditation: The status given to an organization that has met the requirements for an Education Institute as outlined by the American College of Surgeons. The standard duration of accreditation is three years.

Accreditation Decisions: The types of decisions made by the American College of Surgeons to accredited institutes. They include accreditation and non-accreditation.

Accreditation Review Committee: A standing committee of the American College of Surgeons, the Accreditation Review Committee collects, reviews, and analyzes data from multiple sources about compliance with ACS Program for Accreditation of Education Institutes' Standards and Criteria. An individual committee member makes a recommendation to the entire Accreditation Review Committee who then makes the final decision as to the accreditation status of an Institute.

Accreditation Survey: A process to collect data by the surveyors that includes a review of the institution, its documentation, and its center. The survey is done on-site at the Institute by specifically trained surveyors whose purpose is to gather data and information, and to confirm what has been described in the application.

Administrator: The person who is responsible for managing the Education Institute and ensuring the day-to-day functions of the Institute are met.

Advisory Board: Is the group of individuals who assist the Institute's administrative staff to make decisions about faculty, facility, educational offerings and device acquisition.

Basic Education Institute (BEI): Is an organization that offers education to address fundamental areas of knowledge and skills. (Minimum criteria for consideration as a BEI are outlined in the application packet)

Basic Skills: Fundamental areas of knowledge and technical skill. For example using simple simulations like, standardized patients, bench models, and basic simulators.

Budget: Is the total income and expenses necessary to run the Education Institute.

Cognitive Skills: Those skills that promote the acquisition of knowledge.

Compliance: The Institute meets the standard of practice as described for the judged criterion.

Comprehensive Education Institute (CEI): Is an organization that offers the complete range of educational programs to address complex knowledge and technical skill using state-of-the-art simulations, simulators, and cutting-edge technologies. These centers would also support activities involving preceptoring, mentoring, faculty development, and research and development. (Minimum criteria for consideration as a CEI are outlined in the application packet)

Coordinator: The person who is responsible for the coordination of the education activities and day-to-day administrative functions of the Education Institute.

Course: Is a formal educational offering by the Education Institute.

Criteria: The levels of performance and/or accomplishment required by the ACS Program for Accreditation of Education Institutes of an Institute for each Standard.

Curriculum: All the courses of study offered by the Education Institute.

Device(s): An object that is used to assist the learner in their acquisition of knowledge and technical skill.

Director: The person who is administratively responsible for the entire enterprise of the Education Institute.

Documentation Review: The process that allows the surveyors to verify that compliance with accreditation requirements have been met within a specific Standard. This review occurs during an accreditation survey.

Evidence: A person, place or thing, which the Education Institute is able to show the surveyor to demonstrate it is meeting the criterion as described.

High Fidelity: Devices that are able to replicate to the highest degree the actual body part or tissue of a human being. For example computerized (high fidelity human patient simulators) mannequins that replicate human physiology.

Institution: An organization having the primary purpose of providing educational programs and/or health care services (i.e. a university, a medical school, a hospital, a school of public health).

Learner: The person, regardless of level of education or position that participates in an educational offering at the Education Institute.

Letter of Commitment: A written description from the department or institution, stating its support of financial and human resources for the application of the Education Institute.

Low Fidelity: Those devices or objects used in training that differ from the actual physical specimen or organ with respect to its visual appearance, and/or its level of detail when interacting with it. Examples include knot tying boards, pigs feet, box trainers, etc.

Measurement of Program Effectiveness: Ways in which the Education Institute measures whether or not its program, which include the three Standards; the learners, curriculum, resources and technological support were effective in meeting the aims and goals of the Institute.

Non-Accreditation: The status an institution is given when it has not demonstrated its compliance with the standards and criteria as stated.

Noncompliance: The institute is not meeting the requirement of practice as described for the specific criterion.

Number of Activities: The total number of educational offerings the Institute provides. This number would also include courses that repeat.

Outcomes Measured: The final data gathered by the Education Institute that describe the results (outcomes) achieved by the learners after participating in an educational activity.

Partial Compliance: The Institute is only sometimes or not fully meeting the standard of practice as described for the judged criterion.

Physical Structure: The place within the institution that houses the Education Institute

Policy and Procedures Manual: The policies and procedures the Institute has in place to operationalize the Education Institute.

Procedural Skills: An educational activity that offers the opportunity to learn a particular procedure through a hands-on skills component.

Resources: The financial, technical, and human resources available to an Education Institute to deliver its educational activities.

Safety Manual: The policies and procedures the Institute has in place to conduct its affairs in a safe environment for the learner, faculty and staff.

Simulation: Attempting to predict aspects of the behavior of some system by creating an approximate model of it.

Simulator(s): A device (instrument and/or vehicle) used by an Education Institute to model a behavior or a task on which the learner needs to perform.

Steering Committee: The group of individuals within the structure of the Education Institute that assist the Institute's administrative staff to make decisions about the faculty, facility, educational offerings and device acquisition.

Virtual Reality: A computer simulation of a real or imaginary system that enables a user to perform operations on the simulated system and shows the effects in real time.