



*Accreditation Review Commission on Education  
for the Physician Assistant, Inc.*

## **Required Documents for Clinical Postgraduate PA Program Accreditation Visits**

The following documents **must** be available for review during the site visit, even if submitted in the appendices of the application. Only materials for the **current classes of PA residents** are required. Site visitors may request additional materials/documents **during the visit**.

- 1) Program promotional materials and catalogs, access to the program's web site (A1.03,A4.04, A4.06, A4.07)
- 2) Materials describing technical standards for admission (A4.07g)
- 3) Completed affiliation agreements with other institutions involved in the program (A1.04)
- 4) List of required texts/resources for PA residents (B1.01-B1.02)
- 5) Line item operational program budget (A2.02a)
- 6) PA resident handbooks/manuals containing policies (A4.07, A4.08,A4.12)
- 7) Written policies re: program faculty and PA resident grievance and appeals process (A4.08, A4.11)
- 8) Completed PA resident contracts / appointment letters (A2.01, A4.10)
- 9) PA resident records maintained by program (A4.14)
- 10) Program faculty records to include written job descriptions and CVs for all program faculty assigned to the program as 0.25 FTE or more (A4.15)
- 11) Current CV for each course director (A3.19, A3.12, A4.16)
- 12) The complete schedule of didactic sessions for the past year and as far as planned into the future, with names of presenters, topics, and when presented. (B1.01, B1.02)
- 13) Syllabi to include expected PA resident competencies for all didactic and clinical courses or components and rotations in the program (B1.02 , B1.07, B1.08, C1.01 )
- 14) PA resident evaluation instruments (written exams, OSCEs, patient logs, preceptor completed performance evaluations etc.) used to evaluate PA resident progress throughout the program (C1.01, C1.02,C1.03, C1.04,C1.05)
- 15) Instructor and course evaluation instruments completed by PA residents (C3.02b4)
- 16) List of physicians, their specialties, and their practice sites who regularly and currently provide PA resident supervision on clinical rotations (A2.02b, B1.09, B1.10, B1.11, B1.12)

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- 17) Clinical rotation assignment schedule for current PA residents on rotations (A1.05, A2.02d, B1.10, B1.11, B1.12)
- 18) Completed graduate evaluations of curriculum and program effectiveness (C3.02b5)
- 19) Individual PA resident documentation of clinical experiences and procedures completed (B1.08, B1.11, C1.02, C1.05)
- 20) Completed preceptor/clinical supervisor evaluations of PA resident performance and suggestions for curriculum improvement (C3.02b6)
- 21) A listing of the names of the PA residents, by year, currently in the program.(as required in application Appendix R)