ARC-PA Program Management Portal

Directions for completion of Supervised Clinical Practice Experiences (SCPE) tab
With
Directions for Using SCPE Portal Tab to Create Excel Document for Application
OR
Reports to ARC-PA about Number and Types of Clinical Sites Used

On the **Program Detail** page, select the **SCPE Sites** tab.

You can **add, edit, or delete** sites as needed.

Enter the supervised clinical practice experience (SCPE) sites used by the program for hospital, clinic, or office settings.

> Hospital = multiple disciplines or single discipline
> Clinic = multiple disciplines or single discipline
> Office = multiple practitioners or single practitioner

To enter new SCPE sites

1.   On the **Program Detail** page, select the **SCPE Sites** tab.

2.   Click **New** next to any existing SCPE site.

The **Add/Edit SCPE Site** dialog box appears:

3.   Enter the **Site Name** and **Site State**

As you enter each site, the portal will arrange your data alphabetically, therefore it is important **not** to use numbers at the beginning of your **Site Name**.

Correct Examples:	Incorrect Example
ABC Medical Center	0001 ABC Medical Center
ABC Medical Center-0001	Pediatrics – Joe Smith, MD
Jones Family Medicine	
Smith, Joe, MD	

(Example: ABC Medical Center is a multiple discipline setting facility)

4.   Mark the site as **Active** if it is currently being used or if student(s) will be at this site during the current clinical phase of the program.

5.   Select **Yes** or **No** next to Written Agreement.

        NOTE: you **must** answer all *Required questions as you continue entering data. You will not be allowed to save your work if you have not entered the agreement status.

6.   Select the type of setting(s) under the **Settings** subtab (check all that apply). If the type of setting is not available, please contact Portal Feedback at portalfeedback@arc-pa.org **Note:** the **"Other" Setting** field option is no longer available in the Portal.   Please remember this is a site location, **not** a clinical experience.

        emergency department: located in a hospital setting (not an ambulatory/outpatient setting).
        inpatient: setting is within the hospital, patient admitted for care.
        operating room: setting is the actual operating room.
        outpatient: setting is ambulatory in nature, patient not admitted for care longer than 24 hours.

        Other Settings could include: nursing home, hospice, etc., but you must contact Portal Feedback to have these options added to the Portal.

7.   Next click on the **Clinical Experiences Required of ALL Students** subtab:

Clinical Experiences Required of ALL Students:

- Select the check box next to the type(s) of clinical experience(s) offered by the site (check all experiences offered by the site).
- In the **Student Capacity** field, enter the maximum number of students the site can accommodate for each type of clinical experience for the current clinical phase.
     o   Capacity refers to capacity of the current clinical phase.

        Example 1: If you have two (2) providers and each provider can accommodate four (4) students for experiences in internal medicine over the entire clinical phase, you will have a student capacity of eight (8) experiences in internal medicine for the current clinical cohort.

        Example 2 (shown below): ABC Medical Center can provide supervised clinical practice experiences for the entire current clinical phase in the following areas: 3 for emergency medicine experiences; 1 for general surgery experiences; 2 for internal medicine experiences; 3 for ob/gyn experiences; and 4 for peds experiences.

Note: Remember to use the scroll bar on the right side to see all the clinical experiences (family medicine, internal medicine, general surgery, pediatrics, ob/gyn, emergency and behavioral and mental health).

- If your choice does not appear, you must contact Portal Feedback (portalfeedback@arc-pa.org) to have another type of experience appear in your Portal Clinical Experiences tab. Remember, only clinical experiences **required by the program for ALL** students will be added to the SCPE tab (i.e., if your program requires all students have orthopedics experience, your SCPE clinical experiences tab would be modified by the ARC-PA Portal Management team to include orthopedics).

- Clinical experiences that are **not** required by the program for all students are considered **electives**.

- Electives must not be listed by discipline but by the number of student capacity the site will accommodate, regardless of the type of elective. If the site will accommodate 6 students in a pediatrics elective and 3 students in a cardiology elective, check **elective** and enter the number 9 in Student Capacity.

- **Do not** separately list a single clinical site that offers multiple specialty experiences.

  Correct Example: ABC Medical Center

  Incorrect example:
  ABC Medical Center- emergency
  ABC Medical Center-gen surgery
  ABC Medical Center-cardiology elective
  ABC Medical Center-pediatrics elective

- **Do not** enter provider names with sites with more than one clinical experience provider. For example, no provider names are required for ABC Medical Center.

- At an office setting site with a single provider, it may be appropriate to list that site once by the name of the provider, i.e., Smith, Joe, MD.

  (Each program must maintain information about individual providers (CV, licensure, discipline of practice, types and number of patients, etc.) to demonstrate program compliance with the *Standards*. Such data is not maintained within the portal.)

8.   Click the **Campuses** subtab.

All campuses you have entered under Campus Information on the **Contact** tab will appear here.

- Place a check in the box for the appropriate campus that will use the clinical site, by clicking on the box in front of the campus name.
  Single campus programs will only have one campus in this sub-tab and will click on the box next to that campus.
  Multi-campus programs, however, will have more than one campus and **MUST** place a check mark in front of each campus that will use the SCPE site (more than one campus can be selected and checked if the program uses the site for students at more than one campus).

- Select or manually enter the **Distance** in miles (no decimals required, use conventional round-up/round-down formatting) the campus is from the **SCPE** site.

- Click **Save** when you are finished selecting each campus and the distance(s).

To edit SCPE sites

1   From the **Program Detail** Tab, select the **SCPE site** tab.

2   Click **Edit** next to the site you want to edit.

3   Edit the fields and then click **Save.**

To delete SCPE sites

1   From the **Program Detail** Tab, select the **SCPE** tab.

2   Click **Delete** next to the site you want to delete.

3   You are asked if you are sure you want to remove the SCPE site from the program.

portal.arc-pa.org says: ×

Are you sure you want to remove this SCPE site from the
program?

                                                OK   Cancel
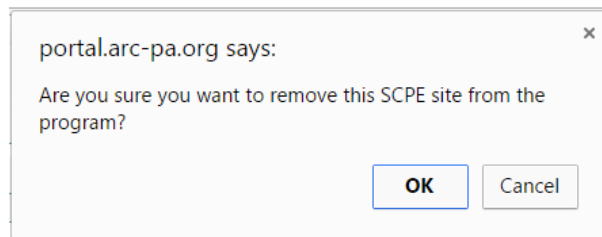
4   Click **OK.** The SCPE site is deleted.

Note: Do not delete sites that may be used in the future; rather, mark these sites inactive to avoid having to re-enter all the data the next time the
            site is used.

Examples of the Excel sheet as generated from Portal:

Programs with multiple campuses will see that the spreadsheet has columns for distance from each campus, as entered in the portal.

	A	B	C	D	E	F	G	H
1	Site Name	Active	State	Written A	Distance from (Main)	Distance from Best Program Distant Campus 1	Distance from Campus 2	outpati
2	ABC Medical Center	Yes	GA		50.00	590.00	248.00	X
3	Adams Family, Family Practice	Yes	GA	Yes	11.00			X
4	Best Clinical Facility	Yes	GA	Yes	4.00			X

Single campus programs will only have one column for distance from site to campus, as entered in the portal.

1	Site Name	Active	State	Written A	Distance from (Main)	outpatient	operating room
2	ABC Medical Center	Yes	GA		50.00	X	X
3	Adams Family, Family Practice	Yes	GA	Yes	11.00	X	

The screen shot below represents a single campus program with the correct columns.

A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R	S
Site Name	Ac	S	W	Distanc	eme	inpa	opera	out	family med	gen surg	geriatrics	behavior & menta	internal med	peds	ob/gyn	elective	emerg
ABC Children's Hospital		GA	Yes	1590.00		X	X		1				1				
David Heart Cardiology	Yes	GA	Yes	14.00		X		X								5	
Happy Rabbit, LCSW	Yes	GA	Yes	18.00				X				6				5	
New Release Clinic		FL	Yes	285.00		X	X	X	6	6				3	3	4	
St. Pretend Site	Yes	GA	Yes	2400.00	X				1	2	1						
Tom Smith Medical Center	Yes	GA	Yes	15.00	X	X	X	X	3	6		3	4	7	7	10	3
Total									11	14	1	10	7	10	7	24	3

In the example, columns F, H, I and J indicate the settings offered by the site. Columns K through S relate to the clinical experiences offered by the site.

Again, there will only be one column under the heading **Electives,** as they are all listed in the same SCPE **Clinical Experiences** subtab when you add or edit a site. Electives could possibly include: neonatal, plastic surgery, dermatology, ortho, etc. However, these will all simply be listed under the heading **Electives**.

DIRECTIONS FOR USING SCPE PORTAL TAB TO CREATE EXCEL DOCUMENT FOR APPLICATION OR REPORTS TO ARC-PA ABOUT NUMBER AND TYPES OF CLINICAL SITES USED

A. To export SCPE information to a spreadsheet **for SINGLE CAMPUS programs**:

Note: Make sure that all **SCPE** information is updated before exporting to Excel.

1 From the **Program Detail** Page, select the **SCPE** tab.

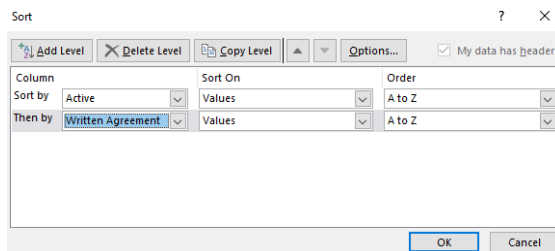2 At the bottom of the page, click the **Export to Excel** button.

The information on the page is exported into a downloaded Excel file. Depending on your browser and the version of Microsoft Office you have installed, the downloaded Excel file may appear in various locations on your screen (most commonly, the exported file will appear in the bottom left corner of your screen). The exported file created contains all the information displayed in the columns on the **SCPE** tab of the portal.

3 Open the file. Enable editing, if asked.

Note: Any changes you make in the Excel file do not affect the information in the SCPE tab in the portal. Also, to keep your Excel file up-to-date, you will need to use the **Export to Excel** button each time you modify the information in the **SCPE** tab in the portal.

4 Sort the data in the columns so that the sites are sorted first by those that are active, then by those with agreements and finally sorted alphabetically. This will place the active sites with agreements listed at the top of their respective columns.

5   Delete all rows representing sites that are not active (i.e. are not being used for SCPEs in the clinical phase covered by the application). Delete all rows representing sites that do not have written agreements. **Note: Do not delete the bottom "TOTAL" row.**

	Site Name	Active	St	W	Distance	Dist	Dist	outpatient	inpatient	emergency department	operating room	family med	internal med	behavior & ment	emerg	peds	elective	gen surg	ob/gyn	geriatrics
2	Adams Family, Family Practice	Yes	GA	Yes	11.00			X				6				6				6
3	Best Clinical Facility	Yes	GA	Yes	4.00			X	X			25	50	10						
4	David Heart Cardiology	Yes	GA	Yes	14.00			X	X								1			
5	Notso Great Facilitiy	Yes	GA	Yes	10.00			X		X		6				6				
6	Susie Smith, DO	Yes	GA	Yes	30.00			X	X				6				5			
7	Test Emergency Department	Yes	DC	Yes	560.00					X					-1					
8	University Hospital	Yes	GA	Yes	1.00				X	X	X		30		15			40	5	
9	XYZ Site	Yes	AL	Yes	1.00													1		1
10	ABC Medical Center	Yes	GA		50.00	590.00	248.00	X	X	X	X		2		3	4		1	3	
11	Hospital for Joint Disease	Yes	GA		2.50				X		X							12		
12	ENT Specialist		AR	Yes	5.00	8.00	22.00	X	X			1			4			7		
13	Family Health Care		GA	Yes	1.00			X				2			2					
14	Hoppie Rabbit, LCSW		AR	Yes	300.00			X							5		3			
15	joe site		AR	Yes	0.00					X	X				7			5	4	
16	Jones, Dr. Bob		GA	Yes	3.00			X				4								
17	New Release Hospital		AR	Yes	235.00				X			44		4						
18	New test tise		AZ	Yes	500.00				X									4		
19	Sad Clinic		GA	Yes	12.50			X							1					
20	The Best Family Medicine Site Ever		DE	Yes	20.00			X				12								
21	Joe Jones, MD		CA		2300.00			X				5				6				
22	New Release Clinic		FL		245.00				X		X							7		
23	So-so Rehab Center		GA		12.00			X	X										5	
24	Total											105	88	22	34	21	14	76	14	1

In this example: delete all grayed rows in the spreadsheet, without deleting the last "Total" Row. After deleting, the columns will update to reflect the total number of placements in active sites with agreements.

Save the spread sheet as "SCPE for Application to the ARC *insert program name*" OR "SCPE for Change Request to the ARC *insert program name*" OR "SCPE for Report to the ARC *insert program name*."

Keep a copy of the file for your records. Submit the e-copy in the appropriate appendix or as directed in the application, form or letter from the ARC-PA.

There is NO way to upload the SCPE data from program files directly into the portal SCPE tab, due to virus and security issues. Program personnel will have to enter the data. Once data is entered into the portal it may be downloaded and printed or saved to your computer in various formats.

B.   To export SCPE information to a spreadsheet **for <u>MULTI-CAMPUS</u> programs**:

Note: Make sure that all **SCPE** information is updated before exporting to Excel.

These instructions will create a workbook with several worksheets within it. In the first worksheet, you will have all placements for all campuses. Tab 1 will then be created to reflect all placements for the MAIN campus; tab 2 will be created to reflect all placements for the first distant campus (and subsequent tabs will be created for each subsequent distant campus of the program).

1   From the **Program Detail** Page, select the **SCPE** tab.

2   At the bottom of the page, click the **Export to Excel** button.

The information on the page is exported into a downloaded Excel file. Depending on your browser and the version of Microsoft Office you have installed, the downloaded Excel file may appear in various locations on your screen (most commonly, the downloaded file will appear in the bottom left corner of your screen). The exported file created contains all the information displayed in the columns on the **SCPE** tab of the portal.

3   Open the file. Enable editing, if asked.

Note: Any changes you make in the Excel file do not affect the information in the SCPE tab in the portal. Also, to keep your Excel file up-to-date, you will need to use the **Export to Excel** button each time you modify the information in the **SCPE** tab in the portal.

4   Sort the data in the columns so the sites are sorted first by those that are active, then by those with agreements and finally sort alphabetically. This will place the active sites with agreements at the top of their respective columns.
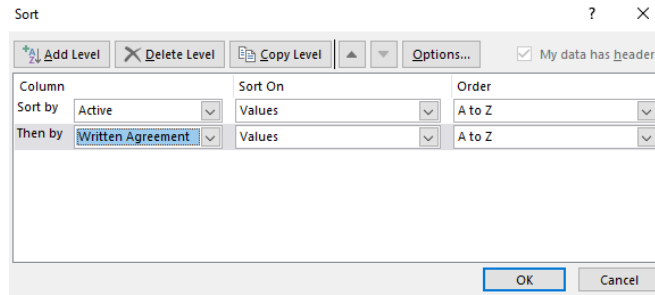
5   Delete all rows representing sites that are not active (i.e. are not being used for SCPEs in the clinical phase covered by the application). Delete all rows representing sites that do not have written agreements. **Note: Do not delete the bottom "TOTAL" row.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	Site Name	Active	S	W	Distanc	Dist	Dist	outpatient	inpatient	emergency department	operating room	family med	internal med	behavior & ment	emerg	peds	elective	gen surg	ob/gyn	geriatrics
2	Adams Family, Family Practice	Yes	GA	Yes	11.00			X				6				6				6
3	Best Clinical Facility	Yes	GA	Yes	4.00			X	X			25	50	10						
4	David Heart Cardiology	Yes	GA	Yes	14.00			X	X									1		
5	Notso Great Facilitiy	Yes	GA	Yes	10.00			X		X		6			6					
6	Susie Smilth, DO	Yes	GA	Yes	30.00			X	X				6			5				
7	Test Emergency Department	Yes	DC	Yes	560.00					X					-1					
8	University Hospital	Yes	GA	Yes	1.00				X	X	X		30		15			40	5	
9	XYZ Site	Yes	AL	Yes	1.00													1		1
10	ABC Medical Center	Yes	GA		50.00	590.00	248.00	X	X	X	X		2		3	4		1	3	
11	Hospital for Joint Disease	Yes	GA		2.50				X		X							12		
12	ENT Specialist		AR	Yes	5.00	8.00	22.00	X	X			1			4			7		
13	Family Health Care		GA	Yes	1.00			X				2			2					
14	Hoppie Rabbit, LCSW		AR	Yes	300.00			X							5		3			
15	joe site		AR	Yes	0.00					X	X				7		5	4		
16	Jones, Dr. Bob		GA	Yes	3.00			X				4								
17	New Release Hospital		AR	Yes	235.00				X			44			4					
18	New test tise		AZ	Yes	500.00				X									4		
19	Sad Clinic		GA	Yes	12.50			X							1					
20	The Best Family Medicine Site Ever		DE	Yes	20.00			X				12								
21	Joe Jones, MD		CA		2300.00			X				5				6				
22	New Release Clinic		FL		245.00				X		X							7		
23	So-so Rehab Center		GA		12.00			X	X										5	
24	Total											105	88	22	34	21	14	76	14	1

In this example: delete all gray highlighted rows, without deleting the last **Total** row. After deleting, the columns will update to reflect the total number of placements in active sites with agreements.

6   Now copy the remaining data (with headings) and place into another tab (worksheet) by clicking on the "+" sign at the bottom of the Excel worksheet.

7   Repeat and add the data and heading to another new tab (worksheet), Sheet 2. Now you will have the same data on three worksheets (tabs) within the Workbook.

If you have more than one distant campus, add a new worksheet to the workbook, as above, for each additional campus.

8   In Sheet 1, sort the data in the columns by Distance from (Main). This will place the active sites with agreements for the Main campus at the top of the respective column.

9   Now, remove any rows that do not have a distance from (Main) indicated, leaving the "**Total**" row at the bottom.

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Site Name	A	S	Y	Distance from (Main)	Distance from Best Program Distant Campus 1	outpat	inpatie	emerge	operatin	family med	internal med	behavior & ment	emerg	peds	elective	gen surg	ob/gyn	geriatrics	preceptorship	orthopedics
2	University Hospital	Yes	GA	Yes	1.00			X	X	X		30		15			40	5			
3	XYZ Site	Yes	AL	Yes	1.00												1		1		
4	Notso Great Facilitiy	Yes	GA	Yes	10.00		X		X		6			6							
5	Adams Family, Family Practice	Yes	GA	Yes	11.00		X				6				6			6			
6	David Heart Cardiology	Yes	GA	Yes	14.00		X	X								1					
7	Best Clinical Facility	Yes	GA	Yes	18.00	1.00	X	X			25	50	10								
8	General Hospital	Yes	GA	Yes	30.00	18.00	X	X	X	X	10	9	4	8	6	12	6	4	3	6	11
9	Susie Smith, DO	Yes	GA	Yes	30.00		X	X				6			5						
10	Test Emergency Department	Yes	DC	Yes	560.00				X				-1								
11	joe site	Yes	AR	Yes		1.00		X	X					7		5	4				
12	Total										47	95	14	35	17	18	51	15	4	6	11

SCPE | Sheet 1 | Sheet 2 | (+)

In this example, delete only the gray highlighted row.

In the example, this would be the SCPEs for the Main Campus:

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Site Name	A	S	Y	Distance from (Main)	Distance from Best Program Distant Campus 1	outpat	inpatie	emerge	operatin	family med	internal med	behavior & ment	emerg	peds	elective	gen surg	ob/gyn	geriatrics	preceptorship	orthopedics
2	University Hospital	Yes	GA	Yes	1.00			X	X	X		30		15			40	5			
3	XYZ Site	Yes	AL	Yes	1.00												1		1		
4	Notso Great Facilitiy	Yes	GA	Yes	10.00		X		X		6			6							
5	Adams Family, Family Practice	Yes	GA	Yes	11.00		X				6				6			6			
6	David Heart Cardiology	Yes	GA	Yes	14.00		X	X								1					
7	Best Clinical Facility	Yes	GA	Yes	18.00	1.00	X	X			25	50	10								
8	General Hospital	Yes	GA	Yes	30.00	18.00	X	X	X	X	10	9	4	8	6	12	6	4	3	6	11
9	Susie Smith, DO	Yes	GA	Yes	30.00		X	X				6			5						
10	Test Emergency Department	Yes	DC	Yes	560.00				X				-1								
11	Total										47	95	14	28	17	13	47	15	4	6	11

SCPE | Sheet 1 | Sheet 2 | (+)

10 On Sheet 2, sort the data in the columns by Distance from Distant Campus 1. This will place the active sites with agreements for the Distant Campus 1 at the top of the respective column.

Now, remove any rows that do not have a distance from Distant Campus 1 indicated (in this example, delete only the gray highlighted rows), leaving the "Total" row at the bottom.

In the example, this would be the SCPEs for the Distant Campus 1:

If you have more than one distant campus, you would sort the data for each additional campus, as described above, deleting those placements that do not have a distance from the additional campus, as described in the steps above.

Now, rename each tab (worksheet) by double-clicking on the tab and changing the tab name to reflect the name of the campus (i.e., main, or distant campus) as indicated in the program application or report.

11 Save the Excel Workbook as "SCPEs for Application to the ARC *insert program name*" OR "SCPEs for Change Request to the ARC *insert program name*" OR "SCPEs for Report to the ARC *insert program name.*"

Keep a copy of the file for your records. Submit the e-copy in the appropriate appendix or as directed in the application, form or letter from the ARC-PA.

There is NO way to upload the SCPE data from program files directly into the portal SCPE tab, due to virus and security issues. Program personnel will have to enter the data. Once data is entered into the portal it may be downloaded and printed or saved to your computer in various formats.