

ARC-PA Newsletter

Fall 2018 Issue

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Message from the Associate Executive Director

Welcome to the Fall 2018 edition of the ARC-PA Newsletter. In this edition you will find information about a variety of topics but especially about the ARC-PA Program Management Portal. For those of you who were not in PA education before there was a portal, I thought I would provide a little history.

In April 2011, the new ARC-PA Program Management Portal was made available to all programs. The ARC-PA staff (at that time, John McCarty, Laura Stuetzer and a contracted IT specialist) worked on the program data project for several years, concluding with a 16-program pilot in 2010. The Portal was designed to provide an ongoing mechanism of program data collection as well as yearly data about all programs in the form of an annual report. Previously, data was collected from programs only periodically, depending on their individual periods between accreditation actions.

In August 2014, ARC-PA commissioners were provided access to three reports generated by the Portal: a general program information report, a program personnel report and a program supervised clinical practice experience report. Commissioners now regularly access these reports when reviewing programs on their agendas which is one of the reasons it is so important for programs to keep their Portal information up to date.

Since those first days, the programming updates to the Portal have benefited both the ARC-PA and programs. Programs can use the Portal to see upcoming reviews, items due to the ARC-PA, the due date and the meeting date on which those items are considered. Programs can export their own reports from the portal for their use and for use in accreditation applications. The Portal sends automatic alerts to ARC-PA Portal staff and or the program when the program is out of compliance with certain Standards requirements, has data fields missing or is attempting to enter data in an incorrect way. The SCPE tab allows the ARC-PA to customize SCPEs for programs and multi-campus programs can report data by campus.

So now that you have some background, remember, keep your portal data accurate and up-to-date. This will allow your accrediting body to monitor your compliance and communicate with you with the least interruption of your day to day work. See the Portal Update in this newsletter and on the ARC-PA website at <http://www.arc-pa.org/accreditation/resources/notes-and-portal-updates/> for more information.

Thanks for all you do to assure quality in the PA profession!

~Suzanne York, PA-C, MPH

Associate Executive Director, ARC-PA



The ARC-PA Program Portal

The portal is an important way for programs to communicate with the ARC-PA. Programs are reminded that updates (PANCE scores, number of students taking the PANCE, etc.) and changes (faculty, address, program name, etc.)

need to be placed into the portal in a timely manner throughout the year, not just when preparing to submit the annual report. The portal will send automatic alerts to the Program Review Team when a program is out of compliance with Standards requirements reported on the program's portal, has data fields missing or is attempting to enter data in an incorrect way. The program may not get an alert directly from the portal but may instead receive notification from the Program Review Team that there is an issue with compliance with the Standards as indicated by the portal.

Some alerts will only be directed to the Program Review Team who will follow up with programs. Other alerts will pop-up when a program attempts to enter data that is not in compliance with standards or policies.

Alerts to the ARC-PA include the following:

- Campus added
- Changes to degrees awarded
- Changes to program length
- Sponsoring institution regional accreditation status updated or changed
- Chief administrative officer changed
- Program director changed
- Medical director changed
- Interim program director appointed
- Change in person to whom the program director reports
- Principal faculty total not per the *Standards*
- Class size exceeds maximum entering ARC-PA approved number
- SCPEs (active and agreements in place) not equal to number of students in clinical phase (including overlap of cohorts, as applicable)
- Budget decrease of 20%

- PANCE first time taker pass rate \leq 85%
- Reports due, date missed



Annual Report Reminder

Programs will need to have all required program data entered and updated in the program's portal on or before the **December 14, 2018** deadline for the Program Required Annual Report to the ARC-PA.

Programs should start updating their portals now. After all data has been entered and verified as accurate, the Program Director can activate the *Submit Button* to send the report to the ARC-PA any time between **November 14, 2018** when the ***Submit Button* will appear** on the program's Portal dashboard screen and the end of business, **December 14, 2018**.

The Portal is accessed at <https://Portal.arc-pa.org>. Please note that this link is on the top right corner of every page of the ARC-PA website (<http://www.arc-pa.org>) for your convenience.

Submit Button

Only the program director or someone to whom the program director has given appropriate access may activate (push) the *Submit Button*, which will appear on the Portal home page for each program. Be sure you are ready to submit the report before pushing the button, as the report can only be submitted one time. You will see a pop up after submission letting you know your final report data was submitted as entered and has become the document of record. **The data submitted remains available for program use and updating.**

IT IS IMPORTANT THAT YOU LOG OUT OF THE PORTAL AND LOG BACK IN TO BE SURE THE SUBMIT BUTTON HAS DISAPPEARED FROM YOUR HOME PAGE.

Portal Update Fall 2018

The ARC-PA refers to the program portal data routinely for contact information for program faculty and institution administrators, as well as other data that was in the past collected via the Institution and Program Data Sheet. It is imperative and required that programs keep their portal data accurate and up-to-date.

The link to the portal is found in the upper right-hand corner of the ARC-PA web site (<http://www.arc-pa.org/>). Questions about accessing the portal or those

related to forgotten passwords should be addressed to Mercedes Beard at Mercedes@arc-pa.org.

The portal system is intuitive and user friendly, with an extensive HELP system that contains information about how to enter data into each tab of the portal. You can access the HELP system by clicking the question mark you see at the upper right corner of the portal page:



Additional information about entering data into the SCPE tab of the portal is also available on the Resources page of the ARC-PA website [here](#).

Programs are expected to keep their data accurate and up to date at all times. Staff will review the Portal of all programs scheduled on an ARC-PA agenda for any action.

- To find contact information for the program director, faculty, staff, chief administrative officer and the individual to whom the program director reports.
- To link to the program's web site and posted NCCPA PANCE report.
- To verify information entered by the program as a means of updating information in the ARC-PA files, such as program personnel, degree awarded, regional accreditation status, tuition and budget information, students enrolled, supervised clinical practice experiences (SCPEs), etc.
- After receiving a change notice of personnel to be sure the change has been documented correctly in the portal.

- To check on the status of “reports due” to the ARC-PA as required by an accreditation letter.
- During a Commission meeting when a program is scheduled on the meeting agenda.
- After receiving a question from a program about its portal site.
- Concurrently with an authorized program user when that person has asked a question.
- When alerted by the portal that the program has uploaded a document for submission to the ARC-PA as requested by the ARC-PA.
- When an alert is received.



WHEN DOES THE ARC-PA ACCESS PORTAL DATA?

The ARC-PA staff routinely will access a program's data as below. Programs are expected to keep their data accurate and up to date at all times. Staff will review the Portal of all programs scheduled on an ARC-PA agenda for any action.

- To find contact information for the program director, faculty, staff, chief administrative officer and the individual to whom the program director reports.
- To link to the program's web site and posted NCCPA PANCE report.
- To verify information entered by the program as a means of updating information in the ARC-PA files, such as program personnel, degree awarded, regional accreditation status, tuition and budget information, students enrolled, supervised clinical practice experiences (SCPEs), etc.
- After receiving a change notice of personnel to be sure the change has been documented correctly in the portal.
- To check on the status of "reports due" to the ARC-PA as required by an accreditation letter.
- During a Commission meeting when a program is scheduled on the meeting agenda.
- After receiving a question from a program about its portal site.
- Concurrently with an authorized program user when that person has asked a question.
- When alerted by the portal that the program has uploaded a document for submission to the ARC-PA as requested by the ARC-PA.
- When an alert is received.

Timelines for Updating Portal Program Data

The following are the minimum timelines for required updating of program data:

1. At the start of each academic year:
 - a. The “Date Clinical Phase Starts” must be updated each year to reflect the start date of the next clinical cohort of students.
 - b. All student enrollment numbers on the “Students” tab must be updated to reflect current enrollments, and these numbers are to be updated if there are changes as the students progress through the program. If a program is longer than 24 months in length, there should be a period of time where there is a 3rd year cohort of students indicated on the portal. Similarly, if a program is longer than 36 months in length, there should be a 3rd year cohort and a period of time where there is a 4th year cohort of students indicated on the portal.
 - c. Tuition and fees must be updated to reflect total costs for the entire ARC-PA Accredited PA Program for the newly enrolled first-year cohort of students. The amounts entered here should match the costs for total tuition and fees as posted on the program website.
2. At the start of each clinical year: all supervised clinical practice experience (SCPE) data must be updated on the “SCPE sites” tab to reflect the active SCPEs with agreements sufficient for the current clinical year cohort of students. If there is overlap of clinical cohorts (i.e., if the clinical phase of the program is > 12 months in length), the program must provide evidence of sufficient SCPEs for all students on rotations during the period of overlap.

3. At the start of each fiscal year (FY) the “Program Budget” tab is to be updated to reflect revenues and expenditures for the upcoming FY.

At a minimum, the expenditures included in the Budget tab in the Portal must include the following, regardless of whether they are included in the PA Program budget or within another departmental or the institutional budget:

- Faculty salaries and benefits,
 - Staff salaries and benefits,
 - Faculty/staff development (if funding is provided to faculty and/or staff for CME, personal or professional development),
 - Operations.
4. The “Personnel” tab must be updated any time the following program personnel change: Chief Academic Officer (CAO), Program Director (PD), Person PD reports to, Principal Faculty, Instructional Faculty (if the program chooses to list on the Personnel tab), administrative support staff, and any other program faculty the program has listed on the Program Management Portal.
 5. The “PANCE First Time Pass Rate,” the “Number of Graduates from class above that has actually taken the PANCE,” and the “As of date” sections of the “Students” tab must be updated per the program’s most recent pass rate report as these numbers are released from the NCCPA.

(The program website must also be kept up to date to reflect the most recent first-time PANCE pass rates for the PA program. These results must be updated more frequently than the one time per year when the NCCPA releases

the “Physician Assistant National Certifying Examination Five Year First Time Taker Summary Report.”)

6. Any time the program has changes to any of the following: program or institution name, program contact information, program start and end date, number of classes admitted per calendar year, semester hour credits for program, length of the program, degree awarded at completion, sponsoring institution’s Chief Administrative Office or contact information, or sponsoring institution’s regional accreditation status and/or review dates.
7. Prior to submitting the required Annual Report.

Because the program’s portal is reviewed at the time an application for accreditation or a “Report Due” is submitted to the ARC-PA and prior to a Commission meeting on which the program has been placed on an agenda, it is in the program’s best interest to check that all portal information is up to date at these times as well.



Call for Comments on the ARC-PA Accreditation Standards, 5th Edition

At its September 2018 meeting, the ARC-PA approved the draft of the 5th edition of the ARC-PA Standards for distribution to our collaborating

organizations and PA faculty stakeholders for comment. An [annotated draft](#) and [clean version](#) of the draft is available on the ARC-PA website.

Comments about the draft of the ARC-PA Standards, 5th Edition may be submitted until December 15, 2018 via e-mail to:
StandardsFeedback@arc-pa.org.



Notes to Programs

**News & Meeting Outcomes
from the Commission & ARC-PA staff**

SUBMISSION OF MANUALS AND SYLLABI WITH THE APPLICATION OF RECORD

Applications now include copies of program policy manuals and all course syllabi.

Inclusion of these documents in the application does not negate the need to append evidence of compliance in appendices as required throughout the application. The syllabi and manuals appended to the program's application will be used by the commission, as needed, as evidence of

compliance with the Standards.

The application submitted by the program to the ARC- PA office continues to be the program's application of record. It is one component of the official program record used by the commission throughout the accreditation review process. Site visitors are not to accept any new or revised application materials from the program at the time of the visit.

However, the commission understands that between the time an application is submitted, and the date of a site visit, syllabi, manuals and other documents may be in the process of their regular updates. Programs should not disrupt their process of updating and getting approval for course syllabi and other documents.

Programs are advised to discuss this potential situation with the site visit chair, explaining why the documents seen on site may be different from those in the application. Programs are to have both versions of the documents (those revised and those appended to the application) available for the site visit, highlighting changes made in the revised document. Site visitors will document what was seen on site but use the materials from the application of record to determine compliance with the Standards.

Commission Accreditation Activities 2018 September

Acknowledge program personnel changes: **14 PD, 9 IPD, 9 MD, 1 IMD**

Action Taken On:

- 3 Provisional program applications
- 2 Provisional monitoring applications
- 2 Final Provisional application - Moving from provisional accreditation to continuing
- 7 Focused probation visit – 1 is part of accreditation review
- 7 Program reports due – 1 is part of probation review

Expedited Reviews – Total **44** reviews: **42** (report due), **2** (program change)

- 6 Referred to full commission
 - 5 Program Informational Items
-



Welcome

Welcome New Provisional Programs!

Colorado Mesa University
Grand Junction, CO

Franklin College
Franklin, IN

Morehouse School of Medicine

Atlanta, GA

Meet Our New Assistant Directors

Sherrie Spear MHS, PA-C

In August 2018, the ARC-PA welcomed Sherrie Spear, MHS, PA-C to our team as an Assistant Director. Prior to joining the ARC-PA, Sherrie served for three years as the Associate Director and Distant Campus Coordinator for the Wake Forest Physician Assistant Program. Ms. Spear is an alumnus of the Duke PA Program and practiced inpatient cardiology there for ten years before joining the faculty. She served in many roles on the Duke faculty from 2005-2015, including Academic Coordinator, Director of Preclinical Education, Chair of Admissions and Associate Director. Ms. Spear also served as a member of the Diversity and Inclusion Council and Recruitment and Admissions Council for the Physician Assistant Education Association, contributing as a co-author to the Admissions Handbook. She has also given service to ARC-PA as a site visitor over the past several years.

Donna Yeisley, MEd, PA-C

In October 2018, the ARC-PA welcomed Donna Yeisley, M.Ed., PA-C to our team as an Assistant Director. Ms. Yeisley has extensive experience working in physician assistant education for the past 34 years at Saint Francis University, Loretto, PA. She most recently served as the Department Chair/MPAS Program Director for the past 12 years and has volunteered for the ARC-PA as a site visitor for a number of years. Ms. Yeisley graduated with her B.S. in Medical Science from Alderson-

Broaddus College in 1979 and completed a Masters of Education degree from Saint Francis College (University) in 1991. She has extensive clinical experience in various specialties such as orthopedics, family medicine, internal medicine and pediatrics.

Positions Available

Have you considered joining our team?

The ARC-PA is currently searching for an ideal candidate to fill these open positions.

[Full-Time Assistant Director](#)

[Full-Time or Part-Time Accreditation Specialist](#)



Question:

My program just submitted its application and self-study for upcoming review, how many people read those documents? Is the outcome of our visit

determined by our two site visitors?

Answer: The accreditation process is rather thorough and involves a lot of time and various individuals.

After submission, your documents are initially reviewed by Accreditation Services to ensure that the submission is complete. Then a remote site visitor will perform a thorough review of your program application materials. Often, the remote site visitor can verify information prior to the site visit by looking through your application documents and reviewing your website. It is only after this review that the on-site visitors will receive your application. They also will review your application documents and the comments of the remote site visitor and then will use their time at the program to verify, validate and clarify information provided by the program as evidence of compliance with the Standards.

After the site visit, the site visitors will complete a worksheet which is also reviewed by ARC-PA staff for completeness. At this time, the observation document is sent to the program and the program has the opportunity to submit a response to those observations. Prior to the commission meeting, the entire commission will receive all documents related to your program in making their final decisions (application materials, site visit worksheet, observation report, response to observations, if provided, and the program's accreditation history). Two commissioners will be assigned to thoroughly review your program and present your program to the entire commission for a vote to determine your accreditation status and citations, if necessary. In total, your program documents are reviewed by over 25 individuals.

Upcoming Workshops & Presentations

Provisional Pathway Conference

The ARC-PA will hold its Provisional Pathway Conference on April 25-26, 2019 at The Georgian Terrace Hotel, 659 Peachtree Street NE, Atlanta, Georgia. Space is limited. Priority will be given to programs attending for the first time who are on the Commission's 2020 agendas. Limit two attendees per program.

Accreditation & You Workshop

The Accreditation & You Workshop is scheduled for July 21-23, 2019. The ARC-PA will post more information as it becomes available.

Visit the [Workshops and Conferences](#) page for more information.



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

Please send comments or suggestions regarding the newsletter to:

newsletter@arc-pa.org

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