ARC-PA

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

Portal Pointers
April, 2012

ACCREDITATION PROGRAM MANAGEMENT PORTAL UPDATE

The ARC-PA appreciates the effort of programs in entering their program data into the new accreditation program management portal. We also appreciate all the questions received, which continue to allow the portal team to make modifications to the portal for easier use.

All programs have submitted information for the annual report. The ARC-PA is in the process of reviewing the submissions and providing clarification to programs concerning their submissions. Programs that were on the ARC-PA agenda for the March meeting have received specific feedback with their accreditation status letters.

Until such time as all programs can be reviewed, programs are to pay special attention to the information below, correcting their portal data as needed. **The ARC-PA now refers to the program's portal 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.

WHEN DOES THE ARC-PA ACCESS MY PORTAL DATA?
The ARC-PA staff routinely will access a program's data as below:

- To find contact information for the program director, faculty, staff.
- To find contact information for the individual to whom the program director reports.
- To verify any information entered by the program as a means of updating older information collected by paper in the ARC-PA files, such as program personnel in place within the program, degree awarded, regional accreditation status, tuition and budget information, students enrolled, 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 information sent to the program in 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 posted a document for submission as requested by the ARC-PA.

SUBMITTING CHANGE FORMS USING THE PORTAL

When submitting the change forms found on the ARC-PA web site, programs may find revised directions concerning submitting the changes via the program's portal. The ARC-PA is in the process of updating the change forms and the process for their submission.

Depending on the nature of the proposed program change, additional supporting materials may be required. If this is the case, these are described within the change request form.

PROGRAM GENERAL TAB

Programs are asked to review, and correct if needed, the web link entered as the Program Website Address to be sure that this link goes **DIRECTLY** to the PA program page. (This should be the same website link on the Accredited Programs tab of the ARC-PA website, and programs should check to be sure they are both correct.)

SPONSORING INSTITUTION TAB

The Year Awarded field for Regional Accreditation should be entered as the year of the institution's most recent regional accreditation award, not its initial award.

PERSONNEL TAB

This tab **MUST** be used to accurately display the required program personnel and their %FTE as per the *Standards*. As such, it must include the program director, medical director, the individuals filling the required principal faculty positions (faculty working at least 50% FTE with primary academic responsibility assigned to the PA program who report to the program director, two of which must be currently certified PAs) and administrative staff assigned to the program. Programs should refer to the A section of the *Standards* concerning required personnel. It is **important** to reflect the correct %FTE for each individual listed.

The program should also list any faculty or staff positions which are supported by the program budget, which would include other than the minimal number of required principal faculty. This tab is **NOT** designed to include individuals who are paid exclusively by other departments, i.e., Physiology of Pharmacology faculty, but who may teach for the program. Nor is it a tab to list preceptors individually, even if the preceptor site is paid some sort of honorarium.

It is important to complete **all data** in the User Info and Program Info sub tabs within this section (accessed by clicking New or Edit in far left column) for the individuals listed, and **at least** the work phone in Phone #s sub tab.

> Special Note regarding "Pending" Personnel
> Simply listing individuals in the Personnel tab does not give those individuals access to the portal for data entry. It is up to the program director to decide who to give or not give permission to access and edit the portal data. It is important that if an individual is to enter data, that person have his or her own access and not use the user access of another person. Individuals listed as Pending in the Personnel tab have not activated a user status, which either means they were not given access by the program director or that

they have not activated their own status. Questions about this should be directed to portalfeedback@arc-pa.org.

Special Note regarding Personnel Changes
Once an individual has been activated in the portal, that person is assigned a unique identifier. If the program has a change in program director or other individuals who have been activated by the program director to access the portal, **the program should not attempt to delete that person from the system**, but should contact Mercedes Beard at Mercedes@arc-pa.org . The portal team will make necessary changes.

Additionally, remember to submit a change in personnel form for changes to Program Faculty (PD, MD, Principal) by using the change forms on the website.

AFFILIATED INSTITUTIONS TAB
No pointers at this time.

SCPE TAB
Programs should keep this tab accurate for the current students, entering the SCPE sites used by the program for students **currently** in program's clinical phase, including hospital, clinic, or office settings. Most programs will choose to list all of their clinical sites, but should **check the Active box** for those in use or planned for use with the current students. It is important to indicate accurately the **written agreement status** and to enter the **distance from the main campus.**

Some programs have entered a single hospital/clinic/practice multiple times as opposed to entering that one time and using the clinical experience column to list the experiences offered at that one institution. Programs should **only list each site one time**, entering all the clinical experiences for that site in the far right column of the same line for that single site. Also, **if** you have listed the clinical discipline in the names of the site, (i.e., ED- VA hospital) please delete that discipline information from the name of the site.

The term "preceptorship" is an option for programs that use this as type of SCPE. Preceptorships are usually extended SCPEs that traditionally occur at the end of the clinical rotations, vary from 8 -16 weeks in length and are often spent in sites developed specifically for that purpose.   If your program does not use a "preceptorship" as such, you need not ever select that as an option.

The portal team will soon have to you a report form that will allow you to download the SCPE tab in an excel spreadsheet format that will allow you to sort by each required clinical experience, which will eliminate the need for programs to submit this data by completing a word or excel document as part of their applications or reports due. Stay tuned.

STUDENTS TAB
Programs should not decide to alter their maximum class size or maximum aggregate student enrollment number to other than they are authorized by the ARC-PA.

BUDGET TAB
Remember to update these numbers at the beginning of each fiscal year.

HELP MANUAL
No one is more aware than the portal team that the HELP manual needs updating. We are working as quickly as we can to update the manual to reflect the current state of the portal and appreciate your patience and welcome your ongoing questions.

Remember to send questions or comments to portalfeedback@arc-pa.org