NOTES TO PROGRAMS
Spring 2017

Below are important **Notes** to all programs. Some provide clarification and some refer to documents on the ARC-PA website (http://www.arc-pa.org/).

EXECUTIVE SUMMARY EXCERPTS FROM JANUARY AND MARCH 2017 MEETINGS
Accreditation Actions as of April 25, 2017

Acknowledge **23** new PD, **10** New IPD, **14** new MD, **3** IMD program changes
Action Taken On:
14 Continuing program applications
11 Provisional program applications
7 Provisional monitoring applications
3 Final Provisional - Moving from provisional accreditation
1 Focused visit
0 Probation visit
0 Expansion to a Distant Campus application
0 Postgraduate third year renewal reports
3 Program changes (class size increase)
3 Program reports due

Expedited Reviews – Total **52** reviews: **42** (reports due); **10** (program change)
5 Referred to full commission
43 Program Informational items

(Accreditation actions are posted on the ARC-PA website after each meeting, after all programs have been notified of commission decisions and after the deadline for appeals which may change a program's status.)

The total number of accredited PA programs as of April 25, 2017 is **226.**
The total number of accredited **clinical postgraduate** programs at present is **8.**

There are **17** programs with an accreditation status of Accreditation-Probation
There are **54** programs with an accreditation status of Accreditation-Provisional

Projected Workload
- The current projected workload includes an additional **48** new PA programs for initial provisional accreditation consideration through September 2021.
- To address the increased workload the ARC-PA has implemented a systematic change to our commission agenda schedules so we may accommodate more program reviews per year. The commission has eliminated its two one day meetings and, beginning in March 2018, will meet for

> three days, three times a year (March, June and September). No site visits already scheduled will be changed. Programs waiting for provisional application review will be reviewed in a more timely manner with this revised schedule.

- While the need for PA healthcare providers remains strong, the commission remains concerned about the availability of clinical education sites for all types of healthcare students and requests that our collaborating organizations, when possible, promote to their members, participation in clinical education. The ability of current and emerging programs to recruit qualified program leadership and faculty also remains worrisome to the commission.

ARC-PA TO BE PAPERLESS BY END OF 2017

In the Spring 2016 Notes to Programs, programs were told that the ARC-PA is working to becoming paperless by the end of 2017. This change in the environment impacts programs, site visitors and commissioners.

The ARC-PA has completed revision of its documents, including applications and required reports, to reflect the change to a paperless way of life. You will notice that submission instructions will ask programs to submit their reports via stick drive, email or by uploading to the portal, depending on the document type. Programs that have an application or report due in the coming months and have already been instructed to submit hardcopies will continue to do so. **The ARC-PA will contact programs directly with any change in submission instructions.** Some of you may have already been contacted regarding the change.

Please note that all programs with an accreditation site visit will be instructed to have one hardcopy of their application available at the time of the site visit for the visitors' use.

We feel strongly that this move to a paperless world will simplify some of our processes and will be of benefit to programs and the ARC-PA.

Please feel free to contact us with any questions.

NEW DOCUMENTS RELATED TO SITE VISITS - ON THE ARC-PA WEBSITE

The **Site Visit Protocol and Planning** page of the ARC-PA website http://www.arc-pa.org/accreditation/site-visits/site-visit-protocol/ contains information designed to help program directors and faculty organize documents and prepare for a site visit. Documents posted there have been updated and the Information Summary Sheet programs must submit eight (8) weeks prior to the site visit is linked.

The pages for both **Provisional Accreditation Site Visits** http://www.arc-pa.org/accreditation/site-visits/provisional-accreditation-site-visit-schedule/ and **Continuing Accreditation Site Visits** http://www.arc-pa.org/accreditation/site-visits/continuing-accreditation-site-visit-schedule/ have been updated with new documents to be used for planning for a visit. Agenda templates linked to the pages vary by type of program review so programs are cautioned to read the web pages carefully.

STANDARDS REVIEW AND REVISION

The ARC-PA has begun the multi-year *Standards* review and revision process. Stakeholder feedback has been sought via email, surveys and open forums and will continue. More information will be provided via the website and email as the process advances.

ANNUAL PROGRAM FEES CHANGE MAY 2017

There has not been an increase in annual program fees since 2012, yet the work of the ARC-PA and the cost of doing that work continue to grow. The ARC-PA continues to employ individuals and technology to assure that the accreditation process remains fair and thorough. A major *Standards* revision has begun and Portal revisions continue. The revised fee structure is available on the website at http://www.arc-pa.org/about/accreditation-fees/.

Programs should receive fee invoices by May 1, 2017, with payment due by July 1, 2017. Please be on the lookout for your invoice.

DEADLINES…ARE THEY REALLY DEADLINES? ARE THERE CONSEQUENCES TO MISSING THEM?

YES, there are deadlines and consequences.

Accreditation applications are due, complete and accurate, in the ARC-PA office 12 weeks before a site visit. Reports due to the ARC-PA for any reason and the response to observations from a site visit are due on time. Dates are identified by the ARC-PA and communicated to the program in correspondence sent to the program.

ARC-PA policy 11.1 expects program applications to include all appendices as required and be completed per the instructions provided. Failure to complete all components of the application exactly as instructed (narratives, templates, program-created documents, etc.) and/or failure to submit a complete application as required in the instructions may result in one or more of the following actions by the ARC-PA:

- Removal of the program from the current ARC-PA agenda (all types of program applications)
- Requirement for application resubmission (all types of program applications)
- Placement of the program on administrative probation (applies only to continuing, provisional monitoring, final provisional, focused [including probation], and distant campus applications or reviews)
- Reconsideration of the program's current accreditation status (applies only to continuing, provisional monitoring, final provisional, focused [including probation], and distant campus applications or reviews)
- Forfeiture of all previously paid accreditation fees (provisional application only)

Determination of the appropriate action(s) is solely at the discretion of the ARC-PA and is not subject to appeal. Programs may also receive a citation for standard E1.03 for not submitting reports or documents as required.

INTERPRETING THE STANDARDS

Standard A3.14a

A3.14   The program *must* define, publish and make *readily available* to enrolled and *prospective students* general program information to include:

   a) the program's ARC-PA accreditation status,

To communicate the program's accreditation status in all printed and electronic media, the program and institution must use the statement provided by the ARC-PA exactly as it is written. Any accreditation statements used in the past must be replaced with language provided in the program's accreditation letter.

Standard B1.05

B1.05   The curriculum *must* include instruction about intellectual honesty and appropriate academic and professional conduct.

Standard B1.05 requires more than student orientation to academic and professional policies or inclusion of these policies in handbooks or syllabi. Compliance with the standard must include evidence of instruction about intellectual honesty and appropriate academic and professional conduct.

IMPORTANT RESOURCES SUMMARY

The ARC-PA has several documents created to provide guidance to programs. Programs are encouraged to consider these resources over the course of their program planning and not just in relation to accreditation activities. All of these are listed and available on the Resources section of the website at http://www.arc-pa.org/accreditation/resources/

- Program Expectations
- Analysis and the SSR
- SCPE Directions for the Portal
- PANCE Required Report
- Syllabi, Competencies, Objectives
- Notes to Programs (yes, these and all past copies are maintained here)
- Portal Pointers

PANCE REQUIRED REPORTS FOR LOW FIRST TIME TAKER PASS RATES 2017

The ARC-PA continues to review the PANCE first time pass rate percentages by student cohort. Any program with a PANCE first time pass rate percentage of 85% or less for the 2016 cohort must submit an analysis of PANCE performance to the ARC-PA **by July 1, 2017**.

In any year that a program's PANCE pass rate for first time takers by cohort for that year has a pass rate percentage of 85% or less, the program must submit an analysis of PANCE performance by July 1 of the following year. The NCCPA usually provides programs their previous year's data in February.

The basis for the report is the ARC-PA's Four Key Elements of Analysis which can be found in the Data Analysis Resource on the ARC-PA Resources web page. The report form is available on the Resources page of the ARC-PA website: http://www.arc-pa.org/accreditation/resources/

THE PORTAL

The portal continues to be a great way for programs to communicate with the ARC-PA. Please be advised that program changes (faculty, address, program name, etc.) need to be placed into the portal in a timely fashion. The Portal will send automatic alerts to ARC-PA Portal staff when a program is out of compliance with *Standards* requirements, 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 Portal staff that there is an issue with compliance with the *Standards* as indicated by the Portal.

Plans to expand the use of the portal are underway, so keep an eye out for announcements later this year.

QUESTIONS OR COMMENTS?

Programs that have questions or comments about these **Notes** or any issue related to the accreditation process are encouraged to contact the ARC-PA by email or phone. Contact information is posted on the ARC-PA website at http://www.arc-pa.org/contact/