



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

## Accreditation Review Commission on Education for the Physician Assistant

### Application for **Continuing** Accreditation<sup>®</sup> **Clinical Postgraduate PA Program<sup>®</sup>** **SINGLE PROGRAM APPLICATION** **9.2022**

For Clinical Postgraduate Accreditation *Standards*, third edition as clarified 10.2021

<b>Name of Program:</b> Enter Name of Program	<b>Clinical Specialty Discipline:</b> Enter Clinical Specialty Discipline
<b>City and State:</b> Enter City and State	<b>Dates of Site Visit:</b> Enter Dates of Site Visit

ARC-PA  
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Suwanee, GA 30024  
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**Confidential Document**

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## PREFACE

The clinical postgraduate PA program accreditation process conducted by the ARC-PA is a voluntary one entered into by institutions and programs that sponsor a structured educational experience. It includes a comprehensive review of the program relative to the Clinical Postgraduate Standards and it is the responsibility of the clinical postgraduate PA program to demonstrate its compliance with the Standards. Accreditation decisions are based on the ARC-PA's evaluation of information contained in the accreditation application, the report of the site visit evaluation team, any additional requested reports or documents submitted to the ARC-PA by the program, and the program accreditation history.

The program management portal and the program website must be always maintained and be up to date and compliant with the Standards. The program management portal and the program website will be reviewed by the commission in conjunction with this application. It is the responsibility of the program to maintain both the website and the portal on an ongoing basis. Failure to maintain either may result in reconsideration of the program's accreditation status. A user manual is available on the portal to provide guidance and answer questions about the portal.

## CLINICAL POSTGRADUATE PROGRAM REVIEW

Accreditation of *clinical postgraduate PA programs* is a voluntary process initiated by the sponsoring institution. It includes a comprehensive review of the program relative to the Clinical Postgraduate *Standards* and it is the responsibility of the Clinical Postgraduate PA program to demonstrate its compliance with the Clinical Postgraduate *Standards*. Accreditation decisions are based on the ARC-PA's evaluation of information contained in the clinical postgraduate accreditation application, the report of the site visit evaluation team, any additional requested reports or documents submitted to the ARC-PA by the postgraduate program or institution and the postgraduate program accreditation history. New unsolicited information submitted after a site visit will not be accepted or considered by the ARC-PA as part of that accreditation review process.

## PLEASE NOTE

- The term "(PA) trainee(s)" as used in this document refers to those individuals enrolled in the *clinical postgraduate PA program*.
- *Italics* are used to reflect words and terms defined in the glossary of the Clinical Postgraduate *Standards*.

This version of the *Standards* includes *annotations* for some individual standards. *Annotations* are considered an integral component of the standards to which they refer. They clarify the operational meaning of the standards to which they refer and may be changed over time to reflect current educational or clinical practices. *Annotations* are not suggestions for methods of compliance. Such suggestions may be found in the Post Graduate Accreditation Manual.

## Application Format

This application does not require the program to narratively address each standard or to complete an appendix for each standard. That does not mean, however, that the program is not responsible for continuing to demonstrate compliance with all standards. Programs may be asked about any standard

during its validation visit or at any time as part of the comprehensive review of the program. Those standards for which the program is unable to demonstrate compliance may be cited by the Commission. Standards not requiring a narrative or completion of an appendix for this application are in grey font.

#### NOTE ABOUT APPENDICES

Throughout this document, references are made to required content and data for required appendices. In some cases, the content is to be provided by completion of ARC-PA developed TEMPLATES. In other cases, the program is given the latitude of displaying the data in a graphic display it designs. The program *must* also respond to all required narratives for the appendices.

Additionally, programs are required to include specific information, as listed in the table of required appendices, which may not otherwise be addressed in the body of this document.

#### TECHNICAL DIRECTIONS FOR COMPLETING THE APPLICATION

**This application and its appendices were developed for use with Word 2010 or later for PC.** As some features of the documents are NOT compatible with Word for Mac, the use of a Mac for completion is NOT recommended.

The application and appendices require programs to complete tables, provide narratives and mark text boxes. To complete the tables, left click inside the cells and type the required information. To provide narratives, left click inside the narrative boxes and begin typing. Although the fields may appear small, they will expand to allow as much text as needed. If the text extends beyond the page, the document will automatically repaginate. **DO NOT** insert tables or graphs into the boxes or fields. Please append if required. To mark a check box, left click inside the box.

**Provide** log-in information for any links that require passwords.

**Note** that words appearing in *italics* are defined in the glossary of the Clinical Postgraduate Accreditation *Standards*. The glossary can be found at the end of the application.

The **Provide Narrative** sections are to be answered with brief and succinct answers.

The application and appendices are “protected.” You will be unable to insert or delete pages or modify anything that is not inside a text or form field. **DO NOT** attempt to unprotect the document. If you unprotect the document, there is a strong possibility that all entered data will be lost.

After you have completed the application and each appendix, use the “Save” or “Save As” command under the File menu. The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program’s name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a Personnel Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.** The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format. The

document *must* be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

If you have any difficulties or questions, contact the ARC-PA offices at 770-476-1224 or [accreditationservices@arc-pa.org](mailto:accreditationservices@arc-pa.org).

Please return the completed application and appendices to the ARC-PA office as directed in the Saving and Submissions Instructions at the end of the application.

## THE *SHOULD* STANDARDS

*Should* is term used to designate requirements that *must* be met unless there is a compelling reason, acceptable to the ARC-PA, for not complying. Programs not meeting any component(s) of a *should* standard are expected to describe in detail attempts to meet the standard and why they are unable to do so. At the time of the review by the commission, a program or institution may be cited for failing to comply with a requirement that includes the term '*should*.'

## INFORMATION ABOUT THE SELF-ASSESSMENT PROCESS AND SELF-STUDY REPORT

Programs completing this application may have been required to submit a self-study report (SSR). The program must follow the directions **in this application** which requires the completion of templates and narrative questions related to the ongoing self-assessment process which will constitute the content of the Self-Study Report. It is essential that programs give careful thought to providing responses that address the critical *analysis* of data.

**Directions in the box below apply to all materials related to the Application and supporting documents. Directions *must* be followed.**

1. **An electronic copy of the complete Clinical Postgraduate application submitted by the program 12 weeks prior to the site visit must be readily available for site visitors at the time of the site visit. The onsite copy must be IDENTICAL to the electronically submitted application of record, with no changes or edits.**
2. Copies of each document that support the program's compliance with the Clinical Postgraduate *Standards* must be readily available for site visitors at the time of the site visit and as requested by the commission.
3. Complete web addresses for web pages designed in support of compliance with the Clinical Postgraduate *Standards* must be readily available for site visitors at the time of the site visit and as requested by the commission.
4. Copies of ALL signed agreements with other entities providing *didactic course* or *clinical rotation* must be readily available for site visitors at the time of the site visit and as requested by the commission.
5. Source documents for data summaries and analysis within the application and appendices must be readily available for site visitors at the time of the site visit and as requested by the commission.

6. Data and activities presented in ARC-PA TEMPLATES and program-designed graphic presentations must be verifiable. Documents and materials in support of entries must be available for review during the site visit and as requested by the commission.

**APPLICATION OF RECORD:** The application submitted by the program to the ARC-PA office is considered 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 have been instructed **not** to accept any new or revised application materials from the program at the time of the visit. **If**, during the process of the visit, the site visitors suggest additional information or materials be submitted to the ARC-PA office, these materials *should* be sent with the program's response to observations.

## SECTION A: ADMINISTRATION

### INTRODUCTION

The administrative operation of a *clinical postgraduate PA program* involves collaboration between the *program/instructional faculty*, the *administrative support staff*, and the sponsoring institutional leadership. Therefore, the sponsoring institution *must* be explicitly committed to the success of the program. The program *must* provide an environment that fosters intellectual challenge and a spirit of inquiry. Policies *must* be well defined and align with the mission and *goals* of the program and sponsoring institution. Program documents *must accurately* reflect the institutional, programmatic, and individual responsibilities of each participant. Institutional resources *must* support the program in accomplishing its mission.

**Follow the instructions in Appendix 1 to download** and save the **Program Data Sheet** from the program's program management portal and **include** it as a PDF in **Appendix 1a**.

### **A1 SPONSORSHIP, ACCREDITATION, LOCATION**

A1.01 A clearly identified single institutional sponsor such as a university or healthcare entity *must* assume ultimate responsibility for the *clinical postgraduate PA program*.

**Include** the downloaded **Clinical Postgraduate PA Program Datasheet** in **Appendix 1a**.

A1.02 There *must be written* and signed agreements between the postgraduate training program and each facility involved in the training, defining the responsibilities for each institution involved in the supervised clinical practice of the *PA trainees*.

***Copies of all signed agreements must be readily available for site visitors at the time of the site visit and as requested by the commission.***

A1.03 The sponsoring institution, together with its affiliates, *must* be capable of providing didactic and clinical instruction and experience requisite to *clinical postgraduate PA* education.

ANNOTATION: Agreements typically specify whose policies govern and document *PA trainee* access to educational resources and clinical experiences. While one agreement between the sponsoring institution and the clinical entity to cover multiple professional disciplines is acceptable, these agreements *must* include specific notations acknowledging the terms of participation between the *clinical postgraduate PA program* and the clinical entity.

**This is addressed in part** by downloading and providing the **Clinical Postgraduate Program Datasheet** in **Appendix 1a**.

List the affiliated institutions and clinical practices that are involved in the didactic and clinical phases of the educational program. Indicate the services provided by each institution.

**Note:** Didactic instruction includes such instruction given at any time during the program.

Institution, City, State	Didactic Instruction	Clinical experience / rotation	Access to educational resources	Formal agreement in place
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Comments:

**A2 Institutional Responsibilities and Resources**

A2.01 The sponsoring institution *must* be responsible for:

- a) (“a” rescinded effective 10/2/21),
- b) appointment and institutional recognition of a medical director, program director, and *administrative support staff*,

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.01b.

- c) credentialing of *PA trainees* according to institutional requirements.
- d) storage of permanent program records.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.01d.

- e) providing liability insurance for the *PA trainees*.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.01e.

- f) providing the *PA trainees* full employment benefits *comparable* to those given to a traditional PA employee as defined by the HR department.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.01f.

- g) assuring policies and practices to support security and safety are implemented in all locations where training occurs.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.01g.

- h) provision of *sufficient* protected administrative time for medical director and program director(s).

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.01h.

- i) providing *sufficient* support services to assure that *PA trainees* will not be required to perform non-patient related clerical or administrative work for the program that is not a component of the *curriculum*.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.01i.



- j) providing appropriate medical records access to *PA trainees*.
- k) (“k” rescinded effective 10/2/21)
- l) complying with ARC-PA postgraduate accreditation Standards and policies.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.01l.

- m) *teaching out* currently matriculated *PA trainees* in accordance with the institution’s regional accreditor or state and/or federal law and in compliance with these accreditation standards in the event of program closure and/or loss of accreditation.

A2.02 The sponsoring institution *must* provide the program with *sufficient* financial resources to operate the educational program and fulfill obligations to matriculating and enrolled *PA trainees*.

**This was addressed in part** by downloading the **Clinical Postgraduate Program Datasheet** for **Appendix 1a** and the **ARC-PA Clinical Postgraduate Program** for **Appendix 1b**.

Yearly Stipend/salary that each *PA trainee* is paid while in the program:  
\$ [Click here to enter fees](#)

Cost of yearly benefits paid for each *PA trainee*  
\$ [Click here to enter fees](#)

**Describe** the institution’s approach to the allocation of financial resources for the clinical postgraduate program, including the flexibility to deviate from standard practices when needed.

A2.03 The sponsoring institution *must* provide the program with the human resources necessary to operate the educational program and to fulfill obligations to matriculating and enrolled *PA trainees*.

ANNOTATION: Human resources include the faculty and staff needed on a daily and ongoing basis, as well as those needed for specific program related activities. They include *sufficient* technical and *administrative support staff* to support faculty in accomplishing their assigned tasks.

**This was addressed in part** by downloading the **Clinical Postgraduate Program Datasheet** for **Appendix 1a**.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.03.

A2.04 The sponsoring institution *must* provide the program with the academic resources needed by the program, *administrative support staff* and *PA trainees* to operate the educational program and to fulfill obligations to matriculating and enrolled *PA trainees*.

ANNOTATION: Academic resources include *sufficient* patient population to provide clinical experiences for *PA trainees*, computer and audio/visual equipment; instructional materials; technological resources that provide access to the Internet, medical information and current literature; the full text of current books, journals, periodicals and other reference materials related to the *curriculum*.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.04.

A2.05 The sponsoring institution *must* assure that the program has the following physical resources:  
a) *sufficient* classrooms, labs, clinical practice sites for *PA trainees*.

**This was addressed in part** by downloading and providing the **Clinical Postgraduate Program Datasheet** for **Appendix 1a** and the **Clinical Experiences (Rotations)** for **Appendix 8**.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.05a.

b) sleeping rooms and food facilities, if institutionally appropriate for call duty.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.05b.

c) space for confidential academic counseling of *PA trainees*.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.05c.

d) secure storage for *PA trainees* files and records.

**Provide narrative** describing how the institution demonstrates and reviews compliance with A2.05d.

### A3 Personnel

#### Program Faculty

Complete **Postgraduate Personnel Responsibilities TEMPLATE** to list the institutional and program personnel to include *program faculty* and *administrative support* staff for **APPENDIX 3a**.

- A3.01 *Program faculty must* include healthcare professionals who have the necessary education, specialty qualifications and expertise to provide didactic or clinical instruction and oversight for the *PA trainees*.

**This was addressed in part** by downloading and providing the **Clinical Postgraduate Program Datasheet** for **Appendix 1a**.

**Include** the following in **Appendix 3**: *Written job descriptions* **and** *Curricula Vitae*, using **ARC-PA CV TEMPLATE** for: Program director, Medical Director, and *Program Faculty*.

**Provide narrative** describing the criteria used for the selection of faculty. Indicate who is/are the individual(s) ultimately responsible for the decision to hire.

**Include** how the program demonstrates and reviews compliance with A3.01.

- A3.02 The program *must* have a designated program director, medical director, and *sufficient administrative support staff*.

**This was addressed in part** by downloading and providing the **Clinical Postgraduate Program Datasheet** for **Appendix 1a**.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.02.

The commission expects to see how the program determined *sufficiency* of staff to meet the needs of the program within the program's self-assessment process.

- A3.03 The medical director and program director *must* be responsible for the administration and coordination of the didactic and clinical portions of the *curriculum*.

**This was addressed in part** by and providing job descriptions in **Appendix 3**.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.03.

- A3.04 The program *must* have a *sufficient* number of *program faculty* to provide *PA trainees* with the supervision, education and evaluation necessary to achieve advanced *competencies* safely.

**This was addressed in part** by downloading and providing the **Clinical Postgraduate Program Datasheet** for **Appendix 1a**.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.04.

The commission expects to see how the program determined *sufficiency* of program faculty to meet the needs of the program within the program's self-assessment process.

- A3.05 *Program faculty must* participate in:

**Complete ARC-PA Personnel Responsibilities TEMPLATE for Appendix 3a.**

- a) selection of *PA trainees* from the applicant pool,
- b) designing, implementing, coordinating, and evaluating the *curriculum*,
- c) providing instruction to *PA trainees*,
- d) evaluation of *PA trainee* performance,
- e) academic counseling of *PA trainees*,
- f) remedial instruction of *PA trainees*, and
- g) evaluation of the program.

A3.06 The program *must* have a clearly defined mission statement that is consistent with the mission of the institution and supported by faculty.

**Include** the following in **Appendix 4**: Mission of the institution and mission of the program.  
**Provide narrative** describing how the program demonstrates and reviews compliance with A3.06.

A3.07 Each training location *must* have an *instructional faculty* to coordinate and facilitate supervision of the *PA trainee* while at the particular location.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.07.

Program Director

A3.08 The program director *should* be a PA with requisite experience in the specialty of the program. If the program director is not a PA, then the program director *must* be a physician.

- a) If the program director is a PA, *s/he must* hold current *NCCPA* certification and current licensure in the state in which the program exists (unless exempt under state or federal law.)
- b) If the program director is a physician, *s/he must* hold current licensure as an allopathic or osteopathic physician in the state in which the program exists and *must* be certified by an *ABMS-* or *AOA-*approved specialty board. (unless exempt under state or federal law.)

**This was addressed** by downloading and providing the **Clinical Postgraduate Program Datasheet Appendix 1a** and providing a CV in **Appendix 3**.

A3.09 The program director *must* have the requisite knowledge and skills to administer the program effectively.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.09.

A3.10 The program director *must* provide effective leadership and management.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.10. **Include** how the institution and program assesses the program director's leadership in an ongoing manner.

A3.11 The program director *must* be knowledgeable about and responsible for the program's:

- a) organization,
- b) administration,
- c) fiscal management,
- d) continuous review and *analysis*,
- e) planning,
- f) development, and
- g) accreditation requirements and process.

**This was addressed in part** by providing the job description and CV in **Appendix 3**. **Provide narrative** describing how the program demonstrates and reviews compliance with A3.11a-g. **Include** how the institution and program assesses the program director's knowledge and responsibility for each component, a-g of A3.11, in an ongoing manner.

A3.12 Together the program director and medical director *must* assure and document that adequate supervision of *PA trainees* is provided.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.12.

#### Medical Director

A3.13 The medical director *must*:

- a) hold a current, valid, unrestricted, and unqualified license to practice medicine as an allopathic or osteopathic physician in the state in which the program exists (unless exempt under state or federal law.).
- b) be currently certified by *ABMS* or *AOA* approved specialty board and experienced in the delivery of the type of health care services for which the *PA trainee* is being educated,

**This was addressed** by downloading and providing the **Clinical Postgraduate Program Datasheet** for **Appendix 1a** and providing a CV and job description in **Appendix 3**.

- c) be knowledgeable about current practice standards and the PA role,

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.13c.

- d) support the program director to ensure proficient medical guidance for didactic and supervised clinical instruction that meets best practice guidelines and the accepted standards of care, and

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.13d.

- e) be an advocate for the program within the sponsoring institution and the medical and academic communities.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.13e.

### Professional Development

- A3.14 The sponsoring institution *must* provide the opportunity for continuing professional development of the *program faculty* by supporting the development of the clinical, teaching, scholarly, and administrative skills/abilities required for their role in the program.

ANNOTATION: Professional development involves remaining current with clinical and academic skills and developing new skills needed for position responsibilities. The types of opportunities supported by institutions vary and may include funding to attend continuing education conferences, non-vacation time to attend professional organizational meetings, funding to attend professional organizational meetings, time for research/scholarly activities, time to pursue advanced degree and/or tuition remission for an advanced degree, payment of dues and fees related to certification maintenance and/or time needed for review and study.

Indicate which of the following are offered by the program/institution for the program director and *program faculty*.

- non-vacation time to attend continuing education conferences

If **checked**, please provide a brief description:

- funding to attend continuing education conferences

If **checked**, please provide a brief description:

- non-vacation time to attend professional organizational meetings

If **checked**, please provide a brief description:

- funding to attend professional organizational meetings

If **checked**, please provide a brief description:

- payment of fees related to certification maintenance  
If **checked**, please provide a brief description:
- non-vacation time for review and study for certification maintenance  
If **checked**, please provide a brief description:
- time for research/scholarly activities  
If **checked**, please provide a brief description:
- time for research/scholarly activities  
If **checked**, please provide a brief description:

**Describe other support:**

A3.15 The program *should* support the *program faculty* assigned to work in the program in maintaining their national NCCPA certification status, unless exempt by law.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.15.

Instructional Faculty

A3.16 In addition to the program and medical director, there *must* be *sufficient* additional *instructional faculty* to provide *PA trainees* with the attention, instruction, and supervised practice experiences necessary to acquire the knowledge and *competencies* required to meet the *learning outcomes* of the program.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.16.

A3.17 *Program and instructional faculty must:*

- a) be qualified through academic preparation and experience to teach assigned content, and
- b) be knowledgeable in course content and effective in teaching assigned topics.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.17 a and b. **Include** the process and criteria used for selecting program and *instructional faculty* in relation to the requirements of this standard.

A.3.18 All *program faculty* and *instructional faculty* assigned to teach *PA trainees* must be responsible for evaluating *PA trainee* performance and identifying *PA trainees* who appear to be struggling with meeting expected *learning outcomes* or *competencies* in a *timely* manner.

**Provide narrative** describing how the program demonstrates and reviews compliance with A3.18.

Administrative Support Staff

A3.19 (“A3.19” rescinded effective 10/2/21)

**A4 Operations**

Fair Practices and Admissions

A4.01 The program, *program faculty* and *PA trainees* must comply with applicable state PA practice legislation and regulations.

**Provide narrative** describing how the program demonstrates and reviews compliance with A4.01.

A4.02 The program *must* develop a schedule of *PA trainees’* educational activities that facilitates learning, performance and achievement of program *competencies*, allowing for safe and high-quality patient care.

**Provide narrative** describing how the program demonstrates and reviews compliance with A4.02.

A4.03 *PA trainees* must be provided with rapid, reliable systems for communicating with their clinical supervisors.

**Provide narrative** describing how the program demonstrates and reviews compliance with A4.03.

A4.04 Announcements and advertising *must accurately* reflect the program offered.

**Provide an active hyperlink(s)** directly to the specific page(s) of the program’s web site where this information is found. If the program information is not *published* on a website, place an electronic copy of the program’s brochure in **Appendix 5**.

A4.05 All personnel and program policies *must* be consistent with federal and state statutes, rules and regulations.



**Provide narrative** describing how the program demonstrates and reviews compliance with A4.05.

- A4.06 The program *must* clearly define and publish the admission requirements and practices upon which admissions decisions are made.

**Provide an active hyperlink(s)** directly to the specific page(s) of the program's web site where this information is found. If the program information is not *published* on a website, place an electronic copy of the program's brochure or *published* document that provides this information in **Appendix 5**.

Complete **Admissions Policies and Procedures TEMPLATE** in **Appendix 5b**.

**Provide** forms used to screen and select *PA trainee* applicants in **Appendix 5c**.

- A4.07 The program *must* provide notification of acceptance to potential *PA trainees* according to its *published* practice/timeline and include, the notification of acceptance and the *written* conditions of appointment.

**Provide narrative** describing how the program demonstrates and reviews compliance with A 4.07. Include a blinded sample of correspondence provided to those accepted to the program, whether provided to them electronically or by paper in **Appendix 5d**.

- A4.08 Applicants being considered for acceptance into the program *must* be informed in writing or by electronic means of the terms, conditions and benefits of appointment, to include:

- a) *PA trainee* responsibilities,
- b) duration of appointment and conditions for reappointment,
- c) available financial support,
- d) policies about paid time off (such as vacation, sick, leave of absence, professional development),
- e) ("e" rescinded effective 10/2/21),
- f) professional liability insurance,
- g) hospitalization, health, disability and other insurance provided for *PA trainees* and their families, and
- h) conditions under which living quarters, meals, laundry services are to be provided, if applicable.

**Provide narrative** describing how the program demonstrates and reviews compliance with A4.08. Include a blinded sample of correspondence provided to those accepted to the program, whether provided to them electronically or by paper in **Appendix 5d/5e**.

**Note:**

Not all standards require *written* policy to demonstrate compliance. The standard's language specifies which policies *must* be *published*.

In response to the individual standards in sections A4 of the *Standards*:

**IF** evidence of compliance with these standards is on the program or institution web site, **include**, in the narrative box, **the hyperlink to the specific page** where compliance is demonstrated. If compliance is demonstrated by a page in a document on the web site, the program *must* also **list the document name and specific page number within the document**.

If evidence of compliance with these standards is NOT on the program or institution web site, **provide a copy of the document(s)** that demonstrates compliance in **Appendix 6**.

The program is NOT to include an entire manual in response to a standard about specific policies, but only the appropriate page(s) of the manual labeled with the standard for which the page provides evidence. Complete copies of the handbooks/manuals containing policies are to be placed in **Appendix 12** Providing copies of policy manuals in the application of record does not negate the need for programs to **append evidence of compliance in appendices** as required throughout the application.

Site visitors and ARC-PA commissioners **WILL** review the content on the program's/institution's web site.

A4.09 The following *must* be defined, *published*, and *readily available* to *prospective* and enrolled PA trainees:

a) ARC-PA accreditation status,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09a.

b) policies and practices that favor specific groups of applicants in the admissions process,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09b.

c) program eligibility requirements,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09c.

d) policies regarding *advanced placement*,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09d.

- e) policies related to required duty hours,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09e.

- f) policies related to *instructional faculty* supervision of *PA trainees*,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09f.

- g) required *technical standards*,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09g.

- h) all required curricular components,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09h.

- i) academic credit offered by the program, if applicable,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09i.

- j) estimates of all costs related to the program which may be incurred by the *PA trainee*,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09j.

- k) policies and procedures for refunds of tuition and fees, if applicable,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09k.

- l) policies regarding *PA trainees' moonlighting* or outside work during the program,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09l.

- m) policies related to remuneration and benefits,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09m.

- n) policies addressing reduction in size or closure of a *clinical postgraduate PA program*, and how *PA trainee* would be assisted in completing their education in such instances, and

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09n.

- o) defined training duties and weekly time expectations.

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.09o.

A4.10 The following *must* be defined, *published*, and *readily available* to enrolled *PA trainees*:

- a) required academic standards for progression in the program,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.10a.

- b) policies and procedures for *PA trainee* withdrawal from the program,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.10b.

- c) policies and procedures for *PA trainee* dismissal from the program,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.10c.

- d) policies and procedures for *PA trainee* grievances,

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.10d.

- e) policies describing how *PA trainee* impairment, including that due to substance abuse, will be handled, and

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.10e.

- f) policies covering sexual and other forms of harassment.

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.10f.

- g) policies and procedures for PA trainee remediation during the program.

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.10g.

A4.11 Grievance and due process policies and procedures *must* address:

- a) academic or other disciplinary actions taken against *PA trainees* that could result in dismissal, nonrenewal of a *PA trainee's* agreement or other actions that could significantly threaten a *PA trainee's* intended career development, and

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.11a.

- b) adjudication of *PA trainees'* complaints and grievances related to the work environment or issues related to the program or *program faculty*.

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.11b.

- A4.12 Programs granting *advanced placement* must document that *PA trainees* receiving *advanced placement* have:

- a) met program defined criteria for such placement,
- b) met institution defined criteria for such placement, and
- c) demonstrated appropriate *competencies* for the curricular components in which *advanced placement* is given.

**Provide narrative** describing how the program demonstrates and reviews compliance with A4.12. If the program does not grant *advanced placement*, please note **N/A** in narrative box.

- A4.13 Policies and procedures for processing *PA trainee* grievances *must* be defined, *published*, and *readily available* to *program faculty*.

**Provide the hyperlink** directly to the page of the program's website where this information is made available. See the instructions above. **If not available on the web**, provide the information *published* for PA trainees in **Appendix 6**, demonstrating compliance with A4.13.

- A4.14 *PA trainees* *must* not be required or expected to perform non-patient related clerical or administrative work for the program that is not a component of the *curriculum*.

**Provide narrative** describing how the program demonstrates and reviews compliance with A4.14.

- A4.15 *PA trainees* *must* not have access to the records or other confidential information about other *PA trainees* or *program faculty*.

**Provide narrative** describing how the program demonstrates and reviews compliance with A4.15.

PA Trainee Records

- A4.16 *PA trainee* files kept by the program *must* include documentation:
- that the *PA trainee* has met *published* admission criteria,
  - that the *PA trainee* has met institution health screening and immunization requirements,
  - of the evaluation of *PA trainee* performance while enrolled,
  - of *remediation* and results,
  - of disciplinary action, and
  - that the *PA trainee* has met requirements for program completion.

**DURING THE VISIT**, the site visit team will review student files to determine if the program has provided evidence in support of its compliance with this standard.

Program Faculty Records

- A4.17 Records of the program director, medical director and any *program faculty* *must* include:
- a current job description that includes duties and responsibilities specific to each individual,
  - a current curriculum vitae (CV).

**Materials** related to this standard *must* be available **during the visit**.

<b>SECTION B: CURRICULUM</b>
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INTRODUCTION

The program *curriculum* enhances *PA trainees'* abilities to provide patient centered care and collegially work on medical teams in a specialty discipline. The *curriculum* for *clinical postgraduate PA program* education will vary somewhat by discipline but is expected to address the appropriate application of medical, behavioral and social sciences; patient assessment and clinical medicine; and clinical practice.

Programs need not have discrete courses for each of the instructional areas of the *curriculum*. However, *instructional objectives* and *learning outcomes* related to all instructional areas are required elements of the *curriculum* and course *syllabi*. These *instructional objectives* and *learning outcomes* are the steps necessary for the *PA trainee* to acquire the educational *competencies* expected of the *PA trainee* at the completion of the program.

**Provide narrative** describing the overall curricular content of the program. The narrative should provide a general overview of the curriculum, an understanding of the duration and length of required and elective rotations, and timing of didactic curriculum in relation to rotations. The narrative should correlate with the curriculum sequence outlined in **Appendix 7a**.

**Complete Curriculum Sequence TEMPLATE for Appendix 7a.**

Does your program offer *international education experiences*?  Yes  No

If **YES**, complete the rest of the application and complete the **International Experiences TEMPLATE** for **Appendix 7b**.

B1.01 The *curriculum must* include didactic content as well as clinical skills and practice experiences applicable to the specialty of the program.

**Provide narrative** describing how the program demonstrates and reviews compliance with B1.01.

B1.02 The *curriculum must* be of *sufficient* breadth and depth to prepare the *PA trainee* for clinical practice in the specialty of the program.

**Provide narrative** describing how the program demonstrates and reviews compliance with B1.02. **Include** the considerations used to determine “*sufficient* breadth and depth” of the program curriculum.

B1.03 The *curriculum design must* reflect sequencing that enables the *PA trainee* to meet program defined *learning outcomes* and demonstrate competency in the specialty of the program.

ANNOTATION: The concept of sequencing refers to the coordination and integration of content both horizontally and vertically across the *curriculum*. It does not mandate that content be delivered in separate courses with traditional discipline names. Appropriate sequencing involves considering overall program design and integration of content. Content and course sequencing are expected to build upon previously achieved *PA trainee* learning.

**Provide narrative** describing how the program demonstrates and reviews compliance with B1.03.

B1.04 The program *must* provide the *PA trainee* with direct experience with progressive responsibilities for patient management which demonstrate achievement of program defined *competencies*.

**Include** the following in **Appendix 7c** the program *competencies* expected of the *PA trainee* at the completion of the clinical postgraduate program.

**Provide narrative** describing how the program demonstrates and reviews compliance with B1.04.

B1.05 The program *must* assure educational equivalency of curricular content, *PA trainee* experience, and access to didactic and clinical resources when instruction is:



- a) conducted at geographically separate locations, and
- b) provided by different pedagogical and instructional methods or techniques for some *PA trainees*.

**If** the program provides instruction at geographically separate locations and/or by different pedagogical and instructional methods or techniques for some PA trainees, **provide narrative** describing how the program demonstrates and reviews compliance with B1.05.

If the program **does not** provide instruction at geographically separate locations and/or by different pedagogical and instructional methods or techniques for some PA trainees, please note **N/A** in the narrative box.

- B1.06 For each all *didactic and clinical curriculum*, the program *must* provide each *PA trainee* with a written document that includes learning outcomes to guide *PA trainee* acquisition of required *competencies*.

ANNOTATION: *Instructional objectives* must be stated in measurable terms to allow assessment of *PA trainee* progress in developing the *competencies* required for entry into practice for the specific specialty of the program. They address learning expectations of the *PA trainee* and the level of *PA trainee* performance required for success.

**Provide narrative** describing how the program demonstrates and reviews compliance with B1.06.

**Include** in **Appendix 13**, course syllabi for each didactic course and clinical experience offered in the program, the program *must* have a course *syllabus* that includes:

- course name,
- course description,
- course goal/rationale,
- outline of topics to be covered,
- *learning outcomes*,
- faculty instructor of record if known,
- methods of PA trainee assessment/evaluation, and
- plan for grading.

- B1.07 The program *must* orient *instructional faculty* to the specific educational *competencies* expected of *PA trainee*.

ANNOTATION: *Program* and *instructional faculty* need to work collaboratively in designing courses with appropriate *learning outcomes* and *PA trainee* assessment tools that reflect the *learning outcomes* expected.

**Provide narrative** describing how the program demonstrates and reviews compliance with B1.07.

B1.08 The program *must* be responsible for the selection of clinical sites to which the *PA trainee* will be assigned for *clinical experiences* to ensure that sites and *preceptors* meet program expectations for *learning outcomes* and performance evaluation measures.

**Provide narrative** describing how the program demonstrates and reviews compliance with B1.08.

B1.09 The program *must* assure that the volume and variety of clinical experiences provides for a *sufficient* number and distribution of appropriate experiences/cases for each *PA trainee* in the program to meet defined program expected *learning outcomes*.

**Provide the Clinical Experiences Excel Document** downloaded from the program management portal for **Appendix 8a**.

**Include** the program's *learning outcomes* for each *clinical experience* in the program curriculum. **Appendix 8b**.

**Provide narrative describing** how the program demonstrates and reviews compliance with B1.09.

**Include in the narrative**, how the program determines each PA trainee has met the program's *learning outcomes* for each *clinical experience*. (Provide blank copies of forms used by *preceptors* and/or *program faculty* to evaluate PA trainees during *clinical experiences* in **Appendix 8c**).

B1.10 The program *must* not require that *PA trainees* provide or solicit their own clinical sites or *preceptors* for program-required *clinical experiences*. The program *must* coordinate clinical sites and *preceptors* for program required experiences to meet expected *learning outcomes*.

ANNOTATION: Coordinating clinical practice experiences involves identifying, contacting and evaluating sites and *preceptors* for suitability as a required or elective clinical experience. The *PA trainee* may make suggestions to *program faculty* for sites and *preceptors* but are not required to do so. *PA trainee* suggested sites and *preceptors must* be reviewed, evaluated and approved for educational suitability by the program.

**Provide narrative** describing how the program demonstrates and reviews compliance with B1.10.

B1.11 The *curriculum must* include instruction to prepare the *PA trainee* to provide medical care to patients from diverse populations

**Include** *instructional objectives* related to standard B1.11 following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

- B1.12 The *curriculum must* include instruction that addresses disparities in the health status of people from diverse racial, ethnic, and cultural backgrounds.

**Include** *instructional objectives* related to standard B1.12 following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

- B1.13 The *curriculum must* include instruction on:  
a) principles of quality improvement and patient safety,

**Include** *instructional objectives* related to standard B1.13a following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

- b) patient-centered care,

**Include** *instructional objectives* related to standard B1.13b following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

- c) incorporating interprofessional teamwork into practice.

**Include** *instructional objectives* related to standard B1.13c following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

- B1.14 The *curriculum must* include instruction to prepare *PA trainees* to participate in the performance improvement method used by healthcare organizations to improve healthcare outcomes.

**Include** *instructional objectives* related to standard B1.14 following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

- B1.15 The program *curriculum must* include instruction in the principles and practice of medical ethics relevant to the discipline in which they are being trained.

**Include** *instructional objectives* related to standard B1.15 following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

- B1.16 The *curriculum must* include evolving biomedical and clinical sciences and the application of this knowledge to patient care.

**Include** *instructional objectives* related to standard B1.16 following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

B1.17 The program *curriculum must* include instruction to prepare *PA trainees* to search, interpret, and evaluate the medical literature within the program specialty/discipline, including its application to individualized patient care.

**Include** *instructional objectives* related to standard B1.17 following the instructions in **Appendix 9**. If these are addressed in several courses/documents, **create a composite** document including all the *instructional objectives*, listing in which courses they are addressed.

## SECTION C: EVALUATION

### INTRODUCTION

The program *must* have a robust and systematic process of ongoing self-assessment to review the quality and *effectiveness* of their educational practices, policies and outcomes. This process *should* be conducted within the context of the mission and *goals* of both the sponsoring institution and the program, using the *Accreditation Standards for Clinical Postgraduate PA Programs (Standards)* as the point of reference. A well-developed process occurs throughout the year and across all components of the program. It critically assesses all aspects of the program relating to sponsorship, resources, *PA trainees*, operational policies, and didactic and clinical *curriculum*. The process is used to identify strengths and areas in need of improvement and *should* lead to the development of plans for corrective intervention with subsequent evaluation of the effects of the interventions. The program's data collection and evaluation *must* be submitted using forms and processes developed by the ARC-PA. The data sources specified are considered minimums. Programs are encouraged to use additional data sources.

In responding to standards **C1.01- C1.05**, **Complete** the separate **Self-Study Report for Appendix 10**.

C1.01 The program *must* define its ongoing self-assessment process that is designed to document program *effectiveness* and foster program improvement. At a minimum, the process *must* address:

- a) administrative aspects of the program and institutional resources,
- b) *effectiveness* of the didactic curriculum,
- c) *effectiveness* of the clinical curriculum,
- d) preparation of trainees to achieve program defined *competencies*, and
- e) *sufficiency* and *effectiveness* of program *I* and *instructional faculty* and staff.

C1.02 The program *must* implement its ongoing self-assessment process by:

- a) conducting data collection,
- b) performing critical *analysis* of data leading to conclusions that identify:
  - i. program strengths,

- ii. program areas in need of improvement, and
- iii. action plans to address the areas in need of improvement.

C1.03 The program *must* prepare a self-study report as part of the application for accreditation that *accurately* and *succinctly* documents the process, application and results of ongoing program self-assessment. The report *must* follow the guidelines provided by the ARC-PA.

C1.04 (“C1.04” rescinded effective 10/2/21)

C1.05 (“C1.05” rescinded effective 10/2/21)

## C2 Clinical Site Evaluation

C2.01 The program *must* define, implement and maintain consistent and effective processes for the initial and ongoing evaluation of all sites and *preceptors* used for *PA trainees*’ clinical practice experiences.

ANNOTATION: An effective process or processes involves the program establishing criteria by which to initially evaluate new sites and *preceptors* as well as those that have an ongoing relationship with the program. The process(es) will focus on the established criteria and fit the individual program.

**Provide narrative** describing how the program demonstrates and reviews compliance with C2.01.

**Include** a blank copy(ies) of the form(s) used in this process in **Appendix 11**.

C2.02 The program *must* assure and document that each clinical site provides the *PA trainees* access to the physical facilities, patient populations, and clinical supervision necessary to fulfill the program’s *learning outcomes*.

ANNOTATION: Site evaluation involves *program faculty* monitoring the sites used for clinical experiences and modifying them as necessary to ensure the expected *learning outcomes* will be met by each *PA trainee* by program completion. It is expected that *program faculty* document that differences in clinical settings do not impede the overall accomplishment of expected *learning outcomes*. This *should* include ensuring that *preceptors* are providing adequate supervision of *PA trainees* including observation of procedures trainees are not credentialed to perform. As part of clinical supervision, *PA trainees must* receive mentoring and feedback.

**Provide narrative** describing how the program demonstrates and reviews compliance with C2.02.

## SECTION D: PA TRAINEE SERVICES

INTRODUCTION

*PA trainee should be provided with the same types of health and supportive guidance services offered to other health professional learners providing patient care. PA trainees own confidential health information must be protected so as not to cause a potential bias or conflict on the part of the supervisors who also serve as program faculty and evaluators. Guidance and counseling must be provided to all PA trainees, to assist in their understanding of program requirements and to assist in any academic concerns that may arise. The PA trainee must be identified as such so that patients and providers are clearly aware of their status in the provision of medical care.*

**D1 PA Trainee Health**

D1.01 Health screening and immunization of *PA trainees must:*

- a) be based on current Centers for Disease Control and Prevention recommendations for health professionals,
- b) be consistent with institutional policy, and
- c) not be conducted by *program faculty*.

**Provide narrative** describing how the program demonstrates and reviews compliance with D1.01a-c. **Provide a copy** of the program's health screening and immunization requirements for PA trainees in **Appendix 6**.

D1.02 *Program faculty must not participate as health care providers for PA trainees in the program, except in an emergency situation.*

**Provide narrative** describing how the program demonstrates and reviews compliance with D1.02.

D1.03 The program *must* inform *PA trainees* of and provide access to health care services *equivalent* to those that the sponsoring institution makes available to other health profession residents, trainees or employees.

**Provide narrative** describing how the program demonstrates and reviews compliance with D1.03.

D1.04 *Program faculty and administrative support staff must not have access to or review the confidential health records of PA trainees, except for immunization and tuberculosis screening results, which may be maintained and released with written permission from the PA trainee.*

**Provide narrative** describing how the program demonstrates and reviews compliance with D1.04.

**D2 PA Trainee Guidance**

D2.01 The program *must* assure that guidance is available to assist *PA trainees* in understanding and abiding by program policies and practices.

**Provide narrative** describing how the program demonstrates and reviews compliance with D2.01.

D2.02 The program *must* assure that *PA trainees* have *timely* access to *program faculty* for assistance and counseling regarding their academic concerns and academic progress.

**Provide narrative** describing how the program demonstrates and reviews compliance with D2.02.

D2.03 The program *must* support and facilitate *PA trainee* access to appropriate health and wellness resources whenever indicated.

**Provide narrative** describing how the program demonstrates and reviews compliance with D2.03.

### D3 PA Trainee Identification

D3.01 *PA trainees must* be clearly identified as such to distinguish them from physicians, medical residents, staff PAs, other health care professionals and students.

**DURING THE VISIT**, the site visit team will review evidence in support of the program's compliance with this standard.

## SECTION E: ACCREDITATION MAINTENANCE

### E1 Program and Sponsoring Institution Responsibilities

E1.01 In accordance with ARC-PA policy, failure of the institution to meet administrative requirements for maintaining accreditation will result in the program being placed on Administrative Probation and, if not corrected as directed by the ARC-PA, an accreditation action of Accreditation Withdrawn.

As the program director, I am aware of this responsibility. Enter initials

E1.02 The program *must* inform the ARC-PA within 30 days of the date of notification of any adverse accreditation action (probation, withdrawal of accreditation) received from The Joint Commission, the sponsoring institution's *recognized regional or specialized and professional accrediting agency* or any state or federal action.

As the program director, I am aware of this responsibility. Enter initials

E1.03 The program *must* agree to periodic comprehensive reviews that may include a site visit as determined by the ARC-PA.

As the program director, I am aware of this responsibility. Enter initials

E1.04 The program *must* submit surveys and reports as required by the ARC-PA.

As the program director, I am aware of this responsibility. Enter initials

E1.05 The program *must* inform the ARC-PA in writing of changes in the program director, medical director, or *program faculty* within 30 days of the date of the effective change.

As the program director, I am aware of this responsibility. Enter initials

E1.06 The program *must* inform the ARC-PA, using forms and processes developed by the ARC-PA, of a temporary vacancy of *program faculty* greater than 30 days. The notice *must* include the program's plan to accommodate the temporary absence.

As the program director, I am aware of this responsibility. Enter initials

E1.07 An interim program director (IPD) *should* meet the qualifications of the program director and the appointment *should* not exceed 12 months.

As the program director, I am aware of this responsibility. Enter initials

E1.08 The program *must* inform and/or receive approvals from the ARC-PA in writing, using forms and processes developed by the ARC-PA, no less than six months prior to implementation of proposed changes in the following:

- a) degrees or certificate granted at program completion,
- b) requirements for program completion,
- c) program length, and
- d) any increase above the approved *maximum entering class size*.

ANNOTATION: The *maximum entering class size* is approved by the ARC-PA upon review of the program by the commission or after approval of a change request for a class size increase. Any increase above the ARC-PA approved *maximum entering class size* for any reason requires program notification and approval from the ARC-PA.

- e) a substantive decrease in program support; program is expected to anticipate how reductions in support may occur; giving careful consideration to the impact such reductions may have on the responsibilities of program personnel, ongoing program activities and the educational experience for trainees.

ANNOTATION: A decrease in support for the program may refer to a decrease in allocated fiscal, human, academic or physical resources. Reviewing program budget numbers is only one way of determining a decrease in support. Support for vacant positions may be reduced or eliminated, leaving an open but unfunded and unfilled position within the program. Programs



may also find that space allocated to the program has been reduced. Federal, state or private grants or other funds awarded to the sponsoring institution or to outside agencies that supported individuals or program activities may not be renewed. Significant numbers of supervised clinical practice sites may decide to no longer accept trainees.

Programs are expected to consider the many ways in which their support may be reduced; giving careful consideration to the impact such reductions may have on the responsibilities of program personnel, ongoing program activities and the educational quality for the trainees.

As the program director, I am aware of this responsibility. Enter initials

- E1.09 The program *must* be responsible for notifying the ARC-PA when notice is received from their sponsoring institution of impending change in sponsorship.

As the program director, I am aware of this responsibility. Enter initials

- E1.10 The program *must* be responsible for notifying the ARC-PA when notice is received from their sponsoring institution of intent to close the *clinical postgraduate PA program* and the process it will use to assure *teaching out* of current *PA trainees*.

As the program director, I am aware of this responsibility. Enter initials

- E1.11 The *clinical postgraduate PA program* and the sponsoring institution *must* be responsible for accreditation fees payable to ARC-PA as described in the fee schedule.

As the program director, I am aware of this responsibility. Enter initials

**FINAL COMMENTS**

**Provide** any final comments here as they relate to the program's application, in relation to the *Standards*, that you believe the ARC-PA *should* know in reviewing your program.

**All accreditation applications *must* include the completed signed Statements and Signature page found at the bottom of this document.**

### Required Appendices for Clinical Postgraduate Continuing Accreditation Application

**NOTE:** The word **TEMPLATE** indicates the program is to complete an ARC-PA designed **TEMPLATE** as found in the application materials. For other required data and materials, the program is to include a program created document. Provide log-in information for any links that require passwords.

**Include** the following appendices with the application:

APPENDIX	CONTENT
Appendix 1 (Administration)	<p>a) Downloaded <b>Clinical Postgraduate Program Datasheet</b> from the program's ARC-PA program management portal per directions at <a href="http://www.arc-pa.org/portal/">http://www.arc-pa.org/portal/</a></p> <p>b) <b>Clinical Postgraduate Program Budget</b> as downloaded and saved in an Excel file per directions at <a href="http://www.arc-pa.org/portal/">http://www.arc-pa.org/portal/</a></p>
Appendix 2	Intentionally Blank
Appendix 3 (Program Personnel)	<p>a) <b>Postgraduate Personnel Responsibilities TEMPLATE</b></p> <p>b) <i>Written</i> job descriptions <b>AND</b> Curricula Vitae, using <b>ARC-PA CV TEMPLATE</b>, for:</p> <ul style="list-style-type: none"> <li>• Program director</li> <li>• Medical director</li> <li>• <i>Program faculty</i> (Job descriptions include duties and responsibilities specific to each program faculty member)</li> </ul>
Appendix 4	<p>a) Mission of the institution</p> <p>b) Mission of the program</p>
Appendix 5 (Admissions)	<p>a) Electronic copy of program's brochure, if program information is not <i>published</i> on the program website</p> <p>b) <b>Admission Policies and Procedure TEMPLATE</b></p> <p>c) Forms to be used to screen <i>PA trainee</i> applications or select candidates for class positions</p> <p>d) Blinded sample of correspondence provided to those accepted to the program including written conditions of appointment, whether provided to them electronically or by paper</p> <p>e) Blinded sample of correspondence provided to those accepted to the program listing conditions and benefits of appointment to include all areas of Standard A4.08, whether provided to them electronically or by paper. (If different from above).</p>
Appendix 6 (Policies)	Policies demonstrating compliance with A4.09a-o, A4.10a-f, A4.11a-b, A4.13, D1.01 as noted in the application
Appendix 7 (Curriculum)	<p>a) <b>Curriculum Sequence TEMPLATE</b></p> <p>b) <b>International Experiences TEMPLATE</b>, if applicable.</p> <p>c) The program <i>competencies</i> (medical knowledge, interpersonal, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities required for PA practice)</p>

APPENDIX	CONTENT
	<p>expected of the <i>PA trainee</i> at the completion of the clinical postgraduate program.</p>
<p>Appendix 8 (Clinical Experiences)</p>	<p>a) <b>Clinical Experiences Excel</b> document from the program's ARC-PA program management portal per directions at <a href="http://www.arc-pa.org/portal/">http://www.arc-pa.org/portal/</a></p> <p>b) Program <i>learning outcomes</i> for each <i>clinical experience</i> required for program completion. Create a composite document identifying each <i>clinical experience</i> in the program curriculum and listing the specific <i>learning outcomes</i> for each <i>clinical experience</i>.</p> <p>c) Blank copies of forms used by <i>preceptors</i> to evaluate PA trainees during <i>clinical experiences</i>.</p>
<p>Appendix 9 (Curriculum)</p>	<p><i>Instructional Objectives</i> as required in body of application supporting evidence of compliance.</p> <p>Create separately named documents or folders (clearly labeled by standard) including <u>only</u> the relevant (as related to the standard) <i>instructional objectives</i>, supporting compliance with the standard. These documents <i>must</i> be a composite of all relevant instructional objectives (whatever the source: course syllabi, individual lectures or other) <b>organized by and labeled with the standard</b> they address.</p> <p>Providing copies of program course syllabi in the application of record <b>does not</b> negate the need for programs to append evidence of compliance in appendices as required throughout the application.</p>
<p>Appendix 10 (Self-Study Report)</p>	<p>a) Self-Study Document using ARC-PA provided application and appendices</p> <p>b) SSR Document</p> <p>c) SSR Timeline</p> <p>d) Evaluation of Administrative Aspects of the Program and Institutional Resources (App 10A)</p> <p>e) Effectiveness of the Didactic Curriculum (App 10B)</p> <p>f) Effectiveness of the Clinical Curriculum (App 10C)</p> <p>g) Preparation of PA Trainees to Achieve Program Defined Competencies (App 10D)</p> <p>h) Sufficiency and Effectiveness of Program and Instructional Faculty and Administrative Support Staff (App 10E)</p>
<p>Appendix 11 (Clinical Site Evals)</p>	<p>Forms used to evaluate clinical sites and <i>preceptors</i> used for <i>clinical experiences</i> in relation to C2.01</p>
<p>Appendix 12</p>	<p>Copies of handbooks/manuals containing policies</p> <p>Providing copies of handbooks/manuals in the application of record does not negate the need for programs to <b>append evidence of compliance in appendices</b> as required throughout the application. The site visitors will NOT search this appendix for evidence of compliance.</p>

APPENDIX	CONTENT
	<p>The syllabi and manuals appended to the program's application may be used by the commission, as needed, as evidence of compliance with the <i>Standards</i>.</p>
<p>Appendix 13</p>	<p>Zip file containing syllabi used for <b>ALL</b> courses in the <i>curriculum</i> that <i>must</i> include at a minimum:</p> <ul style="list-style-type: none"> <li>• course name,</li> <li>• course description,</li> <li>• course goal/rationale,</li> <li>• outline of topics to be covered,</li> <li>• <i>learning outcomes and instructional objectives</i>,</li> <li>• faculty instructor of record if known,</li> <li>• methods of PA trainee assessment/evaluation, and</li> <li>• plan for grading.</li> </ul> <p>Providing copies of course syllabi in the application of record does not negate the need for programs to <b>append evidence of compliance in appendices</b> as required throughout the application. The site visitors will NOT search this appendix for evidence of compliance.</p> <p>The syllabi and manuals appended to the program's application may be used by the commission, as needed, as evidence of compliance with the <i>Standards</i>.</p>
<p>Use space below to attach other documents in subsequently numbered appendices as needed to support responses</p>	
<p>Enter text</p>	<p>Enter text</p>
<p>Enter text</p>	<p>Enter text</p>
<p>Enter text</p>	<p>Enter text</p>
<p>Enter text</p>	<p>Enter text</p>

<b>Statements and Signatures for Clinical Postgraduate Provisional Accreditation Application</b>
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Enter institution name and Enter program name (collectively, “the Program”); I hereby apply to the **Accreditation Review Commission on Education for the Physician Assistant (“ARC-PA”)** for accreditation of the Program as a Clinical Postgraduate Educational Program for the Physician Assistant in accordance with and subject to the procedures and regulations of the **ARC-PA**. On behalf of the Program, I have read and agree to the conditions set forth in the **ARC-PA’s** most current edition of the Clinical Postgraduate *Standards* and other materials describing accreditation and the accreditation process. I authorize the **ARC-PA** to make whatever inquiries and investigations it deems necessary to verify the contents of this application.

The Program understands that this application and any information or material received or generated by the **ARC-PA** in connection with the accreditation process will be kept confidential and will not be released unless the Program has authorized such release or such release is required by law. However, the fact that the Program is or is not, or has or has not been accredited is a matter of public record and may be disclosed. Finally, the **ARC-PA** may use information from this application for the purpose of statistical analysis and education, provided that the Program’s identification with that information has been deleted.

The Program hereby agrees to hold the **ARC-PA**, its officers, commissioners, employees, and agents harmless from any and all actions, suits, obligations, complaints, claims, or damages including, but not limited to, reasonable attorneys’ fees, arising out of any action or omission by any of them in connection with this application; the application process; the denial or withdrawal of the Program’s accreditation or eligibility for accreditation; or any other action by the **ARC-PA**.

Notwithstanding the above, *should* the Program file suit against the **ARC-PA**, the Program agrees that any such suit shall be brought in a federal or state court in Cook County, Illinois and shall be governed by, and construed under, the laws of the *United States* and the State of Illinois without regard to conflicts of law. The Program consents to the jurisdiction of such courts in Cook County and agrees that venue in such courts is proper. The Program further agrees that the **ARC-PA** shall be entitled to all costs, including reasonable attorneys’ fees, incurred in connection with the litigation.

**THE PROGRAM UNDERSTANDS THAT THE DECISION AS TO WHETHER IT QUALIFIES FOR ACCREDITATION AND ALL OTHER DECISIONS OF THE ARC-PA IN CONNECTION WITH THE ACCREDITATION PROCESS REST SOLELY AND EXCLUSIVELY WITH THE ARC-PA AND THAT THE DECISION OF THE ARC-PA IS FINAL.**

**I HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF THE PROGRAM.**

The signatures of the chief administrative officer and Program Director attest to the completeness and accuracy of the information provided in this application and supporting materials.

The signatures also acknowledge that the program may not exceed the maximum numbers of PA trainees as identified in this application.

**ON BEHALF OF THE PROGRAM, I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND I INTEND FOR THE PROGRAM TO BE LEGALLY BOUND BY THEM.**

I understand and agree that the Program will be subject to an adverse accreditation action which could include denial of accreditation or withdrawal of accreditation, and that future eligibility for accreditation may be denied in the event that any of the statements or answers made in this submitted response are false or in the event that the Program violates any of the policies governing accredited programs.

**Chief Administrative Officer** of Program's Sponsoring Institution:  
*As listed in the Program Management Portal*

Enter name

Enter date

*The name that appears here is deemed an electronic signature.*

**Program Director:**

Enter name

Enter date

*The name that appears here is deemed an electronic signature.*

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SAMPLE SEPT. 2022

### On-Site Material List for Provisional Accreditation Validation Visits

The supplemental materials required for the site visit team must be available to the site visitors at least seven calendar days prior to the visit. While not all materials listed will necessarily be reviewed by site visitors, the following materials **must** be available for review during the site visit. Site visitors may not need to review all these materials and may request additional materials/documents **during the visit**.

1. **An electronic copy of the complete application submitted by the program 12 weeks prior to the site visit must be readily available for site visitors at the time of the site visit. The onsite copy must be IDENTICAL to the electronically submitted application of record, with no changes or edits.**
2. *Copies of each document that support the program's compliance with the Standards must be readily available for site visitors at the time of the site visit and as requested by the commission.*
3. *Complete web addresses for web pages designed in support of compliance with the Standards must be readily available for site visitors at the time of the site visit and as requested by the commission.*
4. *Copies of ALL signed agreements with other entities providing didactic or clinical experiences must be readily available for site visitors at the time of the site visit and as requested by the commission.*
5. *Source documents for data summaries and analysis within application and appendices must be readily available for site visitors at the time of the site visit and as requested by the commission.*
6. *Data and activities presented in ARC-PA TEMPLATES and program-designed graphic presentations must be verifiable. Documents and materials in support of entries must be available for review during the site visit and as requested by the commission.*

- 1) Program promotional materials and catalogs, access to the program's web site
- 2) Minutes from program committee meetings to include faculty, *curriculum*, self-assessment/planning, etc.
- 3) Completed affiliation agreements with other institutions involved in the program
- 4) List of required texts/resources for *PA trainees*
- 5) Line item operational program budget
- 6) *PA trainee* handbooks/manuals containing policies
- 7) *Written* policies re: *program faculty* and *PA trainee* grievance and appeals process
- 8) Completed *PA trainee* contracts / appointment letters
- 9) *PA trainee* records maintained by program
- 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
- 11) Current CV for each course director
- 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.
- 13) *PA trainee* evaluation instruments (*written* exams, OSCEs, patient logs, *preceptor* completed performance evaluations etc.) used to evaluate *PA trainee* progress throughout the program
- 14) Tabulated composite data from trainee evaluation of courses and instructors.

- 15) List of *preceptors* their specialties, and their practice sites who regularly and currently provide *PA trainee* supervision on *clinical experiences*
- 16) Assignment schedule for current *PA trainees* completing clinical experiences
- 17) Individual *PA trainee* documentation of clinical experiences completed
- 18) Completed graduate *trainee* evaluations of *curriculum* and program effectiveness
- 19) Completed *preceptor* evaluations of *PA trainee* performance and suggestions for *curriculum* improvement

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<b>Glossary</b>
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**NOTE:** Where terms are not defined, their definitions are at the discretion of the ARC-PA.

TERM	DEFINITION
<b>ABMS</b>	American Board of Medical Specialties
<b>Accurately</b>	Free from error
<b>Administrative support (staff)</b>	Those individuals providing administrative, secretarial or clerical help to the program. Administrative support staff does not include other staff working in or with the program who are assigned a traditional faculty role or those who function to provide technical assistance for instructional technology or data analysis.
<b>Advanced placement</b>	A waiver of required coursework/clinical experiences included in the curriculum for applicants to the program and/or a waiver of required coursework included in the curriculum for currently enrolled PA trainees in the program which results in the PA trainee advancing in the curriculum without completing required curriculum components at the sponsoring institution.
<b>Analysis</b>	Study of compiled or tabulated data interpreting cause and effect relationships and trends, with the subsequent understanding and conclusions used to validate current practices or make changes as needed for program improvement.
<b>Annotation(s)</b>	Annotations are paragraphs that clarify the operational meaning of the standards to which they refer. Considered an integral component of the standards to which they refer, they may be changed over time to reflect current educational or clinical practices.
<b>AOA</b>	American Osteopathic Association
<b>Clinical postgraduate PA program</b>	Clinical postgraduate PA programs are formal educational programs in a medical or surgical specialty that offer structured curricula, including didactic and clinical components, to educate graduate PAs who are NCCPA-eligible or who holds current NCCPA certification and current state licensure (unless exempted by federal or state law)/ Programs typically involve full time study of 12-24 months duration.
<b>Clinical experiences</b>	Supervised clinical practice experiences involving direct patient care provided by a PA trainee. At the discretion of the program or sponsoring institution, this term may be recognized as rotations or clerkships.
<b>Comparable</b>	Similar but not necessarily identical.
<b>Competencies</b>	The knowledge; interpersonal, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities required for PA practice specific to the specialty of the program.
<b>Curriculum</b>	A planned educational experience. This definition encompasses a breadth of educational experiences, from one or more sessions on a specific subject, to a clinical experience, to the entire educational program.
<b>Deceleration</b>	The loss of a PA trainee from the entering cohort, who remains matriculated in the program.

TERM	DEFINITION
<b>Didactic course</b>	Organized instructional content on a specific topic or general content area provided in a defined and pre-established format over an extended period of time, such as a series of lectures seminars or workshops.
<b>Equivalent</b>	Resulting in the same outcome or end result.
<b>Formative evaluation</b>	Intermediate or continuous evaluation that may include feedback to help in achieving goals.
<b>Goals</b>	The end toward which effort is directed.
<b>Health record(s)</b>	The primary legal record documenting the health care services provided to a person in any aspect of the healthcare system. (This term includes routine clinical or office records, records of care in any health-related setting, preventive care, lifestyle evaluation, research protocols, and various clinical databases.) The ARC-PA does not consider needle stick/sharp reports, results of drug screening, or criminal background checks a part of the health record.
<b>Instructional faculty</b>	Individuals providing didactic or clinical supervision during the program, regardless of length of time of instruction or professional background of the instructor. This includes but is not limited to physicians, physician assistants, nurse practitioners and other members of the health care team.
<b>Instructional objectives</b>	Statements that describe observable actions or behaviors the PA trainee will be able to demonstrate after completing a unit of instruction.
<b>Learning outcomes</b>	The knowledge, interpersonal, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities that have been attained at the completion of a curricular component or supervised clinical experience.
<b>Maximum class size</b>	Maximum potential number of PA trainees enrolled for each admission cycle.
<b>Moonlighting</b>	Professional and patient care activities that are external to the educational program.
<b>Must</b>	A term used to designate requirements that are compelled or mandatory. "Must" indicates an absolute requirement.
<b>NCCPA</b>	National Commission on Certification of Physician Assistants
<b>PA trainee(s)</b>	Graduate PA who is NCCPA-eligible or who holds current NCCPA certification and current state licensure (unless exempted by federal or state law) and is enrolled in a clinical postgraduate PA program. At their discretion the program or sponsoring institution may recognize this trainee under the title of resident or fellow.
<b>Preceptor</b>	A licensed and appropriately credentialed physician (MD or DO) or other licensed medical professional serving to supervise the patient care activities of the PA trainee, which can include didactic and clinical instruction.
<b>Program faculty</b>	Health care professionals assigned to work with the clinical postgraduate PA program as a major component of their work assignment. This includes the program director and medical director at a minimum.
<b>Prospective PA trainees</b>	Any individuals who have requested information about the program or submitted information to the program.
<b>Published</b>	Presented in written or electronic (Web) format.
<b>Readily available</b>	Made accessible to others in a <i>timely</i> fashion via defined program or institution procedures.
<b>Recognized regional or specialized and professional accrediting agencies</b>	Accreditation Association for Ambulatory Health Care (AAAHC) American Osteopathic Association (AOA) Commission on Accreditation of Rehabilitative Facilities (CARF)

TERM	DEFINITION
	The Joint Commission (formerly the Joint Commission on Accreditation of Healthcare Organizations) Liaison Committee on Medical Education (LCME) Middle States Association of Colleges and Schools New England Association of Schools and Colleges North Central Association of Colleges and Schools Northwest Association of Schools and Colleges Southern Association of Colleges and Schools Western Association of Schools and Colleges
<b>Remediation</b>	The program's defined process for addressing deficiencies in a PA trainee's knowledge and skills, such that the correction of these deficiencies is measurable and can be documented.
<b>Should</b>	The term used to designate requirements that are so important that their absence must be justified. (The onus of this justification rests with the program; it is the program's responsibility to provide a detailed justification why it is not able to comply with any standards including the term should.)
<b>Sufficient</b>	Enough to meet the needs of a situation or proposed end.
<b>Syllabus</b>	A written document that includes the content name, description, goals; outline of topics to be covered; expected learning outcomes; method(s) of PA trainee assessment/evaluation; and plan for determining successful completion of expected competencies.
<b>Teaching Out</b>	Allowing PA trainees already in the program to complete their education or assisting them in enrolling in an ARC-PA accredited post graduate program, if one exists, in which they may continue their education.
<b>Technical standards</b>	Non-academic requirements for participation in an educational program or activity. They include physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the curriculum. and for entry into the profession.
<b>Timely</b>	Without undue delay; as soon as feasible after giving considered deliberation.
<b>Written</b>	On paper or available in electronic format.
<b>United States</b>	The fifty States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, the Virgin Islands, American Samoa, Wake Island, the Midway Islands, Kingman Reef and Johnston Island.  A program may satisfy the requirement of <i>supervised clinical practice experiences</i> through medical facilities located in the <i>United States</i> and through a limited number of medical facilities that are accredited by the United States Joint Commission and operated by the American government under a signed Status of Forces Agreement with the host nation.

## Saving and Submission of Postgraduate Provisional Accreditation Application and Appendices

After you have completed the application and each appendix, use the “Save” or “Save As” command under the File menu. The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program’s name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

The application must include all appendices as required and be completed according to 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
- Requirement for application resubmission
- Placement of the program on administrative probation
- Reconsideration of the program’s current accreditation status

Determination of the appropriate action(s) is solely at the discretion of the ARC-PA and is not subject to appeal.

The program must submit an electronic copy of the application to include:

- Complete application and all appendices.
- Completed institutional signature page. (Electronically signed is acceptable.)

The program will submit the application electronically. The ARC-PA will contact the program approximately one month prior to the due date of the application with instructions on how to submit.

Contact the ARC-PA offices at [accreditationservices@arc-pa.org](mailto:accreditationservices@arc-pa.org) if unclear about the directions.

Place the following program-created documents for **Appendix 1** in this folder:

- a) Downloaded **Clinical Postgraduate Program Datasheet** from the program's ARC-PA program management portal per directions at <http://www.arc-pa.org/portal/>
- b) **Clinical Postgraduate Program Budget** as downloaded and saved in an Excel file per directions at <http://www.arc-pa.org/portal/>

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

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Please leave **Appendix 2** intentionally blank.

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Place the following documents for **Appendix 3** in this folder:

- a) **Postgraduate Personnel Responsibilities TEMPLATE**
- b) *Written* job descriptions **AND** Curricula Vitae, using **ARC-PA CV TEMPLATE**, for:
  - Program director
  - Medical director
  - *Program faculty* (Job descriptions include duties and responsibilities specific to each program faculty member)

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

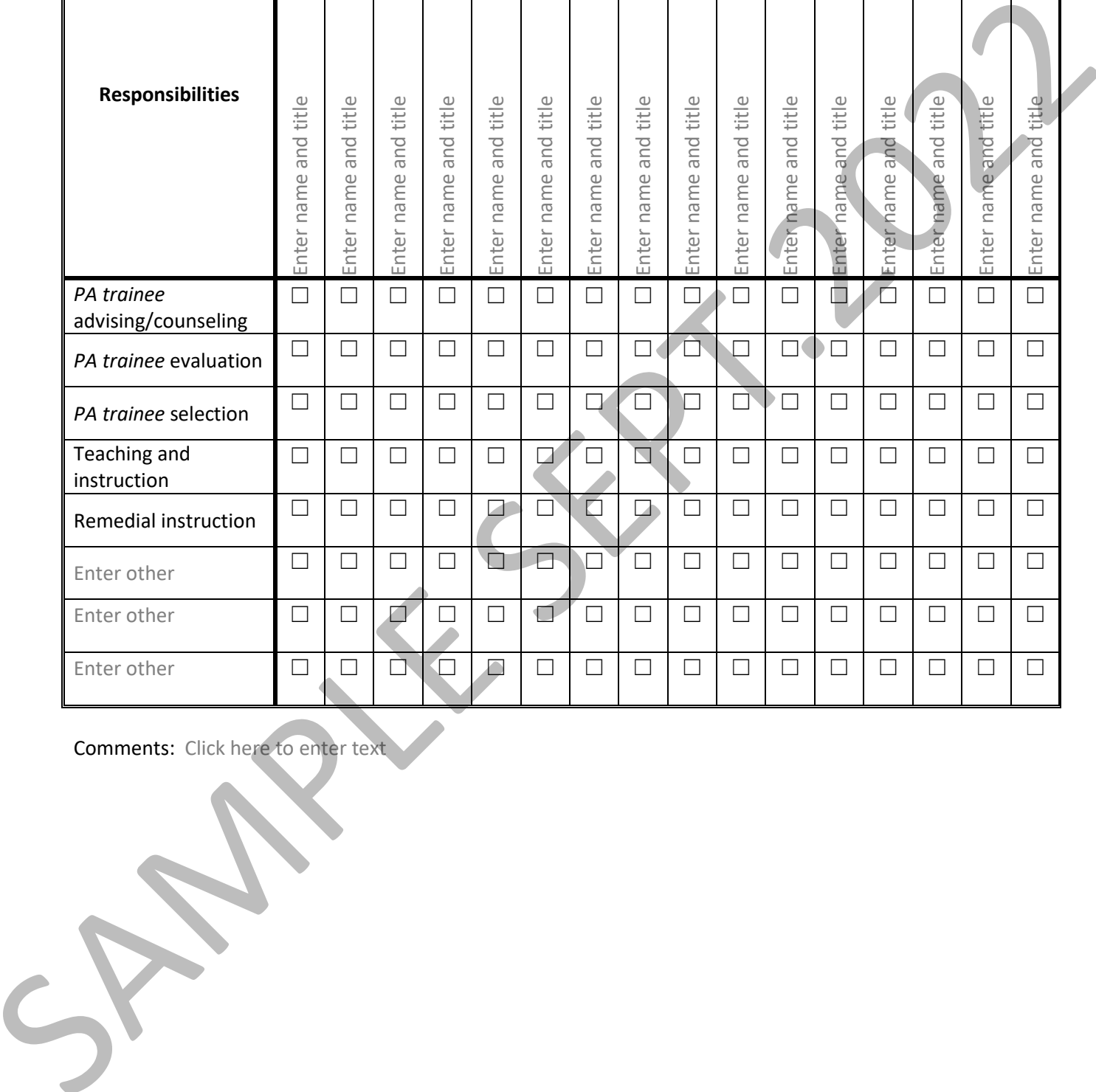
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Responsibilities	Individual Name and Title (use abbreviations)														
	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title	Enter name and title
<i>PA trainee advising/counseling</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>PA trainee evaluation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>PA trainee selection</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching and instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remedial instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: [Click here to enter text](#)





**Graduate Medical Education / Postgraduate Clinical PA Program Education** (include all physician or physician assistant residencies and fellowships) Please list from most recent to earliest.

Institution	Specialty	Credential/Degree Earned	Year Awarded
Institution	Specialty	Credential earned	Year
Institution	Specialty	Credential earned	Year
Institution	Specialty	Credential earned	Year
Institution	Specialty	Credential earned	Year
Institution	Specialty	Credential earned	Year
Institution	Specialty	Credential earned	Year
Institution	Specialty	Credential earned	Year
Institution	Specialty	Credential earned	Year

<b>Academic Appointments</b> - List the past five positions, beginning with current position.		
Start Date	End Date	Institution Name and Description of Position(s)
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description

<b>Non-Academic Positions</b> - List the past five positions, beginning with current position		
Start Date	End Date	Institution Name and Description of Position(s)
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description
Date	Date	Institution Name and Description

Certifying Body (abbreviation acceptable)	Initial Certification Year	Next Re-Certification Year
Certifying body	Year	Year
Certifying body	Year	Year
Certifying body	Year	Year
Certifying body	Year	Year
Certifying body	Year	Year

<b>Licensure Information</b>		
Title	State	Date of Expiration
Title	State	Date

Licensure Information		
Title	State	Date of Expiration
Title	State	Date
Title	State	Date
Title	State	Date
Title	State	Date

**Other:** [Click here to enter text](#)

SAMPLE SEPT. 2022

Place the following documents for **Appendix 4** in this folder:

- a) Mission of the institution
- b) Mission of the program

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

SAMPLE SEPT 2022

Place the following documents for **Appendix 5** in this folder:

- a) Electronic copy of program's brochure, if program information is not *published* on program website
- b) **Admission Policies and Procedure TEMPLATE**
- c) Forms to be used to screen *PA trainee* applications or select candidates for class positions
- d) Blinded sample of correspondence provided to those accepted to the program including written conditions of appointment, whether provided to them electronically or by paper
- e) Blinded sample of correspondence provided to those accepted to the program listing conditions and benefits of appointment to include all areas of Standard A4.08, whether provided to them electronically or by paper. (If different from above).

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

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The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

**Appendix 5 for Clinical Postgraduate Continuing Accreditation Application**  
**Admission Policies and Procedures TEMPLATE**

**Complete** the following:

Which of the following admission screening measures are utilized by the program:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> application                          | <input type="checkbox"/> standardized exams<br>(i.e., GRE) | <input type="checkbox"/> community service                         |
| <input type="checkbox"/> personal statement                   | <input type="checkbox"/> reference letters/forms           | <input type="checkbox"/> PANCE exam                                |
| <input type="checkbox"/> essays submitted with<br>application | <input type="checkbox"/> GPA                               | <input type="checkbox"/> personal interviews                       |
| <input type="checkbox"/> review of transcripts                | <input type="checkbox"/> healthcare experience             | <input type="checkbox"/> narrative writing at<br>time of interview |
| <input type="checkbox"/> Enter other                          | <input type="checkbox"/> Enter other                       | <input type="checkbox"/> Enter other                               |

**Complete** the following regarding how individuals participate in the selection process.

Individual	Application Screening	Interviewing	Final selection decision
Program Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Program faculty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Didactic instructors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinical preceptors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current PA Trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alumni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community organizations representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PA employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community PAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community MDs/DOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program admission staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Institutional representatives: (specify below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter institutional reps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter institutional reps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Click here to enter text

Place the following program-created document for **Appendix 6** in this folder:

Policies demonstrating compliance with A4.09a-o, A4.10a-g, A4.11a-b, A4.13, D1.01 as noted in the application

The program is NOT to include an entire manual/handbook in response to a standard about specific policy content, but only the appropriate page(s) labeled with the standard for which the page provides evidence.

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

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The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

SAMPLE SEPT 2022



Place the following documents for **Appendix 7** in this folder:

- a) **Curriculum Sequence TEMPLATE**
- b) **International Experiences TEMPLATE**, if applicable.
- c) The program *competencies* (The medical knowledge, interpersonal, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities required for PA practice) expected of the *PA trainee* at the completion of the clinical postgraduate program.

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

**Appendix 7** for Clinical Postgraduate Continuing Accreditation Application

Curriculum Sequence **TEMPLATE**

**Complete** Part A and Part B

**PART A**

Present a schematic representation of the program components and their sequences in the horizontal spaces as appropriate using the template below.

- L** Lectures, seminars
- C** Case conferences/grand rounds
- R** Clinical experiences (rotations)
- V** Vacation/Time off

**Note:** Begin the table in the top row with the month your program begins. Be sure to add the month abbreviation. Place the curriculum categories that occur in the boxes for the months and years of the program. (See sample below).

<b>SAMPLE Curriculum (program begins in July)</b>												
YR	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>1</b>	<i>L</i>	<i>L</i>	<i>L</i>	<i>L</i>	<i>C</i>	<i>C</i>	<i>C,R</i>	<i>L,C,R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>
<b>2</b>	<i>R</i>	<i>V</i>	<i>C,R</i>	<i>L,C,E</i>	<i>C,R</i>	<i>R</i>	<i>R</i>					
<b>3</b>												

<b>YOUR PROGRAM'S CURRICULUM</b>												
YR	Mth	Mth	Mth	Mth	Mth	Mth	Mth	Mth	Mth	Mth	Mth	Mth
<b>1</b>	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
<b>2</b>	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
<b>3</b>	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter

Comments: [Click here to enter text](#)



**Appendix 7** for Clinical Postgraduate Continuing Accreditation Application

**International Experiences TEMPLATE**

**Complete** all questions below:

Are international experiences offered for *required* didactic or clinical experiences?

Select Yes or No

**Explain** as needed:

Click here to enter text

Are international experiences offered for *elective* didactic or clinical experiences?

Select Yes or No

**Explain** as needed:

Click here to enter text

Do you have program-established as well as PA *trainee*-established international experiences?

Select Yes or No

**Explain:**

Click here to enter text

Are international experiences offered to all PA *trainees* enrolled in the program?

Select Yes or No

**Explain** as needed:

Click here to enter text

Do you have affiliation agreements for international experiences offered?

Select Yes or No

**Explain** as needed:

Click here to enter text

Does your program advertise the experiences offered outside the *United States*?

Select Yes or No

**IF YES**, does the information address travel, housing and other expenses?

Select Yes or No

**Explain** as needed:

Click here to enter text

Is the PA *trainee* responsible for any of the above costs?

Select Yes or No

**Explain:**

Click here to enter text

Describe how *PA trainee competencies/course objectives* are developed for the international experiences.

Click here to enter text

Describe how *PA trainees* are oriented to the role of the PA/mid-level practitioner in the international experience country.

Click here to enter text

Describe how the program evaluates international clinical sites and assures that the sites provide the *PA trainee* access to physical facilities, patient populations and supervision necessary to fulfill the program's expectations of the clinical experience.

Click here to enter text

Describe how the *PA trainee's* performance is assessed during international experiences.

Click here to enter text

Describe how *PA trainees* are covered for liability/malpractice issues on international experiences.

Click here to enter text

Describe measures taken to assure *PA trainee* safety during international experiences.

Click here to enter text

Additional Comments:

Click here to enter text

Place the following documents for **Appendix 8** in this folder:

- a) **Clinical Experiences Excel document** from the program's ARC-PA program management portal per directions at <http://www.arc-pa.org/portal/>
- b) Program *learning outcomes* for each *clinical experience* required for program completion. Create a composite document identifying each *clinical experience* in the program curriculum and listing the specific *learning outcomes* for each *clinical experience*.
- c) Blank copies of forms used by *preceptors* to evaluate students during *clinical experiences*.

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

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The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

Place the following documents for **Appendix 9** in this folder:

*Instructional Objectives* as required in body of application supporting evidence of compliance.

Create separately named documents or folders (clearly labeled by standard) including only the relevant (as related to the standard) *instructional objectives*, supporting compliance with the standard. These documents *must* be a composite of all relevant instructional objectives (whatever the source: course syllabi, individual lectures or other) **organized by and labeled with the standard** they address.

Providing copies of program course syllabi in the application of record **does not** negate the need for programs to append evidence of compliance in appendices as required throughout the application.

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

Place the following documents in **Appendix 10**:

- a) SSR Document
- b) SSR Timeline
- c) Evaluation of Administrative Aspects of the Program and Institutional Resources (App 10A)
- d) Effectiveness of the Didactic Curriculum (App 10B)
- e) Effectiveness of the Clinical Curriculum (App 10C)
- f) Preparation of PA Trainees to Achieve Program Defined Competencies (App 10D)
- g) Sufficiency and Effectiveness of Program and Instructional Faculty and Administrative Support Staff (App 10E)

The SSR and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 10B Eff of Didactic Curriculum ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the Appendix 10 folder.



## SSR Appendix 10 Timeline

### Timeline for Data Gathering and Analysis TEMPLATE

To support the process described in response to C1.01 and the process described within each of the self-study report (SSR) appendices.

**Complete the** table below representing the program’s self-assessment process. The table must include the timing of data collection and *analysis* (for example: ““annually in August”, etc.). The timing of data collection and *analysis* may be listed separately if appropriate. For example, “Data collected March – April. Analysis annually in May.” Indicate who (job title, committee name etc.) is responsible for the study of the data.

Save this document in a folder labeled **App10**. Include an abbreviation of the program’s name at the end of the document name. For example, App 10 SSR Timeline UABC. **Important Note – Abbreviate as necessary; the title of any document or folder in the application may not exceed 30 characters, including spaces.**

Relevant Appendix	Data Source(s) Collected	Timing of Data Collection	Responsible Party(ies)	Timing of Data Analysis	Responsible Party(ies)
Appendix 10A  Program Administrative Aspects of the Program and Institutional Resources	<i>Sufficiency of institutional resources of the program, assessed by program faculty, PA trainees and alumni for:</i>				
	Human Resources	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Fiscal Resources	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Technology Resources	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Physical Resources	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Clinical Sites	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Safety and Security	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text

	Faculty or leadership development programs relevant to role in the program	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Sufficiency of institutional resources for the <i>PA trainees</i> assessed by <i>program faculty, PA trainees</i> and alumni for:				
	Employment Benefits	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Health care/Wellness services	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Other data sources: Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text

Relevant Appendix	Data Source(s) Collected	Timing of Data Collection	Responsible Party(ies)	Timing of Data Analysis	Responsible Party(ies)
Appendix 10B Effectiveness of the Didactic Curriculum	<i>PA Trainee</i> evaluation of didactic curriculum	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>PA Trainee</i> evaluation of instructional faculty of the didactic curriculum	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>Program Faculty</i> evaluation of the didactic curriculum	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Other data sources: Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
Relevant Appendix	Data Source(s) Collected	Timing of Data Collection	Responsible Party(ies)	Timing of Data Analysis	Responsible Party(ies)

<p>Appendix 10C</p> <p>Effectiveness of the Clinical Curriculum</p>	<i>PA Trainee</i> evaluation of clinical experience	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>PA Trainee</i> evaluation of instructional faculty (preceptors) of the clinical curriculum	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>Program Faculty</i> evaluation of the clinical curriculum	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Case log and patient experience data	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Other data sources: Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text

Relevant Appendix	Data Source(s) Collected	Timing of Data Collection	Responsible Party(ies)	Timing of Data Analysis	Responsible Party(ies)
<p>Appendix 10D</p> <p>Preparation of <i>PA Trainees</i> to Achieve Program defined <i>Competencies</i></p>	Milestone assessments by the program	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Program Completion Rates	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Program Satisfaction Rates	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Graduate and employer feedback on how well the program prepared them for entry into the profession related to the specialty for program.	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text

	Employee Retention Rates	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Job Placement Rates	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	Other data sources: Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text

Relevant Appendix	Data Source(s) Collected	Timing of Data Collection	Responsible Party(ies)	Timing of Data Analysis	Responsible Party(ies)
Appendix 10E  Sufficiency and Effectiveness of Program Faculty	<i>Sufficiency of program faculty</i>	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>Effectiveness of program faculty</i>	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>Effectiveness Program Director and Medical Director</i>	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
Sufficiency and Effectiveness of Instructional Faculty (preceptors)	<i>Sufficiency of instructional faculty (preceptors)</i>	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>Effectiveness of instructional faculty (preceptors)</i>	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>PA Trainees evaluation of instructional faculty (preceptors)</i>	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
Sufficiency and Effectiveness of Administrative Support Staff	<i>Sufficiency of staff</i>	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<i>Effectiveness of staff</i>	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
	<b>Other data sources:</b> Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text

Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text	Click here to enter text

Comments: Click here to enter text

SAMPLE SEPT. 2022



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

## SELF-STUDY REPORT<sup>©</sup>

For Clinical Postgraduate Continuing Accreditation Visit

To be submitted with application in Appendix 10

November 2022

The Self-Study Report (SSR) must be submitted according to the directions at the end of the application.

### THE SELF-ASSESSMENT PROCESS AND REPORT

This application requires the completion of templates and narrative questions related to the ongoing self-assessment process which constitute the content of the Self-Study Report (**SSR, Appendix 10**).

#### DATA

In addition to the data required in the SSR, the program may provide additional data but only enough to support pertinent conclusions in the *analysis*. All source data should be available to the site visitors.

When incorporating relevant data from other areas (e.g., focus groups) append aggregate summary of the data being referenced. Follow the instructions for naming and saving the document in the appropriate folder.

When incorporating relevant data from other appendices, e.g., *PA trainees* feedback, provide specific reference to the other appendices.

When qualitative data is cited (e.g. comments from a survey), append a summary of the data and explain the method for analyzing it, e.g. number or percent of comments and/or trends over time. Report response rates.

Where data collection tools employ scales, state the scale used and provide definitions for each of the available scores. Report response rates.

Where called for, explicitly state benchmarks and explain the rationale for choosing that particular level of benchmark.

In general, use terminology from the *Standards*, upon which the SSR requirements are based, referring to the Glossary as needed.

#### ANALYSIS

It is important that the program pay close attention to the ARC-PA's definition of analysis as noted in the Glossary of the *Standards*: Study of compiled or tabulated data interpreting correlations and trends, with the subsequent understanding and conclusions used to validate current practices or make changes as needed for program improvement.

## THE FOUR KEY ELEMENTS OF ANALYSIS

1. The first element is the regular and ongoing collection of data. For ease of use and interpretation, the collected quantitative and qualitative data must be clearly displayed in tables and charts.
2. The second element is the *analysis* of data. This includes discussing and interpreting the correlations and trends relating the data to the expectations or issues of the program. This is to be demonstrated by succinctly written narratives that highlight the correlations or relationships and trends.
3. The third element is the application of results and the development of conclusions based on study of the data. These must be succinctly stated, showing the link between analysis and conclusions. This includes the identification of strengths of the program, opportunities for the program, and threats facing the program as well as program goals.
4. The fourth element is the development of program actions to advance program goals. Program actions, too, must be succinctly stated and should logically result from the conclusions drawn from critical analysis of data.

### ARC-PA EXPECTATIONS

Programs are asked to “**Provide Narrative** about the *analysis* based on data collected and displayed.” The ARC-PA expects that the program will use the data it has collected and placed in the tables and templates (as provided by the ARC-PA or as provided by the program), to discuss and interpret the correlations and trends relating the data to the expectations or identified issues or concerns of the program. It expects the program to **apply** the results and draw conclusions based on and related to the data and relationships of the data to the program expectations, issues or concerns. This includes the identification of strengths of the program (outcomes of *analysis* described in the SSR that indicate the program is meeting or exceeding its benchmarks or *goals*) as well as opportunities for the program and threats facing the program.

The ARC-PA expects that the program will present the strengths of the program, opportunities for the program, and threats facing the program based on the conclusions it has drawn, and then identify program *goals*. It expects these to be supported by the program’s *analysis* of data.

In general, programs are expected to explicitly state the links between the data, *analysis*, conclusions (strengths of the programs, opportunities for the program, and threats facing the program), and program *goals* and advancing the *goals* in the narratives.

### TECHNICAL DIRECTIONS FOR COMPLETING THE SELF-STUDY REPORT (SSR)

**This SSR and its appendices were developed for use with Word 2010 or later for PC.** As some features of the documents are NOT compatible with Word for Mac, the use of a Mac for completion is NOT recommended.

The SSR and appendices require programs to complete tables, provide narratives and mark text boxes. To complete the tables, left click inside the cells and type the required information. To provide narratives, left click inside the narrative boxes and begin typing. Although the fields may appear small, they will expand to allow as much text as needed. If the text extends beyond the page, the document will automatically repaginate. **DO NOT** insert tables or graphs into the boxes or fields. To mark a check box, left click inside the box.

**Note** that words appearing in *italics* are defined in the glossary of the Accreditation *Standards*. The glossary can be found at the end of the application.

The **Provide Narrative** sections are to be answered with brief and succinct answers.

The SSR and appendices are “protected.” You will be unable to insert or delete pages or modify anything that is not inside a text or form field. **DO NOT** attempt to unprotect the document. If you unprotect the document, there is a strong possibility that all entered data will be lost.

After you have completed the SSR and each appendix, use the “Save” or “Save As” command under the File menu. The SSR and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program’s name at the end of the document name. For example: App10C ClinCurric Program Name. **Important Note – Abbreviate as necessary; the title of any document or folder in the application may not exceed 30 characters, including spaces.** The SSR and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format. The document must be saved in the **Appendix 10** folder.

If you have any difficulties or questions, contact the ARC-PA offices at [accreditationservices@arc-pa.org](mailto:accreditationservices@arc-pa.org).

#### **NOTE ABOUT APPENDICES TO THE APPLICATION**

Throughout this document, references are made to required content and data for required appendices to the SSR. In some cases, the content is to be provided by completion of ARC-PA developed **TEMPLATES**. In other cases, the program is given the latitude of displaying the data in a graphic display it designs. The program must respond to all required narratives in the appendices.

#### **THE PORTAL**

The ARC-PA will review the program’s Program Management Portal data in conjunction with its review of the application. The program is expected to have all data, in all tabs and sub tabs, accurate and up to date.

**APPLICATION OF RECORD:** The application submitted by the program to the ARC- PA office is considered 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 have been instructed **not** to accept any new or revised application materials from the program at the time of the visit. **If**, during the process of the visit, the site visitors suggest additional information or materials be submitted to the ARC-PA office, these materials are to be sent with the program’s response to observations.





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

## SELF-STUDY REPORT<sup>®</sup>

For Continuing Accreditation Visit

Insert program name and location (city, state):

Click here to enter text.

### STANDARDS SECTION C: EVALUATION

#### C1 Ongoing Program Self-Assessment

**C1.01** The program *must* define its ongoing self-assessment process that is designed to document program *effectiveness* and foster program improvement. At a minimum, the process must address:

- administrative aspects of the program and institutional resources,
- effectiveness* of the didactic curriculum,
- effectiveness* of the clinical curriculum,
- preparation of trainees to achieve program defined *competencies*, and
- sufficiency and effectiveness of *program* and *instructional faculty* and *administrative support staff*.

**Provide a narrative overview** describing the program's established, formal, continuous self-assessment process utilized throughout the academic year and in all phases of the program (C1.01 a-e).

The process described should be consistent with the

- data sources and timing of data collection and analysis listed in the **Timeline for Data Gathering and Analysis TEMPLATE Appendix 10**.
- narrative addressing the program's process of data collection and *analysis* provided in each of the **Appendices 10A through 10E**.

**The program may reference information provided in Appendices 10A through 10E** addressing the program's process of data collection and *analysis* but should not repeat the narrative here.

Click here to enter text.

**Complete ARC-PA Timeline for Data Gathering and Analysis TEMPLATE** for placement in **Appendix 10**. (To support the process described in response to C1.01 above)

**C1.02:** The program *must* implement its ongoing self-assessment process by:

- a) conducting data collection,
- b) performing critical *analysis* of data, and
- c) applying the results leading to conclusions that identify:
  - i. program strengths,
  - ii. program areas in need of improvement, and
  - iii. action plans.

**Described** in response to C1.01 a- and verified by review of the submitted self-study report and discussion with site visitors at the time of the site visit.

## Self-Study Report

**C1.03:** The program *must* prepare a self-study report as part of the application for accreditation that accurately and succinctly documents the process, application and results of ongoing program self-assessment. The report *must* follow the guidelines provided by the ARC-PA.

**Complete** ARC-PA PA Trainee Attrition TEMPLATE.

**Complete** the table for the three most recent graduating classes and the classes currently enrolled. This data will be used in the *analysis* documented in several appendices of the self-study report. Use the **Comment** section to explain program nuances.

**Note:** PA trainees who *remediated* represent PA trainees who did not leave the program. They are not to be included in this attrition table as a separate category. *Remediation* may or may not involve *deceleration* within the program. If PA trainees who *remediated* also *decelerated*, they may be listed as a *decelerated* PA trainee. *Remediation* of PA trainees is addressed elsewhere in the application.

- Class of: insert year class cohort will complete the program.
- Entering class size is the number of PA trainees newly enrolled for each admission cycle.
- If the PA trainee took leave of absence, indicate in the comments when/if the PA trainee returned.
- *Deceleration* is defined as the loss of a PA trainee from the entering cohort, who remains matriculated in the *clinical postgraduate PA program*. If a PA trainee *decelerated*, indicate in the comments when the PA trainee returned.
- Total attrition in this table reflects the number of PA trainees from the entering class who did not complete the program with the rest of the cohort, either due to leave of absence, *deceleration*, dismissal or withdrawal. Do not list any one PA trainee in more than one category. For example, if a PA trainee took a leave of absence and *decelerated*, select the option that best describes that PA trainee's situation. Use comments for description if necessary.
- Number joining class cohort who began with a different cohort reflects those who began with a previous cohort and either *decelerated* or took a leave of absence and returned to join a different class.
- Graduates or anticipated graduates are the total of the entering class size minus attrition plus the number joining from another cohort.

## ARC-PA PA trainee Attrition TEMPLATE

	Graduated Classes			Current Classes		
	Class of Year	Class of Year	Class of Year	Class of Year	Class of Year	Class of Year
<b>Maximum entering class size</b> (as approved by ARC-PA)	#	#	#	#	#	#
Entering class size	#	#	#	#	#	#
Number who took leave of absence	#	#	#	#	#	#
Number of withdrawals	#	#	#	#	#	#
Number of dismissals	#	#	#	#	#	#
Total attrition	#	#	#	#	#	#
Graduates	#	#	#	#	#	#
Anticipated graduates	#	#	#	#	#	#

Comments:

**Appendix 10A: Program Administrative Aspects of the Program and Institutional Resources**

This appendix requires the program to submit data and *analysis* to assess the *sufficiency* and *effectiveness* of administrative aspects of the program and institutional resources

Provide a tabular or graphic display of data with narrative as requested for **Appendix 10A.**

**Appendix 10B: Effectiveness of the Didactic Curriculum**

This appendix requires the program to submit data and *analysis* related to *PA trainees* and *Program Faculty* evaluation of the didactic curriculum and instructional faculty for the didactic curriculum and PA trainee attrition and *remediation* in the didactic curriculum.

Provide a tabular or graphic display of data with narrative as requested for **Appendix 10B.**

**Appendix 10C: Effectiveness of the Clinical Curriculum**

This appendix requires the program to submit data and analysis related to *PA trainees* and *Program Faculty* evaluation of *clinical experiences* and *preceptors*, case logs and clinical experiences, and *PA trainee* attrition and *remediation* in *clinical experiences*.

Provide a tabular or graphic display of data with narrative as requested for **Appendix 10C.**

**Appendix 10D: Preparation of PA trainee to Achieve Program Defined Competencies**

This appendix requires the program to submit data and *analysis* related to *PA trainee* attrition, milestone based performance assessments, *PA trainee* exit/graduate feedback, employer feedback, and faculty evaluation of the curriculum to assess its ability to prepare *PA trainees* to achieve program defined *competencies*.

Provide a tabular or graphic display of data with narrative as requested for **Appendix 10D.**

**Appendix 10E: Sufficiency and Effectiveness of Program and Instructional Faculty and Administrative Support Staff**

This appendix requires the program to submit data and analysis related to *sufficiency* and *effectiveness* of *program faculty*, instructional faculty (preceptors) and *administrative support staff* and faculty and staff changes.

Provide a tabular or graphic display of data with narrative as requested for **Appendix 10E.**

<b>Required Appendices for Self-Study Report for Continuing Visit Application</b>
---

The appendix is to be saved with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App10 SSR ABC Univ. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

Templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

**Include** the following appendices with the Self-Study Report:

APPENDIX	CONTENT
Appendix 10 Timeline	Timeline for Data Gathering and Analysis <b>TEMPLATE</b>
Appendix 10A	Administrative Aspects of the Program and Institutional Resources
Appendix 10B	Effectiveness of the Didactic Curriculum
Appendix 10C	Effectiveness of the Clinical Curriculum
Appendix 10D	Preparation of <i>PA Trainees</i> to Achieve Program Defined <i>Competencies</i>
Appendix 10E	Sufficiency and Effectiveness of <i>Program Faculty, Instructional faculty</i> (preceptors) and <i>Administrative Support Staff</i>

### Saving and Submission of Self-Study Report with Appendices

The program must save the SSR and each lettered appendix with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name.

For example: App 10 Timeline UABC **DO NOT save the documents as a PDF.**

**Important Note – Abbreviate as necessary; the title of any document or folder in the application may not exceed 30 characters, including spaces.**

The SSR must be submitted according to the directions at the end of this document and in the application.

SAMPLE SEPT. 2022

## SSR Appendix 10A

### Evaluation of Administrative Aspects of the Program and Institutional Resources

This appendix requires the program to submit data and *analysis* to assess the *sufficiency* and effectiveness of administrative aspects of the program and institutional resources.

**Narrative addressing** the program's approach to data collection and *analysis* should correlate with the program's narrative provided for C1.01.

#### DATA

**1. Describe** how the program collects data (both quantitative and qualitative) regarding the *sufficiency* and effectiveness of institutional resources (human, fiscal, technology, physical, clinical sites, safety and security, trainees' employment benefits, wellness services, leadership development):

Click here to enter text.

**Provide** tabular or graphic displays of data collected by the program (both quantitative and qualitative) assessing institutional resources over the past **three years**. This data should indicate the *sufficiency* and effectiveness of institutional resources provided to the program.

When creating your data display(s) data must (at a minimum) support pertinent conclusions documented in the *analysis* narrative below and as related to the A section of the *Standards*:

- Institutional resources in support of the program
  - Human Resources
  - Fiscal Resources
  - Technology Resources
  - Physical Resources
  - Clinical Sites
  - Safety and security
  - Support for faculty leadership development
- Institutional Resources for the PA trainees
  - Employment Benefits
  - Health care/Wellness services

When creating your data display(s) please keep in mind:

- Quantitative data must be reported in aggregate and displayed in tables or graphs that directly support the *analysis* (do not append raw data).
- Qualitative data themes used in the *analysis* must be reported and summarized in the narrative or displayed in a table that directly supports the relevant *analysis* (do not append raw data).
- Data is to be presented in a way that allows for appreciation of trends over time.
- Programs may reference data and or *analysis* in other parts of the SSR. Reference to data must be specific including the file name.

**Save** the documents in a folder labeled **App10A**. Name the files consistent with the narrative and include an abbreviation of the program's name at the end of the document name.

For example, App 10A AdminAspects UABC or App 10A InstitutResource UABC.

**Important Note – Abbreviate as necessary; the title of any document or folder in the application may not exceed 30 characters, including spaces.**

**ANALYSIS AND CONCLUSIONS**

**In relation to the data identified in this appendix, address the following:**

**Provide Narrative** detailing the *analysis* conducted of the quantitative and qualitative data collected, including the benchmarks used, as it relates to *sufficiency* and effectiveness administrative aspects of the program and institutional resources:

Click here to enter text.

**Strengths:** Based on the data collection and *analysis* provided, identify the strengths of the program, as it relates to administrative aspects of the program and institutional resources.

Strengths
Click here to enter text
Click here to enter text
Click here to enter text
Click here to enter text
Click here to enter text

Comments: Click here to enter text



**Opportunities:** Based on the data collection and *analysis* provided, identify the opportunities of the program, as it relates to administrative aspects of the program and institutional resources.

Opportunities
Click here to enter text
Click here to enter text
Click here to enter text
Click here to enter text
Click here to enter text

Comments: Click here to enter text

**Threats:** Based on the data collection and *analysis* provided, identify the threats of the program, as it relates to administrative aspects of the program and institutional resources.

Threats
Click here to enter text
Click here to enter text
Click here to enter text
Click here to enter text
Click here to enter text

Comments: Click here to enter text

**Goals:** Based on the data collection and data *analysis*, identify the *goals* related to administrative aspects of the program and institutional resources. (Maximum 3 goals).

Goals
Click here to enter text
Click here to enter text
Click here to enter text

**Advancing the Goals:** Describe the current resources, process, activities, and/or policies with timeline and personnel responsible for advancing each *goal*.

Click here to enter text.

#### **ACTIONS**

Describe the actions that the program will take over the next (timeframe 7 years) to achieve each *goal*.

Click here to enter text.

SAMPLE SEPT. 2022

## SSR Appendix 10B

### Effectiveness of the Didactic Curriculum

This appendix requires the program to submit data and *analysis* related to effectiveness of the didactic curriculum to include *PA trainee* evaluation of didactic curriculum and *instructional faculty*, and *program faculty* evaluation of didactic curriculum.

\*For this appendix the program will reference **PA Trainee Attrition** data provided in **Appendix 10, SSR**.

**Narrative addressing** the program's approach to data collection and *analysis* should correlate with the program's narrative provided for C1.01.

#### DATA

##### **1. PA Trainee Evaluation Data:**

**Provide** a tabular or graphic display of *PA trainee* didactic curriculum evaluation data collected by the program (both qualitative and quantitative) for the three most recent graduating classes as well as the classes currently enrolled.

**Provide** a tabular or graphic display of *PA trainee* evaluation data collected by the program (both qualitative and quantitative) for each *instructional faculty* in the didactic curriculum for the three most recent graduating classes as well as the classes currently enrolled.

This data must indicate the *PA trainees'* perceptions about the effectiveness of the didactic curriculum, and *instructional faculty* for each didactic component. Data must be provided for every didactic component **and** every didactic instructor as distinct, separate data.

##### **2. Program Faculty Evaluation Data:**

**Provide** a tabular or graphic display of *Program Faculty* didactic curriculum evaluation data collected by the program (both qualitative and quantitative) for the three most recent graduating classes as well as the classes currently enrolled.

This data must indicate the *Program Faculty* perceptions about the effectiveness of the didactic curriculum. Data must be provided for every didactic component.

When creating your data display(s) please keep in mind:

- Didactic component must be listed by name
- Summary data must be included for **all** didactic components
- Faculty must not be identified by name but must be identified by terms found in the glossary (PD, MD, PF, IF) along with an anonymous identifier (e.g.: PF-1, PF-2, IF-1, IF-2).
- Quantitative data must be reported in aggregate and displayed in tables or graphs that directly support the *analysis*. (Do not provide raw data).
- Qualitative data theme summaries must be reported in aggregate and displayed in a table(s) that directly supports the relevant *analysis* (do not append raw data).
- Data must be presented in a way that allows comparison across components for faculty who may have taught multiple courses and allows appreciation of trends over time.

**Save** the documents in a folder labeled **App10B**. Name the files consistent with the narrative and include an abbreviation of the program’s name at the end of the document name. For example, App 10B StudCourseEval UABC or App 10B StudInstructEval UABC.

**Important Note – Abbreviate as necessary; the title of any document or folder in the application may not exceed 30 characters, including spaces.**

**PA TRAINEE REMEDIATION**

*Remediation* is defined by the ARC-PA as *the program defined and applied process for addressing deficiencies in a trainee’s knowledge and skills, such that the correction of these deficiencies is measurable and can be documented.*

**Provide Narrative** describing, in summary, aspects of the program *remediated* or repeated. Include outcomes in aggregate (e.g., progress in the program,).

Click here to enter text.

**ANALYSIS AND CONCLUSIONS**

**Provide** Narrative detailing the *analysis* conducted of the quantitative and qualitative data collected, including the benchmarks used, as it relates to the effectiveness of the didactic curriculum:

Click here to enter text

**Strengths:** Based on the data collection and *analysis* provided, identify the strengths of the program, as it relates to the effectiveness of the didactic curriculum.

Strengths
Click here to enter text
Click here to enter text
Click here to enter text
Click here to enter text
Click here to enter text

Comments: Click here to enter text

**Opportunities:** Based on the data collection and *analysis* provided, identify the opportunities of the program, as it relates to the effectiveness of the didactic curriculum.

Opportunities
Click here to enter text
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Click here to enter text
Click here to enter text

Comments: Click here to enter text

**Threats:** Based on the data collection and *analysis* provided, identify the threats of the program, as it relates to the effectiveness of the didactic curriculum.

Threats
Click here to enter text
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Click here to enter text
Click here to enter text

Comments: Click here to enter text

**Goals:** Based on the data collection and data *analysis*, identify the *goals* related to the effectiveness of the didactic curriculum. (Maximum 3 goals).

Goals
Click here to enter text
Click here to enter text
Click here to enter text

**Advancing the Goals:** Describe the current resources, process, activities, and/or policies to include the timeline and personnel responsible for advancing each *goal*.

[Click here to enter text](#)

### **ACTIONS**

Describe the actions that the program will take over the next (timeframe 7 years) to achieve each *goal*.

[Click here to enter text](#)

SAMPLE SEPT. 2022

## SSR Appendix 10C

### Effectiveness of the Clinical Curriculum

This appendix requires the program to submit data and analysis related to *effectiveness* of the clinical curriculum to include *PA trainee* evaluation of *clinical experiences* and *preceptors*, *program faculty* evaluation of clinical experiences, case log and patient experience data, and *PA trainee* attrition\* and *remediation* in *clinical experiences*.

\*For this appendix the program will reference *PA Trainee* Attrition data provided in Appendix 10, SSR.

**Narrative addressing** the program's approach to data collection and *analysis* should correlate with the program's narrative provided for C1.01.

#### DATA

**1. PA Trainee Evaluation Data: Provide** a tabular or graphic display of *PA trainee* clinical experience evaluation data collected by the program (both quantitative and qualitative), aggregating and displaying data by medical discipline of the *clinical experience* **for the three most recent graduating classes as well as the classes currently enrolled.**

**Provide** a tabular or graphic display of *PA trainee instructional faculty (preceptors)* evaluation data collected by the program (both quantitative and qualitative), aggregating and displaying data by medical discipline of the *preceptor*, for the **three most recent graduating classes** as well as the classes currently enrolled.

This data must indicate the *PA trainees'* perceptions about the effectiveness of the *clinical experiences* **and** *preceptors*. Data must be provided for every *clinical experience* by type (medical discipline). Provide data for *clinical experience* **and** *preceptors* as aggregate per type of *clinical experience* (by medical discipline). Identify data for any individual *clinical experiences* or *preceptor* who fell below the program benchmark as distinct data. Data must be clearly labeled to identify the *clinical experience* data **separate from** *preceptor* data.

**2. Program Faculty Evaluation Data: Provide** a tabular or graphic display of the clinical curriculum evaluation data collected by the program (both quantitative and qualitative), aggregating and displaying data by medical discipline of the *clinical experiences* **for the three most recent graduating classes as well as the classes currently enrolled.**

**3. Case Log and Patient Experience Data: Provide** a tabular or graphic display of the case log and patient experience data collected by the program (both quantitative and qualitative), aggregating and displaying data by medical discipline of the *clinical experiences* **for the three most recent graduating classes as well as the classes currently enrolled.**

When creating your data display(s) please keep in mind:

- *Clinical Experience* must be listed by type (medical discipline)
- Data must be included for all *clinical experience*
- *Preceptor* data must be aggregated by medical specialty/discipline

- If reported, individual *preceptors* must not be identified by name but must be identified with an anonymous identifier
- Quantitative data must be reported in aggregate and displayed in tables or graphs that directly support the *analysis*. (Do not provide raw data).
- Qualitative data theme summaries must be reported in aggregate and displayed in a table(s) that directly supports the relevant *analysis* (do not append raw data).
- Data must be presented in a way that allows comparison among *clinical experiences* evaluations and allows appreciation of trends over time.

**Save** the documents in a folder labeled **App10C**. Name the files consistent with the narrative and include an abbreviation of the program’s name at the end of the document name. For example, App 10C TrainRotEval UABC or App 10C TrainPreceptEval UABC.

**Important Note – Abbreviate as necessary; the title of any document or folder in the application may not exceed 30 characters, including spaces.**

**PA TRAINEE REMEDIATION**

*Remediation* is defined by the ARC-PA as *the program defined and applied process for addressing deficiencies in a trainee’s knowledge and skills, such that the correction of these deficiencies is measurable and can be documented.*

**Provide Narrative** describing, in summary, aspects of the program *remediated* or repeated. Include outcomes in aggregate (e.g., progress in the program,).

Click here to enter text.

**ANALYSIS AND CONCLUSIONS**

**In relation to the data identified in this appendix, address the following:**

**Provide Narrative** detailing the *analysis* conducted of the quantitative and qualitative data collected, including the benchmarks used, as it relates to the *effectiveness* of the clinical curriculum:

Click here to enter text.

**Strengths:** Based on the data collection and *analysis* provided, identify the strengths of the program, as it relates to the *effectiveness* of the clinical curriculum.

Strengths
Click here to enter text.
Click here to enter text.
Click here to enter text.



Click here to enter text.
Click here to enter text.

Comments: Click here to enter text.

**Opportunities:** Based on the data collection and *analysis* provided, identify the opportunities of the program, as it relates to the *effectiveness* of the clinical curriculum.

Opportunities
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Comments: Click here to enter text.

**Threats:** Based on the data collection and *analysis* provided, identify the threats of the program, as it relates to the *effectiveness* of the clinical curriculum.

Threats
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Comments: [Click here to enter text.](#)

**Goals:** Based on the data collection and data *analysis*, identify the *goals* related to the *effectiveness* of the clinical curriculum. (Maximum 3 goals).

Goals
<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>

**Advancing the Goals:** Describe the current resources, process, activities, and/or policies, to include timeline and personnel responsible for advancing each *goal*.

[Click here to enter text.](#)

**ACTIONS**

Describe the actions that the program will take over the next (timeframe 7 years) to achieve each *goal*.

[Click here to enter text.](#)

SAMPLE SEPT 2022

## SSR Appendix 10D

### Preparation of PA Trainees to Achieve Program Defined Competencies

This appendix requires the program to submit data and *analysis* related to milestones assessments, program completion rates, program satisfaction rates, graduate and employer feedback to assess its ability to prepare *PA trainees* to achieve the program's defined *competencies*\*\*.

\*While the commission recognizes programs may assess *PA trainee competencies* with additional data (for example, summative evaluations) and analysis, the self-study report will focus on the areas listed above.

**Narrative addressing the program's approach to data collection and analysis should correlate with the program's narrative provided for C1.01.**

#### DATA

##### **1. Milestones Assessments and Program Completion and Satisfaction Rates:**

**Describe** how the program collects data (both quantitative and qualitative) related to milestones assessments and program completion and satisfaction rates to assess its ability to prepare students to achieve the program's defined *competencies*.

Provide data for the [three most recent graduating classes](#). List cohort classes by the year the class completed the program. List areas evaluated by the program in the left column. If qualitative data is collected, it must be reported and summarized in the narrative or displayed in an appended document.

Click here to enter text.

##### **2. Graduate Feedback:**

Use the **ARC-PA Exiting PA Trainees/Graduate Feedback TEMPLATE** below to provide composite data from recent graduates about their perception of how well the program prepared them for the specialty practice and suggestions they may have for program improvement.

Provide data for the [three most recent graduating classes](#). List cohort classes by the year the class completed the program. List areas evaluated by the program in the left column. If qualitative data is collected, it must be reported and summarized in the narrative or displayed in an appended document

Click here to enter text.

##### **3. Employer Feedback:**

Use the **ARC-PA Employer Feedback TEMPLATE** below to provide composite data from employers of graduates about their perception of how well the program prepared them for entry into the profession and suggestions they may have for program improvement.

**Describe** how the program collects data (both quantitative and qualitative) related to employer feedback to assess its ability to prepare *PA trainees* to achieve the program's defined *competencies*:

Click here to enter text.

Provide data for the [three most recent graduating classes](#). List cohort classes by the year the class completed the program. List areas evaluated by the program in the left column. If qualitative data is collected, it must be reported and summarized in the narrative or displayed in an appended document

Click here to enter text.

**4. Employee Retention Rates:** Use the **ARC-PA Employer Feedback TEMPLATE** below to provide composite data from employers of graduates employee retention rates, complaints from employers of graduates and the general public and suggestions they may have for program improvement.

Click here to enter text.

**5. Job Placement Rates:** Use the **ARC-PA Employer Feedback TEMPLATE** below to provide composite data of job placements rates of graduates and suggestions they may have for program improvement.

Click here to enter text.

**ARC-PA Graduate Feedback TEMPLATE**

Area Evaluated	Class of Year	Class of Year	Class of Year
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score

Comments: Click here to enter text.

**ARC-PA Employer Feedback TEMPLATE**

Area Evaluated	Class of Year	Class of Year	Class of Year
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score

Area Evaluated	Class of Year	Class of Year	Class of Year
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score

#### ARC-PA Employee Retention Feedback TEMPLATE

Area Evaluated	Class of Year	Class of Year	Class of Year
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score

#### ARC-PA Job Placement Feedback TEMPLATE

Area Evaluated	Class of Year	Class of Year	Class of Year
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score
Click here to enter text.	Score	Score	Score

When creating your data display(s) please keep in mind:

- If reported, individual *PA trainees* or faculty must not be identified by name but must be identified with an anonymous identifier
- Quantitative data must be reported in aggregate and displayed in tables or graphs that directly support the *analysis*. (Do not provide raw data).  
Qualitative data theme summaries must be reported in aggregate and displayed in a table(s) that directly supports the relevant *analysis* (do not append raw data).

**Save** the documents in a folder labeled **App10D**. Name the files consistent with the narrative and include an abbreviation of the program's name at the end of the document name.

For example, App 10D1 SummPerf UABC, App 10D2 GradEval UABC and App 10D3 FacEval UABC.

**Important Note – Abbreviate as necessary; the title of any document or folder in the application may not exceed 30 characters, including spaces.**

The program provided its *competencies* in **Appendix 7**.

#### ANALYSIS AND CONCLUSIONS

**Provide Narrative** detailing the *analysis* conducted of the quantitative and qualitative data collected, including the benchmarks used, as it relates to milestones assessments, program completion rates, graduate and employer feedback to assess its ability to prepare students to achieve the program's defined *competencies*:

Click here to enter text.

**Strengths:** Based on the data collection and *analysis* provided, identify the strengths of the program, as it relates to the preparation of students to achieve the program's defined *competencies*.

Strengths
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Comments: Click here to enter text.

**Opportunities:** Based on the data collection and *analysis* provided, identify the opportunities of the program, as it relates to the preparation of students to achieve the program's defined *competencies*.

Opportunities
Click here to enter text.
Click here to enter text.
Click here to enter text.

Click here to enter text.
Click here to enter text.

Comments: Click here to enter text.

**Threats:** Based on the data collection and *analysis* provided, identify the threats of the program, as it relates to the preparation of students to achieve the program's defined *competencies*.

Threats
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Comments: Click here to enter text.

**Goals:** Based on the data collection and data *analysis*, identify the goals related to the preparation of students to achieve the program's defined *competencies*.  
(Maximum 3 goals).

Goals
Click here to enter text.
Click here to enter text.
Click here to enter text.

**Advancing the Goals:** Describe the current resources, process, activities, and/or policies to include timeline and personnel responsible for advancing each *goal*.

Comments: Click here to enter text.

ACTIONS

Describe the actions that the program will take over the next (timeframe 7 years) to achieve each *goal*.

Comments: [Click here](#) to enter text.

SAMPLE SEPT. 2022



## Appendix 10E

### Sufficiency and Effectiveness of Program and Instructional Faculty and Administrative Support Staff

This appendix requires the program to submit data and *analysis* related to *sufficiency* and effectiveness of *program faculty, instructional faculty and administrative support staff*.

**Narrative addressing** the program's approach to data collection and *analysis* should correlate with the program's narrative provided for C1.01.

#### DATA

**1. Program Faculty Data: Provide** a tabular or graphic display of data collected by the program (both quantitative and qualitative) to determine *sufficiency* and effectiveness of current *program faculty and for the previous three academic years*.

**2. Program Director and Medical Director Data: Provide** a tabular or graphic display of data collected by the program (both quantitative and qualitative) to determine effectiveness of the Program Director and Medical Director *for the previous three academic years as well as currently*.

**3. Instructional Faculty (preceptors) Data: Provide** a tabular or graphic display of data collected by the program (both quantitative and qualitative) to determine *sufficiency* and effectiveness of *program faculty for the previous three academic years as well as currently*.

**4. Administrative Support Staff Data: Provide** a tabular or graphic display of data collected by the program (both quantitative and qualitative) to determine *sufficiency and effectiveness of administrative support staff for the previous three academic years as well as currently*.

When creating your data display(s) please keep in mind:

- Quantitative data must be reported in aggregate and displayed in tables or graphs that directly support the *analysis*. (Do not provide raw data).
- Qualitative data theme summaries must be reported in aggregate and displayed in a table(s) that directly supports the relevant *analysis* (do not append raw data).
- Data should be presented in a way that allows comparison across cohorts and appreciation of trends over time.

**Save** the documents in a folder labeled **App10E**. Name the files consistent with the narrative and include an abbreviation of the program's name at the end of the document name.

For example, App 10E FacEffect UABC or App 10E StaffSuff UABC.

**Important Note – Abbreviate as necessary; the title of any document or folder in the application may not exceed 30 characters, including spaces.**

**Complete** ARC-PA Faculty and Staff Changes **TEMPLATE** with included narrative below.

List all **current program faculty and administrative support staff** and those who were employed by the program **over the previous three years**. (For example, if you are completing this application in AY2022 (fall 2021-spring/summer 2022), begin the list as of AY 2019 (fall 2018 – spring/summer 2019).

Indicate *program faculty and administrative support staff changes* over the past four academic years.

If all positions have been filled by the same individuals for the past four academic years, enter THERE HAVE BEEN NO CHANGES in the Comment section at the end of the table and fill in the table with all the current *program faculty and administrative support staff*.

If there has been more than one change to any position, for example, if the person holding the program director position has changed more than once in the past three-year period, add another such position in the lower part of the table where you may enter additional faculty.

**ARC-PA Faculty and Staff Changes TEMPLATE**

Position	% FTE	Person in position	Date hired (mm/yyyy)	Date left position/program (mm/yyyy)	Reason for the Change (Reason left the program or were hired or N/A)
<b>Faculty</b>					
Current program director	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Program director	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Current medical director	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Medical director	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Program faculty	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Program faculty	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Program faculty	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Program faculty	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
<b>Program Staff</b>					
Click here to enter text	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Click here to enter text	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Click here to enter text	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text
Click here to enter text	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text

Position	% FTE	Person in position	Date hired (mm/yyyy)	Date left position/program (mm/yyyy)	Reason for the Change (Reason left the program or were hired or N/A)
Click here to enter text	xx.xx	Click here to enter text	mm/yyyy	mm/yyyy	Click here to enter text

Comment: Click here to enter text.

**ANALYSIS AND CONCLUSIONS**

**In relation to the data identified in this appendix,** *sufficiency* and effectiveness of *program faculty*, effectiveness of program director and medical director, *sufficiency* and effectiveness of *instructional faculty*, *sufficiency* and effectiveness of *administrative support staff*:

**Provide Narrative** detailing the *analysis* conducted of the quantitative and qualitative data collected, including the benchmarks used, as related to *sufficiency* and effectiveness of *program faculty*, *instructional faculty*, *administrative support staff* and the effectiveness of *program director* and *medical director*.

Click here to enter text.

**Strengths:** Based on the data collection and *analysis* provided, identify the strengths of the program, as it relates to administrative aspects of the program and institutional resources.

Strengths
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Comments: Click here to enter text.

**Opportunities:** Based on the data collection and *analysis* provided, identify the opportunities of the program, as it relates to administrative aspects of the program and institutional resources.

Opportunities

Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Comments: Click here to enter text.

**Threats:** Based on the data collection and *analysis* provided, identify the threats of the program, as it relates to administrative aspects of the program and institutional resources.

Threats
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

Comments: Click here to enter text.

**Goals:** Based on the data collection and data *analysis*, identify the *goals* related to administrative aspects of the program and institutional resources. (Maximum 3 *goals*).

Goals
Click here to enter text.
Click here to enter text.
Click here to enter text.

**Advancing the Goals:** Describe the current resources, process, activities, and/or policies with timeline and personnel responsible for advancing each *goal*.

Comments: [Click here to enter text.](#)

### ACTIONS

Describe the actions that the program will take over the next (timeframe 7 years) to achieve each *goal*.

Comments: [Click here to enter text.](#)

SAMPLE SEPT. 2022

Place the following program-created documents for **Appendix 11** in this folder:

Forms used to evaluate clinical sites and preceptors used for clinical experiences in relation to C2.01

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

SAMPLE SEPT. 2022

Place the following program-created document for **Appendix 12** in this folder:

Copies of handbooks/manuals containing policies

Providing copies of handbooks/manuals in the application of record does not negate the need for programs to **append evidence of compliance in appendices** as required throughout the application. The site visitors will NOT search this appendix for evidence of compliance.

The syllabi and manuals appended to the program's application may be used by the commission, as needed, as evidence of compliance with the *Standards*.

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.

Place the following program-created document for **Appendix 13** in this folder:

Zip file containing syllabi used for **ALL** courses in the *curriculum* that *must* include at a minimum:

- course name,
- course description,
- course goal/rationale,
- outline of topics to be covered,
- *learning outcomes*,
- faculty instructor of record if known,
- methods of PA trainee assessment/evaluation, and
- plan for grading.

Providing copies of course syllabi in the application of record does not negate the need for programs to **append evidence of compliance in appendices** as required throughout the application. The site visitors will NOT search this appendix for evidence of compliance.

The syllabi and manuals appended to the program's application may be used by the commission, as needed, as evidence of compliance with the *Standards*.

The application and each appendix are to be saved with the same name it was given by the ARC-PA, with the inclusion of an abbreviation of the program's name at the end of the document name. For example: App 1b Postgrad Budget ABC or App 3a PG Pers Resp ABC. **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces.**

The application and templates provided by the ARC-PA are to be saved in the format in which they were created. **DO NOT SAVE AS PDF.** Program-generated documents can be saved in any format.

The document must be saved in the appropriate folder. For example: App 1b Postgrad Budget ABC is to be saved in the Appendix 1 folder.