



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

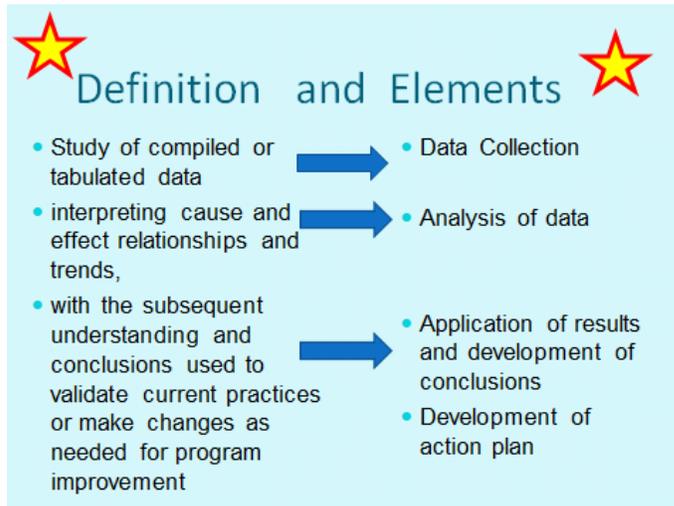
Data Analysis and the Self-Study Report
May 2015

4 Elements of Analysis

- 1 Data Collection
- 2 Analysis of data
- 3 Application of Results and development of conclusions
- 4 Development of action plan

Analysis	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.
Succinctly	Marked by compact, precise expression without wasted words.

The ARC-PA's definition of analysis involves the four important elements of analysis.



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 data must be clearly displayed in tables and charts.
- 2) The second element is the analysis of data. This includes discussing and interpreting the cause and effect relationships and trends relating the data to the expectations or issues of the program. This is to be demonstrated by succinctly written narratives which highlight the cause and effects relationships and trends.
- 3) The third element is application of results and the development of conclusions based on the study and discussion of the data. These must be succinctly stated.
- 4) The fourth element is the development of an action plan to operationalize the conclusions. Actions plans, too, must be succinctly stated.

ARC-PA EXPECTATIONS

Programs are asked to “**Provide Narrative** about the **analysis** (interpretations and conclusions) 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, if so asked), to discuss and interpret the cause and effect relationships and trends relating the data to the expectations or identified issues or concerns of the program. It expects the program to draw conclusions based on and related to the data and relationships of the data to the program expectations, issues or concerns.

Programs are also asked to “**Provide Narrative** detailing the **actions** (modifications or non-modifications) taken based on the analysis.” The ARC-PA expects that the program will present the modifications or non-modifications it has chosen to make based on the conclusions it has drawn, as conveyed in the earlier question. It expects these to be supported by the program’s analysis of data

RESPONSIBILITY

It is the program’s responsibility to demonstrate compliance with the *Standards*. Programs are expected to document analysis in a clear, coherent, succinct narrative that shows the cause and effect relationships and trends used to arrive at the conclusions and plans. It is not the obligation of the site visitors or commissioners to combine fragments of data and sentences which may represent analysis into a coherent demonstration of compliance.

THE SSR APPLICATION APPENDIX REQUIREMENTS

The application for the *Standards*, 4th edition uses a Self-Study Report with multiple data templates. All programs are required to provide data over a three to four year period of time. In addition to the tabular presentation of data, programs are asked at least the two questions above and may be asked others based on the data requested.

Responses to questions should be clear and succinct. They may refer to other specifically referenced parts of the application only if appropriate (when in doubt the program should contact the ARC-PA office). Detailed additional data from which the analysis and actions stem are NOT to be included in the application except as noted in the application materials. Paper copies of each document supporting compliance must be readily available for site visitors at the time of the site visit and as requested by the commission. If

documents are posted on the web, the specific web address for each document supporting compliance must also be available.

1. *Paper copies of each document and the specific web address for each document available on the web 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.*
2. *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.*
3. *Paper copies of each course syllabus supporting compliance must be readily available for site visitors at the time of the site visit and as requested by the commission.*
4. *Paper copies of ALL signed agreements with other entities providing didactic or supervised clinical practice 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.*

EXAMPLES OF WHAT THE ARC-PA DOES NOT WANT TO RECEIVE

- A restatement by the program of its process of self-assessment when asked to present analysis of data, a result of the process.
- Descriptions of process and elements of data collection, discussion and conclusion, and plans but no delineation of cause and effect relationships or trends.
- Data as opposed to analysis. For example, the statement of "Preceptors and employers of our graduates comment that our students and graduates are extremely well prepared and make excellent employees," is a summary statement of qualitative data, not analysis.
- Scattered pieces of data not presented in a coherent manner, with conclusions and plans but virtually no analysis.
- Program modifications made not based on analysis of collected data.