Portal Update
August 17, 2012

The information below is both a reissue of content from a previous email and **NEW Information** (red font) based on the recent programming release.

The portal is accessed at https://portal.arc-pa.org . This link is on the top right corner of every page of the ARC-PA website in case you forget. http://www.arc-pa.org

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Only the program director is able to authorize access by others. PLEASE NOTE that those authorized by you will receive their own email from the portal and will have to validate their emails and establish user IDs before they can enter information.

With the NEW release, individuals may not be able to accept the terms of portal access if required information in the Personnel Tab was not completed by the program director. This mandatory information must be entered as noted in more detail below.

Also, simply listing individuals in the Personnel tab does not give those individuals access to the portal for data entry. It is up to the program director to decide who should be given permission to access and edit the portal data. It is important that **if** an individual is to enter data, that the person have his or her **own access** and not use the user access of another person. Individuals listed as Pending in the Personnel tab have not activated a user status. This means they either were not given access by the program director or have not activated their own status as directed in the email sent to them from the portal when the program director identified them as one who could access the portal. As a reminder, only the program director and anyone to whom the program director gives similar portal access will have permission to see the Budget tab.

Dashboard Changes

The dashboard for your program should now look a bit different. To the right is a box called Upcoming Reviews which has information about items due to the ARC-PA, when they are due, and at which meeting they will be considered. As your program has items on the ARC-PA meeting agendas this area will be updated. Please note that it is organized by the date the materials are due.

PERSONNEL TAB

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

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

It is important to complete **all data** in the User Info and Program Info sub tabs within this section (accessed by clicking New or Edit in far left column of the Personnel tab) for the individuals listed.   **Most items in the User Info sub tab, the individual primary telephone contact for each person listed with a *Standards* Required Role is now mandatory. Additionally, ALL information on the Program Info sub tab is required by the ARC-PA. Future program releases will make this mandatory within the portal and it will be much easier if programs provide that information now. Once the next programming release occurs not having this completed will interrupt an individual's access to the portal.**

A primary phone number is <u>mandatory</u> for individuals with a Standards Required Role.

INFORMATION BELOW REQUIRED BY ARC-PA

Also, programs can now use an Export to Excel feature on the Personnel tab (upper right corner) which will allow you to organize your data by the features available in excel. Any changes you make in the Excel file do not affect the personnel information. To keep the Excel file up-to-date, you need to use the "Export to Excel" button each time you use the Personnel tab to add information. You cannot upload data to the portal from an Excel file.

SCPE TAB
Programs should keep this tab accurate for the current students, entering the SCPE sites used by the program for students **currently** in program's clinical phase, including hospital, clinic, or office settings. Most programs list all of their clinical sites**. It is mandatory to indicate accurately the written agreement status and to enter the distance from the main campus. It is important to to check the Active box for those in use or planned for use with the current students, as this is one means used by the ARC-PA in verifying and validating that the program has sites sufficient in number for its students in SCPEs.**

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

Also by way of clarification, if you are listing an individual physician as the preceptor, you should not also list all the hospital sites to which that preceptor may take a student.

You should only list a hospital as a site if the hospital is the primary site for student assignment for the SCPE and the hospital staff provides the preceptors.

Programs can now use an Export to Excel feature on the SCPE tab (upper right corner) which will allow you to organize your sites by excel spreadsheet features, such as whether or not a site is active for the current clinical phase, how many sites within each discipline are available, etc. The sheet totals for you too. Any changes you make in the Excel file do not affect the SCPE information. To keep the Excel file up-to-date, you need to use the "Export to Excel" button each time you use the Personnel tab to add information. You cannot upload data to the portal from an Excel file.

Watch for a change in the header on the SCPE page to eliminate redundancy and confusion. It will soon read:

> **Enter the supervised clinical practice experience (SCPE) sites used by the program for hospital, clinic, or office settings. Capacity refers to clinical yearly capacity. Mark the Active box for those sites planned for use during the <u>current clinical phase</u>.**

STUDENT TAB

Recently the portal team made changes to this section which now requires programs to enter information about the number of graduates taking the PANCE. This has created some confusion and the wording will soon be changed. The intent is that the program enter data for the class of graduates that has all most recently taken the PANCE exam, which may not necessarily been the most recent graduating class, depending on the date the data was entered by the program.

Watch for new wording, which will clarify the class from which the data is to be entered and ask for a date the data was entered. In the interim, please do not mix numbers from one class to another. And, unless your program has no graduates to date, please do not enter "zero" thinking about the most recent class as opposed to the class from which students most recently sat for the PANCE.

IMPORTANT REMINDERS

1. When entering data in any section, be sure to look for **scroll bars** and **drop down menus** which give options for you in entering data.

2. Look for and click on **SAVE** when you see it, after you have entered data in any tab. Some "tabs" have this button at the bottom of the tab page and may require that you scroll down to see the bottom of the tab on your computer screen.

3. If you have questions that cannot be answered by the current on line HELP menu or manual, email the ARC-PA portal team by using the "Email to the ARC-PA Portal team" link at the bottom of each page of the ARC-PA Program Management Portal. If your email client does not interact with this link, send your comments directly to portalfeedback@arc-pa.org