



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

Organizing Materials for the PROVISIONAL Site Visit October 2020

Clinical Postgraduate

The purpose of the site visit is to assess the program's demonstrated compliance with the *Standards*. The primary responsibility of the site visit team is to verify, validate, and clarify, if necessary, the information supplied by the program in its application materials.

A site visit team can conduct a thorough and accurate assessment of the PA program within two days or less if the materials provided by the program are well organized and indexed appropriately.

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.

The program is expected to use this document as a guide for preparing and organizing its materials.

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- The agenda for the visit should follow the ARC-PA's recommended schedule template. Any changes to this template will result from consultation between the program director and site visit team chair.
 - Documents to be reviewed by the team are to be available to them throughout the visit. Additionally, if requested by the team, documents must be available on the day before the actual visit.
 - Site visitors must have a private conference room for use throughout the visit. The conference room should have:
 - **internet access** to assist the team in reviewing web-based materials. Provide any passwords that may be needed. A computer with bookmarked pages may also be provided.
 - telephone access and logistical information regarding scheduled telecommunications.
 - pens, paper, sticky pads, paper clips, and stapler for site visitors to use.
 - **paper copies** of syllabi, manuals, catalogues, and other documents as indicated in the application.
 - a **paper copy** of the complete application with all appendices (identical to the electronic copy submitted to the ARC-PA).

Throughout the application the following notation is made. The program is expected to have such documentation available and marked as indicated in this document.

1. ***A paper copy of the complete application submitted by the program electronically 12 weeks prior to the site visit must be readily available for site visitors at the time of the site visit and as requested by the commission. The paper copy must be IDENTICAL to the electronic copy, 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 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.*
5. *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.*
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.*

- **Make it easy for the visitors to find what they need.** Remember it is the program's responsibility to demonstrate compliance with the Standards. Use colored sticky tabs and highlighting to mark specific areas of syllabi, handbooks and catalogues to demonstrate compliance with cross reference to specific standards as appropriate.
- Additionally, provide a master tabular display indicating where materials demonstrating compliance are found in the documents provided in the room, i.e., pages in a catalogue with harassment policy, objectives related to instruction to prepare the PA trainee to provide medical care to patients from diverse populations scattered across several courses. Be sure to flag and/or highlight the **specific areas and the associated Standards** referred to from the table, especially in cases where there may be objectives over several courses dealing with a specific required topical area found in the Standards.
 - The program may choose to compile a document listing where specific objectives from several courses for a topical area as defined in the Standards may be found. The program may also create a document that lists these objectives by course, regarding **specific standards**.

On-Site Material List

The final pages of the application for provisional accreditation include two listings of documents. One is the required list of appendices for the application packet. The other is the listing of documents required to be available at the time of the visit. These materials **must** be available for review during the site visit, even if submitted in the appendices of the application. Site visitors may request additional materials/documents **during the visit**.