**Organizing Materials for the INITAL and CONTINUED Accreditation Virtual Site Visit**

**Clinical Postgraduate PA Program**

December 2024

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.

* 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 administrator 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.

**How to organize the documents included in the secure document sharing application**

(OneDrive, Google Drive, Dropbox, Blackboard)

The supplemental materials required for the site visit team must be available to the site visitors at least seven business days prior to the visit.  In addition, the directions to access the materials, including any login information, are to be provided to the site visit chair at least seven business days prior to the visit.  Material should include items listed on the “On Site Materials List” included in the application and be selected in consultation with the site visit chair.

There should be an **overall “Table of Contents”** identifying information in the folders and subfolders.

**Documents should be organized by standard**

(e.g., the master folder Standard: 1 Sponsorship, Mission, Governance and Resources, subfolders for each Standard 1.1, 1.2)

* Include relevant evidence of compliance that is highlighted or clearly identified in some way. Please do not include an entire document, but only the material relevant to that specific standard. For example, if the evidence is located within the PA trainee handbook, include only the page(s) specific to the standard. If the evidence is in a course document, only include the page(s) specific to the standard.
* Evidence must include items listed on the “On Site Materials List” included in the application.

**Folders with other required documents**

* PA trainee records with the documentation as required by the standards, selected per the direction of the site visit chair, including but not limited to:
  + Evidence PA trainees met published admission criteria
  + Evidence PA trainee met institution and program health screening and immunization requirements
* PA trainee records with the documentation as required by the standards, selected per the direction of the site visit chair, including but not limited to, at least one file per cohort as applicable documenting:
  + Advanced placement
  + Remediation efforts and outcomes
* Deceleration
* Dismissal
* Academic/Behavioral Disciplinary action
* Graduate records with the documentation as required by the standards, selected per the direction of the site visit chair, including but not limited to:
  + Evidence that the graduate met the requirements for program completion requirements.
* Faculty records for the program administrator and all program faculty with the documentation required by the standards.
* Preceptor records with the documentation as required by the standards, including but not limited to:
* Evidence preceptorshold a valid license
* Evidence physician preceptors are specialty board certified in their area of instruction
* Evidence PA preceptors are NCCPA certified
* Evidence other health care providers are qualified in their area of instruction
* Clinical site evaluation records, including documentation as required by the standards, including but not limited to:
  + Initial and ongoing evaluation of clinical sites that ensures PA trainees access to sufficiency patient populations, clinical procedures, and other clinical experiences to achieve competency in the clinical practice specialty area and to achieve program outcomes.
  + Committee meeting minutes as needed to support compliance with the standards (organized chronologically and by type)

**An empty folder** to submit any items/documents requested by the site visit team before or during the visit.

The following is an example of how these folders may be structured:

A screenshot of a computer

Description automatically generated

Although this may seem time consuming, in the long run, a program with well-organized documentation will be able to focus on the interactions with the site visitors, rather than trying to find documents requested by the team.

Remember, access to these materials will be removed by the program at the conclusion of the site visit.

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

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| 1. *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.* 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. *Copies of each course document supporting compliance 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 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. *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 tabs and highlighting to mark **specific areas** of course documents, 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., 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 learning outcomes 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 learning outcomes 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 learning outcomes by course, regarding **specific standards**.

**On-Site Material List**

The final pages of the application for initial 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**.

If you have questions, do not hesitate to contact the site visit chair.