



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

**Documents for Continuing Accreditation (10.2010)**  
**Standards 4th Edition**  
**For Programs with one or more Distant Campus sites**

The program is responsible for assuring that the documents listed here are provided either in the application or at the time of the visit, as directed in the application directions. References to applicable *Standards* have been provided in parentheses.

**Within the appendices** of the application, programs applying for **Continuing** accreditation must include the following materials:

APPENDIX	CONTENT
Appendix 1	<ol style="list-style-type: none"><li>1. Program Datasheet Template</li><li>2. Distant Campus Resource TEMPLATE</li><li>3. Distant Campus Budget TEMPLATE</li></ol>
Appendix 2	<ol style="list-style-type: none"><li>1. Mission of the Institution, mission and general goals of the program</li><li>2. One representative sample of a signed agreement between sponsoring institution and other institution involved in providing academic instruction, if applicable (A1.01)</li><li>3. Diagram or description of the organizations structure of the PA program, to include at a minimum, the program director, medical director, principal faculty and administrative support staff</li><li>4. Diagram or description of the organizational relationship of the PA program to the sponsoring institution. (Include information regarding who has immediate administrative authority over the program director and that person's position in the administrative structure of the sponsoring institution.)</li></ol>
Appendix 3	<ol style="list-style-type: none"><li>1. Functions and tasks that graduates are expected to perform</li><li>2. One copy of a signed agreement between the PA program and/or sponsoring institution and a clinical affiliate used for supervised clinical practice experiences (A1.02)</li><li>3. Technical procedures taught during the program ( B1.02, B1.03, B2.07)</li></ol>
Appendix 4	Written job descriptions <b>AND</b> Curricula Vitae, using ARC-PA CV TEMPLATES, for,: <ul style="list-style-type: none"><li>• Program director (A2.02, A2.04, A2.06, A2.09, A2.10)</li><li>• Medical director (A2.11, A2.12)</li><li>• Principal faculty (A2.02b, A2.04, A2.05)</li></ul>
Appendix 5	Table of Personnel Responsibilities TEMPLATE
Appendix 6	Policy on Immunizations
Appendix 7	<ol style="list-style-type: none"><li>1. Listing of documents (course materials, policies, student manuals) with their web urls (A3.13, A3.14, A3.15, A3.16, A3.17)</li><li>2. Sample of correspondence sent to those inquiring about the program</li></ol>
Appendix 8	Fair Practices and Admissions TEMPLATE to include urls where documents are found
Appendix 9	<ol style="list-style-type: none"><li>1. The program's technical standards</li><li>2. Admission Policies and Procedure TEMPLATE to include urls where</li></ol>

APPENDIX	CONTENT
	defined and published admission policies and procedures are found 3. Forms used to screen student applications or select students for class positions
Appendix 10	Institutional and Program Records TEMPLATE
Appendix 11	1. Curriculum Schematic TEMPLATE 2. Clinical Preparatory TEMPLATE
Appendix 12	1. Supervised Clinical Practice Experiences TEMPLATE (Excel) 2. Experiences Outside the United States TEMPLATE
Appendix 13	1. Self Study Document using ARC-PA provided document with templates 2. Graphic representation of the self-assessment process 3. Tabular or graphic display of data collected by the program about student evaluations for each course or rotation for the most recent three cohorts of students. 4. Tabular or graphic display of data collected by the program about student evaluations of program and instructional faculty for the most recent three cohorts of students. 5. NCCPA PANCE Pass Rate Summary Report 6. Tabular or graphic display of data collected by the program about faculty sufficiency and effectiveness over the past three years. 7. 8. 9.
Appendix 14	Student Evaluation TEMPLATE (Excel) Preceptor feedback on students by campus
Appendix 15	Forms used to evaluate clinical sites in relation to C4.02
Appendix 16	<i>All expected student competencies/learning objectives and samples of student evaluation instruments, ( i.e. exams), for the following content areas: (B1.01, B1.02,B1.03, B1.04, B1.06, B1.07, B1.08, B1.09)</i> <ul style="list-style-type: none"> <li>• <i>physical diagnosis (B3.05)</i></li> <li>• <i>pharmacology (B2.02d)</i></li> <li>• <i>genetic and molecular mechanisms of health and disease (B2.02e)</i></li> <li>• <i>family medicine (supervised clinical practical experience)( B3.07a)</i></li> </ul>
Appendix 17	<i>Document concerning institutional probation, if applicable</i>

The program may add other appendices.

The following materials **must** be available for review during the **Main Campus** site visit, even if submitted in the appendices of the application. Only materials for the **current classes of students** are required. Site visitors may request additional materials/documents **during the visit**.

Paper copies of all documents or specific web addresses for all documents supporting compliance with individual standards must be readily available for site visitors at the time of 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 study/planning, etc
- 3) The program's technical standards
- 4) Materials used to screen applicants for admission to the program
- 5) Current signed agreements with all institutions involved in the didactic and clinical components of the program
- 6) List of required texts/resources for students
- 7) Line item operational program budget
- 8) Student handbooks/manuals containing policies
- 9) Written policies re: faculty and student grievance, harassment and appeals processes
- 10) Sample of student health forms, if used
- 11) Student records maintained by program office
- 12) Faculty records to include written job descriptions and CVs for principal faculty
- 13) Syllabi for ALL courses in the curriculum to include the course name, course description, course goals, outline of topics to be covered, instructional objectives, specific expected learning outcomes, faculty instructor of record, methods of student assessment/evaluation and plan for grading
- 14) Student evaluation instruments (written exams, OSCEs, etc.) used to evaluate student progress in ALL phases of the program, to include the program summative exam
- 15) Instructor and course evaluation instruments completed by students
- 16) List of licensed physicians, physician assistants and other licensed health care professionals, and their specialty areas who are currently providing significant portions of the supervised clinical practice rotations
- 17) Clinical year rotation/clerkship assignment schedule for current class
- 18) Graduate evaluations of curriculum and program effectiveness
- 19) Preceptor evaluations of student performance and suggestions for curriculum improvement
- 20) A listing of the names of the students, by year, currently in the program
- 21) If the program has appointed an interim program director or new program director since its last accreditation visit, the following must also be provided

- a) position description for the program director,
- b) copy of advertisement used for hiring,
- c) list of publications and organizations used for placement of the ad,
- d) search committee records regarding applications and qualifications of applicants, without personal identifying information

The following materials **must** be available for review during the **DISTANT CAMPUS** site visit, even if submitted in the appendices of the application. Only materials for the **current classes of students** are required. Site visitors may request additional materials/documents **during the visit**.

Paper copies of all documents or specific web addresses for all documents supporting compliance with individual standards must be readily available for site visitors at the time of 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 study/planning, etc
3. Materials used to screen applicants for admission to the program
4. Current signed agreements with all institutions involved in the didactic and clinical components of the program at the **distant campus site**
5. List of required texts/resources for students
6. Student handbooks/manuals containing policies
7. Written policies re: faculty and student grievance, harassment and appeals processes
8. Sample of student health forms, if used
9. Syllabi for ALL courses in the curriculum to include the course name, course description, course goals, outline of topics to be covered, instructional objectives, specific expected learning outcomes, faculty instructor of record, methods of student assessment/evaluation and plan for grading
10. Student evaluation instruments (written exams, OSCEs, etc.) used to evaluate student progress in ALL phases of the program, to include the program summative exam
11. Instructor and course evaluation instruments completed by students at this **distant campus site**
12. List of licensed physicians, physician assistants and other licensed health care professionals, and their specialty areas who are currently providing significant portions of the supervised clinical practice rotations for the distant campus site
13. Clinical year rotation/clerkship assignment schedule for current class noting students at the **distant campus site**
14. Graduate evaluations of curriculum and program effectiveness noting those that are from graduates who were assigned to the **distant campus site** as students.
15. Preceptor evaluations of student performance and suggestions for curriculum improvement for those students who were at the **distant campus site**.
16. A listing of the names of the students, by year, currently in the program, noting those at the **distant campus site**.