

ARC-PA MATERIAL LIST FOR PROVISIONAL ACCREDITATION VISITS, STANDARDS 4TH EDITION

The following 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**.

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) Feasibility Study/Needs Assessment and supporting documentation
- 2) Program promotional materials and catalogs, access to the program's web site
- 3) Minutes from program committee meetings to include admissions, curriculum, self study/planning, etc
- 4) The program's technical standards
- 5) Materials used to screen applicants for admission to the program
- 6) Current signed agreements with all institutions involved in the didactic and clinical components of the program for the first 15 months of the program
- 7) Letters of intent from clinical facilities and individuals who plan to participate in numbers *sufficient* to accommodate students on *supervised clinical practice experiences* for the entire program
- 8) List of required texts / resources for students
- 9) Three year line item operational program budget
- 10) Student handbooks/manuals containing policies
- 11) Written policies re: faculty and student grievance, harassment and appeals process
- 12) Sample of student health forms, if used
- 13) Listing of student record content to be maintained by program office
- 14) Faculty records to include written job descriptions and CVs for principal faculty employed to date
- 15) Syllabi for each course/rotation in the program 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 (if known), methods of student assessment/evaluation and plan for grading

- 16) For each course and rotation offered in the first 15 months, the program must provide two examples of student exams and/or evaluation instruments which clearly show the linkage between the exam item and the stated learning objectives for the course
- 17) List of licensed physicians, physician assistants and other licensed health care professionals, and their specialty areas who will be providing f the supervised clinical practice rotations to occur in the first 15 months of the program
- 18) Sample instructor and course evaluation instruments to be used
- 19) Additional materials that support data in the descriptive report but which were not included with application forms
- 20) Proposed graduate evaluation of curriculum and program effectiveness
- 21) Proposed preceptor evaluations of student performance and suggestions for curriculum improvement