



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

The document below is a sample of one way a program can facilitate the task of the site visitors to verify, validate and clarify information. This type of documentation can be included in an appendix of the application and provided at the time of the visit. ¹

SAMPLE OF DOCUMENTATION OF COMPLIANCE WITH STANDARDS

Listed below are any and all documents where the site visitors should be able to find materials related to the demonstration of program compliance with the *Standards*.

In addition, the program copies of the documents that contain this information **have been flagged for the visitors, noting the *Standard* reference on the flag.**

STANDARD, 2nd edition		APPLICATION PAGE #	SELF-STUDY PAGE #	OTHER
IA1	Sponsorship – accreditation	1	G11-G12	Undergrad catalogue, page X
IA2	Sponsorship – setting	2	G3; G-20	
IA3	Sponsorship – responsibilities	15	G11-G12	
IB1	Resources – Personnel	4	G22-G25	
IB1a(1)	Resources – Program Dir/responsibilities	4, Appendix B		
IB1a(2)	Resources – Program Dir/qualifications	4, Appendix B		
IB1b(1)	Resources – Medical Dir/responsibilities	4, Appendix B		
IB1b(2)	Resources – Medical	4, Appendix B		

¹ As distributed as a handout during *Site Visit: Is It In Your Future?*, Puerto Rico APAP meeting, November, 2005

STANDARD, 2nd edition	APPLICATION PAGE #	SELF-STUDY PAGE #	OTHER
Dir/qualifications			
IB1c(1) Resources – Fac/Inst Staff/responsibilities	4, Appendix B		
IB1c(2) Resources – Fac/Inst Staff/qualifications	4, Appendix B		
IB1c(3) Resources – Fac/Inst Staff/number	10-11	G22-23	
IB1d Resources – Clerical Support Staff	4	G23-24	
IB1e Resources – Professional Development		G23	Faculty Manual p 42
IB2 Resources – Financial Resources	3	G26	
IB3a Resources – Physical Resources	Appendix I	G27	
IB3b Resources – Equipment and Supplies		G27	
IB3c(1) Resources – Library	6	G27	
IB3c(2) Resources – Instructional Aids		G27	
IC1 Students – Admissions Policies/Procedures	6-7	G13, G27-G29	
IC2 Students – Evaluation Methods	10, 50, Appendix F	G29	Student Policy Manual, Phase II/III Manual
IC3a Students – Health Status	8	G29-G30	
IC3b Students – Health Care Access	8	G29-G30	University Catalogue p 33
IC4 Students – Guidance	8	G30-G31	
IC5 Students – Student Identification	7	G31	
ID1a Operational Policies – Fair Pract/Advertisement		G31-G32	U catalogue p xx
ID1b Operational Policies – Fair Pract/stud. & fac.	2, Appendix C/D	G32	U catalogue p xx
ID1c Operational Policies – Fair Pract/credit & costs	2, Appendix C/D		U catalogue p xx
ID1d Operational Policies – Fair Pract/grievances		G32	U catalogue p xx

STANDARD, 2nd edition	APPLICATION PAGE #	SELF-STUDY PAGE #	OTHER
ID1e Operational Policies – Fair Pract/withdrawal		G32	U catalogue p xx
ID1f Operational Policies – Service Work		G32	Phase III Manual p 22
ID1g Operational Policies – Safety			Student Policy Manual, p 50
ID2a Operational Policies – Fair Pract/Stud. Records	8	G32-G33	
ID2b Operational Policies – Fair Pract/Fac. Records		G32-G33	
IE Program Evaluation		G10-G19	
IE1 Program Evaluation – Ed.Effectiveness		G14-G18	
IE1a Program Evaluation – Student Attrition	18	G15	
IE1b Program Evaluation – Stud. Failure Rates		G15	
IE1c Program Evaluation – Emp/Grad Surveys	Appendix O	G16	
IE1d Program Evaluation – NCCPA	???	G16	
IE1e Program Evaluation – Prog. Effectiveness	Appendix O	G17	
IE2 Program Evaluation – Modification	Appendix H	G10	
IIB1b Curriculum – Applied Behavioral Sciences	10, Appendix J	G37	
IIB1c Curriculum – Clinical Didactic Instruction	10, Appendix J	G39-G40	
IIB1d Curriculum – PA Role	10, Appendix J	G36	
IIB1e Curriculum – Supervised Clinical Practice	11-15, Appendix I/L/M/N	G40-G44	
IIB2 Curriculum – Appropriate Curr. Design	Appendix J/K	G36-G46	
IIB2a Curriculum – Program Goals	Appendix A	G3-G6	Web, program brochure

STANDARD, 2nd edition	APPLICATION PAGE #	SELF-STUDY PAGE #	OTHER
			p XY
IIB2b Curriculum – Course Syllabi/Objectives	11,13, Appendix F/H		
IIB2c Curriculum – Evaluation of Students	16, Appendix F	G29	
IIB2d Curriculum – Orientation of Fac./Precept.	11,15	G12, G25	Preceptor manual

Table should continue for each of the *Standards*