NAACLS Doctoral Electronic Self Study Template

Program Sponsor:

Sponsor Type:
(Sponsoring Institution, Consortium or Multilocation)

Program Type:

Program Location (City, ST):

Program Director Name, Credentials, Phone/Email

<u>Introduction: Briefly describe the organization of your program to include the name of the sponsor, a brief history of program, the certificate or degree awarded, and specific information that will aid reviewers in understanding the program and institution.</u>

Standard I.A: Sponsorship – Sponsoring Institution

Accompanying Documentation for Self-Study (No Narrative Needed):

Documentation	Files
Provide copies of award letters and/or certificates as proof of sponsor accreditation, along with a completed Sponsoring Institution Fact Sheet (found on the NAACLS Website).	

Standard I.B: Sponsorship – Consortium Sponsor

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

☐ **Not Applicable**

Accompanying Documentation for Self-Study:

Documentation	Files
Provide copies of award letters and/or certificates as proof of sponsor accreditation.	
Memorandum of understanding, as described in Standards Compliance Guide	

Standard I.C: Sponsorship – Multi-location Sponsor

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

☐ **Not Applicable**

Accompanying Documentation for Self-Study:

Documentation	Files
Provide copies of award letters and/or certificates as proof of sponsor accreditation, along with a completed Sponsoring Institution Fact Sheet (found on the NAACLS Website).	

Standard I.D: Sponsorship – Responsibilities of the Sponsor

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Attach documentation that supports the narrative explanation for Standard I.D.3 (See Standards Compliance Guide for further instruction):	

Attach items for affiliate information on the following grids. For Standard I.D.2 attach documents as applicable (See *Standards Compliance Guide* for further instruction). If there are more affiliates than rows, please contact NAACLS Staff for instructions.

Affiliate (Name, City and State) *Check if Clinical (C) or Academic (A)*	Current, Signed Affiliation Agreement (I.D.4)	Completed Clinical Facility Fact Sheet (I.D.4)	Site Specific Objectives, Evals, Unique Rules & Policies (I.D.2), as applicable	Examples of Ongoing Communication between Sponsor & Affiliate (I.D.3)
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	
☐C ☐A			☐ NA	

Affiliate (Name, City and State) *Check if Clinical (C) or Academic (A)*	Current, Signed Affiliation Agreement (I.D.4)	Completed Clinical Facility Fact Sheet (I.D.4)	Site Specific Objectives, Evals, Unique Rules & Policies (I.D.2), as applicable	Examples of Ongoing Communication between Sponsor & Affiliate (I.D.3)
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	
☐ **C** ☐ **A**			☐ NA	

Standard II.A: Assessment and Continuous Quality Improvement – Systematic Assessment

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Files
Program mission statement and outcomes/goals.	
Schedule representing timelines for identified assessment methods.	
Submit full documented plan for continuous and systematic assessment of the effectiveness of the program.	

Standard II.B: Assessment and Continuous Quality Improvement – Outcome Measures

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study*:

Documentation	Files
Examples of tools used to collect data for outcome measures:	
Examples of documentation reflecting review and evaluation of program outcome measures.	
Examples of documentation of changes implemented as a result of outcome measure review and evaluation, and documentation of ongoing evaluation of the effectiveness of such changes.	

Standard III.A: Resources – General Resources

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Info/Files
Attach program evaluation information/data used to evaluate resource adequacy as part of continuous program evaluation.	

Standard III.B: Resources – Financial Resources

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Files
Submit an institutionally approved budget or a written statement of continued financial support for the educational program from an executive officer of the sponsor (or one from each participating entity in a consortia or multi-location program.)	

Standard III.C: Resources – Physical Resources

Contents of Narrative for Self-Study (No Documentation Necessary) (See Standards Compliance Guide for required/suggested contents):

Standard III.D: Resources – Institutional Resources

Contents of Narrative for Self-Study (No Documentation Necessary) (See Standards Compliance Guide for required/suggested contents):

Standard IV.A: Students – Publications and Disclosures

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	URL/File
College Catalog	
Class Schedule	
Application Form	
Program Brochure	
Student Handbook	

Accompanying Documentation for Self-Study (continued): Please indicate where the following information can be found. Provide specific page numbers and paragraphs when referring to web page or paper publications such as catalogs, handbooks, and brochures. Alternatively, scan and attach appropriate pages or include quoted, cited passages from the indentified publication.

Items	URL/File
Program Mission Statement	
Program Goals and Graduate Competencies	
Programmatic Accreditation/Approval Status including NAACLS contact information.	
Results of program outcome measures as identified in Standard II.B	
List of Clinical Facilities	
Admission Criteria	
A list of course descriptions	
Names and academic rank or title of the program director and faculty	
Tuition and fees with refund policies	
Service work policies	
Policies & procedures for 1) advising & guiding students through the program, 2) clinical assignment, 3) student grievance & appeals, 4) criteria for program completion including probation, suspension, and dismissal, 5) passing, failing and progressing through the program.l	
Academic Calendar AND rules & regulations governing acceptable personal and academic conduct, including behavior expectations for clinical experience	

Standard IV.B: Students – Student Records

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Files
Include policies and procedures regarding the retention of records for enrolled students.	

Standard IV.C: Students – Health and Safety

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Files
Include the policy and procedures used for safeguarding the health and safety of students, faculty and patients.	
Include any forms or other documentation used to provide evidence that students have received biohazard and safety training.	

Standard IV.D: Students – Admissions

Accompanying Documentation for Self-Study (No Narrative Needed):

Documentation	Files
Provide documents showing the requirements for admission.	

Standard V: Operational Policies – Fair Practices

Standard V.A - Contents of Narrative for Self-Study (No Documentation Needed)
(See Standards Compliance Guide for required/suggested contents):

Standard V.B - Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents)**:**

Standard V.B - Accompanying Documentation for Self-Study:

Documentation	Files
Provide examples of documents that have non-discrimination policy statements along with student admission requirements and faculty appointment criteria.	

Standard V.C - Accompanying Documentation for Self-Study (No Narrative Needed):

Documentation	Files
When applicable, a written record of any formal student complaints and their resolution must be maintained.	

Standard V.D - Accompanying Documentation for Self-Study (No Narrative Needed):

Documentation	Files
Provide admission policy.	

Standard V.E - Accompanying Documentation for Self-Study (No Narrative Needed):

Documentation	Files
Provide documentations for a general plan for potential temporary and permanent closures, addressing possible student transition and completion opportunities.	

Standard V.F - Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Standard V.F - Accompanying Documentation for Self-Study:

Documentation (Optional)	Files
Submit written and/or published documentation to support statements made in narrative:	

Standard V.G - Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Standard V.G - Accompanying Documentation for Self-Study:

Documentation (Optional)	Files
Submit written and/or published documentation to support statements made in narrative:	

Standard VI: Administrative: Maintaining Accreditation/Approval – Program/Sponsoring Institution Responsibilities

This Standard involves the administrative requirements for maintaining accreditation/approval throughout its award period, and therefore is not reviewed in the self-study or site visit process.

Standard VII.A: Program Administration – Program Director

Standard VII.A.1-3 Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

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| |
| |

Standard VII.A.1 Qualifications - Accompanying Documentation for Self-Study:

Documentation	Files
Submit notification from NAACLS indicating that program director was approved.	

Standard VII.A.2 Responsibilities - Accompanying Documentation for Self-Study::

Documentation	Files
Submit a completed Faculty Fact Sheet for the program director, including required professional development.	

Standard VII.A.3 Faculty Appointment - Accompanying Documentation for Self-Study:

Documentation	Files
Provide documentation of faculty (or equivalent) appointments (letters of appointment, college web pages, catalog listing, etc.).	

Standard VII.B: Program Administration – Site Program Coordinator (required for Multi-location only, assigned to each participating site)

Standard VII.B.1-2 Qualifications- Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Standard VII.B.1 Qualifications - Accompanying Documentation for Self-Study:

Documentation	Files
Provide a curriculum vita for the site program coordinator, providing documentation of discipline-appropriate education experience.	

Standard VII.B.2 Responsibilities - Accompanying Documentation for Self-Study:

Documentation	Files
Submit a completed Faculty Fact Sheet for the site program coordinator	
Submit a completed Faculty Fact Sheet for the site program coordinator, a faculty position description indicating responsibilities, and documentation that site program coordinator is responsible for required aspects of the program.	

Standard VII.B.3 Responsibilities - Accompanying Documentation for Self-Study:

Documentation	Files
Provide documentation that site program coordinator is responsible for the required aspects of the program.	

Standard VII.C: Program Administration – Faculty and Clinical Liaison

Standard VII.C.1-2 Qualifications-Contents of Narrative for Self-Study
(See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Files
Submit didactic faculty fact sheets for each major didactic faculty member	
Include a faculty position description for Clinical Liaison. This description should indicate responsibilities for position.	

Standard VII.D: Program Administration – Advisory Committee

Contents of Narrative for Self-Study (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Files
Submit the membership roster, agendas, and copies of the Advisory Committee minutes for the last three years.	

Standard VIII.A: Curriculum Requirements – Instructional Areas

Accompanying Documentation for Self-Study:

Documentation	Files
Provide a completed Standard VIII Matrix that identifies where items listed in Standard VIII.A are addressed in the curriculum.	

Contents of Narrative for Self-Study VIII.A.1 (See Standards Compliance Guide for required/suggested contents):

Standard VIII.A.1 Instructional Areas - Accompanying Documentation for Self-Study:

Documentation	Files
Provide a program schedule and course descriptions, which include the sequence of courses with associated credit hours. Include course designations as didactic work, clinical experience and research.	

Contents of Narrative for Self-Study VIII.A.2 (No Documentation Needed) (See Standards Compliance Guide for required/suggested contents):

Standard VIII.A.2 Instructional Areas - Accompanying Documentation for Self-Study:

Documentation	Files
Provide evidence of where required narrative items are included in the curriculum.	

Contents of Narrative for Self-Study VIII.A.3 (No Documentation Needed) (See Standards Compliance Guide for required/suggested contents):

Contents of Narrative for Self-Study VIII.A.4 (No Documentation Needed) (See Standards Compliance Guide for required/suggested contents):
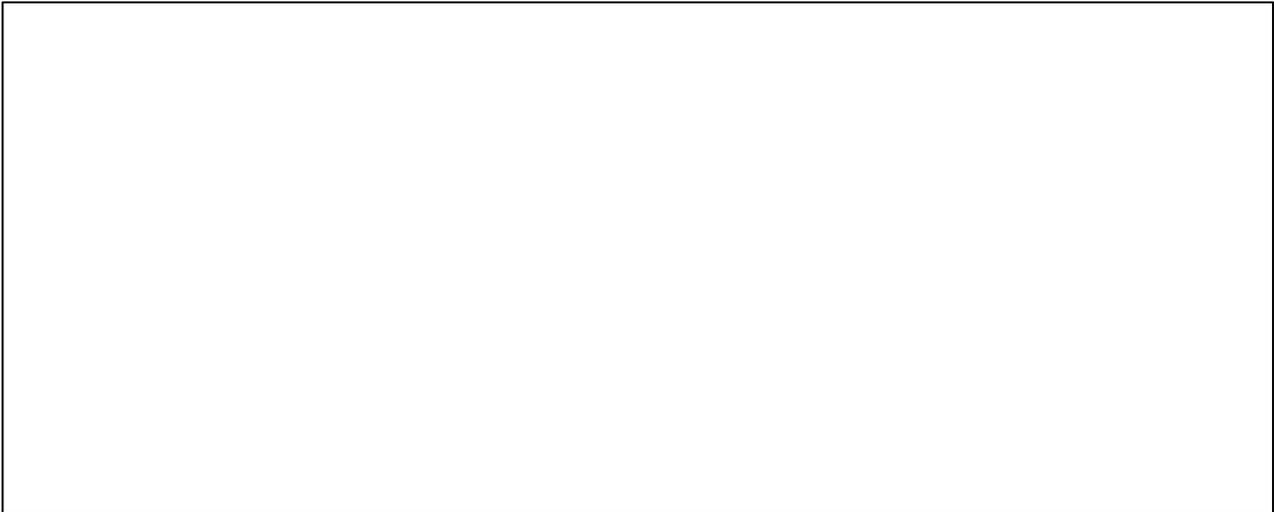
Contents of Narrative for Self-Study VIII.A.5 (No Documentation Needed) (See Standards Compliance Guide for required/suggested contents):
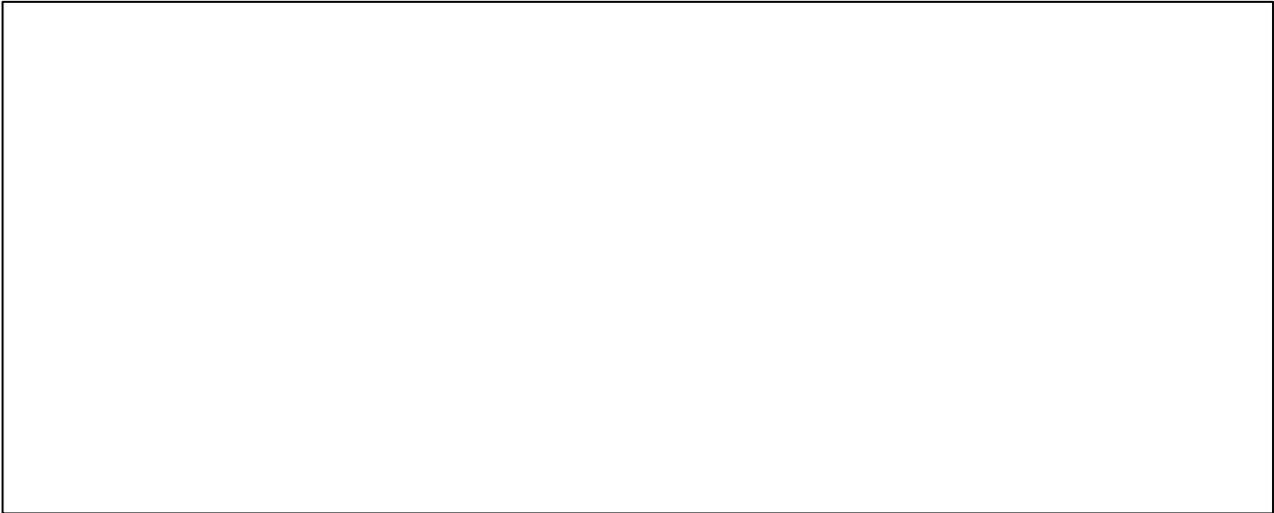
Standard VIII.B: Curriculum Requirements – Learning Experiences

Contents of Narrative for Self-Study VIII.B.1 (See Standards Compliance Guide for required/suggested contents):
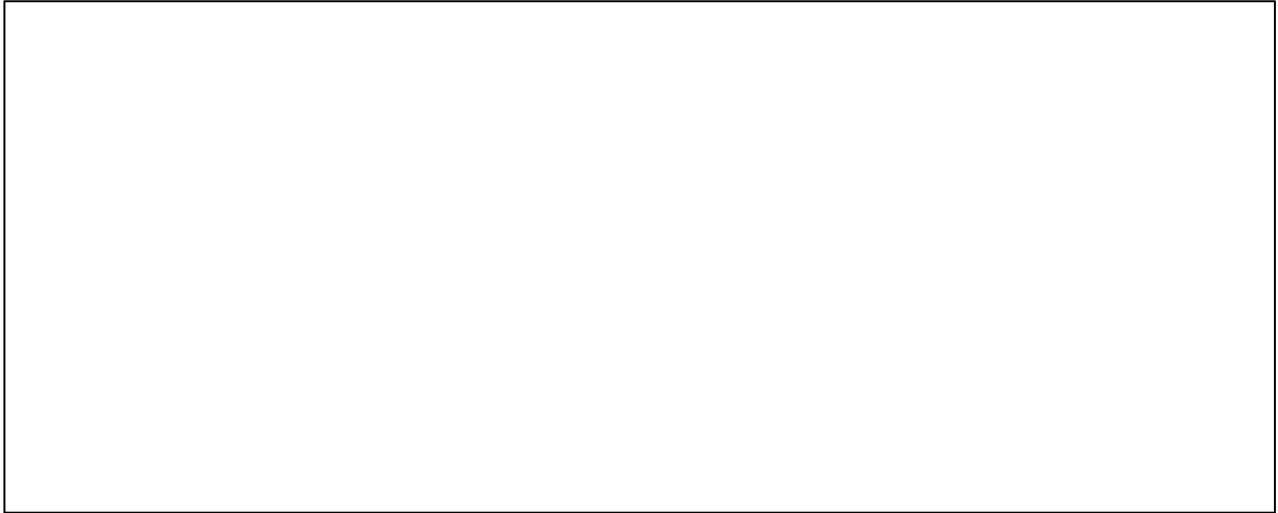
Contents of Narrative for Self-Study VIII.B.2 (See Standards Compliance Guide for required/suggested contents):

Standard VIII.B.1-2 Learning Experiences - Accompanying Documentation for Self-Study:

Documentation	Files
Provide examples of experiential components. See Standards Compliance Guide for required/suggested materials.	

Contents of Narrative for Self-Study VIII.B.3 (See Standards Compliance Guide for required/suggested contents):

Standard VIII.B.3 Learning Experiences - Accompanying Documentation for Self-Study:

Documentation	Files
Provide examples of engagement. See Standards Compliance Guide for required/suggested materials.	

Contents of Narrative for Self-Study VIII.B.4 (See Standards Compliance Guide for required/suggested contents):

Standard VIII.B.4 Learning Experiences - Accompanying Documentation for Self-Study:

Documentation	Files
For initial programs with no graduates only: policies requiring evidence-based clinical research or health outcome studies must be provided. **For initial programs with graduates and continuing programs**: no additional documentation necessary.	

Standard VIII.C: Curriculum Requirements – Evaluations

Contents of Narrative for Self-Study VIII.C.1 (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Files
Provide examples of the frequency of student evaluation in instructional areas and learning experience. See Standards Compliance Guide for required/suggested materials	

Contents of Narrative for Self-Study VIII.C.2 (See Standards Compliance Guide for required/suggested contents):

Accompanying Documentation for Self-Study:

Documentation	Files
Provide examples of how the program ensures evaluations are a reliable indicator of effectiveness of instruction and course design. See Standards Compliance Guide for required/suggested materials	