**NAACLS Doctoral Electronic Self Study Template**

**Edited 05/2021**

#### Program Sponsor:

**Sponsorship Type Primary Sponsor Consortium Multi Location**

**Program Location (City, ST):**

**NAACLS DOCUMENTS YOU SHOULD DOWNLOAD PRIOR TO COMPLETING THIS SELF-STUDY:**

* **NAACLS Doctoral Standards**
* **NAACLS Doctoral Standards Compliance Guide**

**Introduction: Please provide a brief description of your program and how it is organized**:

# 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). |  |

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# Standard I.B: Sponsorship – Consortium Sponsor

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

#### 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). |  |
| 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):

#### 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 on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

|  |  |  |  |
| --- | --- | --- | --- |
| **Clinical (C)/Academic (A) Affiliate:**  *Please indicate (C) or (A) after name of affiliate* | **Completed Clinical Facility Fact Sheet** | **Site Specific Objectives and Evals, Unique Rules, & Policies, when applicable (I.D.2)** | **Signed Current Affiliation Agreement** |
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Attach items on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

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| **Clinical (C)/Academic (A) Affiliate:**  *Please indicate (C) or (A) after name of affiliate* | **Completed Clinical Facility Fact Sheet** | **Site Specific Objectives and Evals, Unique Rules, & Policies, when applicable (I.D.2)** | **Signed Current Affiliation Agreement** |
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Attach items on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

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| **Clinical (C)/Academic (A) Affiliate:**  *Please indicate (C) or (A) after name of affiliate* | **Completed Clinical Facility Fact Sheet** | **Site Specific Objectives and Evals, Unique Rules, & Policies, when applicable (I.D.2)** | **Signed Current Affiliation Agreement** |
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Attach items on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

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| **Clinical (C)/Academic (A) Affiliate:**  *Please indicate (C) or (A) after name of affiliate* | **Completed Clinical Facility Fact Sheet** | **Site Specific Objectives and Evals, Unique Rules, & Policies, when applicable (I.D.2)** | **Signed Current Affiliation Agreement** |
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Attach items on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

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| **Clinical (C)/Academic (A) Affiliate:**  *Please indicate (C) or (A) after name of affiliate* | **Completed Clinical Facility Fact Sheet** | **Site Specific Objectives and Evals, Unique Rules, & Policies, when applicable (I.D.2)** | **Signed Current Affiliation Agreement** |
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# 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 |  |
| 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 - Accompanying Documentation for Self-Study (No Narrative Needed):**

|  |  |
| --- | --- |
| **Documentation** | **Files** |
| Required examples include 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 documentation of 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: |  |

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

#### 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.). Inclusion in the affiliation agreement is not proof of appointment. |  |

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

**Standard VII.B.1 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.C: Program Administration – Faculty and Clinical Liaison

**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):

#### Accompanying Documentation for Self-Study VIII.A.1:

|  |  |
| --- | --- |
| **Documentation** | **Files** |
| Provide a program schedule and course descriptions which include the sequence of courses with associated credit hours. Include which courses are designated as didactic work and/or clinical experience. |  |

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

**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** (See Standards Compliance Guide for required/suggested contents):

#### Accompanying Documentation for Self-Study VIII.A.4:

|  |  |
| --- | --- |
| **Documentation** | **Files** |
| Provide examples of how the curriculum addresses advanced theory and clinical correlation - in regards to pre-analytical, analytical and post-analytical components as listed in SCG. |  |

**Contents of Narrative for Self-Study VIII.A.6** (See Standards Compliance Guide for required/suggested contents):

**Contents of Narrative for Self-Study VIII.A.7** (See Standards Compliance Guide for required/suggested contents):

**Contents of Narrative for Self-Study VIII.A.9** (See Standards Compliance Guide for required/suggested contents):

**Contents of Narrative for Self-Study VIII.A.11** (See Standards Compliance Guide for required/suggested contents):

# Standard VIII.B: Curriculum Requirements – Learning Experiences

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

# Standard VIII.C: Curriculum Requirements – Evaluations

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

#### Accompanying Documentation for Self-Study:

|  |  |
| --- | --- |
| **Documentation** | **Files** |
| Submit documentation of evaluation systems provided to the student.  Provide institution or departmental policy for academic progression. |  |