

POST-PROFESSIONAL RESIDENCY PROGRAMS ANNUAL REPORT CHECKLIST



UPDATE PROGRAM'S PROFILE

- Ensure URLs are correct and linked to appropriate webpage for:
 - Institution's Website
 - AT Program's Homepage
 - Institutional Aggregate Data
 - CAATE Accreditation Status

Update Officials

- Ensure email, phone numbers, and mailing addresses are correct for all officials.

Update Resident Profiles Under Resident Tab

- Ensure graduate dates and placement data are updated for most recent cohort.
- Admission Cohort is defined as residents who are admitted into the program during the same admission cycle.

CLINICAL SITE PROFILE*

Possible Standards Cited:

Standard 3: All sites where residents are involved in patient care (excluding the residency program's sponsoring organization) must have an affiliation agreement or memorandum(s) of understanding that is endorsed by the appropriate administrative authority (i.e., those bearing signature authority) at both the sponsoring organization and site.

Checklist

- Ensure all *active* affiliated sites are listed for reporting period.
- Ensure all columns are filled out accordingly.
- Individual Clinical Site Profiles:
 - Ensure all affiliated sites listed have appropriate signature of authority (In most situations, the athletic trainer or other practitioner (PA, DPT, MD) is not authorized to enter a contract on behalf of the institution/facility unless they are an owner or administrator).
 - Signature of authority must be from the clinical site and not the sponsoring institution.

***This section is optional for Residency programs.**

FACULTY PROFILES

Possible Standards Cited:

Standard 38: The Residency Program Director must be certified and be in good standing with the Board of Certification (BOC).

Standard 39: The Residency Program Director must possess a current state athletic training credential and be in good standing with the state regulatory agency (where applicable).

Standard 36: The Residency Program Director must have administrative release time. The Residency Program Director's release time must be equivalent to similar residency programs in the organization. If no such similar program exists at the organization, then benchmark with peer organizations.

Checklist

- Ensure Program Director is identified.
- Ensure appropriate BOC and/or state credential is listed for each faculty.

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PRECEPTOR PROFILES

Possible Standards Cited:

Standard 46: A preceptor must be credentialed by the state in a health care profession.

Standard 47: All preceptors must have training and experience in the focused area of clinical practice for which they serve as preceptors, must maintain continuity-of practice in that area, and must be practicing in that area at the time residents are being trained.

Standard 48: A preceptor must receive planned and ongoing education from the program designed to promote a constructive learning environment.

Checklist

- Ensure preceptor is active during reporting period.
- List all credentials (i.e., PhD, ATC, LAT) for each preceptor.
- List all state credential numbers.

SECTION I: PROGRAM INFORMATION (AR-I)

Possible Standards Cited: n/a

Checklist

- Ensure official name of residency program is listed.
- Ensure program's focus area is appropriately reflected.

SECTION II: APPLICANTS & ENROLLMENT (AR-II)

Possible Standards Cited: n/a

Checklist

- The total number of residents listed in question II.11, II.12, II.13, and II.14 should **each be equal** to the total head count of residents provided in question II.10.
- Ethnicity and race are collected as part of the Annual Report to allow for the tracking of trends in diversity in athletic training education. This information is typically self-reported by residents during the application/admissions process, and can usually be obtained by contacting your institution's admissions office.

SECTION III: FACULTY (AR-III)

Possible Standards Cited:

Standard 38: The Residency Program Director must be certified and be in good standing with the Board of Certification (BOC).

Standard 39: The Residency Program Director must possess a current state athletic training credential and be in good standing with the state regulatory agency (where applicable).

Standard 42: The residency program must provide a sufficient complement of associated clinical staff (preceptors and other clinicians) to ensure appropriate support and guidance to all residents.

Checklist

- The current # of faculty should match the # of faculty listed in the Faculty Profiles.
- The current # of preceptors should match the # of preceptors listed in the Preceptor Profiles.

SECTION IV: PROGRAM OPERATIONS (AR-IV)

Possible Standards Cited:

Standard 71: The residency program must provide residents' sufficient financial support to fulfill the responsibilities of the program.

Standard 81: All required program specific costs incurred by the resident must be publicly accessible in official organizational documents.

Standard 83: Organizational policies concerning professional, family, and sick leave and the effect such leaves would have on the resident's ability to complete the residency program must be defined, published, and readily available.

Checklist

- Ensure residents salary and benefits are accurately reflected.
- The URL listed in IV.22 must link to program specific costs incurred by the resident. These costs must be publicly accessible or the program may be cited as non-compliant with Standard. The information reported on the program's website should be consistent with the amount reported above in this section for program specific fees.

SECTION V: OUTCOMES (AR-V)

Possible Standards Cited: n/a

Checklist

- Ensure all questions are answered appropriately.

SECTION VI: ACCESS TO INFORMATION AND COMPLIANCE (AR-VI)

Possible Standards Cited:

Standard 22: Assessment Measures: Residency programs must post the aggregate organizational data (as defined by the CAATE) on the residency program's home page or a direct link to the data must be on the residency program's home webpage.

Program may self-report other Standards.

Checklist

- Ensure program outcome data is updated on programs webpage.
- Self-report any program non-compliances.

Instructions:

- The Annual Report will require both the Medical Director and President (or equivalent administrator) to electronically sign off. Upon completion of the Annual Report, the Program Director will navigate to the Annual Report > home tab and click 'Submit for Signatures.' The Medical Director and President (or equivalent administrator) will need to login and sign off on the Annual Report. Once both administrators have electronically signed off, the Program Director can submit the Annual Report to the CAATE. If program is found non-compliant, or compliance could not be determined, the program must submit evidence for current academic year.
- If program is found non-compliant, or compliance could not be determined, **the program must submit evidence for the current academic year.**
- For additional information, check out the CAATE Annual Report webpage: <https://caate.net/annual-report/>

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