

Annual Report Review

Primary Reviewer's review is in progress.

Start by clicking on the Annual Report tab.

Annual Report

[Directory](#) information (Faculty, Clinical Sites and Preceptors), Program Profile, Officials and Student/Resident Information must be updated prior to submitting your Annual Report.

Please complete the following sections for this year's Annual Report. Please take a few minutes to read the directions at the beginning of every section. As you complete your Annual Report, the table below will show your progress as **Not Started**, **In Progress** or **Complete**. When all sections are **Complete** a Submit for Signatures button will appear on the Annual Report >home tab. The Annual Report will require electronic sign off by Department Chair and Dean (Medical Director and President for Residency Programs). Once the Department Chair and Dean (Medical Director and President for Residency Programs) have both signed off, the Program Director can submit the Annual Report. You must click the Submit button (located on the Annual Report > home tab) in order to complete the submission process. The deadline for completing and submitting your Annual Report is on or before Oct 1

For your convenience, last year's responses have been pre-populated. Please update the information as needed.

Your program's Annual Report appears to be missing some information.

Please complete the indicated sections below, and return here to submit your Annual Report.

This table will show you your progress

Professional Programs: The Preceptor, Clinical Site, and Faculty Profiles are required to submit the Annual Report.

Post-Professional Degree Programs: The Preceptor Profiles are optional and Clinical Site and Faculty Profiles are required to submit the Annual Report.

Post-Professional Residency Programs: The Preceptor Profiles are required to submit the Annual Report.

Use these links to navigate to the sections you wish to complete. (You may also use the tabs on the black bar above)

| SECTION | STATUS |
|--|-------------|
| Clinical Site Profiles | Not Started |
| Faculty Profiles | Not Started |
| Preceptor Profiles | Not Started |
| Annual Report | |
| Section I: General Program Information | Not Started |
| Section II: Applicants & Enrollment | Not Started |
| Section III: Faculty | Not Started |
| Section IV: Program Operations | Not Started |
| Section V: Outcomes | Not Started |
| Section VI: Access to Information and Compliance | Not Started |

After all sections have a Complete status, the Chair and Dean (or other administrators for residency programs) are required to signoff prior to submission to CAATE.

The Directory tabs (Faculty, Clinical Sites and Preceptors) have been prepopulated with previously submitted data. This will make the completion process easier. However, you must review each entry and update necessary information. Also, CAATE has added new required fields, so you must review each entry and click the “Save” button below.

Faculty Clinical Sites Preceptors

Clinical Site Profiles

Please create a profile for each clinic that the program uses for clinical experience, clerkships, internships and/or externships. The capture of this information allows for summary analysis each year. Please be as accurate as possible in completing the profiles.

When all required fields for each Clinic have been completed, you will see a **Mark as Complete** link below. Click this link when you are finished with the section, i.e., when there are no more Clinics for you to add. A new link will appear, **Mark as In Progress**, and the system will not allow you to enter new Clinics or edit existing profiles. If you want to make additions or changes, and you haven't yet submitted to CAATE, click **Mark as In Progress**. The system will unlock. Make your edits or additions, then click **Mark as Complete** again.

The screenshot shows a search bar with a 'Search' button and a search icon. Below the search bar are two links: 'View All Clinical Site Profiles' and 'Add Clinical Site Profile'. An orange callout box with a white background and a black border points to the 'Add Clinical Site Profile' link. The text inside the callout box reads: 'Click here to add any new Directory entry'.

In accordance with Standard 3 (2012 Standards for Professional Programs), all clinical sites that involve either patient care or observation-only experience need to be listed in the Clinical Sites Directory for the Annual Report. Please ensure that you have included all sites used for any clinical education.

Please Note: The # of preceptors column is pre-populated and calculated based on the information provided within preceptor profiles. This column is not editable within the Clinical Site Table.

Professional Programs: The Preceptor, Clinical Site, and Faculty Profiles are required to submit the Annual Report.

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Post-Professional Residency Programs: The Clinical Site Profiles are optional and Preceptor and Faculty Profiles are required to submit the Annual Report.

| NAME | # OF PRECEPTOR(S) | TYPE | STATUS | ACTION |
|---|-------------------|--------------------|-------------|--|
| Jones Orthopedics | | Physician Clinic | In Progress | View/Edit Delete |
| Sample University, Athletics Department | 2 | College/University | In Progress | View/Edit Delete |

View/Edit each Clinical Site, Faculty member and Preceptor for accuracy and updates.

Faculty [Clinical Sites](#) [Preceptors](#)

Clinical Site: *Sample University, Athletics Department*

In accordance with Standard 3, all clinical sites that involve either patient care or observation-only experience need to be listed in the Clinical Sites Directory for the Annual Report. Please ensure that you have included all sites used for any clinical education.

1 Was this site active during the reporting year?

- Yes
- No

5 The site is:

- Hands-On
- Observation
- Both Hands-On and Observation
- Employer Only - No students

6 Is there an affiliation agreement on file?

- Yes
- Facility is part of Program's Sponsoring Institution
- No

8 Is there an Emergency Action Plan on file for each of the above listed venues?

Note: Each venue must have an EAP that is readily accessible for the student in case of an emergency. Venues accredited by outside accrediting agencies are exempt. Each venue must have an EAP that is readily accessible for the student in case of an emergency. Venues accredited by outside accrediting agencies are exempt. Sites that are Employer Only and do not ever have students are also exempt.

- Yes
- Facility is externally accredited (e.g. Joint Commission, HFAP, etc?)
- No
- N/A

SAVE

Name: Tommy Young

1 Name:

First Name

Tommy

Last Name

Young

2 Credentials: (Academic and Professional)

PHD

3 Email

tyoung@gmail.com

7 Is this faculty one of the 2 full-time FTE faculty members?

Yes

No

8 BOC Certification #:

12312345

If no BOC number, please enter N/A

11 Was this faculty member active during the reporting year?

Warning *Please complete

Yes

No

Same action is needed for each Faculty member

SAVE

Name: Joe Smith

In accordance with Standards 3 and 37, all preceptors at all clinical sites involving either patient care or observation-only experience need to be listed in the Preceptor Directory for the Annual Report. Please ensure that you have included all preceptors who are supervising your students at all clinical sites.

1 Is/Was Preceptor active for the reporting year?

- Yes
- No

7 BOC Certification #:

123458

If no BOC number, please enter N/A

8 State Credential #: (includes AT, PT, MD, etc...)

Required response for Professional programs (Optional for Post Professional programs)

| | STATE | PROFESSION | CREDENTIAL # |
|---|--------|------------------|--------------|
| 1 | Kansas | Athletic Trainer | 123 |
| 2 | | | |
| 3 | | | |
| 4 | | | |

9 Preceptor Training: (most recent training date) *All preceptors must be trained. If preceptor has not been trained, leave the field blank

Note: Please note that all preceptors need to be reported and that all preceptors will need a preceptor training date, as the standard states that all preceptors must receive "planned and ongoing education" from the program designed to promote a constructive learning environment and that anyone supervising your students during clinical education (hands-on or observation) is considered a preceptor. If you entered 1/1/2014 on your last annual report (as directed), you will need to change this date for this reporting period (due October 15, 2015) since this standard was in effect for the 2014-2015 academic year.

08012013

14 Years of professional experience:

Warning Please reply

Please enter a whole number

And for Preceptors.

SAVE

Clinical Site Profiles

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The screenshot shows a search bar with the label "Search" and a magnifying glass icon. Below the search bar are three links: "View All Clinical Site Profiles", "Add Clinical Site Profile", and "Mark as Complete". The "Mark as Complete" link is highlighted with an orange line pointing to a callout box.

Once you've updated and saved each profile section, a link for "Mark as complete" will appear for that section. In order for the changes to reflect on the AR Home page, you must click this link.

Once you have marked a section as Complete, the link will change to 'Mark as in Progress'.

The screenshot shows the same search bar as above. Below the search bar are two links: "View All Preceptor Profiles" and "Mark as In Progress". The "Mark as In Progress" link is highlighted with an orange line pointing to a callout box.

If you need to edit or add other entries, you'll need to click on this link.

Please note that the annual report sections will be prepopulated with the information you submitted the previous year. These must be updated prior to clicking on the “SAVE”, “NEXT” or “PREVIOUS” buttons. These buttons will save your data. The system won't know if it is new data or previous year data.

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For your convenience, last year's responses have been pre-populated. Please update these with the current reporting period's data.

Your program's Annual Report appears to be missing some information.

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| SECTION | STATUS |
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| Clinical Site Profiles | Complete |
| Faculty Profiles | Complete |
| Preceptor Profiles | Complete |
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| Section I: General Program Information | Not Started |
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After all sections have a Complete status, the Chair and Dean (or other administrators for residency programs) are required to signoff prior to submission to CAATE.

Section II: Applicants & Enrollment

Instructions:

(1) Please answer all questions for the reporting period. (2) All fields are required, so you must answer all questions. (3) You can tab from question to question. (4) Many questions with yes/no choices ask you to complete a text field if you answer yes. You must enter text in this field for the system to recognize your answer as complete. (5) Some questions ask you for numbers. For these, enter zero rather than leaving an entry empty. (6) You can complete the survey in several sittings. Just remember to click Save or Next at the end of every page to save what you have done. (7) Error and warning messages will be displayed both within the survey and on the top of every survey page. (8) Incomplete sections will be noted section by section on the Annual Report tab.

Submitting your Annual Report:

When all sections are complete, you will see a Submit for Signatures button on the Home tab. Electronic signatures for your Department Chair and Dean will be required prior to final submission. Once both administrators have electronically signed off, the Program Director can then click the Submit button to submit your Annual Report to CAATE.

III Please indicate which admission process the program uses:

- Direct (student is directly admitted to program when admitted to institution)
- Secondary (secondary application and admission process is used by the program)

For Questions II.2 - II.10: If the program has transitioned the level of degree or in the process of transitioning the level of degree please report a TOTAL number for both levels of degree.

II.2 What was the number of slots available for admission to the program during this reporting period?

10

III.10 Please indicate the number of male, female, or transgender students (as self-identified by the student) enrolled in the program during the reporting period:

Note: Enter numbers only. The total of the numbers entered should equal the head count of your program, including all locations (total of the numbers entered for question II.6).

Male

10

Female

9

Transgender

1

Warning: If none, enter 0

Unknown

Please remember that these fields are prepopulated with last year's data. Before clicking on any of these buttons, please be sure you've updated the data.

« PREVIOUS

SAVE

NEXT »

After all the sections have been completed, check the box to confirm you've updated the Directory information, and the Submit AR for Signoff button will appear for the PD. Choose Submit AR for Signoff and it will alert the Chair and Dean (Medical Director and President for Residency Programs) to review the report and signoff.

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Congratulations, your program's annual report appears to be complete.

Professional Programs: The Preceptor, Clinical Site, and Faculty Profiles are required to submit the Annual Report.

Post-Professional Degree Programs: The Preceptor Profiles are optional and Clinical Site and Faculty Profiles are required to submit the Annual Report.

Post-Professional Residency Programs: The Clinical Site Profiles are optional and Preceptor and Faculty Profiles are required to submit the Annual Report.

Please click the below check box to see the Signoff button.

Directory information (Faculty, Preceptors and Clinical), Program Profile, Officials, and Student/Resident Information have been updated.

| SECTION | STATUS |
|--|----------|
| Clinical Site Profiles | Complete |
| Faculty Profiles | Complete |
| Preceptor Profiles | Complete |
| Annual Report | |
| Section I: General Program Information | Complete |
| Section II: Applicants & Enrollment | Complete |
| Section III: Faculty | Complete |
| Section IV: Program Operations | Complete |
| Section V: Outcomes | Complete |
| Section VI: Access to Information and Compliance | Complete |

All the sections are in 'Complete' status. Click on the button to submit Annual Report for Signoff.

SUBMIT AR FOR SIGNOFF

Once signed off by the Chair and Dean (Medical Director and President for Residency Programs), the PD will receive an email and will have access to the Submit to CAATE button at the bottom of the Annual Report Home screen.

| SECTION | STATUS |
|--|----------|
| Program Self-Inspection | Complete |
| Faculty Profiles | Complete |
| Preceptor Profiles | Complete |
| Annual Report | |
| Section I. General Program Information | Complete |
| Section II. Applicants & Enrollment | Complete |
| Section III. Faculty | Complete |
| Section IV. Program Operations | Complete |
| Section V. Outcomes | Complete |
| Section VI. Access to Information and Compliance | Complete |

SUBMIT TO CAATE