**Interim Report Template – POST-DOCTORAL**

*Content in CoA Portal*

**STANDARD I.C.5**

**Overview**

Institutional and Program Context: Program type, institutional and program setting and resources, program policies and procedures, and program climate.

**Description**

**Complaint/Grievance Reporting:** Each program is responsible for maintaining records of all formal complaints and grievances against the pro- gram of which it is aware that have been submitted or filed against the program and/or against individuals associated with the program since its last accreditation site visit. The Commission on Accreditation will examine a program’s records of residents’ complaints as part of its periodic review of the program.

**Supporting Material**

* OPTIONAL: Uploads are not required. However, if the program opts to provide supporting materials to demonstrate process/procedures related to complaints/grievances, please ensure all identifying information has been redacted.

**Focused Questions**

* Provide a summary record of formal trainee complaints or grievances received by, or known to, the program against the program and/or against individuals associated with the program since the last site visit. If there have been no complaints or grievances, please indicate as such.

**STANDARD II.D.1.b**

**Overview**

Aims, competencies, training, and outcomes.

**Description**

**Proximal and Distal Outcome Data:** The CoA requires all accredited programs to provide outcome data on the extent to which the program is effective in achieving its aim(s), required profession wide competences, program-specific competencies (if any), and specialty area competencies (as appropriate).

**Supporting Materials**

**IMPORTANT INFORMATION ON PROVISION OF DATA:** Programs should NOT upload information that identifies residents by name or initials. All materials must be de-identified. Programs must provide aggregate outcome data for residents since the time of its last site visit (5 years). Proximal, competency-based outcomes are measures obtained while the resident is in the program. Distal data typically include information obtained from alumni surveys assessing former residents’ perception of the degree to which the program achieved its aims by preparing them in the required competencies.

* Upload REQUIRED TABLE: Download PROXIMAL DATA TABLE. Use this template to provide required SoA-based proximal data. Please label upload as – Proximal data table. Proximal data should be provided for all outcome measures described for Level 1, 2, and 3 competencies (as applicable). Data must clearly demonstrate that all residents have met the MLAs identified in the competencies table.
* Upload REQUIRED TABLE: Download DISTAL DATA TABLE. Use this template to provide required SoA-based distal data. Please label upload as – Distal Data Table.
* Upload REQUIRED TABLE: Download Competencies template. Please label upload as - Competencies Table.
* REQUIRED Upload: Provide the current evaluation form/s used to evaluate resident attainment of competencies.

IMPORTANT NOTE: Updated/new didactic, program manuals, etc. should NOT be submitted in this section. If significant changes have been made, please submit in the “Substantive Change Reporting” section. Minor/routine changes need not be reported.

**Focused Questions**

Review: IR C-16 P: Outcome Data for Postdoctoral Residency Programs

* Summarize the proximal outcome data available to demonstrate whether the program achieved its aims and competencies.
* If proximal data indicate MLAs were not met by all residents, please provide narrative to address the remediation and whether the resident successfully completed the program.
* Summarize the distal outcome data available to demonstrate whether the program achieved its aims and competencies.
* If data are missing, please explain why data have not been provided.

**STANDARD V.B.2**

**Overview**

Communication Practices: Public disclosure and communication/relationship with accrediting body.

**Description**

**Substantive Change Reporting:** The program informs the accrediting body in a timely manner of changes in its environment, plans, resources, or operations that could alter the program’s quality. This includes notification of any potential substantive changes in the program, such as changes in sequence of experiential training, faculty/staff changes, or changes in administration.

**Supporting Material**

* Upload REQUIRED TABLE: Download SUBSTANTIVE CHANGE TABLE. Use this template to summarize substantive changes reported to CoA since the program’s last site visit. Please label upload as – Substantive Change Table
* OPTIONAL: Provide supporting material (e.g. New didactic descriptions/schedule, evaluation forms, policies, curriculum vitae) to supplement any substantive changes not previously reported to CoA.

**Focused Questions**

Please review IR C-20 P: Notification of Changes to Accredited Programs

* Provide detailed information on any substantive changes that have not yet been reported to the CoA. The program is asked to provided supporting documentation as needed to demonstrate consistency with the SoA. If there have been no additional substantive changes, simply write “N/A”.

IMPORTANT NOTE: Substantive changes reflect changes that may **alter the program’s quality and/or impact the program’s adherence to the SoA**. Minor revisions and modifications to forms/policies do not necessarily reflect a substantive change and need not be reported/uploaded.