**<Name of your program goes here>**

**DI and ISPP Policies and Procedures Checklist (Standard 8)**

**Instructions:** Complete the table below indicating where the program’s policies and procedures are located and easily accessible to current interns.

|  |  |
| --- | --- |
| Policies and Procedures (Standard 8)  | **Policy Location** Include an active website link, Intern Handbook page number, or other institution or program materials  |
| **Required Element 8.1** |
| a. Intern Performance Monitoring: The program’s system of monitoring intern performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behaviors and academic integrity of the intern.  |  |
| b. Intern Remediation and Retention: Concerns about an intern’s performance in meeting program requirements are addressed promptly and adequately to facilitate the intern’s progression in the program. |  |
| c. Supervised Practice Documentation: The program must establish procedures for tracking individual intern’s supervised practice hours in professional work settings and in alternate practice activities, such as simulation, case studies and role playing. Hours granted for prior learning, if given, also must be documented. |  |
| d. Equitable Treatment: The program must establish policies to support the diverse needs of interns, ensure an inclusive environment, and to ensure equitable treatment by program faculty and preceptors of interns from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. |  |
| **Required Element 8.2** |
| a. Insurance requirements, including those for professional liability.  |  |
| b. Liability for safety in travel to and from assigned areas.  |  |
| c. Injury or illness while in a facility for supervised practice.  |  |
| d. Drug testing and criminal background checks, if required by supervised practice facilities.  |  |
| e. Requirement that interns doing supervised practice must not be used to replace employees. |  |
| f. When interns are paid compensation as part of the program, policies must be in place to define the compensation practices. |  |
| g. The process for filing and handling complaints about the program from interns and preceptors that includes recourse to an administrator other than the program director and prevents retaliation. The program must maintain a record of intern complaints for a period of seven years, including the resolution of complaints. |  |
| h. Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted. |  |
| i. If the program grants credit or supervised practice hours for interns’ prior learning, it must define procedures for evaluating equivalence of prior education or experience. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence. |  |
| j. Process for assessment of intern learning and regular reports of performance and progress |  |
| k. Program retention and remediation procedures; interns must have access to remedial instruction such as tutorial support. |  |
| l. Disciplinary/termination procedures. |  |
| m. Graduation and/or program completion requirements, including maximum amount of time allowed for completing program requirements applicable at the time intern enrolls. |  |
| n. Verification statement requirements and procedures ensuring that all interns completing requirements established by the program receive verification statements. |  |
| o. Programs using distance instruction and/or online testing must employ strategies to verify the identity of an intern. |  |
| p. Withdrawal and refund of tuition and fees.  |  |
| q. Program schedule, vacations, holidays and leaves of absence. |  |
| r. Protection of privacy of intern information, including information used for identifying interns in distance learning. |  |
| s. Intern access to their own intern file.  |  |
| t. Access to intern support services, including health services, counseling, tutoring and testing and financial aid resources.  |  |