



GUIDELINES: AMERICAN BOARD OF PHYSICAL THERAPY RESIDENCY AND FELLOWSHIP EDUCATION EC G10-10-02-03 (BOD G08-10-01-02; G05-10-03-04; Initial: BOD G08-09-05-12)
[Guideline]

Members and Terms:

Seven members – seven physical therapist members appointed by APTA Board of Directors, each serving a 4-year term; APTA Board of Directors Liaison

Member Qualifications:

Each physical therapist member will have served a minimum of 2 years on the Credentialing Services Council, the Program Services Council, or served as a member on the former Committee on Clinical Residency and Fellowship Program Credentialing.

Meetings:

One 3-day meeting and one 2-day meeting at headquarters per year, one 1-day meeting annually at Combined Sections Meeting, and additional teleconference meetings as needed

Purpose:

To promote and provide for the development and credentialing of residency and fellowship education programs in physical therapy.

Tasks:

1. Determine the requirements with which a residency or fellowship education program must comply in order to be credentialed and amend these requirements as appropriate.
2. Provide an efficient and credible system for the evaluation, credentialing, and re-credentialing of physical therapy residency and fellowship education programs.
3. Develop and maintain the policy and procedures for the implementation and evaluation of the credentialing process including, but not limited to, the development and/or maintenance of processes for:
 - A. Credentialing residency and fellowship programs
 - B. Selecting application reviewers
 - C. Documenting findings of written review and site visit
 - D. Auditing credentialed residency and fellowship programs
 - E. Re-credentialing residency and fellowship programs
4. Provide formal recognition of APTA credentialed residency and fellowship programs.
5. Oversee the activities of the Credentialing Services Council and the Program Services Council and evaluate effectiveness of processes and initiatives.
6. Address the demand for credentialed residency and fellowship programs by promoting wide regional representation and access to all specialty practices.
7. Foster retention of credentialed residency and fellowship programs.

8. Identify new and existing funding sources for residency and fellowship programs.
9. Act upon all grievance issues related to the credentialing of residency and fellowship programs. (appeal process)
10. Appoint members of the Credentialing Services Council and Program Services Council.

Work Other Than at Meetings:

Review all necessary materials in advance of telephone conference calls, respond to electronic communications, liaison with other APTA groups as requested.

CREDENTIALING SERVICES COUNCIL

Members and Terms:

Nine members appointed by American Board of Physical Therapy Residency and Fellowship Education, each serving a 4-year term.

Member Qualifications:

Licensed physical therapist with expertise in physical therapy education, clinical education, and an area of board certified clinical practice. Must have completed a minimum of three application reviews and two site visits.

Meetings:

One 2-day meeting at headquarters per year and monthly teleconference meetings.

Purpose:

To implement the credentialing process for residency and fellowship education programs in physical therapy.

Tasks:

1. Assist with credentialing residency and fellowship programs that effectively demonstrate compliance with the credentialing requirements, using the following process:
 - A. Review applications.
 - B. Conduct and oversee site team visits.
 - C. Provide credentialing recommendations to the American Board of Physical Therapy Residency and Fellowship Education.
 - D. Review Annual Reports and make recommendations to the American Board of Physical Therapy Residency and Fellowship Education.
2. Develop, implement, and evaluate a training program for application reviewers/on-site visitors.

Work Other Than at Meetings:

Review applications for credentialing and re-credentialing residency and fellowship programs, participate in on-site visits as part of the credentialing process, respond to electronic communications, liaison with other APTA groups as requested, and review all necessary materials in advance of telephone conference calls.

PROGRAM SERVICES COUNCIL

Members and Terms:

Five members appointed by American Board of Physical Therapy Residency and Fellowship Education, each serving a 4-year term.

Member Qualifications:

Licensed physical therapist with expertise in residency/fellowship education, physical therapy education, and/or other relevant knowledge and skills as identified by the American Board of Physical Therapy Residency and Fellowship Education

Meetings:

One 2-day meeting per year and additional teleconference meetings as needed.

Purpose:

To promote and provide for the development of residency and fellowship education programs in physical therapy.

Tasks:

1. Promote the development of additional residency and fellowship programs in physical therapy, including:
 - A. Identifying and addressing barriers to program development and credentialing.
 - B. Providing developing programs with essential resources.
 - C. Identifying and implementing effective marketing plans to increase awareness of residency/fellowship education.
2. Promote physical therapy residency/fellowship program faculty development.
3. Promote the development of practice analyses in specialty areas currently without a *Description of Specialty Practice* or valid practice analysis.
4. Promote the development and implementation of processes to assure quality in credentialed residency and fellowship programs.
5. Foster collaborative partnerships among clinical, academic, Association, and other entities to best utilize resources for program development.
6. Partner with professional education programs, sections, chapters, and Association-wide efforts to promote participation in residency/fellowship education.

Work Other Than at Meetings:

Review all necessary materials in advance of telephone conference calls, respond to electronic communications, liaison with other APTA groups as requested.

(Residency/Fellowship & Special Certification Department, ext 8520)

[Document updated: 2/18/2011]

Explanation of Reference Numbers:

BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure