

RAC ORIENTATION FOR NEW TRAINING CENTER COORDINATORS AND RAC MEMBERS

Training Center Coordinators:

RAC reporting requirements:

1. The RAC Training Center Annual Self-Evaluation Checklist and supporting documents, submitted annually, including:
 - a. The RAC Basic Training Patient Encounter Reporting Form, completed after each Session, with copies of all Session schedules.
 - b. An annual Session attrition report.
2. Notify RAC in the event of a turn-over of 50% of trainers in a 12 month period.
3. Notify RAC in the event of a change in Training Center Director or Coordinator.

New RAC Members:

Meetings:

1. Quarterly, the week of the ARC and CHAP Directors meetings.

Essential documents (be sure you have the current version: see akchap.org or contact RAC Chair):

1. **RAC Bylaws** (10/2/14).
2. **RAC Standards** (8/3/15).
3. **RAC Annual Calendar** (9/14/11).
4. **CHA Training Center Annual Self-Evaluation Checklist** (5/15).
5. **RAC Basic Training Patient Encounter Reporting Form** (12/18/08).
6. **RAC Site Review Preparation and Implementation** (5/14/14).
7. **CHA Education Program Evaluation Checklist** (9/23/14).
8. **Instructions for RAC Education Program Evaluation Checklist** (9/23/14).
9. **Requirements for Session Schedules** (5/09).
10. **Annual Session Attrition Report template** (3/2/09).
11. **Training Center Site Review Quinquennial Schedule** (9/15).