

**SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES
DEPARTMENT OF PA SCIENCES**

**MASTER OF PA SCIENCE (MPAS) PROGRAM
CLINICAL YEAR POLICY MANUAL
2018-2019**

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This manual is specific to the Clinical Year. Students must also adhere to the MPAS General Policy Manual.

***The contents of this manual are subject to change. You will be notified of any changes.**

HEALTH REQUIREMENTS AND GUIDELINES FOR THE CLINICAL YEAR

GENERAL AREA: SECTION A: ADMINISTRATION from the Accreditation Standards for Physician Assistant Education

OBJECTIVE: OPERATIONS, STANDARD A3.07

“The program must have and implement a policy on immunization of students and such policy must be based on current Centers for Disease Control recommendations for health professionals.”

Information on CY requirements and clearances are available in the course management system (PA CY Info).

1. The Health Record Forms will be kept on file at the University Student Health Center (SHC). The student will sign a form stating the SHC, as notified by the PA Program, will have the authority to release health records to a clinical affiliate and/or Physician Assistant (PA) Department faculty/staff if required for student placement as outlined on the Authorization for Release of Health Information form.
2. The SHC will upload student health documentation to the Student Portal prior to the start of the Clinical Year and send instructions on how to access your information. Each student will be responsible to send all required health documentation to individual clinical sites and/or hospitals as deemed by your rotation schedule.
3. Each student is responsible to insure completion, documentation and submission of all required health information including labs, immunizations, and titers per CDC recommendations, as found on the ‘*Professional Student Health Record Summary*’ and <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html> to the University SHC by the designated due date. All required health information must be current during the entire Clinical Year, through completion of all Program requirements.
4. Clinical sites may have additional requirements and each student is responsible to complete these requirements and submit the appropriate documentation to the SHC within an appropriate timeframe prior to the start of the rotation.
5. Students are responsible for all costs associated with health requirements.
6. Prior to the end of the didactic year, the Clinical Administrative Assistant will provide students with the Physical Exam form. It is the student’s responsibility to submit a completed Physical Exam form to the University’s Student Health Center.
7. Students must have a negative urine drug screen and be medically cleared by Student Health in order to attend clinical experiences. Not attending clinical experiences may affect your progression in the PA Program and prevent or delay graduation. The Program follows the School of Health Sciences Drug and Alcohol Policy (see MPAS General Policy Manual).
8. Adult and pediatric background checks will be required prior to entrance into the clinical phase of the Program. Each student will be notified by the PA Program regarding the process for completion of the clearances by a specific date prior to the start of the clinical phase of the Program.

A positive report on the background check or clearances will be forwarded to the SFU legal counsel for review and recommendations. A positive report and/or failure to complete the process in a timely manner may delay your progression in the PA Program and prevent or delay graduation.

9. International (Sites) Travel – Students requesting to complete international clinical experiences will be guided by members from the University PA Program, SHC and Office for Study Abroad. Students are to contact the Office for Study Abroad for University policies, general information and CDC recommendations for international travel.
10. Students are advised to make a copy of all Clinical Year requirements prior to submission.

REQUIREMENTS FOR PROGRESSION TO THE CLINICAL YEAR

***IN ORDER TO BEGIN CLINICAL ROTATIONS, EACH STUDENT MUST MEET ALL OF THE FOLLOWING REQUIREMENTS:**

- Completion of Bachelor's Degree
- Be in good standing with Department of Physician Assistant Sciences
- Be in satisfactory financial standing with the University
- Possess a valid Driver's License and access to vehicle, OR make own transportation arrangements
- Have current certification in both BLS and ACLS

***THE FOLLOWING MUST ALSO BE COMPLETED BY THE DEADLINE:** (Please refer to the Clinical Year Requirements packet distributed **3/23/18**)

- Complete all required health data and obtain medical clearance by due date
- Complete and obtain all annual background clearances by due date
 - Child Abuse History Clearance
 - PSP Criminal Record Check
 - Federal Criminal Record Check
 - Non-Pennsylvania residents must also complete the Older Adult Protective Services Act clearance
- Provide documentation of current medical insurance and maintain insurance throughout clinical year
- ALL of the above requirements MUST be current through the end of the Clinical Year
- **Students will earn a grade deduction in the Transition to Clinical Practice course if any of these requirements are not submitted by due date.**

*** FAILURE TO MEET THE ABOVE CRITERIA WILL DELAY THE START OF YOUR ROTATIONS, WHICH MAY AFFECT GRADUATION.**

REQUIRED PANCE PREP

Any student that did not meet the benchmark score for the Didactic Year Comprehensive Written Examination will be required to complete additional testing throughout the Clinical year. This should improve both your knowledge base and test taking skills. Your performance of these will be monitored. If you repeatedly perform outside of the class average, additional testing will be assigned. Instructions will be reviewed prior to the start of the Clinical Year and are available in the course management system (PA CY Info).

CLINICAL YEAR CONTACT INFORMATION

For any questions or concerns regarding the Clinical Year, please contact your Clinical Year (CY) Advisor. In the event that there is an issue with rotations, please contact the Program Contact (listed on the Orientation Sheet) and your CY Advisor.

CLINICAL EDUCATION COORDINATORS:

Tracy Wright, MPAS, PA-C Associate Director Clinical Year Curriculum	(814) 472-3139	twright@francis.edu
Heather Gides, MPAS, PA-C Associate Director Student Assessment	(814) 472-3298	hgides@francis.edu
Denise Drummond, MMS, PA-C Associate Director Site Recruitment & Maintenance	(814) 472-3132	ddrummond@francis.edu

CLINICAL ADMINISTRATIVE ASSISTANT:

Stephanie Eckenrode	(814) 472-3136	seckenrode@francis.edu
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DEPARTMENT FAX NUMBER: (814) 472-3137

DEPARTMENT MAILING ADDRESS:

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School of Health Sciences
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DEPARTMENT CHAIR:

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MEDICAL DIRECTOR:

Mitch Joseph, D.O.	(814) 472-3130
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STUDENT HEALTH CENTER: Phone: (814) 472-3008 Fax: (814) 472-3905

PROGRESSION STANDARDS FOR THE CLINICAL YEAR

GENERAL AREA: SECTION A: ADMINISTRATION (from the Accreditation Standards for Physician Assistant Education)

OBJECTIVE: *OPERATIONS, STANDARD A3.17a and A3.17c*

“The program must define, publish and make readily available to students ... academic performance and requirements for progression in and completion of the program.”

Progression and continuance in the Saint Francis University Physician Assistant Program is based upon scholastic achievement and personal qualities, including defined professional behavior expectations and ability to meet Program Technical Standards, with or without accommodations, for the professional practice of medicine as a physician assistant. Students must continue to meet the academic progression standards, each of the technical standards and abide by the policies and procedures in the Program’s General and Clinical Year Policy Manuals throughout the clinical year to graduate with the MPAS degree.

During the clinical year, the student must meet the following academic requirements to maintain good academic standing prior to graduation:

- 1) Maintain a minimum 2.75 cumulative combined didactic and clinical phase Q.P.A. at the end of the summer, fall and spring semesters, and
- 2) Pass each physician assistant course, including all clinical rotations, with a minimum grade of "C."

Clinical year students who fail to maintain a 2.75 cumulative combined didactic and clinical phase Q.P.A. will be mandated to appear before the Performance Review Committee (PRC) and may be dismissed from the Physician Assistant Program.

Any clinical year student who receives one "D" or "F" grade in any of the PA courses/rotations will be mandated to appear before the PRC. The PRC will review the student's case and contract with the student the terms of Physician Assistant Program probation. The student will be allowed to repeat the course/rotation in question **once**, based on a schedule decided upon by the PRC. Students should realize that repeating a course/rotation will cause a delay in graduation.

When the Physician Assistant Program is notified about unsatisfactory academic or behavioral/professional performance of a clinical student on a clinical rotation, the student will also appear before the PRC (see General Policy Manual). Clinical year students who do not maintain minimum program standards may be dismissed from the Physician Assistant Program.

Dismissal from the Program may also result from any of the Causes for Disciplinary Action as listed in the Department of Physician Assistant Sciences General Policy Manual.

Students must also maintain the ability to meet Program Technical Standards, with or without accommodations, to remain in good standing with the Program (see General Policy Manual).

Due Process

Any student who wishes to appeal dismissal may request **in writing** to the Department Chair to appear before the Physician Assistant Performance Review Committee. Appeals must be received in the Department Office within five (5) days after the student receives notification from the Department regarding action as discussed above.

INTRODUCTION TO CLINICAL ROTATIONS

GENERAL AREAS: SECTION A: ADMINISTRATION; SECTION B: CURRICULUM; SECTION C: EVALUATION
(Accreditation Standards for Physician Assistant Education)

RESPONSIBILITIES TO SITE

A. ORIENTATION SHEETS / STUDENT SITE REQUIREMENTS

- Each student will be granted access to the Orientation to Clinical Rotation sheet for each of their rotation sites, which provides appropriate phone numbers, name of the site contact person, general information about the site, student requirements, plus housing information and directions as available.
- Please review ALL Orientation Sheets and Student Requirements for Sites carefully to prepare for upcoming rotations. Some sites have additional requirements (health, background checks, applications, educational modules, other onboarding requirements, etc.), which you are responsible to complete. Also, many preceptors have required readings prior to the start of the rotation.
- Students are responsible to complete ALL required rotation site or health system paperwork, as listed for each clinical site/health system on Google drive. All requirements must be completed and submitted **prior** to the due date set by that site. If no due date is listed, all paperwork must be completed and submitted **at least six weeks prior to that rotation**.
- Failure to complete and submit all paperwork by the due date will impact the student's ability to start or continue on clinical rotations, which may result in cancellation of the rotation. This WILL delay graduation.

B. CONTACTING UPCOMING ROTATION SITES

- It is the student's responsibility to contact the preceptor or his/her designated contact person **no later than TWO weeks prior** to the start of a new rotation, to determine what time, where, and to whom the student should report for the first day of that rotation.
- Students must also make appropriate arrangements for housing at sites which offer housing (see Orientation Sheets). Some sites require several months' notice, so review all information carefully. *The Clinical Site or PA Department/University is NOT responsible for searching for, securing, or paying for housing for students.* Also see the housing list on the course management system for suggestions to secure housing. **ULTIMATELY, HOUSING IS THE SOLE RESPONSIBILITY OF THE STUDENT!**
- Clinical sites which offer any housing options do so *as a courtesy to you*, the student. Please realize this is a privilege which can be taken away from our students by the clinical site. It is **your** responsibility to ensure that the housing area is as clean as when you arrived, that you respect the rules and have no guests, alcohol, or illicit drugs. Remember that your behaviors and decisions also reflect upon the PA Program and the University. Violation of the rules can result in the lowering of the rotation grade and/or dismissal from the Program. Please make arrangements with the appropriate person for key return prior to your departure. A student following you may need the key as well.

C. DO'S AND DON'TS - Utilization of Rotation Site

1. ORIENTATION: At the beginning of each new rotation, time should be allotted for the preceptor and student to "share" information about themselves. **This should include a review of the Pre-Rotation Self Evaluation form (see page 11) as well as the expectation/duties of both the student and preceptor.** An open dialogue between the student and preceptor, as well as student and Department, should be maintained to identify each student's strengths and areas for improvement. Plans to improve identified weaknesses will be initiated by the student, with assistance of the Department and clinical site preceptor if necessary.

2. Student Responsibilities:

- Students are required to work a full time schedule, and be on-call and work weekends as designated by each rotation site and/or preceptor. Students must enter their weekly rotation schedule by 4:00 pm on the first Thursday of each rotation, as directed by the Program, using a Google sheet. You are also responsible to update this schedule, as needed, so that the final schedule accurately reflects your time at the rotation.
- Be on time for all experiences, which means arriving at least 15 minutes early, and may mean at least an hour early at some experiences.
- Be prepared for all experiences. Being prepared to present a case means offering your own assessment and plan or knowing about the details of the patient's progress and diagnostic study results before your preceptor.
- You are to be fully invested in all supervised clinical rotation experiences. You must be engaged in each five-week rotation, even if it is not your favorite specialty.
- Some providers make hospital rounds on weekends and the student is expected to accompany him/her even when not specifically designated. It is the student's responsibility to follow hospital patients at all times so he/she is aware of the patient's course including events of the weekend.
- Students are expected to attend all conferences, rounds, and clinics held by the site to which they are assigned.
- Students must not substitute for clinical or administrative staff during supervised clinical practical experiences. **OPERATIONS, STANDARD A3.06**
- Students are expected to function within the scope of a PA Student (learner). If there are any concerns about your responsibilities, please contact your CY advisor.

3. Rotation Course/Objectives: **CURRICULUM, STANDARD B1.09**

- Specific objectives for each core rotation are provided to both the student and preceptor as an outline for expected rotation experience. End-of-rotation exams are based on the rotation objectives. Clinical experiences may vary slightly, depending on patient population and site setting. **It is the student's responsibility to review the objectives and augment clinical experiences with independent research and discussion with the preceptor as necessary.**

D. PROFESSIONAL CONDUCT – STUDENT EVALUATION, STANDARD C3.02

“The program must document student demonstration of defined professional behaviors

- Professionalism is a core value of medicine, and is as important as your medical knowledge and clinical skills. It involves prioritizing the interests of those being served above one's own. PAs / students must practice responsibly, abiding by legal and ethical standards.
- PA students are expected to demonstrate integrity, show respect to others, communicate effectively and in a timely manner, have an appropriate attitude, be motivated and interested in learning, be sensitive to others' culture, age, gender and disabilities, and be accountable for own actions, at a minimum.
- Students are expected to maintain professional relationships with members of the healthcare team, patients, and families as well as members of the University community.
- Students are expected to abide by the policies of the PA Program, University, and clinical site/hospital system.
- If the conduct or performance of a student is deemed unsafe, inappropriate or unprofessional by the Clinical Site or Program Faculty, the student can be dismissed from the rotation. A Performance Review Committee (PRC) will be convened. This can result in additional medical testing, failure of the rotation, or failure to matriculate successfully through the Program. Examples include (but clearly **not** limited to): missing deadlines, not submitting site requirements, HIPAA violations, sexual harassment, theft, intoxication, use of illegal substances, use of meds not prescribed to you, altering documents/evaluation forms or medical records.

- Professionalism will be evaluated throughout the Clinical Year and documented by the Department at a minimum of once each semester regarding all interactions with faculty, staff, guest lecturers and students. Professionalism is reflected by many things, such as language, behaviors, ability to follow instructions, following policies, problem solving abilities, etc. Any issues will be addressed with the student and documented. Further action will be determined by the Department. Repeated and/or serious offenses may result in a PRC, being removed from the current rotation, delaying start of a rotation, completing an additional rotation to address issues, and/or dismissal from the Program.
- Professionalism will be assessed by preceptors on the Evaluation of Student Performance form. Any ‘below average’ marks in Professional Conduct on the Preceptor Evaluation of Student Performance form is seen as a serious offense and may result in failing the rotation and/or dismissal from the Program as determined by the PRC.
- Professionalism will be assessed by the Department utilizing the Professionalism Rubric-Clinical Year form (available in the course management system - PA CY Info).

E. CLINICAL ATTENDANCE

1. Time Requirements:

- **Students are expected to be proactive on every rotation, as you are expected to meet all rotation requirements (time, patient encounters, etc.) over the course of each rotation.**
- **Students are NOT permitted to request ANY time off from their rotation by talking with the preceptor without prior approval from the Department.**
- As this is a full-time experience, students are expected to work approximately 40 hours per week, plus any on-call or weekends as scheduled by the preceptor. Each rotation is five-weeks in length and equivalent to 4 credits. Students complete three rotations per semester for a total of 12 credits of clinical experience each semester.
- Students are expected to arrive on time, which means to be early for all of their clinical experiences, and stay until your work is done, as determined by the preceptor.
- Each clinical rotation will end on the Thursday of the fifth week, unless notified otherwise by the Department. Students that are at a site that is four hours (~240 miles) or less of driving time from the University are to work a full day (may end by 4:00 pm).
- If you are at a site that is greater than four hours away, you may end your rotation at Noon on that Thursday. All students are expected to follow this schedule, unless notified otherwise by the Program.
- Attendance on Transition Days is mandatory. Any **travel to or from distant sites (> 8 hours or 400 miles) that may impact time at a rotation site or Transition Day must be approved by the Clinical Education Coordinators PRIOR to confirming arrangements.**
- Students are expected to keep absences to a minimum during the clinical year, unless on a Leave of Absence. However, if a student must miss any clinical time, they are expected **to make up ALL time** that is missed, as there is no ‘scheduled’ time off.
- Depending on the amount of time missed, students may be required to make up more time than was missed. Any student who misses two days or more from an individual rotation, for any reason, may have to repeat a portion (minimum of one week) or all of that rotation. This may result in the delay of your graduation.
- Any student who misses two days or more from an individual rotation must submit an excuse from their health care provider on official letterhead that includes medical clearance to return to the clinical site. The excuse is to be submitted to the Clinical Education Coordinators.
- There may be times when students are instructed to take days off by their preceptor, such as Memorial Day, July 4th, Labor Day, or Thanksgiving Day. Students may **take the same time off as their preceptors, ONLY if there is no other preceptor available or if the site is closed. Students must notify the Department prior to the time off.**

- During the CY, students **may** only have a scheduled break over the Christmas holiday. Please keep in mind that during this time, students may be scheduled for additional clinical time to address deficiencies in clinical performance, rotation time requirements, patient encounters, etc. It may also be necessary to schedule additional clinical time following completion of the last rotation. This will be determined by the Department, in consultation with the clinical site or preceptor.
 - Depending on the situation that necessitated a student to be scheduled for additional clinical time, realize that in some cases it may not be possible to address the issue during the time between rotations six and seven or following the last rotation. If this occurs, it will delay graduation.
 - All absences throughout the year will be monitored and noticeable patterns or repeated absences may result in a letter grade deduction to appear before the PRC committee.
 - Students may request to participate in a medical mission trip (one week maximum). If this does not occur during your elective (or possibly FP) rotation, you must make up the time during a scheduled break. Attendance on Transition Days is still required.
2. Daily Absences:
- At the start of each rotation, students are expected to identify the procedure they are to follow in the event that it is necessary to contact the clinical site/preceptor outside of normal operating hours.
 - If you must be absent from the rotation for any unplanned reason, **notify the rotation site as early as possible EACH MORNING** that you will be absent.
 - The Department must also be notified EACH MORNING of any absence (partial or full) for any reason. Please contact (814) 472-3136. **Failure to contact the Department concerning absences from rotation may lower your rotation grade one letter grade.**
3. Interviews:
- A maximum of **two** days during the Spring semester **may** be permitted to interview for employment. You may not miss a Transition Day for an interview. Students are required to submit the request for the absence to the Clinical Education Coordinators as soon as the date for the interview is known. This request must include the proposed date of interview, how much time off is needed, the name of the site, and the name, email, and phone number of the point of contact for the interview.
 - Once your request is approved by the Clinical Education Coordinators, the student must request permission to be excused from the preceptor/clinical site. Interview days **may** be limited if the student has other absences during the rotation, excessive absences throughout the year, or any other academic or professional concerns. As with any absence, the student is expected to make-up the time missed and patient encounters necessary to meet benchmarks.

STUDENT EVALUATION, STANDARDS C3.01; C3.02; C3.03

"The program must conduct frequent, objective and documented evaluations of students related to learning outcomes for ...supervised clinical education components. The program must document student demonstration of defined professional behaviors. The program must monitor and document the progress of each student in a manner that promptly identifies deficiencies in knowledge or skills and establishes means for remediation."

This is achieved by rotation site visits, objective testing, and evaluations of the student by the preceptor and the Department.

A. Rotation Site Visits

1. Each student will be visited by one of the Clinical Education Coordinators, or their designee, at least once during the clinical year. An evaluation site visit will be scheduled during the rotations indicated on the finalized clinical rotation schedule. Additional formal Department evaluations of the student can be scheduled as deemed necessary by the Department, clinical site, or student. Site visits are scheduled by the clinical site and the Clinical Education Coordinators at a mutually convenient time. Students may be notified of the date and time of site visits by the rotation site or the Clinical Education Coordinator.

2. Utilization of the site visit includes, but will not be limited to:
 - Feedback from both the preceptor and student concerning the rotation experience and student performance.
 - Feedback from the preceptor and student to identify and correct any inadequacies in Program training.
 - **FORMAL EVALUATION:** Direct observation of student performance in patient encounters by Department personnel and review of clinical work via H&Ps/SOAP notes. The Student Site Visit Evaluation Form will be completed and signed by Department personnel, then will be reviewed with and signed by the student. This evaluation will become a part of the student's permanent file. If there are any concerns about the student's performance, the student may be scheduled for an additional site visit, appear before the PRC Committee and/or be removed from the clinical site.

B. Preceptor Evaluation of Student Performance

- Each student will have access to Preceptor Evaluation of Student Performance forms via the course management system. It is the student's responsibility to ensure that a complete printed form is given to each preceptor that the student had WORKED WITH REGULARLY (defined as approximately 40 hours during the rotation), **at the end of the fourth week of every rotation.**
- **It is the student's responsibility to remind the preceptor that the evaluation form should be returned by the Transition to Practice Day or to the Department office within one week after the end of the rotation.**
- The preceptor is encouraged to have an exit interview with the student. It is anticipated that this exit evaluation process will allow more direct feedback between the student and preceptor concerning the student's performance on each particular rotation. The student should also provide feedback to the preceptor concerning the rotation.
- All preceptor evaluation forms must be submitted to the Department. They become a part of the student's record and are calculated (multiple evaluation forms are averaged) into the final grade received for a particular rotation.
- Students are permitted to make a copy of the preceptor evaluation as long as it has been signed by both the preceptor and the student. This must occur prior to submission to the Department.
- **Performance Review Committee (PRC)**
 - When a student receives a "Does not meet expectations for level of training" in Clinical Performance or a "No" for Professional Conduct on the Mid-Rotation Evaluation or "Below average" rating in Clinical Performance on the final rotation evaluation, the Department Faculty will review the evaluation and recommend on a case-by-case basis whether or not a PRC needs to be convened. If it is determined that a PRC is not needed, the Clinical Coordinator responsible for the site will contact the student to discuss improving performance in those areas that have been determined to be deficient.
 - If a student receives a "Below average" rating in Professional Conduct on the final rotation evaluation, a PRC will be convened.
 - If a review of the "Evaluation of Student Performance" indicates deficits in either Clinical Performance or Professional Conduct, a change in future site(s) placement may be made whether or not the student receives a passing grade for the rotation.
 - If the conduct or performance of the student is deemed unsafe or inappropriate by the Clinical Site or Program Faculty, the site or Program may remove the student and a PRC may be convened.
 - If a student wishes to request a PRC, they should submit the request along with the reason for the PRC in writing to the Department Chairperson. The Department Faculty will review the request and determine whether or not a PRC will be convened.

C. End-of-Rotation Exams

- On the Transition to Practice Day following a rotation, with the exception of the elective rotation, each student will be given a comprehensive written exam based on the instructional objectives for that rotation. Remediation with additional testing will be required for those that do not meet the Program's benchmark (72.5%) for each End-of-Rotation exam. Each student is responsible to read about the material missed in order to remediate, prior to retesting. Any student that scores below the benchmark, must complete a retest that has been created by the Program. The initial retest must be completed by mid-rotation of the subsequent rotation, unless notified otherwise by the Program. If you do not successfully pass this retest, you will be given up to two additional attempts before the end of the rotation. If you are still not successful, a PRC will be convened.

- Failure to submit the initial retest or any required additional tests by the deadline, will result in your rotation grade being lowered by one letter grade.
- No end-of-rotation exam will be given following the elective rotation. The case presentation grade will be the grade in lieu of the end-of-rotation exam.

D. Patient Encounter Simulations

- On each Transition to Practice Day, a patient encounter simulation (PES) scenario will be administered. This simulation can include any aspects of a typical patient encounter (history taking, physical exam skills, patient education, development of a differential and management plan, clinical skills, etc.) and may be based on any body system. Students must be prepared for each Transition Day. All PES scores are final. Any score below 72.5% is always reviewed by multiple faculty.
- If you fail to meet the minimum score of 72.5% on a PES, you will be required to research the topic and write a paper to help you master this material. Students should track their performance on every PES, regardless of the score, in order to identify areas of strengths and weaknesses.
- If you fail to correctly identify the primary diagnosis in the PES, regardless of final score, you will also be required to research the topic and write a paper to help you master this material.
Because of the variability of topics, students will be provided with the specific guidelines for the above subject mastery papers via email. These instructions will be sent out within one week following testing.
- Papers will be due within two - three weeks following testing. Failure to submit either of these papers or not following the given guidelines will result in your rotation grade being **lowered by one letter grade**.
- If a student receives less than 72.5% on three (3) patient encounter simulations during the course of the clinical year, he/she will be required to retest as determined by the Faculty and may be required to appear before the PRC.

E. Clinical Competencies

- The clinical competencies are utilized to identify strengths and weaknesses in areas that are fundamental to clinical practice and to also help prepare you for the Summative Evaluation as required by ARC-PA.
- On Transition Days, students will be required to submit two (2) clinical SOAP notes from each rotation, unless instructed otherwise. Notes are to be legibly written on the SOAP Note form provided. SOAP notes will be evaluated and feedback will be provided. Additional SOAP notes will be assigned on subsequent rotations if your notes are found to lack essential components. The Instructions, SOAP Note form, and Evaluation form are available in the course management system (PA CY Info).
- The following clinical competencies will be tested on the Transition Days 1 – 6:
 - Cardiac Rhythm Strips
 - Electrocardiograms
 - Suturing – should occur after your Emergency Medicine rotation, UNLESS EM it is scheduled during rotations 7-9. You will be notified as to when this testing will occur.
 - Laboratory Studies
 - Radiographs
 - If you do not meet the benchmark for each area tested, you will be required to complete subject mastery as assigned by the Department. Instructions for each competency are available in the course management system (PA CY Info).
- The following rotation competencies will be tested on the Transition Day following the Women’s Health rotation:
 - Clinical Breast Exam
 - Pelvic Exam
 - If you do not meet the benchmark on either the clinical breast exam or pelvic exam, you will be required to complete remediation and retesting as assigned by the Department. Instructions for each competency are available on the course management system (PA 570-WH).

F. Rotation Specific Assignments

- Instructions for any assignments for a specific rotation are included in each rotation/course objectives (available in the course management system - see individual course)

G. Case Presentations (see Guidelines for Oral Case Presentation)

H. Grade Calculation

The calculation of a grade for each rotation is as follows:

Preceptor Evaluation of Student Performance:	55%
End-of-Rotation Exam or Case Presentation:	20%
Patient Encounter Simulation:	20%
Rotation Specific Assignments:	5%

The grading scale for Preceptor Evaluation of Student Performance is: Excellent= 4; Good= 3.5; Average= 3; Some= 1; Little= 0.

Final grades will be based on the following scale:

A	= 92.5 - 100%
A-	= 88.5 - <92.5%
B+	= 86.5 - <88.5%
B	= 82.5 - <86.5%
B-	= 79.5 - <82.5%
C+	= 77.5 - <79.5%
C	= 72.5 - <77.5%
D	= 62.5 - <72.5%
F	= <62.5%

- Lowering of a letter grade for any reason will correspond with the above scale. For example, an A will become an A-, a B+ will become a B, etc.
- Any student who has a failing grade on a rotation will be scheduled for a PRC. The PRC may result in the student being removed from his/her next rotation(s).
- Failure of any rotation will result in repeating the rotation as well as all testing specific to that rotation. The grade achieved on the repeated rotation exams will be used to calculate the new rotation grade.

I. Evaluation Forms

1. Pre-Rotation Student Self Evaluation

- Each student will have access to Pre-Rotation Student Self Evaluation forms via the course management system (PA CY Info - Forms). One form is to be completed prior to the start of **EACH** five-week rotation and reviewed with the preceptor.
- The Pre-Rotation Student Self Evaluation should be used as a tool to facilitate communication of the student's strengths and areas for improvement (that are specific to the rotation specialty) to the preceptor. With the help of the preceptor, the student should be able to formalize a plan to improve his/her weaknesses. The form should also be used to ensure a clear understanding of preceptor expectations of the student vs. student goals.
- At the end of the rotation, the form may assist the preceptor in assessing the student's progress toward those goals and aid in the completion of the Preceptor Evaluation of Student Performance.
- These evaluations forms will be used to monitor student performance throughout the clinical year. **They may also be used to examine any discrepancies between the student and preceptor as to the final performance evaluations.**
- The completed Pre-Rotation Student Self Evaluation will be turned in, via fax or SFU email, no later than **9AM ON THE FIRST THURSDAY** of the rotation. This form must be signed by the preceptor and student.

2. Mid-Rotation Student Evaluation

- Each student will have access to Mid-Rotation Student Evaluation forms via the course management system (PA CY Info - Forms). This form is to be given to the preceptor that you have worked with the most up to this point, **on the last day of the second week of every rotation.**
- As only ONE form is to be submitted, if you have regularly worked with more than one preceptor all preceptors should provide feedback to the preceptor that is completing the form.

- **It is the student's responsibility to see that this evaluation form is returned promptly to the Department Office by fax [(814) 472-3137] by Wednesday of the third week of the rotation. If the evaluation form will be late for any legitimate reason, it is the student's responsibility to notify the Clinical Administrative Assistant by the above due date. Failure to notify or submit this on time will result in a one letter grade deduction. Consult the course management system for verification that your evaluation has been received.**
 - A Mid-Rotation Student Evaluation form must be submitted to the Department at the designated time during each five-week rotation, **including each five-week block of Family Practice.**
 - The student should request a review of the Mid-Rotation Student Evaluation form with the preceptor to review his/her performance thus far. The Mid-Rotation Student Evaluation form should be used as a tool to facilitate communication of student's strengths, areas for improvement, and a plan of action to improve student's performance through the remaining half of the rotation.
 - Both the preceptor and the student are to sign the completed Mid-Rotation Student Evaluation Form.
 - These evaluation forms will be used to monitor student performance throughout the clinical year. **They may also be used to examine any discrepancies between the student and preceptor as to final performance evaluations.**
 - Any student receiving a "Does not meet expectations for level of training" in the Clinical Performance section of the Form or a "No" in the Professional Conduct section must contact the Clinical Coordinator for that site to discuss the evaluation and the plan to improve performance for the remainder of the rotation.
3. **Student Evaluation of Preceptor(s)**
- Students are to complete an evaluation on each preceptor that the student worked with for a minimum of 40 hours during each clinical rotation. This is to occur **prior to the student discussing the completed "Evaluation of Student Performance" form with the preceptor**
 - The "Student Evaluation of Preceptor(s)" form is available in the course management system in the Evaluations section of each course/rotation and will be completed online.
 - **The form(s) must be completed and submitted by 11:30 PM on the last Wednesday of EACH rotation.**
 - Constructive comments on teaching are especially recommended, keeping in mind that the preceptors receive an annual summary of the year's rating and comments. Please realize that it is unprofessional to comment on any perceived personal deficiencies/conflicts. You should not include comments about clinical site business or areas outside of the control of the preceptor.
4. **Student Evaluation of Course/Rotation**
- Near the end of each rotation, each student will also submit a completed Student Evaluation of Course/Rotation. Each student will have access to Student Evaluation of Course/Rotation form via the course management system. The on-line form is available in the Evaluations section of each course/rotation.
 - **This form must be completed and submitted by 11:30 PM on the last Wednesday of EACH rotation.**
 - Please note, this evaluation will include a request for some miscellaneous information about the site/practice, housing options, etc.
5. **Submission Requirements**
- The Pre-Rotation Self Evaluation, Mid-Rotation Student Evaluation, Preceptor's Evaluation of Student Performance, Student Evaluation of Preceptor(s) and Student Evaluation of Course/Rotation Forms must be submitted at the designated time for **EVERY ROTATION**, including each five weeks of Family Practice. It is the student's responsibility to ensure that the Clinical Administrative Assistant receives the paper forms.
 - **Students** are to check in the course management system grade book of each course/rotation to see if all evaluation forms been received. While the Department realizes that occasional problems may arise, repeated offenses may lead to the lowering of a final rotation grade.

LOGGING CLINICAL EXPERIENCES – SUPERVISED CLINICAL PRACTICE, STANDARDS B3.02; B3.03; B3.04

“Supervised clinical practice experiences must enable all students to meet the program’s learning outcomes expected of students, to include preventive, emergent, acute and chronic patient encounters.” “Supervised clinical practice experiences must enable all students to meet the program’s learning outcomes expected of students, for patients seeking: a) medical care across the life span to include infants, children, adolescents, adults, and the elderly, b) women’s health (to include prenatal and gynecological care), c) care for conditions requiring surgical management, including pre-operative, intra-operative, and post-operative care, and d) care for behavioral and mental health conditions.” “Supervised clinical practice experiences must occur in the following settings: outpatient; emergency department; inpatient; and operating room.”

Students are required to log ALL patient encounters and ALL procedures as the rotation progresses. This may involve logging more than one aspect of care per patient. All logging must be completed by the end of the rotation. If students fail to log regularly (daily to every other day) or to appropriately document experiences (including higher than expected “observation only” experiences), they may be required to repeat a portion of, or all of the rotation. Arrangements for this additional clinical experience will be at the discretion of the Department and may occur during the Christmas break or following the final rotation. Failure to complete these requirements may also affect your ability to choose an elective rotation, as this may be assigned to you by the Department to complete any required undocumented experiences. **Please refer to the Logging Reference in the course management system for requirements (PA CY Info).*

- Logging clinical experiences/encounters in the settings listed above is not rotation-specific. (Example: performing a pre-op H&P may not occur exclusively in the context of the general surgery rotation.)
- Students are expected to log appropriate numbers of experiences on a REGULAR (daily to every other day) basis.
- Students will be expected to log a minimum of 100 patient encounters by midnight of mid-rotation. Students will also be expected to log a minimum of 200 patient encounters per rotation by midnight of the last day of the rotation. **If you will not meet these minimums for a legitimate reason, such as a lower than expected number of patient encounters, it is mandatory that you contact the Clinical Administrative Assistant by Wednesday of the third week for mid-rotation and/or by Monday of the fifth week for the overall rotation and explain why you will not meet the minimum.** Each missed deadline will result in the lowering of your rotation grade by one letter grade. **You will not be excused from logging minimums because you are not logging your patient encounters on a regular basis.**
- Logs will be reviewed throughout each rotation to ensure compliance. Failure to log regularly or document logs correctly, will result in a grade deduction. Failure to meet minimum patient logging requirements may result in an incomplete grade, being scheduled for additional clinical experiences, having to appear before the PRC, and may delay progression to your next rotation or delay graduation.
- Instruction on the use of the logging system will be provided prior to the end of the Didactic year.
- Students will have access to their logs at the end of the clinical year for hospital credentialing and/or employer inquiries.

SUMMATIVE EVALUATION – STUDENT EVALUATION, STANDARD C3.04

“The program must conduct and document a summative evaluation of each student within the final four months of the program to verify that each student is prepared to enter clinical practice.” Summative evaluation is defined as “an assessment of the learner conducted by the program to ensure that the learner has the knowledge, interpersonal skills, patient care skills, and professionalism required for entry into the profession...”

A. COMPREHENSIVE WRITTEN EXAMINATION

- Each student will be required to complete a Comprehensive Written Examination as scheduled by the Department near the end of the Clinical Year.
- This exam will follow the NCCPA PANCE Blueprint.

B. OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE)

- Each student will be required to participate in an OSCE as scheduled by the Department near the end of the Clinical Year.
- The encounter will include assessment in areas of history taking, problem specific physical exam, differential, management plan, clinical skills, patient education, and professionalism.

C. CLINICAL COMPETENCIES

- Each student will be required to participate in a series of clinical skills competency evaluations as scheduled by the Department near the end of the Clinical Year.
- These competencies may include SOAP notes, interpretation of cardiac rhythms, electrocardiograms, radiographs, laboratory studies, wound closure, and various injections. Students are responsible to be prepared for testing.

D. ATTENDANCE

- The Summative Evaluation components will be scheduled in the last semester and occur in conjunction with those Transition Days. All students will be required to attend Transition Days 7, 8, and 9.

E. BENCHMARKS

- Any student that scores below the Program's Benchmarks for any portion of the Summative Evaluation will be required to complete a retest as determined by the Department. Failure of the retest will result in a PRC, where additional requirements will be determined. Continued failure may prohibit completion of program requirements/graduation.

Summative Component	%
Comprehensive Written Examination	TBD
OSCE	80
SOAP Note	80
Rhythm Strips	72.5
EKGs	72.5
Radiographs	72.5
Laboratory Studies	72.5
Wound Closure	72.5
Injections	72.5

GUIDANCE

GENERAL AREA: SECTION A: ADMINISTRATION (Accreditation Standards for Physician Assistant Education)

OBJECTIVES:

OPERATIONS, STANDARD A3.01 "Program policies must apply to all students.....regardless of location."

OPERATIONS, STANDARD A3.10 "The program must have written policies that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program."

The Program Faculty is available to assist students in understanding and abiding by program policies and practices. Students should contact their CY advisor for assistance and counseling regarding any academic or personal concerns and problems. Students may also contact the University's Academic Center for Success or the Counseling Center.

Even though clinical students do not reside on campus, the Department makes every attempt to keep in close contact with each student and clinical site. The Clinical Education Coordinators are available for consultation with the student or site whenever necessary. Contact is maintained through:

A. STRUCTURED TIMES

- Site visits.
- Transition to Practice Days.
- Advising sessions as needed. Students may initiate an advising meeting by contacting their CY advisor.

B. OVER-ALL AVAILABILITY

- Because of the variability with rotation schedules, geographic location, etc., **students are required to ONLY utilize their SFU e-mail account for regular correspondence with the Clinical Education Coordinators and others in the Program.** Do not email via the course management system or a non-SFU email. Students **must check their email on a daily basis.** Students must also have a functional voicemail.
- When communicating by email, SUBJECT should include “LAST NAME, First initial - topic”. Only one topic should be addressed in a single email thread to avoid a new topic that is added, from being overlooked.
- Problems on rotations can occur. These may be academic, professional, or personal in nature. Students should use the following guidelines in dealing with any problem:
 - Attempt to resolve problems with the individual directly.
 - If this is not possible, discuss it with the site preceptor or contact person.
 - **If unable to resolve a problem for any reason, contact your Clinical Year advisor ASAP.** *If your Advisor is not available, please contact the Clinical Administrative Assistant and you will be put in contact with another CEC / available faculty member.*

STUDENT IDENTIFICATION – SUPERVISED CLINICAL PRACTICE, STANDARD B3.01 "PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students and other health profession students and graduates."

- A. ATTIRE:** Students should maintain a professional appearance and dress appropriately whenever they are representing SFU and the PA profession in **any** setting. This includes clinical sites, transition days, meetings, and special events. Being neatly dressed and well-groomed exemplifies a professional appearance. Students are expected to dress modestly on Transition Days.

EACH STUDENT IS REQUIRED TO FOLLOW THE DRESS CODE ON CLINICAL SITES AS OUTLINED BELOW:

- **CLOTHING:** CLOTHING SHOULD ALLOW FOR ADEQUATE MOVEMENT DURING PATIENT CARE AND SHOULD NOT BE TIGHT, SHORT, LOW CUT OR EXPOSE THE TRUNK WITH ANY MOVEMENT. Men are to wear dress pants and shirts; wear ties when appropriate. Women are to wear dresses, dress pants or skirts, with blouses, dress shirts or sweaters. Students are NOT to wear such items as jeans, leggings, sweatpants, shorts, cut-offs, sweat shirts, hoodies, T-shirts, tank tops, halter tops, off the shoulder or strapless tops or clothing with rips/tears. No hats. A **SHORT** white lab coat will be worn at all times unless directed otherwise by the preceptor.
- **SHOES:** Wear closed toe dress shoes. No tennis shoes, clogs, sandals, flip flops or shoes with heels > 2".
- **JEWELRY:** Watches, wedding bands and/or engagement rings are permissible as appropriate. No excessive bracelets or necklaces. Earrings - no more than two earrings per ear, no dangling or oversized earrings. No ear lobe stretching (gauging). No other visible body piercings are permitted.
- **NAILS:** Fingernails should be kept trimmed and without nail polish.
- **TATTOOS:** No visible tattoos (must be covered during work hours).
- **PERFUME / AFTER-SHAVE:** No excessive or heavy perfumes or after-shaves/colognes.
- **HAIR:** Must be a **natural** color. Hair should be clean and arranged so as not to interfere with patient care.
- **NAMETAG:** Which identifies you as a SFU PA student is **mandatory** at all times, and must be worn on either your lab coat or shirt while at the clinical site. The ID must be worn at eye level with name and photo visible at all times.
- **NO GUM CHEWING OR USE OF TOBACCO PRODUCTS WILL BE ALLOWED IN THE CLINICAL SETTING.**
- **PERSONAL USE OF ELECTRONIC MEDIA** (cell/smart phones/watches/iPods/iPads) **IS NOT PERMITTED IN THE CLINICAL SETTING. MEDICAL USE OF ELECTRONIC MEDIA REQUIRES PRIOR PRECEPTOR APPROVAL. SOME SITES HAVE POLICIES ON THIS.**

*If the clinical site has established policies and practices regarding dress, the site's policies may supersede those of the SFU PA Department. Contact your CY advisor if clarification is needed.

Clinical supervisors, preceptors, or PA Department faculty reserve the right to ask a student, who is not appropriately dressed, to leave the clinical site. This may result in the student being required to have a PRC, which could possibly interfere with completion of the Program and/or graduation.

- B. Some individual sites also require a separate security or I.D. badge, which will be arranged for you during your orientation at the beginning of the rotation.

INFECTIOUS AND ENVIRONMENTAL HAZARD EXPOSURE POLICY

GENERAL AREA: SECTION A: ADMINISTRATION (Accreditation Standards for Physician Assistant Education)

OBJECTIVE: OPERATIONS, STANDARD A3.08

“The program must inform students of written policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk.”

1. Students will be held to the University’s Student Health Center (SHC) ‘*Blood Borne Pathogen Exposure Policy to Infectious and Environmental Hazards*’ which is available through the SHC. This policy includes a definition of an exposure and the procedures for care and treatment after exposure.
2. Additionally, methods of prevention as well as procedures for care and treatment after exposure will be discussed and reviewed during the Orientation to Rotations sessions for the didactic students.
3. Financial Responsibility – The student is financially responsible for any costs incurred secondary to infectious and/or environmental hazardous exposures.
4. Effects of infectious or environmental disease or disability – acquisition of an infectious or environmental disease may impact student learning activities and outcomes. Students must be able to meet published health requirements as outlined under “Health Requirements and Guidelines for Clinical Phase Student” at all times in order to continue matriculation in the MPAS Program. Based upon outcomes and degree of infectious or environmental hazard exposure, a student’s continued participation in classroom and/or clinical activities sponsored by the PA Program may be delayed or prevented. Delay of or failure to matriculate in the MPAS Program secondary to an infectious or environmental disease or disability is governed by the University’s SHC and is determined per CDC standards and clinical site requirements.

INJURIES ON ROTATIONS

- Any student who sustains an injury or occupational exposure while on rotations must notify the Student Health Center as soon as possible. Please provide details about how the injury occurred, how it was treated, what follow-up is necessary, and any other pertinent information. If the student will be absent from the clinical rotation, the Clinical Coordinator for that site should be notified as soon as possible.
- In the event that the injury involves **exposure to blood borne pathogens**, notify the clinical site’s occupational medical staff immediately and follow their protocols for blood borne exposure. **The student must contact the Saint Francis University Student Health Center at (814) 472-3008 as soon as possible.** If the Health Center is closed, leave a detailed message so that the appropriate information can be obtained as well as send a follow-up email to kmccabe@francis.edu. (As a reminder, prophylaxis must be initiated within 24 hours.)
- It is important to recognize that as a student you are not covered by the health insurance of clinical sites since you are not an employee. You are also not covered by the University’s health insurance, as you are not an employee of the University; therefore, you must carry your own insurance to cover any medical expenses incurred as a result of injury at clinical sites (i.e. blood borne exposures). The Department is not responsible for these expenses.
- A Student Accident and Sickness Insurance Plan is available through the University’s Business Office. Students will be covered 24 hours a day for the entire calendar year, including vacations, and complete coverage is in effect at school, at home, and while traveling. **It is University policy that each student have individual health coverage. As such, all students must participate in this insurance plan unless proof can be furnished that other similar insurance is carried by the students which provides adequate coverage while they are students in the United States.**

ALL students are required to submit/upload a copy of their current insurance cards as proof of medical coverage no later than three weeks prior to starting rotations.

INCIDENT REPORTS

- Should an incident occur while at your rotation, in addition to following the above policy, you also need to complete the Clinical Year Incident Report form and submit to your CY advisor ASAP. This form is available in the course management system (PA CY Info).

SAFETY ISSUES

- Students are expected to abide by any safety policies and procedures for the University and clinical sites.
- Regardless of location, students are to be aware of their surroundings and act accordingly for their personal safety.
- Students are to be responsible to contact the Program or their CY advisor when safety concerns arise.

REQUIREMENTS FOR THE CLINICAL YEAR AND GRADUATION

GENERAL AREA: SECTION A: ADMINISTRATION (Accreditation Standards for Physician Assistant Education)

OBJECTIVE: OPERATIONS, STANDARD A3.17c “The program must define, publish and readily available to students.....requirements for progression in and completion of the program.”

In order to successfully progress through and complete the clinical year and graduate, the student must:

1. Remain in good standing with the Department of Physician Assistant Sciences.
2. Remain in satisfactory financial standing with the University.
3. Possess a valid driver’s license and access to vehicle, or make own transportation arrangements.
4. Maintain current certification in both BLS and ACLS.
5. Meet the Program’s progression standards.
6. Successfully complete all rotation course requirements.
7. Complete all required paperwork, including medical record and background clearance documentation, for clinical site/health system. Failure to complete any paperwork prior to the deadline may result in your rotation being cancelled. **If this occurs, the rotation will be rescheduled at the end of the clinical year at the discretion of the Clinical Education Coordinators.** This will delay your graduation.
8. Attend **all** Transition to Practice Days and take part in all Transition to Practice Day activities.
 - Only those students on **multiple / consecutive** 5-week rotations at a long distance site (which are greater than 400 miles and/or an eight hour drive, as measured by map), may be excused from certain Transition to Practice Days. (See Transition to Practice Day Schedule) **Students must submit a REQUEST for an excused absence, in writing, to the Clinical Education Coordinators NO LATER than the end of the first week of the rotation.** If you are not certain if a particular site qualifies as a long distance site, please contact the Clinical Education Coordinators. **Students who wish to be excused for significant reasons other than distance must also request (in writing) an excused absence by the same deadline (full or partial day).** The Clinical Education Coordinators will review the requests and determine if an excused absence will be granted. Any missed testing will be completed in conjunction with the next Transition Day attended at the discretion of the Clinical Education Coordinators.
 - **All students are required to attend Transition Days 7, 8, and 9.**
 - **Unexcused absences for the entire day or from any scheduled events or early departure from Transition to Practice Day events may result in lowering of the respective rotation grade by one letter grade.**
 - **Students are required to be on time for all events. If you are late for any portion of the day (without prior notification for an appropriate reason), your end-of-rotation grade will be lowered by one letter grade.**
 - **Early departure from Transition Day for any reason may result in additional assignments to make up for the absence.**
9. Complete all Transition to Clinical Practice course requirements. Refer to the course syllabus.
10. Deliver case presentation on the scheduled date.
 - See "Guidelines for Case Presentation" for specific requirements.

11. Complete all evaluation forms concerning each rotation within the required time frame.
- See "Evaluation Forms" for specific requirements.
12. Log all patient information and procedures as per Program requirements.
13. Successfully complete the Summative Evaluation as discussed previously.
14. Complete the PACKRAT exam as scheduled by the Department.
15. Attend all other conferences, programs, etc., specified by the Program during the course of the year.

GUIDELINES FOR ORAL CASE PRESENTATION

Students **MUST** be cognizant throughout the Clinical Year to seek inpatient opportunities, and to continue to gather and retain necessary data, in order to prepare for the case presentation as scheduled.

1. Submission of topic
 - **Three (3) weeks prior to your scheduled presentation date**, submit a **minimum of three (3)** appropriate patients of interest to be considered for presentation. This submission must be typed in a Word document and emailed as an attachment to your CY advisor. No submissions will be accepted from the course management system.
 - The patients you submit for consideration **must** be inpatients (admitted patients) on whom you completed an initial evaluation and work-up and then followed throughout the course of their hospitalization. Therefore, you will be familiar with all aspects of the case, will be able to give a complete presentation and answer questions regarding the case. **You may choose a patient you worked with on any rotation.** Students are expected to be responsible to seek out all opportunities for inpatient experiences.
 - For each patient, please include in your submission: age, gender, race and a chief complaint. In addition, give a brief history (several sentences detailing his/her initial presentation to you), the final diagnosis, length of hospital stay, and a **detailed** explanation of your specific role in the case (initial H&P, admitting H&P, first assist in the OR, daily rounds, etc.). Also include the rotation in which you saw this patient and the name of the preceptor you were working with. IF your submission is incorrect or incomplete, your grade will be reduced by 5% and you will be required to resubmit the correct information.
 - The Clinical Education Coordinators will review your patients and select which you are to prepare for formal presentation. You will be notified of the selection within three (3) working days of receipt of the topic choices (if your submission is complete). See the Case Presentation Schedule for presentation and deadline dates (PA CY Info).
2. **One (1) week prior to your presentation**, submit to the Clinical Education Coordinators a neatly typed Word document with an H&P that outlines the information that is pertinent to your presentation. The outline itself should include HPI, significant PMH/ FH/ SH, pertinent positives from the ROS, allergies, meds, primary diagnosis with a differential, secondary diagnoses, and management plan, including orders as appropriate.
3. **IF DEADLINES FOR SUBMISSION OF TOPICS OR OUTLINES ARE NOT MET, THE OVERALL GRADE FOR THE PRESENTATION WILL BE LOWERED BY 10% FOR EACH DEADLINE MISSED. IF THE TOPICS ARE SUBMITTED INCORRECTLY (INCOMPLETE) OR ON INAPPROPRIATE PATIENTS, THE OVERALL GRADE FOR THE PRESENTATION WILL BE LOWERED BY 5%.**
4. The actual case presentation (focused history and physical exam) should be limited to five (5) minutes. The next five (5) minutes should consist of the patient management (orders, plan, course, prognosis, etc.), **including evidence based criteria.** The last five (5) minutes should be reserved for questions from classmates and the faculty grader.
5. The presentation will be made to at least one (1) faculty member and several students and will occur at the scheduled time on Transition to Practice Day. The oral presentation will be graded by the faculty utilizing the Case Presentation Evaluation Form, which is available in the course management system (PA CY Info).

6. A minimum grade of 82.5% is required. Failure to meet both deadlines will automatically result in a grade <82.5%. If the presentation grade falls below the minimum grade for this reason, the final grade for the case presentation will become 72.5%. If the presentation grade falls below the minimum grade for any other reason, a second date may be scheduled for another case presentation. Although the second presentation will be evaluated, the original presentation will be used in calculating the grade for your elective rotation. If the student fails two (2) presentations, for whatever reason, the elective rotation grade will be lowered by one letter grade and an appearance before the PRC may occur.

CLASSROOM ENVIRONMENT

In order to maintain an effective learning environment, it is necessary for learners to observe these guidelines for classroom etiquette. Please see the Clinical Education Coordinator with any questions.

- Any cell phones that are in your possession during class, must either be switched off or be kept on vibrate or silent mode. It is inappropriate to utilize your cell phone in any way during a scheduled class session.
- Please refrain from bringing children and/or pets to any scheduled class sessions.
- **Out of respect for fellow students and the lecturer, refrain from unnecessary talking during the lecture.** If you have questions, you are encouraged to ask them of the lecturer, as often others have similar inquiries. Interpersonal communications of a non-topic related manner prove to be unprofessional as well as distracting for others and are subsequently discouraged.
- In order for everyone to equally benefit from the learning experience, it is suggested that students ask questions of the lecturer during class and not individually following the session.
- Laptops are only to be utilized when appropriate for class related activities, otherwise they should be closed. Failure to do so can be perceived as unprofessional.

TESTING PROCEDURE POLICY

- The student's lap top computer and a pen/pencil will be the ONLY things allowed to be brought into the classroom during any testing situation.
- NO cell phones, notebooks and/or textbooks, book bags, purses, etc. will be allowed into the classroom during testing times.
 - All personal items must be stored as designated by the Clinical Education Coordinators (PA Conference Room or Lab)
 - Any student caught with and/or using a cell phone, or any other suspicious activity, during a test will appear before the Program's Performance Review Committee and will be subject to disciplinary action, including the potential of being dismissed from the Program.
 - Each student is to remove all paper, sticky pads and any other form of potential writing surfaces from the personal space at the student's area in the classroom. Anything not removed by the student may be removed by faculty or staff prior to the start of the exam and may not be available to be returned to the student.
 - Use of any electronic devices is prohibited until all testing is completed.
- A single sheet of paper will be given to the student for scratch paper. Each student is to put their name on the top of the scratch paper and is to make sure that it is secure from fellow classmates. This paper is intended for calculations and/or keeping track of questions you want to review. These papers will be collected at the end of the exam period and may be reviewed by the instructor.

- Once testing as started, leaving the room is discouraged prior to completion of testing. This must be kept to a minimum, so please plan accordingly.
- As is current policy, any proven incidents of cheating will result in penalty to all parties involved, including potential dismissal from the PA Program.

POLICY ON TEST REVIEW

- As the Department uses the PAEA End-of-Rotation Exams, you will not be able to review your exams as per their testing policy. You will be provided with a summary (topic and task area) of the questions you answered incorrectly. You should use this information to further focus your studies.
- Feedback on Patient Encounter Simulations will be provided via the course management system (Grade center).

POLICY ON ASSIGNMENTS

- Most assignments will be collected on Transition Day. Assignments will NOT be accepted if submitted through SFU email or the course management system, unless specifically instructed to do so.
- Students are advised to keep a copy of all assignments/paperwork that they submit.
- Once an assignment has been submitted, there will be no further acceptance of revised or additional work.
- Late submissions of assignments/paperwork will not be accepted for credit, but all assignments/paperwork still must be turned in.
- Any student excused from Transition Day must ensure that their assignment is received prior to Transition Day, regardless of location.
- Students are not permitted to miss time from clinical rotations or Transition Days to complete assignments. Students may miss limited time from rotations in order to complete their Capstone Project but only with prior authorization from their advisor.

UTILIZATION OF PLAGIARISM PREVENTION SERVICE

Saint Francis University's course management system utilizes an online tool to help students and instructors analyze, evaluate, and provide feedback on written papers and assignments. The service encourages original writing and proper citation practices by cross-referencing submitted materials with an archived database of journals, essays, newspaper articles, books, and other published works, including Internet-based material. Any previously submitted student work through the service will also be included in the database.

The Master of PA Science Program utilizes this tool as a pedagogical tool for developing effective citation skills. It may be used to analyze final versions of papers within individual courses in the curriculum for similarities to other works, including your own previously submitted work.

Please refer to individual course syllabi for additional course specific criteria regarding paper submissions and the utilization of the plagiarism prevention tool.

Good healthcare professionals are seen as having many attributes. They are passionate about their career. They take an active role in their learning to demonstrate medical knowledge and skills that are appropriate to their role. They are effective communicators and interact with others in a mature and respectful manner. They foster a team environment and behave in an ethical manner. Good healthcare professionals are motivated by a strong sense of professionalism. The AAPA addresses this, and more, in their Guidelines for Ethical Conduct for the Physician Assistant Profession. The NCCPA has their Code of Conduct for Certified and Certifying PAs. Students in the SFU PA Program are expected to follow all of the Program's policies throughout the Clinical Year.

STUDENTS WILL HAVE THEIR FINAL ROTATION GRADE LOWERED BY ONE LETTER GRADE FOR ANY OF THE REASONS LISTED BELOW:

- Failure to complete/submit all students site requirements in the designated time-frame prior to the rotation.
- Failure to complete rotation address/contact information (on Google sheet).
- Failure to complete/maintain an accurate rotation time schedule (on Google sheet).
- Failure to uphold student responsibilities to the clinical site noted on Mid-Rotation Evaluations or via other communication with the preceptor (i.e., professional behavior/attitude, assignments, rounds, etc.).
- Failure to log on a regular basis, or an appropriate number of patient encounters in the appropriate time frame for each clinical rotation or multiple issues of incorrect logging (See Logging Clinical Experiences).
- Failure to contact the Program concerning absences from rotation, regardless of length, or communicate distant travel arrangement options prior to confirming arrangements.
- Failure to submit ANY required documentation by the due date, such as Preceptor Evaluations of Student Performance, Mid-Rotation Student Evaluation, Student Evaluation of Preceptor(s) or Student Evaluation of Course/Rotation.
- Failure to request to be excused from Transition Day as outlined in this policy manual.
- Unexcused absences, late arrivals and/or early departure from any Transition to Practice Day activity or required Department activities.
- Submission of incomplete information for case presentation topics.
- Failure to submit any subject mastery or remediation requirements regarding Didactic Year Comprehensive Written Examination, Clinical Year End-of-Rotation examinations, Patient Encounter Simulations or Clinical Competencies.

POLICY ON ATHLETICS

No accommodations of any kind will be made for the participation with any athletic team during the Clinical Year.

ACADEMIC ACCOMMODATIONS

To request accommodation for medical or academic needs, please file your declaration with the Center for Academic Success (CAS), 814-472-3024. Students seeking accommodations based on documented disabilities will meet with a staff member in CAS, complete a Student Academic Accommodations Request form and then meet privately with the Clinical Education Coordinators to make arrangements for accommodations. Any request for special needs or special accommodations should be made at the beginning of the semester or as soon as you are aware of your needs. Although accommodations can be initiated at any time during the semester, please be aware that no evaluative measures completed in a course before proper instructor/coordinator notification of need for accommodations will be allowed to be repeated.

HOSPITAL PRIVILEGE DELINEATION PHYSICIAN ASSISTANT STUDENTS

The Department of Physician Assistant Sciences and the facility recognize that the ultimate legal authority and responsibility for the actions of the physician assistant student reside with the physician preceptor. This physician preceptor shall be a licensed M.D. or D.O. within the Commonwealth of Pennsylvania, or appropriate state and shall have staff privileges within the facility where the students are to participate. It is further understood that the students' scope of activities shall not exceed those of his/her supervising physician preceptor. In general, clinical experience for Physician Assistant students shall be monitored in two ways: 1) by direct supervision and 2) by indirect supervision.

Direct supervision shall mean the immediate presence of the physician (or his designated agent; i.e., IV team, nurse, respiratory therapist, etc.) while the student performs his/her tasks.

Indirect supervision means that while the physician is not immediately available he/she can be contacted by phone for advice in a timely manner. Tasks which physician assistant students are permitted to perform under indirect supervision are limited to the following:

1. Obtaining medical histories (interviews) from patients designated by the supervising staff physician.
2. Performing physical examinations on patients designated by the supervising staff physician.
3. Recording the findings of historical and physical examinations in the patient record provided they are countersigned by the physician within 24 hours of their entry into the patient record and further provided that the physician has reviewed and agrees with the student's findings. These records shall include admission histories and physicals, daily progress notes, and discharge summaries.

Tasks which physician assistant students are permitted to perform under direct supervision shall include:

1. Generally, those tasks which the attending staff physician has expertise and hospital privileges to perform and which he feels the student has adequate academic and clinical preparation to perform. Examples of such tasks would include, but not necessarily be limited to:
 - * Ordering diagnostic tests and therapeutic orders provided there is immediate review and countersignature by the attending physician of those orders.
 - * Recording in the patient records, emergency room notes, pre- and post-operative notes with immediate review and countersignature of the staff physician.
 - * Insertion of intravenous lines.
 - * Insertion of urinary catheters.
 - * Venipuncture for diagnostic tests.
 - * Suturing lacerations.
 - * Application of splints, casts and bandages.
 - * Incision and drainage of superficial abscesses.
 - * Insertion of nasogastric tubes and catheters.
 - * Assist in the operating room.
 - * Assist in the delivery room.
2. The tasks which physician assistant students may perform are expected to vary from rotation to rotation and among students depending upon prior experience, academic excellence, rotation objectives, physician experience and variations of problems encountered in the physician's practice. In general, tasks performed by physician assistant students are those designed to meet "minimum, basic, major and specific responsibilities and competencies for the entry level physician assistant practitioner."¹

¹ Physician Assistant Curriculum Resource Document, Volume I Role Delineation, Health Resources Administration, Department of Health, Education and Welfare, 1976, pg. 31-53.

**SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES
DEPARTMENT OF PHYSICIAN ASSISTANT SCIENCES
CLINICAL ROTATION EVALUATION DISCREPANCIES**

Evaluation has not been discussed between preceptor and student.



Student should schedule meeting with preceptor to discuss evaluation.



If student is still dissatisfied or if discussion has already occurred,



Student shall submit, to the their Clinical Year advisor, a written statement outlining specific reasons/incidents as to why he/she disagrees with the preceptor's final evaluation. This statement is to be submitted within one week of signing the evaluation.

The above statement will be reviewed by Department faculty (and with the student, if necessary) to see if any further action is warranted.



No further action deemed necessary by Department.



Final written decision from Department Chairperson concerning evaluation.

Further action deemed necessary by Department.



Contact with preceptor regarding discrepancy by appropriate Clinical Education Coordinator.



Final written decision from Department Chairperson concerning evaluation.