Physician Assistant Studies Program

2018 Clinical Year Student Handbook

Dominican University

College of Health Sciences
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1. Clinical Year Handbook Acknowledgement

January 8, 2018

TO: Dominican University Physician Assistant Students, Class of 2018

FROM: Richard (Sal) A. Salcido, MD, Ed.D.
Founding Director, Physician Assistant Studies Program

RE: Clinical Year Handbook

Please review the enclosed Clinical Year Handbook which will guide your professional interactions for the clinical phase of your PA training. Once you have had a chance to review the handbook, please sign below and return it to the Clinical Education Office for your file. Thank you and congratulations on progressing to the next phase of your Physician Assistant education!

I have reviewed the Clinical Year Handbook for the Dominican University Physician Assistant Studies Program. I have familiarized myself with the policies and procedures that I am expected to abide by throughout the remainder of my training.

I have had the opportunity to obtain additional explanation of the policies which I did not understand, and the explanations were satisfactory.

I agree to remain in compliance with these policies and procedures. I also agree to abide by the DU PAS Clinical Year Code of Professional Conduct.

PRINT NAME: __________________________________________________________

SIGNATURE: __________________________________________________________

DATE: __________________________
2. Code of Professional Conduct

Attendance:
I know that attendance is mandatory. I will arrive and be ready to participate in clinical or classroom activities at least ten minutes before the required time. I understand that traffic, weather, and malfunctioned alarm clocks are not valid excuses for tardiness as patients and other health care workers are relying on my presence.

Schedule:
I know that my clinical rotation schedule is at the discretion of the DU PAS program faculty. My schedule while on a clinical rotation is at the discretion of the preceptor. I understand that my schedule may require my presence outside of standard business hours and may include early morning, evening, overnight, or weekend involvement.

Electronics:
My cell phone will be turned off or silenced and out of sight during the work day. Computers or tablets will be used for academic purposes only and will not be used to surf the internet. If cell phones or tablets are used to access medical resources, I will request permission from my preceptor first. I will not take pictures of any patient or in patient care areas. I will abide by the social medial policy outlined in this handbook.

Attire:
I acknowledge and respect that I am a student in a professional program and represent myself, my program, and my future profession at all times. I am aware that my outward appearance should reflect my desire to be perceived as a competent medical professional and promote the positive image of the PA profession, my program, and the clinical site. I will always comply with the professional attire policy outlined in this handbook.

My attire will always be neat, clean, and properly fitting.

Professional Behavior:
I fully understand that I am representation of myself, the DU PAS program, and the PA profession in general. In clinic, I will abide by the rules of the office or hospital at all times. I acknowledge that I am a guest at the clinical site and have been granted the extraordinary honor of being allowed to participate in patient care.
3. Medical Information Disclosure Authorization

Authorization for Disclosure of Medical Information

Student Name: ____________________________________________

Date of Birth: ____________________________________________

I, the above-named student, hereby grant permission to and authorize Dominican University, through its Physician Assistant Program faculty and staff, to maintain and provide copies of any or all of my medical records, (limited to drug screens, immunizations, vaccinations, and titers) to clinical placement facilities at which I will, or may, be placed, for evaluation and confirmation.

This information is authorized to be released for purposes related to my studies at Dominican University. This authorization is valid until my graduation date. I agree that a photocopy of this authorization is as valid as the original. My signature hereunder indicates that I have read, fully understand, and agree to the terms contained in this authorization form.

______________  ____________________________________________
Date Signed    Signature of Student
4. General Information  
a. Clinical Education Team Directory

- Elizabeth Heintz, PA-C  
  Director of Clinical Education  
  eheintz@dom.edu

- Joshua Mueller, PA-C  
  Director of Clinical Education  
  jmueller@dom.edu

- Richard (Sal) Salcido, MD  
  Program Director  
  ssalcido@dom.edu

- Mary Groll, MD, MS  
  Medical Director  
  mgroll@dom.edu

- Laura Viise, MS  
  Clinical Year Administrative Coordinator  
  lviise@dom.edu  
  P: (708) 524-6385

- Kenneth J. Black, MBA  
  Administrative Assistant  
  F: (708) 488-5301  
  kennethblack@dom.edu | pa.program@dom.edu
### b. Clinical Year Calendar

<table>
<thead>
<tr>
<th>Physician Assistant Studies - Academic Calendar</th>
<th>Clinical Year - Program Year 2 – Jan 2018 – Dec 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jan-2018</strong></td>
<td><strong>Rotation Start</strong></td>
</tr>
<tr>
<td></td>
<td>Mon 1/8/2018</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Feb-2018</strong></td>
<td>Thu 2/1/2018</td>
</tr>
<tr>
<td><strong>May-2018</strong></td>
<td>Mon 4/30/2018</td>
</tr>
</tbody>
</table>

**BREAK - 5/26/18 thru 6/2/18**

| **Jul-2018** | Mon 7/2/2018 | Thu 7/26/2018 | Fri 7/27/2018 | Clinical Rotation #6 |

**BREAK - 7/28/18 thru 8/4/18**

| **Aug-2018** | Mon 8/6/2018 | Thu 8/30/2018 | Fri 8/31/2018 | Clinical Rotation #7 |
| **Oct-2018** | Mon 10/1/2018 | Thu 10/25/2018 | Fri 10/26/2018 | Clinical Rotation #9 |

**BREAK - 10/27/18 thru 10/31/18 **(**NOV 1 IS DUE DATE FOR MASTERS PROJECT**)

| **Nov-2018** | Thu 11/1/2018 | Thu 11/29/2018 | Fri 11/30/2018 | Clinical Rotation #10 |
| **Dec-2018** | Mon 12/3/2018 | Fri 12/21/2018 | n/a | Senior Seminar (2) PAS 660 |
| | | | | Evidence Based Medicine II (3) PAS 665 concludes |

<table>
<thead>
<tr>
<th><strong>10 Rotations: 8 Core, 2 Elective</strong></th>
<th><strong>Program Notes -</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral and Mental Health (4) PAS 635</td>
<td><strong>Nov 1 - Due date for Masters Project (PAS 665)</strong></td>
</tr>
<tr>
<td>Emergency Medicine (4) PAS 610</td>
<td><strong>Dec 18 - 20, 2018 - PANCE Board Review Course</strong></td>
</tr>
<tr>
<td>Family Medicine (4) PAS 630</td>
<td><strong>Year 1 - credit hours = 59</strong></td>
</tr>
<tr>
<td>General Surgery (4) PAS 640</td>
<td><strong>Year 2 - credit hours = 47</strong></td>
</tr>
<tr>
<td>Internal Medicine (4) PAS 615</td>
<td><strong>Days off other than those defined above as &quot;BREAKS&quot; are at the sole discretion of the preceptor and their work schedule. Please note that students are expected to work weekends or holidays if their preceptor is working those days.</strong></td>
</tr>
<tr>
<td>OB/GYN (4) PAS 620</td>
<td></td>
</tr>
<tr>
<td>Pediatrics (4) PAS 625</td>
<td></td>
</tr>
<tr>
<td>Primary Care Selective (Geriatrics, Family Med, Internal Med or Urgent Care)</td>
<td></td>
</tr>
<tr>
<td>Elective #1 (TBD) PAS 650</td>
<td></td>
</tr>
<tr>
<td>Elective #2 (TBD) PAS 655</td>
<td></td>
</tr>
</tbody>
</table>

*Updated 7-23-18*
5. Safety
The DUS PAS Program is committed to safety in the workplace. The DU PAS program will instruct both students and faculty on the importance of personal safety at all clinical sites. The DU PAS Program will provide personal safety training to the students and Occupational Safety and Health Administration (OSHA) training in the Bridge Course (PAS 600). The facility at which the student rotates will be responsible to provide the student access to the OSHA standards and security/safety policies. The preceptor will also be responsible to discuss safety measures to ensure personal and environmental safety of the student during their SCPE, including but not limited to site security and emergency evacuation plans. This is communicated to Preceptors in the Clinical Rotation Expectations form, and the preceptor must sign off affirming they read and reviewed this information. Students should assume responsibility for notifying the program if security or safety concerns arise at their clinical sites.

6. Academic and Administrative Clinical Policies

a. Progression to Clinical Year
The Dominican University PAS program is a rigorous program of study with each semester building on the last. The PA student may not progress to clinical training without first satisfying all academic requirements of the didactic portion of the program. Satisfactory completion of the didactic phase of the program will be judged by the following:

- All didactic coursework completed with a “C” or above, with a maximum of one “C” per semester.
- Didactic cumulative GPA of 3.0 or higher
- Student health clearance and insurance verified
- HIPAA and OSHA Blood Borne Pathogens training completed
- Drug screen clearance
- Criminal Background Check clearance
- Successful completion of BLS and ACLS certification
- Successful completion of the Bridge Course

b. Clinical Education Overview
- The PAS Clinical Faculty carry the sole responsibility of developing SCPE sites and the selection for students to be placed within the respective sites. The Director of Clinical Education (DCE) will be responsible for assigning all Supervised Clinical Practice Experiences (SCPE). A tentative schedule will be given to each student at the start of the second year of the PAS program. Each SCPE will be four weeks long. Required core rotations include: Emergency Medicine, Internal Medicine, Women’s Health, Pediatrics, Family Medicine, Behavioral Medicine, General Surgery, and a Primary Care Selective. In addition, each student will complete two elective rotations (rotations will be provided by the program). Students may request
specific electives but the ultimate assignment decision is up to the discretion of the DCE based on the availability of specialty rotations.

- The PA student’s input is certainly considered in the developed of their SCPE placement schedule, however, the finalized schedule is per the discretion of the clinical year faculty. Refusal of the PAS student to abide by their SCPE placement schedule is not an option if the student wishes to successfully complete the clinical phase of the program.

c. General Clinical Year Requirements

- Students are expected to be an active participant in the care of patients pursuant to the requirements of the SCPE preceptor.
- Patient care in the clinical setting is not limited to a standard 8-5 time schedule and may require that the student be present early mornings, evenings, nights, and weekends.
- “On-call” assignments are at the discretion of the SCPE preceptor. If the preceptor requires that the student be “on-call”, then the “on-call” experience is an expectation for successful completion of the SCPE.
- Attendance in the clinical year is mandatory
- The clinical year schedule does not follow the Dominican University calendar in respect to scheduled breaks and holidays.
d. Required Patient Exposures

- The DU PAS Program has set minimum student clinical benchmark requirements to ensure sufficient patient exposure within required supervised clinical practice experiences (SCPEs) across the lifespan including all age groups, women’s health, surgical care, and behavioral health. Student attainment of benchmark clinical experiences will be monitored by the clinical education team via patient logging on EXXAT. Student’s progress toward meeting the established benchmarks will be monitored regularly. Students who are identified as not being on track to meet minimum benchmarks may have an adjustment made to their subsequent clinical rotation schedule or by remediated by simulated patient care experiences. The benchmarks are as follows:

<table>
<thead>
<tr>
<th>Patient Exposure Category</th>
<th>Dominican University SCPE</th>
<th>Minimum # encounters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifespan Care (B3.03a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infants (&lt;2y)</td>
<td>PAS 625: Pediatrics</td>
<td>10</td>
</tr>
<tr>
<td>Children (2-10y)</td>
<td>PAS 625: Pediatrics</td>
<td>20</td>
</tr>
<tr>
<td>Adolescents (11-17y)</td>
<td>PAS 625: Pediatrics</td>
<td>10</td>
</tr>
<tr>
<td>Adults (18-64y)</td>
<td>PAS 615: Internal Medicine</td>
<td>30</td>
</tr>
<tr>
<td>Elderly (65+)</td>
<td>PAS 615: Internal Medicine</td>
<td>10</td>
</tr>
<tr>
<td>Women’s Health (B3.03b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prenatal Care</td>
<td>PAS 620: OBGYN</td>
<td>10</td>
</tr>
<tr>
<td>Gynecologic Care</td>
<td>PAS 620: OBGYN</td>
<td>30</td>
</tr>
<tr>
<td>Surgical Management (B3.03c)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Room</td>
<td>PAS 640: General Surgery</td>
<td>10</td>
</tr>
<tr>
<td>Preoperative Care</td>
<td>PAS 640: General Surgery</td>
<td>15</td>
</tr>
<tr>
<td>Postoperative Care</td>
<td>PAS 640: General Surgery</td>
<td>15</td>
</tr>
<tr>
<td>Behavioral and Mental Health Conditions (B3.03d)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral and Mental Health</td>
<td>PAS 635: Behavioral Medicine</td>
<td>30</td>
</tr>
</tbody>
</table>

e. Identification and Dress Code in the Clinical Year

- The DU PAS student must be readily identifiable as such at all times while present at SCPE sites.
- The DU PAS program approved name tag and white coat with program patch must be worn at all times at the SCPE sites and during patient encounters. The coat must be worn with the patch, badge, and student name clearly visible.
- When introducing oneself to a patient or another healthcare worker, the PAS student must clearly state that they are a “Physician Assistant Student”.
- A student may not wear the DU PAS white coat, patch, or badge in a setting (i.e. outside employment) that is not directly related to their studies with DU PAS program or program approved SCPE sites.
- Professional attire is mandatory for DU PAS program students in any setting where they will have contact with patients or preceptors.
• Professional dress includes a clean pressed short white lab coat with the DU PAS nametag and patch clearly visible. Male students are to wear dress slacks, long sleeved, pressed dress shirt, and dress shoes with dress socks. Female students will wear a dress of appropriate length or skirts/slacks and blouse and dress shoes. Open-toe shoes are not permitted.

• All students must conceal any visible tattoos. Jewelry should be minimal and earrings are limited to two earrings per ear. Facial or visible body jewelry are not permitted in the classroom or clinical settings.

• Students should have short, clean nails (no artificial nails of any kind) and clean, neat hair. Male beards should be short and neat.

• Student use of perfume or other potent fragrances (aftershave) is not permitted in any setting in which patients are encountered.

• SCPE sites may have their own specific dress code which will supersede the above.

• I understand that the following attire is considered inappropriate:
  o Overly revealing clothing (no spaghetti straps, visible cleavage, short skirt/shorts, tight-fitting tops, or skin showing between the shirt and pants)
  o Clothes displaying inappropriate language or graphics
  o Low-riding pants that potentially show underwear
  o Facial/oral piercings
  o Open-toe shoes
  o Visible tattoos
f. Communication

- Email is the preferred method of communication between DU PAS program and students. This is crucial during the clinical year when students are no longer on campus. Students are expected to check email on a daily basis and respond in a timely manner to all communication from DU PAS faculty and staff.
- Clinical faculty and staff will be available to answer questions and solve problems during reasonable business hours by email. In cases of true emergencies, faculty will get back to you as soon as possible. Students must keep contact information (including an emergency contact, current cell phone number, and current address) updated with the PAS program and Director of Clinical Education.

Social Media Policy

- Students are to remain professional in all communications and should remain cognizant that they are a representation of the DU PAS program and SCPE site. Students are expected to be in compliance with all SCPE site policies.
- Students are not to engage in social networking during classroom time or time spent on-site during clinical rotations. Students are not permitted to “check in” or make social media posts from any SCPE site affiliated with the DU PAS program.
- Students are not permitted to extend or accept “friend requests” from any patient encountered while at a DU PAS affiliated SCPE site.
- Student social networking activities should always respect patient privacy. HIPAA standards and laws apply to all social networking sites. No identifiable patient or clinical information should be shared via social media. A good way to avoid to potential breaches of patient confidentiality is to not post about clinical activities at all.
- Student social media activities should not jeopardize the integrity of the DU PAS program coursework. No information regarding exams, answers to assignments, or specifics of SCPE sites should be shared via social media.
- PAS students should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute. Students are responsible for all information on their social media site. Even if privacy settings are in place, the student should assume that all information posted on a social media site is visible to program faculty, patients, SCPE sites/preceptors, and potential future employers.

h. HIPAA Compliance

All DU PAS students are required to complete HIPAA training and certification during the Bridge Course (PAS 600). Certain SCPE sites may require students to complete additional HIPAA training requirements. Students are expected to abide by HIPAA standards at all times. Any student found to be in breach of the HIPAA standard will go before the Student Progress Committee and is subject to dismissal from the PAS program.
i. Remediation Policy

- Remediation of clinical year coursework will be accomplished by the student and monitored by the course director, faculty advisor, student progress committee, and clinical preceptor when appropriate
  - Failed End of Rotation Exam: An exam score of >1.5 standard deviations below the national mean for all PAEA test takers will result in the course instructor notifying the student, the student’s advisor, and the Student Progress Committee. A remediation plan will be determined which may include retest within 14 days or completion of a written assignment addressing deficient concepts as identified in the PAEA exam score report. A remediation exam or assignment may only be retaken once for a maximum score of 70% to be recorded in the course grade book. Failure of a test or remediation assignment for a second time results in an academic probation plan and close monitoring by the Student Progress Committee.
  - Failed Clinical Rotation: Failure of a clinical rotation will result in a remediation plan being devised by the Director of Clinical Education, faculty mentor, student, Chair of the student progress committee, and the Program Director. The remediation plan may involve repeating the entire clinical rotation. The failed rotation and remediation plan must be successfully completed in order for the student to graduate. This may necessitate a later graduation date. Failure to successfully complete the remediation plan will result in dismissal from the program. Failing a second clinical rotation will result in dismissal from the program.
  - EXXAT Clinical Logging: Students must achieve a score of 70% or greater in the EXXAT Clinical Logging portion of the SCPE course grade. The grade for clinical logging is achieved by timely and accurate documentation.

- In order to receive a passing grade for the SCPE, the student must earn a 70% or greater for both the final course grade AND for each individual component of the course grade.

- Students have the right to appeal all SPC committee decisions which includes, but are not limited to, dismissal from the program. An appeal request should be submitted to the Program Director and Dean of the College of Health Sciences in writing within 7 days of the SPC committee decision. The student may be asked to attend the appeal meeting in person.

j. Academic Integrity/Honor Code

PAS Clinical year students are held to the Dominican University Policy on Academic Integrity as outlined in the Dominican University Physician Assistant Studies Program Student Handbook.
7. Rotation Evaluation and Grading

Each student will receive a final grade for each required and elective rotation. Grades for SCPEs will be PASS/FAIL. In order to earn passing grade for the clinical rotation, the student must earn an average of >70% for the total grade calculation and earn >70% on each individual component of the clinical rotation grade. The individual components of the final rotation grades are listed below:

- Preceptor Evaluation of Student (25%)
- End of Rotation Exam (40%)
- Note/Clinical Documentation submission (10%)
- EXXAT patient logging (10%)
- Return to Campus Activities (10%)
- Professionalism (includes PA student’s evaluations of self and preceptor) (5%)

If a student scores below a 70% for the final rotation grade or for any individual component of the rotation grade, an alert will be submitted to the student progress committee and action will be taken as outlined in the remediation policy.

a. Components of SCPE Course Grade:

Preceptor Evaluation of Student

Preceptor will complete and submit a final evaluation at the end of the clinical rotation. The preceptor may take input from other clinicians with whom the student has interacting during the SCPE, however, the primary preceptor has the ultimate responsibility of completing the final evaluation.

End of Rotation Exams

Students will take an exam following each core clinical rotation. The exam content will reflect the rotation that the student just completed for required rotations. Following elective rotations, the student will complete a case presentation assignment in lieu of an end of rotation exam.

The content of end of rotation exams for required rotations (Internal Medicine, Family Medicine, Emergency Medicine, Behavioral Medicine, Pediatrics, and General Surgery) is derived from course objectives and a list of topics that is listed in the respective SCPE course syllabus.

Note/Clinical Documentation Submission

Students must submit one example of their clinical documentation for every clinical rotation. The note should not include any protected or identifying patient information (name, date of birth, MRN, SSN, etc). Notes should not be printed from the EMR, they must be typed in a word document and uploaded to canvas.

By the end of the clinical year, each student must submit at least one example of the following types of patient documentation:
- Admission History and Physical
- Discharge Summary
- Inpatient progress note
- Surgical Note (Operative Note, Pre-op note, or Post-op note)
- SOAP Note – Adult Acute Complaint
- SOAP Note – Pediatric Acute Complaint
- Outpatient Progress Note – Chronic Disease Management

EXXAT Patient Logging
- All patient encounters must be accurately documented weekly. Proof of this documentation will be a portion of the semester’s grade. Logging for the previous week is to be completed by midnight of each Sunday, except for the final week of the rotation when logging is to be completed by midnight of the last day of the rotation.
- Full credit is received when logging is completed by the respective due date. There is a 20% reduction in the weekly logging grade for each 24 hour period of lateness.
- Dominican University’s Academic Honesty Policies apply to clinical year logging. Students suspected of falsifying patient encounter logs will be brought before the Student Progress Committee. Lack of exposure will not be held against the student or lower his or her grade. The DCE reserves the right to remedy any gaps in clinical exposure with simulated experiences (online, simulation lab, standardized patients, etc).

Return to Campus Activities
- Return to campus activities may include OSCEs and case presentations and will be assigned and scheduled in advance.
- Students should expect to be on campus for a full day (8am-5pm). Attendance at Return to Campus days is mandatory and students are not permitted to use “discretionary days” for return to campus activities.

Professionalism
- The professionalism component of the course grade will be awarded in full pending satisfactory completion of the following:
  - Student Evaluation of clinical site and preceptor
  - Student’s professional communication with PAS program faculty and staff during the clinical year.
  - Mid-rotation self-evaluation: The student will complete a mid-rotation self-evaluation for each clinical rotation. The student will complete the self-evaluation independently and then discuss the self-evaluation with the primary preceptor. The evaluation is then signed by the student and preceptor and returned electronically to by the respective due date as listed below.
### Attendance Policy

- Attendance at clinical rotations and Return to Campus days is mandatory.
- Students are expected to be punctual and on-time to all clinical rotations and return to campus days. Conventional wisdom is to plan to arrive 15 minutes early each day so unexpected delays such as weather or traffic are accounted for.
- Students are expected to follow their preceptor’s schedule during the respective SCPE. This may include weekends, evenings, overnights, holidays, and on-call time. **The work schedule will include an expected minimum of 36-40 hours per week.**
- If the student is going to be absent due to illness or emergency, the student must notify the PAS office (708-524-6377), their preceptor, and the Director of Clinical Education (DCE) via email. Simply notifying the above parties of an absence does not automatically mean that the absence is excused.
- Only under certain circumstances will there be excused absences from clinical rotations and these must be approved in advance by the DCE. Missed days from a clinical rotation may need to be repeated at the discretion of the DCE. Unapproved absences are grounds for dismissal from the PAS program. Below are examples of excused and unexcused absences:
  - **Excused Absences**
    - Student’s own personal health condition
    - Immediate family death (parent, spouse, sibling, grandparent, child)
  - **Unexcused Absences:**
    - Car, traffic, or alarm clock issues
    - Travel arrangements
    - Childcare conflicts
- Any student who misses more than 2 scheduled days of a clinical rotation (excused or unexcused) may result in the student having to repeat the entire SCPE, thus delaying graduation.
• If the program becomes aware of any unreported absence, this will result in review by the Student Progress Committee and may necessitate failure of the rotation and possible dismissal from the program.

Discretionary Day Policy
In recognition of important family, personal, and professional events that may necessitate a student’s absence from a SCPE, the DU PAS Program will award up to FOUR discretionary days of absence which can be used throughout the clinical year with the following qualifications and caveats:

• All discretionary days must be approved at least 7 days in advance by the Director of Clinical Education (requests submitted by email)
• Discretionary days may not be taken in the first or last week of a SCPE
• Discretionary days may not be taken in succession
• No more than one discretionary day may be used in a single SCPE
• Discretionary days are 100% at the discretion of the Director of Clinical Education and they are NOT guaranteed.
• Examples of discretionary day use: weddings, family vacations, interviews, etc.

Inclement Weather
Students should make every effort possible to be present for clinical rotations, but should not put themselves in unsafe situations. If the university is closed due to inclement weather the student will not be responsible to report to clinical site. It is the student’s responsibility to notify the preceptor they will not be in clinic. If the clinical site is closed for inclement weather the DCE and PAS program must be notified. In this case, the DCE may assign a supplemental activity that the student can complete from home to make up for the missed SCPE day. See the didactic year inclement weather policy for information regarding the DU campus closure notification system which all students are expected to sign up for.

Parking and Transportation
Parking arrangements will vary based on the individual SCPE site. Students are responsible for adhering to the parking rules and regulations that are specific to the respective facility. Dominican University is not responsible for any transportation, travel, or parking costs associated with clinical rotations.
Postponement or Interruption of SCPEs

A student may request postponement or interruption of their SCPE schedule due to a serious personal situation. Written requests must be made to the Program Director and DCE as soon as possible. If the student request is granted, the student should be aware that interrupted and postponed SCPEs will delay the student’s program completion and subsequent graduation date. The student should understand that postponement of program completion is subject to the program’s ability to arrange make-up SCPEs, which is not guaranteed.

Health Insurance Requirement

DU PAS students are required to carry personal health insurance for the duration of the program. Students are not covered by Dominican University or a SCPE site’s employee health policy in the event of an injury, needle stick, or illness during the clinical year experiences.

Students without health insurance will not be eligible for placement at SCPE sites as all sites stipulate this is a condition of placement.

Health insurance information must be on file with the DU Wellness Center.

Health Maintenance Requirements

- All clinical year PAS students must be up-to-date with health maintenance and immunization requirements. Failure to meet the immunization and health maintenance requirements will result in the inability to attend the SCPE and may ultimately delay graduation.
- All PAS program students are required to maintain health insurance, at their own expense, for the duration of the 24-month program.
- Proof of insurance must be on file with the Wellness Center.
- PAS students are required to adhere to the CDC immunization guidelines for healthcare personnel.
- TB testing – students must have baseline screening for TB with either a tuberculosis skin test (2 part) or Quantiferon testing. Testing must have been done within one year of beginning the PAS program and again before beginning clinical rotations. Proof of testing must be on file with Wellness Center. Records from family physician accepted.
- A 10 panel drug screen is to be completed on an off day during the bridge course prior to starting clinical rotations.
- PAS students must be current with the following:
  - Hepatitis B – titer (antigen and antibody) demonstrating immunity done within the past 5 years
  - MMR – titer demonstrating immunity done within the past 5 years
  - Varicella – titer demonstrating immunity done within the past 5 years
Diphtheria/Tetanus/Pertussis – Documentation of the completed primary series of immunizations to include boosters every 10 years.

If the student has not received Tdap previously, they must get a one-time dose of Tdap prior to the first day of class.

Influenza – Flu vaccine will be required of all students annually.

Proof of immunity by titer level must be on file in the Wellness Center. Records with lab results from family physician accepted.

TB testing, titer level testing and subsequent needed immunizations are the financial responsibility of each student during their enrollment in the PAS program.

PAS students are required to have a Physical Examination within one year prior to matriculation and again before the start of clinical rotations. The Physical Form is available from the Wellness Center or enclosed as an APPENDIX. Forms from family physician are accepted if they cover the same information solicited by the Wellness Center Physical Form. The Physical Form must be turned in to the Wellness Center. Record of TB testing and results, titer level testing with results and immunization records are kept on file by the Wellness Center.

Students will sign a release of ‘immunization records only’ form with the Wellness Center so that the health center can release to the PAS program office verification that a student has successfully met the TB testing and proof of immunity requirements of the PAS program. This form will be maintained in the PAS program office in the student file.

PAS Program Director, Medical Director, faculty and/or staff will not (except in case of emergency) provide medical treatment to Physician Assistant students.

Exposure Policy

The PAS program will address Universal Precautions and action required of students in the event of exposure to infectious or environmental hazards. This will be accomplished throughout the Curriculum and will be covered in depth during PAS 600 Bridge Course which prepares students to enter the clinical setting.

In the event that a student has an exposure to an infectious agent or an environmental hazard:

- Flush the area with copious amounts of water; wash the exposed site with soap and water as appropriate.
- If the exposure occurs on campus (i.e. lab setting), notify supervising faculty immediately and call the Wellness Center (708-524-6229) as soon as possible and seek further direction.
- If the exposure occurs on campus after hours, follow Wellness Center directions for after-hour care needs.
8. Clinical Year SCPE Curriculum

a. SCPE Dates/Timeline

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Rotation Start</th>
<th>Rotation End</th>
<th>Return to Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation 1</td>
<td>2/1/2018</td>
<td>3/1/2018</td>
<td>3/2/2018</td>
</tr>
<tr>
<td>Rotation 3</td>
<td>4/2/2018</td>
<td>4/26/2018</td>
<td>4/27/2018</td>
</tr>
<tr>
<td>Rotation 4</td>
<td>4/30/2018</td>
<td>5/24/2018</td>
<td>5/25/2018</td>
</tr>
<tr>
<td>Rotation 6</td>
<td>7/2/2018</td>
<td>7/26/2018</td>
<td>7/27/2018</td>
</tr>
<tr>
<td>Rotation 7</td>
<td>8/6/2018</td>
<td>8/30/2018</td>
<td>8/31/2018</td>
</tr>
<tr>
<td>Rotation 9</td>
<td>10/1/2018</td>
<td>10/25/2018</td>
<td>10/26/2018</td>
</tr>
<tr>
<td>Rotation 10</td>
<td>11/1/2018</td>
<td>11/29/2018</td>
<td>11/30/2018</td>
</tr>
<tr>
<td>Senior Seminar</td>
<td>12/3/2018</td>
<td>12/21/2018</td>
<td>n/a</td>
</tr>
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</table>
b. SCPE Courses and Registration
All students will complete and sign a DU PAS Registration for Clinical Rotations which, in turn, provides student consent for the Registrar's Office to update course enrollment as clinical rotations as schedules are finalized and rotations are completed. This form is available in the Clinical Education Office.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section Key</th>
<th>Course Title</th>
<th>Meeting Days</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>PAS 600</td>
<td>01</td>
<td>Bridge Course</td>
<td>1/8-1/31/2018</td>
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<tr>
<td>PAS 601</td>
<td>01</td>
<td>Clinical Rotation 1</td>
<td>2/1-3/1/2018</td>
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<tr>
<td>PAS 601</td>
<td>02</td>
<td>Clinical Rotation 2</td>
<td>3/5-3/29/2018</td>
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<tr>
<td>PAS 601</td>
<td>02</td>
<td>Clinical Rotation 3</td>
<td>4/2-4/26/2018</td>
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<tr>
<td>PAS 665</td>
<td>01</td>
<td>Evidence Based Medicine II</td>
<td>1/8-4/26/2018</td>
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<tr>
<td>PAS 602</td>
<td>01</td>
<td>Clinical Rotation 4</td>
<td>4/30-5/24/2018</td>
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<td>Clinical Rotation 5</td>
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<td>03</td>
<td>Clinical Rotation 6</td>
<td>7/2-7/26/2018</td>
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<td>PAS 666</td>
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<td>Evidence Based Medicine III</td>
<td>4/30-8/30/2018</td>
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<td>PAS 603</td>
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<td>Clinical Rotation 8</td>
<td>9/4-9/27/2018</td>
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<td>PAS 603</td>
<td>02</td>
<td>Clinical Rotation 9</td>
<td>10/1-10/25/2018</td>
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<tr>
<td>PAS 603</td>
<td>03</td>
<td>Clinical Rotation 10</td>
<td>11/1-11/29/2018</td>
<td>4</td>
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<tr>
<td>PAS 660</td>
<td>01</td>
<td>Senior Seminar</td>
<td>12/3-12/21/2018</td>
<td>2</td>
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<tr>
<td>PAS 667</td>
<td>01</td>
<td>Evidence Based Medicine IV</td>
<td>9/4-12/21/2018</td>
<td>1</td>
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</table>

c. Responsibilities of Preceptor, Student, and Department
Supervised Clinical Practice Experiences (SCPEs) are vital to the education of Physician Assistant students. They provide meaningful direct patient care experiences working in a variety of clinical practices environments. The SCPEs give students an opportunity to apply and enhance the depth and breadth of knowledge and skills they have accrued during the preclinical didactic phase of the program while continuing to gain new knowledge and skill sets in a professional clinical setting. We want this experience to be both educational and interesting. Therefore, there are expectations and responsibilities of three key parties involved in the SCPEs as outlined below.

**Preceptor’s Responsibilities**

- To orient the student, at the onset of the rotation, with respect to policies and procedures at all clinical sites where students will accompany the Preceptor and with which students are expected to comply. Review with the students the expectations and objectives for the rotation in an effort to develop a tactical and strategic plan for attainment of these.
- To provide the student with an appropriate clinical environment and a variety of patient encounters which enable the student to meet the program's objectives (as
provided by Program and required by the ARC-PA). A minimum of 36 hours per week participation in clinical activities is expected.

- To provide the opportunity and guidance for clinical learning experience and education by allowing students to actively participate in patient care under appropriate supervision and by delegating increasing levels of responsibility for clinical assessment and management as skills develop. However, preceptors must retain full responsibility of the patient’s care.
- To recognize that the student is in a “learner” status and to ensure that students do not render patient care beyond the realm of educational value as permitted by professional standards.
- Understand that Physician Assistant Studies students must not be used as a substitute for clinical or administrative staff and must be identified as Dominican University PAS students at all times during their supervised clinical practice experience.
- To review and co-sign all student documentation and charting. If a student is unable to directly document on the patient’s chart or enter the data in the electronic health record, Preceptors should require the student to write up their notes on plain paper and review it for accuracy and appropriateness.
- To allow time for teaching activities. This can be accomplished in a variety of ways such as structured teaching rounds, chart review periods, reading assignments or informal consultations between patient encounters and/or recommending specific conferences. It is expected that the Preceptor will model, professionalism to students to and teach in accordance with current practice guidelines and the accepted standards of care in their specialty.
- To provide the students and program faculty with ongoing constructive feedback regarding clinical performance of the student including but certainly not limited to Mid-rotation evaluation and Final Preceptor evaluation.
- To permit visits of the Program faculty to observe Preceptor’s teaching process for purposes of ascertaining that Program learning outcomes for the clinical experiences are being met.
- To be and remain licensed as required by the state of Illinois to practice the Preceptor’s profession. To inform the Director of Clinical Education if he/she will be taking a vacation of one week or greater while supervising a student.
- Student supervision may be delegated to another licensed healthcare provider at that site during the period of absence with Program approval.
- To promptly notify the Director of Clinical Education of any significant deficiencies identified or issues of professional conduct that might diminish the overall learning experience.
- To provide emergency medical care to students in the event of injury or illness (but the Preceptor shall not be responsible for the cost of such care).
Program’s Responsibilities

- To prepare students academically and clinically for the clinical phase of their education.
- To ensure Criminal Background and Sex Offender (CBSO) checks and drug screens are completed by all students as requested by the clinical rotation sites at a cost incurred by the students.
- To provide and ensure each student has completed training in OSHA and HIPAA prior to beginning clinical rotations and that all students have received instruction regarding risk of exposure and reporting procedures should an exposure occur.
- To identify quality rotation sites and Preceptors dedicated to providing an optimal clinical education experience.
- To develop and maintain affiliation agreements with all clinical rotation sites.
- To orient Preceptors and students to the policies and procedures of the clinical year.
- To ensure that all students have current malpractice liability insurance as well as current health insurance and up-to-date immunizations.
- To ensure all students maintain up-to-date CPR and ACLS certification prior to the start of the clinical phase of the program.
- To forward to Preceptor in a timely manner information regarding number of students scheduled for rotation including rotation beginning/end dates and any documentation they may require.
- To inform the Preceptor of rotation objectives and learning outcomes and supply student evaluation requirement forms and other materials.
- To review all components used for evaluation of clinical rotations and maintain responsibility for the assignment of the final grade for each student for all clinical rotations.
- To maintain open and easily accessible lines of communication between Preceptor and Program faculty in an attempt to anticipate problems before they arise.
- To respond to questions and/or concerns from the Preceptor or student in a timely manner.

Student Responsibilities

- Comply with all site-specific requirements and policies regarding all clinical sites the Preceptor works in.
- To maintain open communication with the Preceptor eliciting and accepting feedback regarding clinical performance strengths and weaknesses.
- To successfully complete the requirements of the rotation outlined in the course syllabus. It is not possible nor expected that the student be exposed to each entity or problem listed during their rotations; however, it is the student’s responsibility to ensure knowledge about all the objectives for each discipline.
- To act professionally in the clinical setting including wearing proper identification, complying with dress code standards and conducting oneself with professional and ethical demeanor at all times.
• To report to the clinical site early and on time, fully prepared to work with all necessary equipment (i.e. stethoscope, etc.) and ready to learn work with the Preceptor.
• To meet with the Preceptor at the beginning of clinical rotations and periodically throughout rotations to discuss mutual goals and expectations for the rotation.
• To always identify oneself as a Dominican University PA student and elicit permission from the patient to participate in their care.
• To be aware of their limitations as students and of the limitations and regulations pertaining to PA practice. Students at clinical sites must always work under the supervision of a Preceptor. They may not function in the place of an employee or assume primary responsibility for a patient's care.
• To contact the Program immediately with any questions or concerns about the student’s role at a site. Students shall not treat and discharge a patient from care without the patient being seen by the clinical Preceptor and the discharge summary or note signed by the Preceptor. All patients must be seen by a licensed provider PRIOR to leaving the facility.
• To accrue the number of hours for each rotation required by the program and to be sensitive to the schedule of the clinical site/Preceptor. Students are expected to work nights, weekends and be on-call if required by the clinical rotation site/Preceptor.
• To attend and participate in all return to campus activities at the end of each rotation. Students must arrive on early and on time and stay for the entire day.
• To report all blood/bodily fluid exposure(s) to their Preceptor and/or any hospital personnel (if instructed by the Preceptor) immediately. Students are to complete any Notice of Incidence report in use at the clinical site as well as the form in use by the Dominican University PAS Program. Students should notify the Director of Clinical Education as soon as possible after the incident has been properly evaluated according to site protocol. Students are expected to adhere to Post-Exposure Protocol and reporting requirements which can be found in the DU PAS Safety and Infection Control Policy.
• To provide the program with current and accurate contact information to include phone numbers. Should the student be in a location where there is limited cell phone or computer access, the student must inform the Program and provide and alternate, reliable contact phone number.