



JOHNSON & WALES  
U N I V E R S I T Y

Physician Assistant  
Studies Program

**Clinical Education Manual**  
**Class of 2019**



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# Section 1

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## OVERVIEW

### INTRODUCTION

For brevity, certain abbreviations and acronyms appear throughout this Handbook. The term “university” refers to Johnson & Wales University. “JWU” also refers to Johnson & Wales University. The “MSPAS Program” and the “PA Program” both refer to the Masters of Science Physician Assistant Studies Program.

The second year of the MSPAS program consists of supervised clinical experiences. The purpose of these experiences is to provide hands-on practical training to physician assistant students enabling them to integrate the knowledge obtained in the basic medical science, applied medical science and behavioral science curriculum, and use this in the diagnosis and treatment of patients in a supervised educational setting.

These experiences are designed to build competence in fundamental clinical skills through practice and feedback and to enhance confidence in preparation for graduation and practice.

### PHILOSOPHY

We believe that learning the skills necessary to become a competent humanistic health care practitioner is best accomplished through organized clinical experiences in a positive nurturing environment through direct observation, hands-on practice, constructive feedback, mentoring, and supplemental reading. We view this process as an active partnership between the student, the clinical supervisor or preceptor, the MSPAS Program, and the University.

***Students must always remember that they represent themselves, the program, the university, and the physician assistant profession.***

### PURPOSE OF THIS MANUAL

This manual provides students with the policies, procedures, competencies, and expectations required during the clinical phase of the program. It is a valuable source of information for success during the clinical experiential phase and contains specific instructions, helpful hints, tools and guidelines to assist the student in obtaining the necessary knowledge and skills to competently complete their training as a physician assistant.

This manual should be used by students in the MSPAS program in conjunction with:

1. JWU [Catalog](#), Undergraduate & Graduate
2. JWU [Student Handbook](#)

### 3. JWU PA Program Student Handbook

Together these resources provide students with information that will assist them in their academic endeavors at the university: services available to students, policies, lists of needed equipment, an outline of the curriculum, and guidelines to prepare for this challenging academic experience.

By enrolling at Johnson & Wales University, students agree to conform to the rules, codes, and policies as outlined in this publication, in the catalog, and in all applicable student handbooks, including any amendments. Students must abide by all the rules, codes, and policies established by the university both on and off campus. MSPAS- program-specific policies are in addition to university policies listed in the JWU Student Handbook. All catalogs and handbooks are available online at [www.jwu.edu](http://www.jwu.edu) and at Student Academic & Financial Services. The JWU Student Handbook, catalog, and other publications contain important policies, procedures, and rules that are not included in this document. **Please note, in event that this handbook conflicts with and/or is more restrictive or specific than the JWU Student Handbook, the provision in this handbook shall apply.**

If a student has questions that cannot be answered by these sources, the student should discuss them with the Program Director or a faculty member. Students are required to sign the attestation statement on the last page of this handbook and of the PA Program Student Handbook as a condition for participation in the program.

Please read these sources *carefully* and *thoroughly*. Ignorance of the rules does not excuse infractions.

The university reserves the right to amend this handbook and change or delete any existing rule, policy, or procedure, or to add new rules, policies, and procedures at any time and without prior notice.

# Section 2

## THE CLINICAL YEAR CURRICULUM

The clinical year (12 months) of the MSPAS program consists of a total of nine (9) five-week clinical rotation blocks, PAS 6100 Introduction to Clinical Practice, and PAS 6800 Master's Course.

The student cannot begin the clinical year until they have successfully completed all didactic course work; background checks; documentation of all required immunizations, titers and health care insurance; and completion of HIPAA, OSHA, and ACLS training. Some rotations have additional requirements which students will also be required to complete prior to starting the specific rotation (e.g., drug testing, physical exam, site orientation). Failure to complete any of these required items by their designated due date may result in a delayed start to the clinical year. This may in turn delay the student's graduation from the program. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees. The clinical portion of the program involves an in-depth exposure to patients in a variety of clinical settings. The settings, characteristics, assigned tasks, and student schedules vary depending on the site. The organization of the clinical experiences is outlined below, although the order of rotations will vary for each student.

### **Required Clinical Rotations**

<b>Course No.</b>	<b>Rotations</b>	<b>Length</b>	<b>Credits</b>
PAS 6200	Family Medicine	5 wks	4.5
PAS 6250	Internal Medicine	5 wks	4.5
PAS 6300	Pediatric Medicine	5 wks	4.5
PAS 6350	Women's Health	5 wks	4.5
PAS 6400	Emergency Medicine	5 wks	4.5
PAS 6450	Behavioral Health	5 wks	4.5
PAS 6500	Surgery	5 wks	4.5
PAS 6600	Elective I	5 wks	4.5
PAS 6700	Elective II	5 wks	4.5

Clinical Rotations have a designated preceptor who is responsible for coordination of the student's overall learning experience. Preceptors are clinical instructors (MD, DO, PA-C, and/or NP) who have been assigned by the clinical site to supervise you. The preceptor may delegate some of the teaching or coordination functions to other qualified clinicians, such as attending physicians, residents, physician assistants, or nurse practitioners.

Clinical rotations average 40 hours a week at the designated clinical site(s). Some rotations may involve shorter or longer hours, evening or on-call responsibilities, and weekend hours. The preceptor determines the student's on-site schedule and clinical responsibilities. Students **MUST** adhere to each rotation site schedule and to all assignments developed by the sites and preceptors.

### **Additional Curriculum Requirements during the Clinical Year**

In addition to rotations, students enroll in two courses during the clinical year and must complete all requirements pertaining to these courses in order to graduate.

PAS 6100	Introduction to Clinical Practice		2.0
PAS 6800	Master's Course		1.0

Total Credit Hours for Clinical Year: 43.5

### **Core Rotations**

Each student completes one five-week rotation in Family Medicine, Internal Medicine, Pediatrics, Surgery, Women's Health, Emergency Medicine, and Behavioral Health. Prior to the start of the clinical year, students have the opportunity to submit a request form (Rotation Placement Preference Form) indicating their most comfortable/least comfortable core rotations and their preferred elective rotation. The program takes these requests into consideration; however, there is **no** guarantee students will be placed at these requested sites.

### **Elective Rotations**

Each student completes two, 5-week elective rotations. Selection may include any of the core rotations or an area of specialty or subspecialty for which the student has an interest. All selections of discipline and/or subspecialty must be approved by the Clinical Coordinator. If a student has an interest in a discipline for which the program has an established site, students will most likely be placed in that program-established site. Requests for a specific elective discipline for which the program does not have a site must be entered on the Rotation Placement Preference Form. There is **no guarantee** of placement in the requested site.

***Please note: The program reserves the right to replace a student's elective rotation with a program determined core rotation.***

### **Back to Campus Days**

Students are required to return to campus nine times during the clinical year for back to campus events, a mandatory part of the Master's Course. These days include various educational and professional events and seminars as well as ongoing review and assessment of clinical and presentation skills, student-advisor meetings, summative testing, and master's project presentations. **Attendance is REQUIRED for these days.** All travel and housing expenses for these seminars are the responsibility of the student.

### **Clinical Year Goals**

1. Provide students with the opportunity and access to a diverse population of patients and a variety of diseases and injuries involving all body systems across the lifespan and in varied medical disciplines and settings.

2. Provide opportunities for the student to apply and practice medicine within the scope of practice of a physician assistant in training.
3. Provide opportunities for the student to work collaboratively as part of the health care team and to apply and practice humanistic approaches to a wide variety of patient encounters and medical settings.
4. Provide supervised clinical experiences which will support ongoing development and mastery of the student's ability and skill in obtaining a patient-centered medical history, conducting a physical examination, recommending diagnostic studies, and discussing and recommending treatment plans.
5. Provide ongoing interactive opportunities for the student to develop rapport and an atmosphere of trust with patients and their families.
6. Provide supervised patient care-based opportunities which foster the development of the student's ability to recommend, select, and interpret (where applicable) appropriate diagnostic methods in the evaluation of a patient.
7. Provide clinical-based opportunities to continue to develop the student's ability to generate differential diagnoses and determine a primary diagnosis.
8. Provide supervised patient care-based opportunities which foster the development of the student's ability to recommend appropriate treatment plans for each patient encounter, including pharmacologic and non-pharmacologic therapies, patient education and counseling.
9. Provide clinical opportunities and access for students to practice and perform common clinical, diagnostic, and laboratory procedures.
10. Provide supervised patient care-based opportunities which foster the student's ability to recognize situations where referral to other healthcare providers is necessary and to identify the appropriate referral resource.
11. Provide patient care-based opportunities which foster the development of the student's ability to generate written documentation of patient encounters in a variety of formats.
12. Provide opportunities for continued development of the student's ability to effectively and efficiently communicate with a diverse population of patients, as well as with other professionals in the health care environment.
13. Provide opportunities for continued development of the skills needed to search, interpret, and evaluate medical literature in relationship to medical decision-making and patient care.
14. Expose and provide opportunities to foster inter-professional understanding and collaboration.
15. Expose students to ways of incorporating health promotion and disease prevention into patient care and practice.
16. Expose and provide opportunities to foster and support professional and ethical behavior and conduct.
17. Encourage the use of lifelong learning skills.

### **Clinical Year Competencies**

The world of education in the health professions is moving towards a competency-based model. This is evidenced by the publication in 2005 and revision in 2012 of the "Competencies for the Physician Assistant Profession" (PA Program Student Handbook, Appendix B, p. 45).

Competency-based medical education is an integrated framework for education, in which specific behavioral outcomes (competencies) drive both the physician assistant program curricula and individual

advancement. The major driver of the paradigm shift in medical education over the past two decades has been the increasing public demand for improved safety and quality.

A competency is defined as the knowledge, interpersonal, clinical and technical skills, professional behaviors, and clinical reasoning and problem solving abilities required for PA practice.

This is not always mastery or even proficiency but a level of competence that prepares the student to enter current and evolving clinical practice as a newly practicing PA.

Defining program expectations and competencies to be acquired during the clinical year reinforces and aligns the important content areas of the didactic curriculum and provides a continuum of that material within clinical year experiences.

Relative to the clinical year, competencies are evaluated by the clinical preceptor via the Mid and End of Rotation Evaluations and by the faculty during scheduled site visits and other evaluative instruments. The Master's Course contains the Summative Evaluation which is another means of demonstrating competencies.

Our more traditionally termed "Physician Assistant Graduate Outcomes" (PA Program Student Handbook, p.6) were intentionally written to be used as competencies.

By the completion of the clinical year, the student will be able to demonstrate the following competencies:

1. Work collaboratively as part of the health care team.
2. Develop rapport and an atmosphere of trust with patients and families by providing patient centered humanistic care.
3. Accurately elicit a medical history and perform an appropriate physical examination based on patient presentation.
4. Formulate an appropriate differential diagnosis based on the clinical presentation.
5. Appropriately select and interpret common diagnostic studies based on the clinical presentation.
6. Diagnose acute and chronic medical, surgical and psychological disorders through the application of scientific medical principles and based on clinical presentation and diagnostic testing results for patients across their lifespan.
7. Develop, implement, and manage appropriate acute, chronic or ongoing treatment plans including pharmacological and non-pharmacological approaches, surgery, counseling, therapeutic procedures, rehabilitative therapies, or other therapeutic modalities.
8. Perform common laboratory studies and clinical procedures.
9. Initiate and recommend health promotion and disease prevention measures such as disease screening, risk factor identification and education, diet and nutrition, and immunizations.
10. Recommend and provide patient education and counseling for common medical and psychological illnesses, common medical procedures, therapeutic regimens, adherence, and health maintenance.
11. Recognize when a problem is beyond the scope of the PA provider and refer the patient to the supervising physician, appropriate specialists, and/or community resources.
12. Effectively document medical information in a variety of formats.

13. Utilize effective interpersonal skills in written, oral, and electronic forms of communication with patients, families, and other members of the health care team.
14. Utilize and apply evidence based medicine principles and skills to guide decision making in clinical practice.
15. Demonstrate sensitivity regarding the emotional, cultural, and socioeconomic aspects of the patient, the patient's condition, and the patient's family.
16. Conduct themselves in a professional courteous manner and with the highest ethical and legal standards expected of a health care professional and consistent with the role and responsibilities of a physician assistant.
17. Engage and employ lifelong learning skills through on-going self-reflection, active engagement, and professional development.

**Program Contact Information**

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## CLINICAL YEAR SCHEDULE\*

### ***Introduction to Clinical Practice (2 weeks):***

Class begins: Monday, June 4, 2018  
Class ends: Friday, June 15, 2018

### ***Clinical Rotation Schedule***

**Rotation 1** Monday, June 18 – Wednesday, July 18, 2018  
Back to Campus Thursday, July 19 – Friday July 20, 2018

**Rotation 2** Monday, July 23 – Thursday, August 23, 2018  
Back to Campus Friday, August 24, 2018

**Rotation 3** Monday, August 27 – Thursday, September 27, 2018  
Back to Campus Friday, September 28, 2018

**Rotation 4** Monday, October 1 – Thursday, November 1, 2018  
Back to Campus Friday, November 2, 2018

**Rotation 5** Monday, November 5 – Thursday, December 6, 2018  
*Thanksgiving Holiday* Thursday, November 22 – Friday, November 23, 2018  
Back to Campus Friday, December 7, 2018

**Rotation 6** Monday, December 10– Thursday, January 18, 2018  
*Winter Holiday* Sunday, December 23, 2018 – Tuesday, January 1, 2019  
Back to Campus Friday, January 18, 2019

**Rotation 7** Monday, January 21 – Thursday, February 21, 2019  
Back to Campus Friday, February 22, 2019

Summative Testing Monday, Feb 25- Friday, March 1, 2019  
On campus for 1 week

**Rotation 8** Monday, March 4 – Thursday, April 4, 2019  
Back to Campus Friday, April 5, 2019

**Rotation 9** Monday, April 8 – Thursday, May 9, 2019  
Back to Campus Friday, May 10- Wednesday, May 15, 2019

**Graduation** Tuesday, May 21, 2019

\*Schedule is subject to change

All Back to Campus dates are **mandatory**. Students must report on time for all Back to Campus days and remain until all activities have been completed. Back to Campus events will usually run from 8 AM – 5 PM each day. Failure to attend, arrive on time and/or stay for any Back to Campus day without prior program approval may result in conduct sanctions.

Students are to remain on their clinical site for the entire day prior to each Back to Campus day unless they are more than 200 miles away from campus. If students are 200 miles or more from campus, they may use only the one day before the Back to Campus day as a travel day.

## Section 3

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### CLINICAL YEAR POLICIES AND PROCEDURES

#### **Clinical Rotation Placement**

Clinical rotation placement for each student is the responsibility of the Clinical Coordinator(s) and program. The program makes all decisions regarding student placement.

The program develops and maintains many clinical education sites and educates clinicians who work with the program to provide clinical experience and training; priority is given to student placement in these sites. While students will have the opportunity to request new sites and/or preceptors through the Rotation Placement Preference Form, they **may not** independently develop or arrange their own clinical sites or clinical schedule.

Once the rotation schedule has been set, requests for changes by the student will be limited to emergency situations only. Students may not switch rotation assignments with other students or arrange their own rotations solely. While the program has a considerable number of sites in the immediate and greater Providence area, students may also be placed in distant or out-of-state sites. The program works toward a firm schedule for each student; however, unforeseeable events may require a student to be moved to a different site with short notice, just prior to starting and/or during a rotation. Students are responsible for all financial costs associated with travel and/or relocation, regardless of the cause.

Placement at some clinical sites will require special paperwork to be completed by the student and/or require attendance at an orientation and/or additional background, drug, alcohol, or other screening. The student shall be responsible for paying any and all associated costs to include but not limited to urine drug screening, alcohol screening, background checks, and fingerprinting, including retesting for any reason.

#### **Student Preparation of Self and Others**

In anticipation of the clinical year, students need to consider how to best prepare themselves and any significant others who will be affected by the student's long hours and time away from home, either because of driving to or living in the area of a rotation. The program cannot guarantee placement in any particular location for any period of time.

### **Student Requests for a New Site**

Students have the opportunity to request rotation assignments and recommend potential preceptor sites through the Rotation Placement Preference Form. The program accepts recommendations and requests from students regarding new placement sites or new preceptors at least 12 weeks in advance for **rotations not yet confirmed**. This allows the program adequate time to visit (or contact) the site, speak to the potential preceptor, evaluate the site's suitability, and develop an affiliation agreement. Determination of site viability for educational purpose and appropriateness is made solely by the program. **Completion of the request form does not guarantee student placement in the requested site.**

Students are prohibited from taking part in a clinical experience in which their family, friends, family's friends or personal physicians are employed, unless otherwise agreed to in advance by the program. Additionally, students must be in good academic standing within the program to be considered for placement in a new site, a requested site, or a requested elective rotation.

*Please note:*

Once the program begins the process of site development for a student requested site, the student will **not** be able to opt out of that site. **Remember submission of the request form does not guarantee that the site will be acceptable or that the student will be placed in the site.**

### **Housing and Transportation**

Students are responsible for securing and paying for their own housing during the clinical year. This may include additional housing, food and transportation costs, in addition to those of their primary or local residence. Students must plan ahead to ensure they have housing in time for the start of a rotation. Failure to secure housing may result in forfeit of or removal from that rotation block, which will have to be rescheduled at the end of the clinical year. This could delay graduation. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees. Students must have reliable transportation during the clinical year. Lack of a functioning vehicle is not an acceptable excuse for missing a clinical assignment.

**Health Insurance and Immunization Requirements** (Please refer to the PA Program Student Handbook pp. 15-16 for more information.)

All students are **absolutely required** to have health insurance coverage while enrolled in the JWU MSPAS program. Students are responsible for any costs incurred in treating injuries and illness during matriculation in the MSPAS program including during the clinical year (e.g. needlestick or bodily fluid exposure). Each student should carefully evaluate their health insurance policy, including in-state and out-of-state primary care and emergency coverage and co-payments to fully understand all potential costs that may be incurred due to illness or injury.

Prior to starting clinical education experiences, students must update their immunizations to include a 2-Step PPD test (and chest x-ray or blood test, if needed) along with documentation of all other immunizations. The updated immunization record and attestation of current health insurance must be

submitted to the clinical coordinator. Students who fail to submit these documents will not be permitted to participate in clinical training experiences. Students must keep all required immunizations current. If there is any lapse in immunization status, the student will immediately be removed from the clinical site. Students must also report any significant health changes which may affect patient care to the program immediately. Failure to notify the program may result in dismissal from the program. Students are also required to meet the physical examination and immunization requirements of their clinical education sites which may include requirements not listed above. The cost of all testing is the responsibility of the student.

**Background Checks/ Drug and Alcohol Testing** (PA Program Student Handbook, p. 14)

*Background Checks*

Continued enrollment in the JWU MSPAS program is based upon negative background checks and drug screenings. The student is responsible for all costs related to background checks.

Upon admission but prior to enrollment, all physician assistant students are subject to a university-mandated background check. During the clinical year, some sites may require repeat or additional testing of students, such as additional background checks, drug testing and/or fingerprint screening.

In the event a student has a positive finding on a background check, such information will be forwarded to the University's background check review committee. A student may be denied enrollment depending on the circumstances regarding the offense. Failure to submit to a background check will result in dismissal from the program.

*Drug Screenings*

Drug screenings may occur prior to and during clinical experiences. In the event of a positive drug screening for an un-prescribed controlled substance, students may be subject to removal from the program, removal from clinical experiences and/or disciplinary proceedings, including dismissal from the university.

The student is responsible for all costs associated with drug screenings.

*Other Screenings*

A clinical site may request additional testing (e.g., color blindness test, respiratory fit testing) to which the student agrees to participate and for which the student will be held financially responsible.

**DISCLAIMER:**

Please note that a criminal background may affect a student's ability to not only enter but if matriculated, the ability to complete the program and/ or be licensed and/ or credentialed as a physician assistant. For

example, participation in clinical experiences are required for graduation. Different clinical sites have different eligibility requirements, some of which may bar participation based on criminal history. Similarly, different states have different licensure requirements. It is possible that a student with a criminal history could be permitted to participate in and graduate from the program but not meet the licensure requirements of any state. If a license is obtained, a health care facility may not allow the graduate to become credentialed and therefore to be employed as a PA-C. By signing this handbook, students seeking to enroll, enrolled in, or seeking readmission to the physician assistant program at Johnson & Wales University agree that they understand and appreciate the risks associated with having a criminal history. These risks include but are not limited to: not meeting the eligibility requirements for a clinical site, not finding an acceptable clinical site, inability to meet one or more state licensure requirements, and inability to obtain employment as a physician assistant.

IN FULL RECOGNITION OF THESE RISKS AND IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN THE PHYSICIAN ASSISTANT PROGRAM, THE STUDENT RELEASES, WAIVES, AND FOREVER DISCHARGES THE UNIVERSITY, ITS GOVERNING BOARD, OFFICERS, AGENTS, AND EMPLOYEES (THE "UNIVERSITY PARTIES") FROM AND AGAINST ANY AND ALL LIABILITY FOR ANY HARM, INJURY, DAMAGE, CLAIMS, DEMANDS, ACTIONS, CAUSES OF ACTION, COSTS, AND EXPENSES OF ANY NATURE RELATED TO THE STUDENT'S CURRENT OR FUTURE CRIMINAL HISTORY AND STUDENT'S INABILITY, AS A RESULT OF SUCH CRIMINAL HISTORY, TO, AMONG OTHER THINGS:

- \* MEET THE ELIGIBILITY REQUIREMENTS FOR A CLINICAL SITE;
- \* FIND A DESIRABLE OR PROXIMATE CLINICAL SITE;
- \* MEET ONE OR MORE STATE LICENSURE REQUIREMENTS;
- \* AND/OR OBTAIN A JOB AS A PHYSICIAN ASSISTANT.

THE STUDENT ASSUMES ALL RISK RELATED TO SUCH CRIMINAL HISTORY. THE STUDENT FURTHER COVENANTS NOT TO SUE ANY OF THE UNIVERSITY PARTIES WITH RESPECT TO ANY OF THE FOREGOING.

IN SIGNING THIS HANDBOOK, STUDENT ACKNOWLEDGES AND REPRESENTS THAT STUDENT HAS FULLY INFORMED HIM/HERSELF OF THE CONTENT OF THE FOREGOING WAIVER OF LIABILITY AND ASSUMPTION OF RISK AND THAT HE/SHE UNDERSTANDS ITS CONTENTS.

### **Advanced Cardiac Life Support (ACLS)**

All students are required to complete the American Heart Association (AHA) *Advanced Cardiac Life Support* course (ACLS) prior to starting rotations and must maintain current ACLS certification throughout the program. The student may be responsible for the cost of this training. Prior to starting clinical rotations, copies of ACLS certification cards must be submitted to the Clinical Coordinator. Students not submitting these documents will not be permitted to participate in clinical training.

### **Health Insurance Portability and Accountability Act (HIPAA)**

Once matriculated, all students must complete HIPAA training (PA Program Student Handbook, p. 20), which may require updating or re-certification prior to starting clinical rotations. The program provides this training.

### **Occupational Safety and Health Administration (OSHA) Precautions**

Working in a clinical setting can expose the student to a wide variety of health risks, including infectious disorders. Health care professionals and students can also act as vectors for infectious illnesses to patients who are already ill and sometimes immune-compromised. Safety of the student, patients, and other health care providers is critical to the health and well-being of all. Health care practitioners can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. Therefore, all students will complete OSHA training (PA Program Student Handbook, p. 20) and must be compliant with OSHA and universal precaution requirements including the use of gloves, care of sharp objects, use of eyewear, protective clothing, and other precautionary measures while on clinical rotations. The program will provide this training.

Failure to comply with this section is a violation of the *Health and Safety* Section of the Physician Assistant Program Standards of Professional Conduct and is subject to disciplinary review. (See Appendix D.)

### **Needle Stick/Bodily Fluids Exposures** (PA Program Student Handbook, p. 27).

Exposure to bodily fluids and/or inadvertent needle sticks represent a health and safety concern.

If an exposure occurs at a clinical site, the supervising physician or supervisor must be notified **IMMEDIATELY**. The protocol at the clinical site may govern the medical approach to that exposure. Immediate medical care and lab work will be done at either the nearest appropriate emergency department or at the rotation site. Additional care and follow up may be with the student's personal provider. Clinical sites are under no obligation to provide the student with free medical care. Any and all expenses for care and treatment are the responsibility of the student.

Students must also notify the Clinical Coordinator or Program Director within two hours of the exposure and complete the **Student Exposure Form** on Exxat.

### **Personal Safety and Security**

Student safety and security is of utmost importance while on clinical rotations. The program conducts routine site visits to evaluate the safety of students and faculty at clinical sites. If an incident occurs where you feel you are in immediate danger, clearly communicate your distress by any means possible, remove yourself from the situation, and call 911. If at any time while on clinical rotations you feel that your rotation site is unsafe, you are to immediately contact the Clinical Coordinator or Program Director by phone or email. Any concerns or allegations will be investigated promptly by the program.

Students should exercise good judgement while on clinical rotations regarding their safety. Please practice the following common-sense measures while on all rotation sites:

- Leave laptops, iPads, and other valuables at home, unless required at a clinical site.
- Do not carry large amounts of money or credit cards.
- Always watch where you are going. Avoid shortcuts through isolated areas. Be alert to your surroundings. If you still have concerns, call hospital security for an escort.
- If you see unusual activity or someone loitering, call hospital security immediately.
- Park in well-lit areas and do not walk alone to/from parking areas at night. Use the escorts/shuttles provided by the hospitals.

### **Faculty Advisors**

During the clinical year, students will keep their assigned faculty advisor from the didactic year. Students may contact their advisor at any point throughout the clinical year if they have questions or concerns. Students will have the opportunity to meet with their advisor during Back to Campus days, but are encouraged to meet with them more frequently.

### **Communication**

Email is the official method of communication used by the program to students. During the second year, students are required to check their university email on a daily basis (at least once every 24 hours). The program is not responsible if a student has inaccurate or missed information because the student does not routinely read, check, and clear his/her email account. **Email from accounts other than the student's JWU email will not be accepted or used for any communication.** Students are expected to keep their JWU email inboxes accessible to program communications. If a student's email is returned due to a "full" account, the returned email will not be resent and the student will be responsible for the content of the returned email.

*In the event of any problems or conflicts*, students should initially attempt to work out any minor problems with their preceptor or supervisor. If the student still perceives a problem in any area of the experience, including personality conflicts, communication issues, supervision, or inadequacy of the learning experience, they should contact the Clinical Coordinator immediately.

### **Change of Address or Contact Information**

Since students will be away from campus and in different locations, all students are required to provide the program with current and accurate contact information to include phone numbers. Should a student be in a location where there is limited cell phone or computer access, the student must inform the program and provide an alternate reliable contact phone number.

Students are **required** to notify the program immediately when there is a change in their address or phone number. The program will not be responsible for lost mail or late notification when a student does not provide notification of a change. This is in addition to following required university policies for maintaining addresses.

Visit <https://sites.jwu.edu/alerts/update-your-information.html> for additional information.

**Student Employment while in the Program** (PA Program Student Handbook, p. 34).

Students are strongly discouraged from having outside employment while in the program. Program expectations, assignments, deadlines, and responsibilities will not be altered or adjusted to accommodate working students. It is expected that student employment will not interfere with the student learning experience.

**Use of Students at Clinical Sites**

Clinical rotations are an educational experience for the physician assistant student. At no time during the clinical experiences should the student be called upon or used to substitute for regular clinical or administrative staff. If a situation arises where an individual is asked to perform in a role other than that of student or to substitute for a staff member, the student should contact the program immediately for guidance.

**Cell Phones and Social Media** (Cell/smart phones, iPads, iPods, tablets, pagers, etc.)

Students will place all electronic communication devices (pagers, cell/smart phones) in the **OFF** mode, set to vibrate, or otherwise render devices inaudible while at clinical sites. Use of social media (Facebook, Twitter, etc.) is **not** permitted while at the clinical site. Students are prohibited from recording, discussing, uploading, sharing, or transferring any data, images, videos or any information related to their clinical experiences without the express written permission of the clinical site and the Director of the MSPAS program. Students are required to comply with site policies regarding the use of cell/smart phones within the facility.

Student use of cell/smart phones, iPads, tablets, and/or use of the facility site computer for clinical site work, program business, or program related research must be approved by the preceptor. Students are required to comply with site policies regarding the use of cell/smart phones within the facility.

Failure to comply with this section is a violation of the *Respect and Civility, Integrity and Confidentiality* Sections of the Physician Assistant Program Standards of Professional Conduct, subject to disciplinary review. (See Appendix D.)

**Attire and Appearance**

As health professionals, physician assistant students are expected to maintain the highest possible standard of appearance. Students should dress neatly, appropriately and in good taste, and exhibit courtesy and dignified behavior at all times, especially when representing the program and the university.

### **Clinical Attire**

When in the clinical setting, students should be well-groomed and appropriately dressed for working with patients and other health care professionals. Students not meeting such standards of dress and grooming may be denied access to clinical settings and to patients.

Full professional attire includes a short white lab coat/jacket with a **JWU PA program patch** and a **JWU name tag** listing the student's name and "Physician Assistant Student."

Students shall dress in the following manner unless otherwise requested by the preceptor:

*Female students shall wear a shirt or blouse, slacks or knee-length skirt, appropriate stockings or socks, and closed-toe shoes.*

*Male students shall wear a dress shirt with a collar and tie, slacks, socks and closed-toe shoes.*

Clothing should allow for adequate movement during patient care, and should not be tight, short, low-cut, expose the trunk or undergarments. Students are not to wear flip flops, shorts, cut-offs, hats, jeans, clothing with rips/tears, sweat-pants or shirts, work-out attire, short skirts/tops, halter-type tops or T-shirts. Some clinical sites may have more stringent requirements, such as no visible tattoos or a single pair of earrings only. At these sites the more stringent requirements apply.

All clothing must be neat and clean. Students must wear attire appropriate to the given clinical rotation. Hair and fingernails shall be clean and long hair gathered behind the head. For the sake of patients who have allergies, students should avoid strong perfumes.

Failure to comply with this section is a violation of the *Behavior and Professional Image* Sections of the Physician Assistant Program Standards of Professional Conduct, subject to disciplinary review. (See Appendix D.)

### **Back to Campus Attire**

When clinical year students return to campus for Back to Campus seminars, they should wear "business casual" dress as defined below:

*For males: trousers/khakis and a shirt with a collar; blazer/sports/suit coat optional, belt, shoes with socks.*

*For females: Slacks/khakis, or knee-length skirt with a blouse or shirt with a collar, a knee-length (or longer) dress, or business suit, closed-toe shoes and appropriate hosiery.*

Jeans, shorts, athletic wear, T-shirts, sweatshirts, flip-flops, and other leisure/beach wear are not permitted. This dress code extends to any professional activity.

### **Attendance and Promptness**

Regular clinical rotation and Back to Campus attendance is *required*. Attendance at all assigned clinical rotations is considered an aspect of professional responsibility and individual dependability. The student is expected to be in attendance and on site daily and, when asked or requested, to be available for evenings and/or weekend hours. The work schedule will be determined by the preceptor or his/her agent. College holidays do not apply in the clinical year. Preceptors are not obligated to give the student days off on weekdays or weekends.

All students must notify the Clinical Coordinator **and** the preceptor prior to the absence at a clinical site. Failure to notify the appropriate individuals in a timely manner will result in a deduction of 5 points off the overall rotation grade. The student will also meet with the Clinical Coordinator(s), the Program Director, and/or the Office of Student Conduct, which may result in conduct sanctions, up to and including possible probation, suspension or dismissal from the program. A Request for Time Off must be submitted in Exxat for all time away from clinical rotations. This request is subject to approval or denial by the Clinical Coordinator(s).

Promptness is another professional trait the healthcare practitioner must display. Students are expected to arrive on site on time, preferably 5-10 minutes early. Students are not permitted to arrive late to a rotation or leave early without the permission of the preceptor. Repeated tardiness is considered unprofessional conduct. On the third occurrence of unexcused tardiness, there will be a deduction of 5 points off the overall rotation grade during the rotation when the third infraction occurs. The student will also meet with the Clinical Coordinator(s), the Program Director, and/or the Office of Student Conduct, which may result in conduct sanctions, up to and including possible probation, suspension, or dismissal from the program.

Failure to comply with this section is a violation of the *Attendance and Promptness* Sections of the Physician Assistant Program Standards of Professional Conduct and the JWU Code of Conduct. When an attendance or tardiness problem cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university.

(See Appendix D.)

### **Absence**

Students are not permitted to take “vacations” during the clinical year. Students must adhere to the schedule of the rotation/ site/ preceptor during the clinical year.

### Approved Absences

**For all anticipated time away from clinical rotations that exceeds one clinical day or shift:** a Request for Time Off form must be completed in Exxat This request is subject to approval or denial by the Clinical Coordinator.

**For all anticipated time away from clinical rotations that is less than one clinical day or shift:** students do not need to complete a Request for Time Off form but students must seek approval in advance from the preceptor prior to the absence. Failure to notify the appropriate individuals in a timely manner may result in conduct sanctions.

Unapproved absences are considered a reflection of unprofessional conduct and may result in referral to the faculty advisor and/ or PA Program Director. When an attendance or tardiness problem cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university.

**In the event of an acute illness or other unanticipated emergency event:** notification of the Clinical Coordinator and preceptor may be delayed but it is expected that the student or his/ her designee contact both the Clinical Coordinator and preceptor as soon as possible to discuss the absence.

For an **absence due to illness of more than two days:** the student may be required to provide evidence of illness and medical clearance from the health provider who saw, examined, and treated him/her before being permitted to return to class or the clinical setting.

In all cases, absences of three (3) or more days from a clinical site, students may be required to make up the missed time. If this cannot be achieved at the current clinical site, the program may require the student to complete an additional rotation. This may in turn delay the student's graduation from the program. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees.

Students may request to be excused for religious holidays; however, these dates must be discussed and approved by the Clinical Coordinator prior to the start of the first clinical rotation.

Failure to comply with this section is a violation of the *Attendance and Promptness* Sections of the Physician Assistant Program Standards of Professional Conduct and the JWU Code of Conduct are subject to disciplinary review. (See Appendix D.)

When a problem related to absences cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university. Decision appeals are first made to the Program Director and then to the Office of the Provost. Dismissal appeals may be directed to the Deans Appeals Committee.

### **Inclement Weather**

The University Inclement Weather policy *does not apply* to rotation sites as they are off campus. The student will follow the policies of the clinical rotation site regarding attendance during inclement weather and are responsible for exercising their own judgment concerning whether road conditions are safe enough for travel to the clinical site. The student is advised to discuss the inclement weather policy for the assigned rotation site with the preceptor at the time of start of the rotation. If the student decides against attending a clinical site because of inclement weather, the student must notify the preceptor and the Clinical Coordinator by phone as soon as possible regarding the absence.

If weather conditions during Back to Campus days are uncertain, students should check for cancellation of classes due to inclement weather announcements over radio stations WPRO-AM (630) and WWBB-FM (101.5) and television stations WLNE (Channel 6) and WJAR (Channel 10). Cancellations will also be posted in the emergency alerts section of jwuLink and the campus website.

In addition, Campus Safety & Security utilizes this number for school closings: 401-598-5555. Call it for the most current storm and cancellation information. Please refrain from calling other university numbers for information on cancellations or closings due to inclement weather.

**Leave of Absence** (PA Program Didactic Year Handbook, p. 30).

Under certain circumstances, students may request a leave of absence from the university. A “leave of absence” enables a student to remain enrolled in the university during their time away. Students may not request a leave of absence for academic reasons. Student Academic & Financial Services, in consultation with the PA Program Director, review requests and required documentation in a timely manner and will accept or deny them.

For more information about leaves of absence, please see: <http://catalog.jwu.edu/handbook/generalinformationandpolicies/withdrawalfromjwu/financialaidleaveofabsence/>

**Counseling, Health and Wellness** (PA Program Student Handbook, p. 31)

The Clinical Year is an intensive and rigorous program of experiential learning. The program requirements can be highly demanding and stressful, alone or in combination with other events in a student’s personal life. We strongly encourage students to utilize the resources available to them on campus. The university maintains two Health Services offices where health care is provided to students — one at Wales Hall for the Downcity Campus and one at the Harborside Recreation Center for the Harborside Campus. Students may visit either office. For more information: <https://health.jwu.edu/>

In addition, the university offers two student mental health centers on its campuses. Counseling Services, available on both the Downcity campus and the Harborside campus, provide counseling and referral to students. Its confidential services include but are not limited to individual and group counseling, emergency psychological services, and sexual assault support services.

In addition, we encourage students to inform their faculty advisors in the event they experience problems or stresses that may affect their academic obligations. Students **must** inform their faculty advisors in the event they are unable to maintain patient care responsibilities. The faculty advisor will endeavor to work with the student to try to arrive at a solution in which both the student's and patients' needs are met within the parameters of the academic program.

**Discrimination and Harassment Policy** (PA Program Student Handbook, p. 34)

Johnson & Wales University prohibits discrimination on the basis of race, religion, national origin, ethnicity, age, sex, sexual orientation, gender identity or expression, genetic information, disability, veteran status or any other unlawful basis in admission to, access to, treatment of or employment in its programs or activities. Individuals found responsible for acts of discrimination or harassment will be subject to the Student Code and/or Human Resource policies, as appropriate.

To review the university's full Prohibited Discrimination and Harassment Policy, including contact information for our nondiscrimination officer and how to file a complaint, please see: <http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment/>.

**Drug and Alcohol Policy** (PA Program Student Handbook, p. 33)

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university premises is prohibited except for lawful use at events, operations or programs sanctioned by university officials (see the Student Code of Conduct). Disciplinary sanctions which may be imposed on a student found to be in violation this policy include but are not limited to revocation of certain privileges, community service, conduct warning, conduct probation, fine or restitution for loss, suspension or dismissal from the university and/or university housing, and referral to alcohol education classes. The university also reserves the right to notify parents of violations by students who are under the applicable legal drinking age. For more information on the university's Drug and Alcohol Policy, please see: <http://catalog.jwu.edu/handbook/generalinformationandpolicies/drugandalcoholpolicy/>.

**Academic Misconduct**

Instances of academic dishonesty, including but not limited to cheating, plagiarism, and unauthorized collaboration, are prohibited under the Student Code of Conduct. Students must adhere to the standards and expectations for academic integrity as defined in the PA program Student Handbook, Academic Misconduct, p. 29.

**The Physician Assistant Program's Standards of Professional Conduct**

PA students are required to conduct themselves consistently in a professional manner commensurate with the role and responsibility of a health care professional. The standards of such behavior are set

forth in the PA Program's Standards of Professional Conduct. The Standards are in effect at all times, apply to all students while enrolled in the PA program, and covers all student conduct, whether that student is on campus or off campus.

The Standards of Professional Conduct are found in Appendix D.

**Complaints and Grievances** (PA Program Student Handbook, p. 32)

The university maintains a complaint and grievance procedure for the resolution of conflict between members of the university community. This procedure is not intended to be a forum to redress inappropriate or prohibited conduct or challenge university policy. Rather, it is a means by which an individual can seek a timely and fair review of his or her concerns. For information on this procedure, including the types of grievances it covers and the steps to follow, please see: <https://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/>

# Section 4

## GRADING AND EVALUATION

### Program Grading Policy

The physician assistant program requires a **minimum 3.0 cumulative GPA**.

**While 70% is considered passing, scores below 80% are considered less than expected performance in the program.** The grading system for the PA program is defined below.

### Program Grading

Grade Range	Letter Grade	Quality Points
95–100	A+	4.00
90–94.99	A	4.00
87–89.99	A-	3.70
83–86.99	B+	3.30
80–82.99	B	3.00
<b>77–79.99</b>	<b>B-</b>	<b>2.70</b>
<b>73–76.99</b>	<b>C+</b>	<b>2.30</b>
<b>70–72.99</b>	<b>C</b>	<b>2.00</b>
Below 70	F	0.00
Withdrawal	W	0.00
Withdrawal/Fail	WF	0.00
Withdrawal/Pass	WP	
Incomplete	I	
No Credit	NC (non-punitive withdrawal)	
Grade Pending	GP	
Audit	AU	
Satisfactory/Unsatisfactory	S/U	
No Grade	NG	

Students will be evaluated both academically and professionally in a variety of ways during the clinical year. **A grade of 70% or better is required to pass all clinical year courses.**

***Clinical rotation course grades will be based on the following components:***

<b><u>Clinical Knowledge/Didactic</u></b>	<b><u>60%</u></b>	<b><u>Components of Professionalism</u></b>	<b><u>40%</u></b>
Preceptor Evaluation	15%	Preceptor Evaluation	20%
End of Rotation Examination*	45%	Submission of Rotation Deliverables	10%
		ALL FORMS	10%
		<i>Student Clinical Schedules</i>	<i>(2.5%)</i>
		<i>Patient Logs</i>	<i>(5%)</i>
		<i>Student Evaluation of Preceptor &amp; Site</i>	<i>(2.5%)</i>

\*An End of Rotation Examination is not given for the elective rotations. During elective rotations, the **preceptor evaluation is worth 80%** of the rotation grade (60% clinical portion, 20% professional) with **10% for completion and submission of required deliverable** and **10% for submission of the forms** as listed above. In the situation where a preceptor is unable to complete an evaluation through the electronic system, a verbal report may be given to the Clinical Coordinator. If the preceptor is unavailable due to illness, leave of absence or other unspecified reasons, the Clinical Coordinator may assign the final evaluation grade based on prior correspondence with the clinical site.

Physician assistants are required to be detail oriented, accountable, meet deadlines, communicate effectively, document thoroughly and demonstrate intellectual initiative. Completed “FORMS” must be received by the PA program office no later than the designated due dates. Each “FORM” is worth 2.5% of the Professionalism grade. Submission of incomplete “FORMS” and/or failure to submit any “FORMS” by the designated due date is considered unprofessional conduct and will result in a grade of 70% for that assignment. Repeated late submission of forms (3 or more times without a valid excuse) will result in deduction of 5 points from the overall rotation grade during the rotation when the third infraction occurs and referral to the student’s assigned faculty advisor and/or the Clinical Coordinator(s). **The student will be subject to further deductions of his/her grade for every subsequent rotation where a form is submitted late. Clinical rotation grades will not be released until all forms, evaluations, and surveys are completed.**

**Rotation Grading and Evaluation Components**

1. Student Early Check-In – Students are required to **fill out the “Early Check-In Form” in Typhon no later than FRIDAY, 5 PM, of the FIRST WEEK of each rotation** (Refer to the Rotation Block Deadlines and Deliverables in Appendix A and Student Early Check-In Guidelines in Appendix B). Early Check-In is designed to ensure that the student is not encountering any difficulties with clinical preceptors or sites, and to monitor the professionalism of the student. **Failure to fill out the form by the designated time will result in a grade of 70%.**
2. Student Clinical Schedule - Students are to submit a clinical schedule for each clinical rotation. **The preceptor must develop, review, and sign this clinical schedule prior to the student submitting it to the program.** This form is to be uploaded into Exxat **no later than FRIDAY, 5 PM, of the FIRST WEEK of each rotation.** Once submitted, the student **must** adhere to this schedule. **Any changes to this schedule must be reported to the Clinical Coordinator immediately.** Failure to upload the form in Exxat in by the designated time will result in a **grade of 70%.** Please see

Rotation Block Deadlines and Deliverables in Appendix A. A summary of clinical and didactic hours must be uploaded no later than **FRIDAY, 5pm** on the **LAST DAY of the ROTATION**. This file should be uploaded to Exxat.

3. Patient Logging - Utilizing Exxat, the student will keep a daily patient log. **Students must log all patient encounters**. Patient encounter logging windows will only be open for 3 days. This means the student must enter their patient encounter information within 3 days of seeing the patient. Otherwise, the window will close and the ability to log that day of patient encounters will be lost. **The student is to ensure they are meeting the “Minimum Patient Requirements”** as outlined in Appendix E. A final “Case Log Totals” report that consists of the entire rotation must be obtained from Exxat and reflected in the system **no later than FRIDAY 5 PM, on the LAST DAY of the ROTATION**.
4. Mid-Rotation Evaluation – The mid-rotation evaluation form is completed by the preceptor by the second Friday of the rotation. The purpose of the mid-rotation evaluation is to monitor and assess the student’s progress and clinical competency/ performance by identifying areas of weakness so they can be nurtured, as well as, showcase student’s strengths. All unsatisfactory evaluations shall be investigated by the Clinical Coordinator via correspondence with the student and/or preceptor. An unsatisfactory response on any mid-rotation preceptor evaluation will result in a meeting with the Clinical Coordinator (in person or via phone). At the discretion of the Clinical Coordinator, the student may be referred to the student’s advisor and/ or PA Program Director.
5. End of Rotation Evaluation - The end of rotation evaluation form is completed by the preceptor at the conclusion of the rotation. The evaluation is completed online through Exxat. Each evaluation is divided into two sections. The first section evaluates the student’s clinical knowledge and competency. The second section evaluates the student’s professional behavior. Students must receive a passing designation from their clinical preceptor in order to pass the rotation. Failure by preceptor designation will result in failure of the rotation (course). \* The student’s faculty advisor will be notified, and the student will be subject to academic progress policy and procedures, including repeating the rotation (course). An elective rotation may NOT be used as a substitute. This may delay the student’s graduation from the program. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees.

\*Please note that the Clinical Coordinator determines all final clinical rotation grades.

### **Guidelines for Obtaining and Submitting Preceptor Evaluations of Student Performance**

The designated preceptor(s) should observe you performing clinical functions such as history taking, physical examination, performance of procedures and clinical documentation. It is not necessary that the preceptor(s) observe you performing these functions for all patients in routine cases. You should be presenting cases to your preceptor(s). They should also observe you interacting with patients and be familiar with your professional behavior.

- A. At some sites a preceptor or their representative may complete the form after obtaining input from several team members who have directly supervised the student.
- B. The program strongly encourages preceptors to complete the evaluation either with you present or to review it with you before you leave the site. Students may discuss a preceptor's evaluation in a calm manner but should **never** be argumentative, aggressive or debate the evaluation. Preceptors do have the option to complete these forms without your presence, as well as the option not to review them with you. In these cases, you will be given the opportunity upon completion of the clinical year to review all evaluations.

**Any falsification of evaluation forms, calendars, patient logs or time logs, forgery of signatures, tampering with or destruction of evaluation material is a violation of the JWU Student Conduct Code and PA Student Standards of Conduct.** When a problem related to the above cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university.

6. Rotation Deliverables – Each rotation has a specific deliverable that must be completed and submitted by the student. Please refer to the rotation course syllabi for specific information. Please see Rotation Block Deadlines and Deliverables in Appendix A.
7. Student Preceptor/Site Evaluation - After completing each five-week rotation, students are required to fill out the “Final Site/Preceptor Evaluation” form in Exxat. It must be submitted **by FRIDAY 5 PM on the LAST DAY of the ROTATION.** This is an evaluation of both the preceptor and clinical site.
8. End of Rotation Examination – There will be a multiple choice type examination given at the end of each core rotation. End of Rotation examinations will be administered on campus during Back to Campus days. **Students must receive a grade of  $\geq 70\%$  to pass the end of rotation examination.**

If a student receives a grade below a 70% on the end of rotation exam the student will meet with the Clinical Coordinator or his/her student advisor to discuss an individualized remediation plan. The student may proceed on to the next rotation but will be scheduled for a post-remediation examination within two weeks. Although post-remediation examinations will test the same body of subject material as covered by the original examination, they may be different in format than the original examination. The students may not review end of rotation examinations at any time. Instead, students who fail the exam will be provided with keyword modifiers to assist in their preparation. A passing grade of **70%** or above must be obtained on the post-remediation exam. **Failure to successfully pass the end of rotation examination on two attempts (with a grade of at least 70%) will result in failure of the rotation (course).** The final exam grade on all passing second attempts will be entered as a score of 70%.

**Failure of any two end of rotation examinations on the first attempt** will result in a meeting with the Clinical Coordinator and faculty advisor. The student will be required to complete an individualized remediation plan followed by post-remediation examinations as detailed above.

**Failure of any three or more end of rotation examinations on the first attempt** will result in a meeting with the Clinical Coordinator and Program Director for review and action. The student may be subject to dismissal from the program. Please **note:** The number of post rotation examination failures on the first attempt will be tallied cumulatively over the entire clinical year.

**Failure of any one ROTATION (course)** will result in a meeting with the Clinical Coordinator and Program Director. The student will need to complete a remediation plan and successfully pass a repeat rotation after the scheduled clinical year. This may delay the student's graduation from the program. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees. An elective rotation cannot be used as a substitute to repeat the failed rotation.

**Failure of any two ROTATIONS (courses)** will result in a meeting with the Clinical Coordinator, faculty advisor, and PA Program Director. The student will be subject to dismissal from the program.

#### **Additional Grading and Evaluation Components**

These are the other requirements which occur during the clinical year.

##### Master's Course (PAS 6800)

Summative Evaluation - All students are required to complete and pass the three components of the summative evaluation which include the Master's Presentation, a comprehensive written examination, and an OSCE. These components are part of PAS 6800 Master's Course; please refer to that course syllabus for more information.

Site Visit – All students are required to pass a site visit in order to pass this course. Each student is directly evaluated through a site visit at least once during the clinical year. The site visit is part of the PAS 6800 Master's Course; please refer to that course syllabus for more information.

Back to Campus Activities and Presentations – All Back to Campus activities and case presentations are mandatory, unless excused by clinical faculty.

Completion of the PA Program Competencies – All competency requirements must be met to pass the Master's Course (PAS 6800).

For additional information on ***Academic and Professionalism Policies and Procedures*** please refer to the JWU PA Program Didactic Year Handbook.

# Section 5

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## PROGRAM RESPONSIBILITIES

The program maintains the following responsibilities to ensure the educational environment and activities during the clinical phase of the program.

1. Preparation - The program adequately prepares the student for their clinical experiences.
2. Assignment - The program is responsible for assigning students to clinical sites that will provide a quality learning experience.
3. Site Objectives and Rotation Syllabi – Objectives and outcomes for each rotation will be provided to the student and preceptor as a guide of expected rotation experiences. Clinical experiences may vary depending on patient population and site variation. It is the student's responsibility to review the objectives and augment clinical experiences with independent study, research and discussion with the preceptor and clinical faculty.
4. Affiliation Agreements- The program develops & maintains affiliation agreements with clinical sites.
5. Insurance/Immunizations - The program ensures that all students have current malpractice liability insurance and up-to-date immunizations.
6. Grading - The program is responsible for assigning a final grade to every student for all rotations.
7. Problems - The program interacts with all preceptors, sites, and students and is available to respond to any problems or concerns. In addition, should problems arise at the clinical site, the program retains the right to remove a student from a rotation.
8. Health and Safety- The program will work with the preceptor and site to ensure a healthy and safe clinical learning environment. Preceptors must notify the program immediately of any student whose actions directly or indirectly jeopardize the health and safety of patients, faculty, clinical site staff or fellow students. The program retains the right to immediately remove the student from a clinical rotation if such behavior is demonstrated and/or reported. The program provides and ensures each student has completed training in HIPAA and OSHA prior to beginning clinical rotations and that all students have received instruction regarding risk of exposure and reporting procedures should an exposure occur.
9. Background Checks, Fingerprinting and Drug/Alcohol Screens -The program requires background checks on all PA students prior to their matriculation to the program. Students are informed that additional background or testing, including drug and alcohol screening, may be required by a clinical site for which they must comply. Students are responsible for the cost of any additional screening.
10. Student Advisors: The Clinical Coordinator keeps students' faculty advisors informed regarding the progress of their advisees during the clinical year.

## **REVISION OF CLINICAL YEAR POLICIES AND PROCEDURES**

These policies and procedures are reviewed a minimum of one time a year and are revised as needed to facilitate the mission of the program and the university. The program reserves the right to make changes to any and all aspects of this Clinical Education Manual. Students will be notified of any substantial changes to the policies and procedures outlined here and will be provided copies of such changes. Students are expected to remain current in all policies and procedures.

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# APPENDICES

# Appendix A

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## Rotation Document Submission Deadlines

WEEK	DEADLINES	ITEMS DUE
<b>#1</b>	Friday, 5 pm uploaded into Exxat	Early Check-In Form & Clinical Schedule
<b># 2</b>	Friday, 5 pm uploaded into Exxat	Rotation Documentation Note or Elective II Assignment
<b>#5</b>	Friday, 5 pm Uploaded into Exxat	Case Log Totals Student Evaluation of Site/Preceptor Summary of hours
<b>Next Rotation</b>		
<b># 1</b>	Friday, 5 pm uploaded into Exxat	Early Check-In Form & Clinical Schedule
<b># 2</b>	Friday, 5 pm uploaded into Exxat	Rotation Documentation Note or Elective II Assignment

# Appendix B

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## Student Early Check-In Report

Each student on each rotation is required to fill out the “Early Check-In form” in Exxat. See form section for an example of an Early Check-In Form.

# Appendix C

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## Needlestick/Bodily Fluids Exposure Guidelines

Students who believe they have been exposed to bodily fluids must:

1. **Immediately** cleanse the affected area thoroughly:
  - Wash needlesticks and cuts with soap and water.
  - Flush splashes to the nose, mouth, or skin with water.
  - Irrigate eyes with clean water, saline, or sterile fluids.
2. **Immediately** report the exposure to the supervising physician or other supervisor and follow clinical site established protocols.
3. **Immediately** seek medical evaluation and treatment. If there is no established protocol on-site, seek treatment at the closest Emergency Department.
4. Notify the Clinical Coordinator or Program Director within 2 hours.
5. Complete and submit the **Student Exposure Form in Exxat** to the Clinical Coordinator or Program Director within 24 hours.

This information is based on the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA)

# Appendix D

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## **Physician Assistant Program Standards of Professional Conduct**

### **I. OVERVIEW**

Both professional conduct and academic progress are important in determining a student's success in the program and assessing readiness for entry into clinical practice. The program encourages students to always strive for academic, professional and personal excellence in all things. Success requires certain behavioral attributes including empathy, discipline, honesty, integrity, the ability to work collaboratively and effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner. Additional qualities and characteristics include civility, accountability and commitment, demeanor and appearance displayed by the students to faculty, staff, preceptors, clinical site staff, peers, patients, and colleagues in health care, other educational settings and the public.

In addition to adhering to the JWU Student Code of Conduct, PA students are expected to conduct themselves in a professional manner commensurate with the role and responsibilities of a healthcare professional. i.e. demonstrating respect, compassion, integrity, and sensitivity to others. Students must meet the program technical standards on a continual basis, and demonstrate emotional resiliency, stability, flexibility, and tolerance of ambiguity and anxiety. Such conduct is defined in Section III below, which may be modified from time to time by the university.

### **II. DISCIPLINARY PROCEDURE**

The Physician Assistant Faculty Committee investigates suspected violations of these Standards of Professional Conduct. The Committee reviews and discusses the relevant circumstances and, if appropriate and necessary, meets with the student, other students, Faculty Advisor, clinical preceptor or other individuals to obtain additional information. Upon a review of all facts, the Faculty Committee suggests a course of action to the Program Director. The Program Director will determine the appropriate outcome. When a problem related to the above cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university.

The program is required to provide information related to such proceedings to any credentialing body, which may negatively impact the student's ability to obtain or retain a job.

### III. STANDARDS OF PROFESSIONAL CONDUCT FOR PHYSICIAN ASSISTANT STUDENTS

#### ***Behavior and Professional Image***

Students are expected to behave in a mature, responsible, reliable and dependable manner that engenders the humanistic qualities of compassion, trust, integrity and openness. Student must project a professional image in manner, dress, grooming, speech, and interpersonal relationships consistent with being a medical professional.

While engaged in academic activities, students are required to adhere to the dress code identified in the PA Program Handbook.

While engaged in clinical experiences, students must wear a short, white, clinical jacket while at all clinical sites unless instructed not to do so by the clinical site or the program. Students must always wear their official nametag while at clinical sites. If they are instructed not to by their preceptor, they must immediately contact the PA program for further guidance.

#### ***Attendance, Promptness, Preparedness and Initiative***

Students are required to attend all program-sponsored activities and remain through the duration of the activity. Student must be on-time. Repeated tardiness is a violation of these Standards.

Students are responsible for taking an active part in their education and experiential activities and for demonstrative initiative and an eagerness to learn. Students are responsible for following up in areas for which they need further review or explanation. Students are responsible for completing missing work.

*Clinical experience:* It is the responsibility of the student to report to clinical sites promptly at assigned times designated by the preceptor and to comply with the clinical site and the program defined policies regarding attendance, tardiness and absence. Students are obligated and required to contact BOTH the preceptor and the Clinical Coordinator prior to their report time in case of absence. Students must report to clinical sites fully prepared for work with all necessary equipment (e.g. stethoscope).

#### ***Respect and Civility***

Students are expected to treat all individuals whom they encounter during their academic and clinical experiences with respect (thoughtfulness and politeness) and civility (courtesy, good manners, and consideration). Students are expected to be sensitive and tolerant of diversity including socioeconomic status, physical stature, body size, marital status, sexual orientation, gender identity, legal involvement, and political beliefs. Conflicts should be resolved in a diplomatic and reasoned manner. The program will not tolerate incivility. Examples of incivility include rude, sarcastic, obscene, disruptive or disrespectful remarks or behavior, verbal or physical threats, or damage to property.

Other forms of prohibited discrimination are addressed in the university's Prohibited Discrimination and Harassment Policy.

### ***Integrity***

Integrity is the quality of consistent and steadfast adherence to a defined code of principles, conduct, and ethics. It includes truthfulness, honor, and reliability. Students are expected to demonstrate integrity by following all policies and procedures defined by JWU, the Graduate School, the PA program, and their clinical rotation sites. In addition, the student is expected to demonstrate integrity in regards to academic requirements and ethical standards commensurate with those expected of a future health care professional.

### ***Accountability and Commitment***

PA students are expected to exemplify the qualities of accountability, which includes accepting responsibility, being reliable and dependable, and completing tasks and responsibilities as defined and expected. Examples of commitment include offering to assist others, willingness to stay longer than required, or taking extra steps to resolve a difficult situation.

### ***Flexibility and Resilience***

Physician assistant training, like clinical practice, involves unpredictability. At times, lectures, classes, examinations, or clinical rotation placements or schedules may need to be modified on short notice. The ability to adapt and adjust to change (i.e., demonstrate flexibility) and manage the ambiguity and anxiety these changes may create (i.e., demonstrate resilience) are critical to navigating studies successfully and ultimately success as a health care provider.

### ***Confidentiality***

Students must respect the confidentiality of patients and fellow students. Academic assignments and presentations must not include protected health information, including patient identifying data, name, initials, date of birth, facility, etc. Students must not discuss patients by name outside the clinical encounter, nor discuss other students with preceptors.

Students must not discuss, record, upload, share, or transfer any information, issues, images, videos, or other information on social media (or any other technology unrelated to the PA program) without the express written permission of the Director of the PA program.

### ***Health and Safety***

Students must not engage in any activities that threaten the health, safety, well-being, or property of any individual, including self. This includes refraining from behaviors, activities, or actions that may result in mental, intellectual, and/or physical impairments to self or others, such as the excessive use of alcohol, use of non-prescribed drugs, injurious behavior, or carrying a concealed weapon. Effective self-care is a critical component of the provision of effective medical services.

### ***Adherence to the PA Program Reporting Requirements and Clinical Site Policies and Procedures***

The student must meet all procedural requirements of the PA program, including but not limited to clinical schedules, patient logs, rotation deliverables, and evaluations. The student must follow all policies, regulations and procedures set forth by the clinic locations, including any additional training and/or testing required by the facility.

### ***Standard of Care / Due Regard for Student Function***

Physician assistant students must always identify themselves as physician assistant students to patients and site staff, and never present themselves as physicians, residents, medical students, or practicing physician assistants. While in the program, students may not use previously earned titles (e.g., RN, DC, Ph.D.) for identification purposes.

Students must adhere to the generally approved practices for physician assistant students. Students at clinical sites must always work under the supervision of a clinical preceptor. Students may not function in the place of an employee or assume primary responsibility for a patient's care. Students must seek advice when appropriate and may not evaluate or treat patients without supervision from and direct access to a supervising clinical preceptor at all times.

Unusual or abnormal physical findings must be confirmed by a licensed provider. Students shall perform only those procedures authorized by the preceptor. Students must adhere to all regulations of the program and the clinical sites. The student is to contact the program immediately with any questions or concerns about the student role at a site. Students shall not treat and discharge a patient from care before the patient is seen by the clinical preceptor. All patients must be seen by a licensed provider PRIOR to leaving the facility.

### ***Communication***

Timely and appropriate communication is key to the professional work of a physician assistant and paramount during the educational process of becoming a medical professional. Students must check their JWU email accounts daily as any and all communication to and from the program will be through the University email system. Student should empty email mailboxes regularly to ensure space for incoming messages from the program, staff and faculty. "Not checking my email" is not an allowable excuse for missing a program event or notification. Students must respond to program emails within 24 hours. Communication is also critical while on rotation site between the student, the preceptor, the site staff and the program. The student and preceptor should communicate on a regular basis to discuss expectations, goals, and performance.

# Appendix E

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## MINIMUM CLINICAL YEAR ENCOUNTER REQUIREMENTS

### REQUIRED PATIENT ENCOUNTERS ACROSS THE LIFESPAN: INFANT, CHILD, ADOLESCENT, ADULT, ELDERLY

The clinical curriculum was developed to ensure that the clinical year will provide sufficient patient exposure to allow each student to provide medical care to patients across the life span. Students are exposed to infants, children, and adolescents in the required pediatrics rotation; to adults and the older adult population (elderly) in the required internal medicine, family medicine and surgery rotations. Age groups across the entire lifespan are seen in the emergency medicine rotations. The program developed a minimum number of patient encounters in age categories across the lifespan that a student is expected to achieve:

Infant (0-12 months): 20  
Children (13 months-12 years): 50  
Adolescent (13-17 years): 20  
Adult (18-64 years): 200  
Older Adult (>65 years): 50

### REQUIRED PATIENT ENCOUNTERS IN PRENATAL AND GYNECOLOGIC CARE

The clinical curriculum was developed to ensure that the clinical year will provide sufficient patient exposure to allow each student to provide medical care to women that includes prenatal and gynecologic care. This occurs primarily in the Women's Health Clinical Course. The program developed a minimum number of patient encounters that a student is expected to achieve:

Prenatal: 10  
Women's health (gynecologic): 50

### REQUIRED PATIENT ENCOUNTERS IN PRE-OPERATIVE, INTRAOPERATIVE, AND POST-OPERATIVE CARE

The required Surgery clinical course provides exposure and care for conditions requiring surgical management, including pre-operative, intra-operative, and post-operative care. The program developed a minimum number of patient encounters in the required surgery rotation that a student is expected to achieve:

Pre-operative care: 10  
Intra-operative care: 20  
Post-operative care: 30

### REQUIRED PATIENT ENCOUNTERS IN BEHAVIORAL HEALTH

The required Behavioral Health clinical course provides exposure and care for patients with behavioral and mental health conditions. The program developed a minimum number of patient encounters in the required behavioral health rotation that a student is expected to achieve:

Behavioral/mental health: 35

All of the above experiences are logged by the student into the Exxat system. Students are required to have logged all experiences into this system within 3 days of the encounter. The student is responsible for closely monitoring the minimum numbers to ensure they are meeting the requirements. Additionally, these minimum requirements for each student are monitored by the clinical team and "Case Log Totals" are reviewed during each rotation. If a deficiency occurs, the Clinical Coordinator will meet with the student and develop a plan to enable the student to meet the goal.

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# FORMS

## Student Early Check-In Form

Please answer the questions below:

Student Name \_\_\_\_\_

Preceptor \_\_\_\_\_

Clinical Site \_\_\_\_\_

Has the student been oriented to the practice/made adjustments to the site?

YES                  NO

Has there been any direct patient contact?

YES                  NO

Has the student seen patients alone?

YES                  NO

Number of hours per week at the site: \_\_\_\_\_

Number of patients seen daily \_\_\_\_\_ or weekly \_\_\_\_\_ ?

Any issues or conflicts with the site?

YES                  NO

\*COMMENT REQUIRED:

## STUDENT CLINICAL SCHEDULE

STUDENT NAME: \_\_\_\_\_ ROTATION TYPE/PRECEPTOR NAME: \_\_\_\_\_

In the block below write the times you are scheduled to be at these locations (where applicable). Upload the schedule into the Typhon folder "Schedules", no later than **5 PM** on **Friday** of the **first** week of each rotation.

**THIS SCHEDULE MUST BE REVIEWED, APPROVED AND SIGNED BY YOUR PRECEPTOR PRIOR TO SUBMITTING TO THE PROGRAM**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Week 1</b>	Office/Hospital/Other <small>(circle one)</small>						
	Office/Hospital/Other <small>(circle one)</small>						
<b>Week 2</b>	Office/Hospital/Other <small>(circle one)</small>						
	Office/Hospital/Other <small>(circle one)</small>						
<b>Week 3</b>	Office/Hospital/Other <small>(circle one)</small>						
	Office/Hospital/Other <small>(circle one)</small>						
<b>Week 4</b>	Office/Hospital/Other <small>(circle one)</small>						
	Office/Hospital/Other <small>(circle one)</small>						
<b>Week 5</b>	Office/Hospital/Other <small>(circle one)</small>						
	Office/Hospital/Other <small>(circle one)</small>						

Preceptor: I have reviewed and approved this schedule: \_\_\_\_\_ Date: \_\_\_\_\_

## Mid-Rotation Preceptor Evaluation of Student

Student Name \_\_\_\_\_

Preceptor \_\_\_\_\_

Your evaluation of the student’s progress at this midway point in the rotation is an important tool to communicate student strengths and opportunities for improvement.

**At this point in the rotation, do you feel the student meets or does not meet expectations in the following areas:**

	Meets	Does Not Meet
Medical fund of knowledge		
History taking skills		
Physical exam skills		
Formulating a differential diagnosis		
Oral presentation skills		
Ordering/interpreting laboratory and diagnostic tests		
Formulating/implementing treatment plans		
Ability to perform clinical procedures		
Patient education & counseling		
Written documentation/patient record		
Professionalism (i.e. punctuality, communication, cooperation, ethical behavior, etc.)		
Other area, please specify:		

Please comment on any area in which the student does not meet expectations:

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**Overall Impression: At this point, do you feel that the student will pass this clinical rotation?**

Yes \_\_\_ No \_\_\_

If no, please list a time(s) that would be convenient for a member of the JWU clinical team to contact you:

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## Elective End of Rotation Preceptor Evaluation of Student\*

Your evaluation of the student is important in order to acknowledge student strengths and provide opportunities for improvement. Your assessment provides a large portion of the student's grade.

Please answer the questions below:

Student Name \_\_\_\_\_

Preceptor \_\_\_\_\_

**SECTION ONE:** Please select a score reflective of student performance according to the following scale:

**Below Expectations = Poor/unacceptable performance**

**Approaching Expectations = Knowledge/skills do not meet expectations**

**Meets Expectations = Knowledge/skills as expected**

**Exceeds Expectations = Knowledge/skills are better than expected**

**Markedly Exceeds Expectations = Knowledge/skills are well beyond expectations**

For disorders of patients pertaining to this elective rotation:

1. Medical fund of knowledge

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

2. History taking skills

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

3. Physical exam skills

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

4. Ability to differentiate between emergent, acute, and chronic medical problems, formulate DDX and assessment plans for each

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

5. Oral presentation skills

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

6. Ordering and interpreting lab and diagnostic tests

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

7. Ability to form and implement management and treatment plans

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

8. Patient education and counseling of patients and their families, including health promotion, disease prevention, and referrals when necessary

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

9. Ability to perform clinical procedures, if applicable

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations	Not Applicable
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------	-------------------

Comments: \_\_\_\_\_

10. Written documentation/patient medical record

Below Expectations	Approaching Expectations	Meets Expectations	Exceeds Expectations	Markedly Exceeds Expectations
-----------------------	-----------------------------	-----------------------	-------------------------	----------------------------------

Comments: \_\_\_\_\_

**SECTION TWO: Indicate a score reflective of student performance. Please explain all “NO” and “INCONSISTENT” answers.**

1. Demonstrates cultural competency, awareness, and sensitivity to diverse populations of all ages

YES	INCONSISTENT	NO	NOT APPLICABLE
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Comments: \_\_\_\_\_

2. Manifests a humanistic approach to patient care

YES	INCONSISTENT	NO	NOT APPLICABLE
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Comments: \_\_\_\_\_

3. Team player, works and relates well with clinicians and staff

YES	INCONSISTENT	NO	NOT APPLICABLE
-----	--------------	----	----------------

Comments: \_\_\_\_\_

4. Demonstrates professional and ethical behavior; protects confidentiality

YES	INCONSISTENT	NO	NOT APPLICABLE
-----	--------------	----	----------------

Comments: \_\_\_\_\_

5. Understands PA role on the team: recognizes personal/professional limitations; seeks help when needed

YES                      INCONSISTENT                      NO                      NOT APPLICABLE

Comments: \_\_\_\_\_

6. Communicates and relates effectively with patients; develops rapport

YES                      INCONSISTENT                      NO                      NOT APPLICABLE

Comments: \_\_\_\_\_

7. Completes tasks in a timely manner

YES                      INCONSISTENT                      NO                      NOT APPLICABLE

Comments: \_\_\_\_\_

8. Reliability, dependability, and punctuality

YES                      INCONSISTENT                      NO                      NOT APPLICABLE

Comments: \_\_\_\_\_

9. Seeks additional learning opportunities; enthusiastic, self-confident, and motivated

YES                      INCONSISTENT                      NO                      NOT APPLICABLE

Comments: \_\_\_\_\_

10. Demonstrates appropriate response to criticism and feedback

YES                      INCONSISTENT                      NO                      NOT APPLICABLE

Comments: \_\_\_\_\_

**SECTION THREE: Overall Impression: Do you feel that the student should pass this rotation?**

YES

NO

OTHER, please specify: \_\_\_\_\_

Comments and Explanation: (ANSWER REQUIRED)

Have you discussed the content of this evaluation with the student?

YES

NO

OTHER, please specify: \_\_\_\_\_

**\*Each end of rotation evaluation differs in regard to the specific rotation specialty. The elective evaluation is included to provide a general example.**

## Elective End of Rotation Student Final Site/Preceptor Evaluation\*

Please answer the questions below:

Student Name \_\_\_\_\_

Clinical Site Name \_\_\_\_\_

Preceptor First Name \_\_\_\_\_

Preceptor Last Name \_\_\_\_\_

**SECTION ONE: Evaluation of the Preceptor - Using the following scale please indicate the appropriate number that best describes your preceptor.**

**5 – OUTSTANDING**

**4 – VERY GOOD**

**3 – AVERAGE**

**2 – FAIR**

**1 – POOR**

**N/A – NOT APPLICABLE**

**Please note that any response that is "Poor" or "Fair" will require a comment.**

***The Preceptor:***

Provided Effective/helpful teaching or guidance.

1 2 3 4 5 NA

Communicated what was expected of me.

1 2 3 4 5 NA

Used constructive criticism and offered positive reinforcement.

1 2 3 4 5 NA

Was accessible when needed.

1 2 3 4 5 NA

Provided ongoing supervision directly or through a designee.

1 2 3 4 5 NA

Worked in an interactive manner that encouraged problem solving.

1 2 3 4 5 NA

Provided time to discuss patients and patient care, answered questions.

1 2 3 4 5 NA

Reviewed all medical documentation I had written.

1 2 3 4 5 NA

Provided ongoing and/or periodic feedback.

1 2 3 4 5 NA

Displayed and maintained a professional demeanor.

1 2 3 4 5 NA

**What did your preceptor do exceptionally well that contributed to your learning?**

COMMENT REQUIRED:

**What, if anything, could your preceptor have done differently to better contribute to your learning?**

COMMENT REQUIRED:

**SECTION TWO: Evaluation of the site – Please indicate an answer that best describes your site experience. Note that any response that is "NO" or "SOMEWHAT" will require a comment.**

***The clinical site:***

The clinical site was easily accessible.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

The physical layout of the facility (space, # of rooms etc.) was adequate and conducive to learning.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

The site had adequate access to references and resource materials (including computers).

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

The site ensured appropriate supervision was available on site.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

The site patient diversity provided a challenging and stimulating learning experience.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

The site provided opportunities to see patients with a variety of medical conditions.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

The site provided opportunities to interact and work interprofessionally with other members of the healthcare team.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

Site policies and procedures were explained to me.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

Staff was friendly and helpful.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

I was consistently able to participate in direct medical care.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

Adequate time was given to see patients and to discuss labs, diagnostics, management and treatment plans.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

I was provided opportunities to perform procedures, if applicable.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

I was able to utilize and document my patient encounters directly in their EMR system.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

I was provided opportunities to discuss and interpret the medical literature as it pertains to medical decision making and patient care.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

I found the learning objectives (knowledge, skills and professionalism) in the rotation syllabus helpful in guiding my learning on site.

YES                      SOMEWHAT                      NO                      NOT APPLICABLE

Did you have any safety concerns at the site?

YES                      SOMEWHAT                      NO

Would you recommend this rotation site to another student?

YES                      SOMEWHAT                      NO

**What were the strengths of this site/rotation?**

COMMENT REQUIRED:

**What were the weaknesses, if any, of this site/rotation?**

COMMENT REQUIRED:

**OTHER COMMENTS:**

**\*Each end of rotation evaluation differs in regard to the specific rotation specialty. The elective evaluation is included to provide a general example.**

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## Student Exposure Form

This form is to be complete if there has been a needle stick or bodily fluid exposure to a student. Students must directly report the exposure incident to the Clinical Coordinator (Office 401.598.4886) or Program Director (Office 401.598.4960 or Cell 401.601.6215) **within 2 hours** of the exposure. Submit this form via Exxat or e-mail to the Clinical Coordinator (kkruzel@jwu.edu) or Program Director (gbottomley@jwu.edu) within 24 hours of the exposure.

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date and Time of Exposure: \_\_\_\_\_

Rotation #:  1  2  3  4  5  6  7  8  9

Rotation Type:  Internal Med.  Family Med.  Pediatrics  Emergency Med.

Women's Health  Behavioral Health  Surgery  Elective

Name of Clinical Site: \_\_\_\_\_

Name of Person Notified at the Site: \_\_\_\_\_

Date and Time of Notification: \_\_\_\_\_

Please provide a brief description of incident, including how the exposure occurred, and location (body part).

*Continue to next page*

Did you receive medical evaluation and/or treatment?

Yes

No

Did you notify the PA program (Clinical Coordinator or Program Director)?  Yes

No

Name of person notified at the PA program: \_\_\_\_\_

Date and Time of Program Notification: \_\_\_\_\_

**Signatures:**

Student: \_\_\_\_\_

Clinical Coordinator/ Faculty: \_\_\_\_\_

Program Director: \_\_\_\_\_

**Rotation Placement Preference Form**

**Student Name:** \_\_\_\_\_

**CORE ROTATIONS:**

*Behavioral & Mental Health      Internal Medicine      Family Medicine*  
*Pediatrics      Emergency Medicine      Surgery      Women's Health*

Please list the first three core rotations you feel most comfortable doing first.

- 1.
- 2.
- 3.

Which clinical rotation do you feel least comfortable doing first?

- 

I speak another language fluently:  Spanish     Portuguese     Other: \_\_\_\_\_

I have a strong interest in behavioral medicine:  Yes  No

On my internal medicine rotation, I would prefer:  inpatient     outpatient     No preference

Do you have any housing options for 5 weeks in the following areas and if so, where:

- Boston
- Other areas of Massachusetts
- Bradenton, Florida
- Connecticut
- Other:

\_\_\_\_\_

I would be interested and financially capable of a 5-week surgical rotation in Florida (cost of flights, housing, rental car transportation is the responsibility of the student).  Yes  No

What area of medicine are you most interested in practicing after graduation?

\_\_\_\_\_

Prior to PA school, my medical background/patient care experience was in the following:

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In what area of Rhode Island do you live?

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**ELECTIVES**

Addiction Medicine	Asthma & Allergy
Cardiology (inpatient)	Dermatology
Cardiology (outpatient)	Endocrinology
Cardiac Surgery	ENT
Hematology/Oncology	ICU/Critical Care
Interventional Radiology	Neurology
Neurosurgery	Orthopedics
Pediatric Surgery	Pulmonology
Urgent Care	

Please provide your “wish list” for elective rotations. List your top three elective choices. An elective may be another core rotation or a sub-specialty (please see list above). Remember, the program will assign and determine final placement. Requests do not guarantee placement at that site.

- 1.
- 2.
- 3.

Notes to Clinical Team and Things to Consider:

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# PROCEDURE FOR REQUESTING TIME OFF

## STEPS FOR REQUESTING TIME OFF:

- Request form for time off must be submitted to the Clinical Coordinator in Exxat.
- Clinical faculty reviews the form and will approve or deny the request.

**Student Illness or Emergency:** Students should immediately notify their preceptor by speaking with him or her directly. Email and text messages to preceptors are **NOT** acceptable. The Clinical Coordinator faculty also need to be notified of absence. Student should submit the Request Form for Time Off **within 24 hours**. Clinical faculty can require this time to be made up if it exceeds two days. Please indicate the dates you were off from the rotation on the form in Exxat.

**Request to Attend an Interview:** Student should submit a Request form for time off to the Clinical Coordinator at least 3 weeks in advance to seek approval. Clinical Coordinator can require this time to be made up if it exceeds three days. You are expected to schedule interviews around your clinical obligations. If this is not feasible, please indicate the name of the meeting, location, and dates you request off on the form in Exxat.

**Non-Urgent Personal Reasons:** Requests for time off for non-urgent personal reasons should be for *major life events only* and are **NOT** guaranteed to be approved by the clinical faculty. Requests can be reviewed if you submit a request form for time off in Exxat. Please keep in mind when asking for this time:

- These requests must be submitted at least 6 weeks in advance.
- The clinical faculty requires all of this time to be made up.
- Justify why this event is more important than participating in a required rotation.

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## STUDENT SIGNATURE SHEET

I attest that I have received, read, fully understand, and agree to comply with all policies and procedures set forth in the **JWU Physician Assistant Clinical Education Manual**.

**I understand the following:**

- 1) **HIPAA and patient safety is a priority and these protocols must be adhered to at all times.**
- 2) **The program reserves the right to replace a student's elective rotation with a program determined core rotation.**
- 3) **Body fluid/Needle stick injuries should follow appropriate protocol and seek immediate treatment. Notify the Clinical Coordinator within 2 hours. A completed Student Exposure Form is required within 24 hours.**
- 4) **Students have minimum patient requirements that are required for graduation. Students are responsible for tracking this data every rotation.**
- 5) **Students have a requirement to fulfill 200 hours of clinical and didactic hours for each rotation.**
- 6) **All time off must be requested in Exxat via the aforementioned procedures and approved by the Clinical Coordinator.**
- 7) **All End of Rotation Evaluations and Clinical Year forms and surveys must be completed in order for your rotation grade to be posted.**

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Student Signature

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Date

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Student Name (Print)

This form is due back to the physician assistant office on **June 11, 2018**.

**Upload signed pdf on Exxat.**