



**DEPARTMENT OF MEDICAL SCIENCE**

**PHYSICIAN ASSISTANT**

**CLINICAL PHASE  
HANDBOOK**

**2026 – 2027**

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## **MISSION STATEMENT**

The mission of the Arcadia Physician Assistant Program is to successfully educate compassionate and highly qualified medical professionals who are patient-centered and lifelong learners. We are committed to diversity, global awareness, and invested in preparing our students to excel in professionalism, leadership, and service.

## **PROGRAM ADMINISTRATION**

The Physician Assistant Program reserves the right in its sole judgment to issue and change rules and regulations and to make changes of any nature in its program, calendar, admissions policies, procedures and standards, degree requirements and academic schedule whenever it is deemed necessary or desirable, including without limitations, changes in course content, the rescheduling of classes, canceling of scheduled classes and other academic activities and requiring or offering alternatives for scheduled classes or other academic activities, in any such case giving such notice as is reasonable and practical under the circumstances.

In addition, the University reserves the right to make whatever changes in admissions requirements, fee charges, tuition, instructors' regulations and academic programs it deems necessary prior to the start of any class, term or semester. The University also reserves the right to divide, cancel or reschedule classes and rotation if factors so require.

## WELCOME TO THE CLINICAL PHASE

Congratulations on the successful completion of the didactic phase. Your hard work has set the foundation for the clinical phase. You will have the opportunity to learn by direct observation and hands-on clinical experience. You will have the ability to practice your skills in history taking and physical examinations, perform various clinical procedures and to think critically as you formulate a differential diagnosis, assessment and treatment plan for your patients. Most importantly, you will learn to work as part of the medical team. During this time you will be expected to seek out opportunities that maximize your learning. You are responsible for actively shaping your experience while on rotations.

With these opportunities come many responsibilities. You are responsible for providing your patients with the best care possible while honoring their dignity and autonomy. You should be respectful, courteous, and appreciative of your patients, preceptors, and clinical site. You are a short-term visitor and guest. You need to share in the workload which includes being helpful to all the clinicians and staff. You are an ambassador for the PA profession and for Arcadia's Program. Your work should contribute towards its growth. Remember at all times that you are a student, a PA in training, learning within the boundaries of appropriate supervision.

Throughout your clinical experience you will achieve exposures across the spectrum of care while on clinical rotations. These experiences will help to solidify your medical knowledge, but cannot take the place of your didactic learning. In a span of 12 short months, it is impossible to encounter all aspects of medicine. Therefore, it is imperative that you continue to increase your foundational knowledge through self study and utilization of the resources available to you.

The *Clinical Phase Handbook* has been developed in order to help you succeed during your clinical training. This handbook outlines the competencies that have been established by the Program, serving as a guide to ensure that you are gaining the experience needed to practice as a Physician Assistant. As supplements to this handbook, the clinical rotation syllabi include specific requirements, learning objectives and exam content topic lists for each rotation. These resources will guide you through your independent learning in preparation for your end of rotation examinations.

## USE OF THE CLINICAL PHASE HANDBOOK

This handbook provides an overview of the clinical phase of the Arcadia University Physician Assistant Program. It is a guide to the clinical policies and procedures, and contains essential information regarding the objectives and logistics of clinical rotations. Each student is responsible for carefully reviewing this manual prior to his/her/their clinical rotations, and for adhering to the policies, procedures, and objectives which have been established. In addition, each student is required to review specific rotation information prior to the beginning of each rotation. As new policies, procedures, or other directives are established, you will be informed.

Please review this Handbook in its entirety and refer to it often while on rotations. All students are expected to adhere to the requirements set forth herein as well as those delineated in the [PA Program Policies and Competencies Manual](#). Failure to comply with the rules and regulations of the Program or the clinical site will result in disciplinary action, which will take the form of reprimand, probation, suspension, or dismissal. If, at any time during a clinical rotation, circumstances arise that may impede your progress in the program, please notify the Program as soon as possible.

We look forward to working with you in the coming months. Please feel free to direct any questions you may have to the Program's **Clinical Faculty** at [pa-faculty-clinical-team@arcadia.edu](mailto:pa-faculty-clinical-team@arcadia.edu).

## The Clinical Phase of Instruction

### INTRODUCTION

There is a Transition Week in the Clinical Phase of the program, followed by forty (40) weeks of supervised training. The rotations are full-time and students are to be available seven (7) days a week, twenty-four (24) hours a day for the assignment of clinical hours to be worked. Please refer to the clinical year schedule (Appendix A) for scheduled times to return to campus and scheduled days off. There is no additional time off during the clinical year unless approved by the clinical phase program faculty and clinical preceptor.

During the clinical phase of the program, physician assistant students are assigned to clinical rotations by the clinical phase program faculty in the seven (7) core areas of Family Medicine, Emergency Medicine, Internal Medicine, Women's Health, Pediatrics, Behavioral Medicine and Surgery. In addition, students complete elective rotations (3) to enhance their clinical knowledge and expand upon their clinical experiences.

Students are encouraged to request electives in areas of medicine they are interested in. However, as with the core rotations, the clinical phase program faculty will make final determinations regarding rotation assignments. Once established, changes to rotation schedules will not be made at student's request, unless significant extenuating circumstances arise as determined by the clinical faculty. Students are not allowed to rotate in organizations where they are related or about to become related to personnel within the organization unless explicitly approved by clinical faculty. All electives are at the discretion of the clinical team.

Prospective and enrolled students are not required to solicit clinical sites or preceptors. Students may suggest and propose clinical sites or preceptors for external rotations through the established submission process. The program will evaluate and approve those submissions for educational suitability.

### GENERAL INFORMATION

All students must achieve the minimum cumulative **GPA of 2.70** at the end of the didactic phase in order to enter into the clinical phase of the program. If this minimum GPA requirement has not been met by the end of the didactic phase, students will be dismissed from the program.

All students must use their Arcadia email address for all email communications throughout the clinical year. Please check your Arcadia email daily. Any email from the Clinical team, whether faculty or administrator, requires a response within 2 business days. It is the student's responsibility to complete and submit any hospital required documents, paperwork, and/or modules within 24 hours of receipt to ensure a timely start for your rotations. It is also the student's responsibility to save copies of all documents/requirements in order to produce them upon request from the clinical site or the program.

Students are required to have a dependable automobile to get to and from rotation sites. The expenses associated with transportation, parking, meals and housing are the responsibility of the student, regardless of the rotation location unless otherwise noted. Students must plan on traveling outside of the Glenside, PA and Newark, DE areas for upwards of six (6) distant rotations which can be anywhere in the United States. "Distant" is defined as greater than 100 miles from the student's assigned campus. Students are responsible for travel, lodging, and other expenses associated with the distant rotations. Note: if students request distant longitudinal experiences, an international rotation, and/or sets up distant external rotations, their number of distant rotations may exceed six, at the discretion of the clinical team.

The emphasis in all rotations is the evaluation and management of patient problems likely to occur in the primary care setting. All rotations require preceptors who are qualified to care for patients in their specialty area of medicine, as determined by the clinical team. All preceptors have been evaluated by the program clinical phase faculty and are predominantly PAs, physicians, or nurse practitioners who have been board certified in their area of instruction. During day-to-day clinical activities, the student may work with and be supervised by allied healthcare professionals beyond the listed Preceptor of Record.

The student should be aware that clinical learning experiences vary from site to site, and the student must be **flexible**. Some sites may allow the student a full range of participation in patient care activities, whereas other sites may have restrictions relative to chart documentation, clinical procedures, administration of medication, on-call duties, etc. **It is your responsibility to get the most out of each rotation.** Restrictions may be based on institutionally-mandated protocols, but in some cases preceptors may restrict the student's activities if there are reservations regarding the student's ability or professional conduct.

It is the student's academic and professional obligation to augment clinical experiences with a daily review of the medical literature, in addition to meeting the assigned course outcomes and objectives. By developing a disciplined approach to learning through clinical experiences and conversations, reading, and other supplemental resources, the students will build a foundation of medical knowledge which will prepare them for the End Of Rotation examinations (EORs), the culminating End of Curriculum exam (EOC), and the national certifying exam (PANCE).

None of the medical facilities which serve as clinical rotation sites are obliged to accept students. Assignment is based solely on the preceptor's willingness to accept the recommendation of the clinical phase program faculty. Additionally, the program faculty reserves the right to assign or remove a student from a clinical site as deemed appropriate.

## REQUIRED CLINICAL YEAR COURSES

Be aware that each rotation will give you exposure to multiple patient encounters. When you are on your Emergency Medicine rotation for example, expect to see Women's Health, Surgery, Behavioral Health patients, and more. Make sure you are logging all encounters regardless of your setting. Please refer to the logging section for more examples.

<u>Rotation</u>	<u>Course #</u>	<u># Weeks</u>	<u>Credits</u>
Emergency Medicine	PA 561	4	4
Family Medicine	PA 562	4	4
Internal Medicine	PA 564	4	4
Women's Health	PA 565	4	4
Pediatrics	PA 566	4	4
Surgery	PA 567	4	4
Behavioral Medicine	PA 580	4	4
Electives (3)	PA 577, 578, 579	4 ea.	4 ea.
Clinical Year Seminar	PA 581	8	8

### **Emergency Medicine Rotation**

The goal of this course is for students to build upon the knowledge and refine the skills learned throughout the didactic phase of the program. This course is designed to provide the student with the knowledge, skills, and attitudes

necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of common conditions in emergency medicine. The setting of the course is in the Emergency Department and provides students with exposure to urgent, emergent and chronic health conditions. Through supervised patient contact, the student will gain experience in performing the directed history and physical examination, triage, managing episodic illness, performing resuscitation techniques, and handling emergency equipment. Emphasis is on providing the student with practical clinical experience in the management of acute medical and traumatic emergencies.

### **Family Medicine Rotation**

The goal of this course is for students to build upon the knowledge and refine the skills learned in the didactic year of the program. This course is designed to provide the student with the basic knowledge, skills, and attitudes necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of problems common in the family medicine setting. The focus of the course is spent with a physician, physician assistant, and/or nurse practitioner preceptor in a primary care setting. Strong attention is given to utilizing preceptors who currently employ or have previously worked with physician assistants. Through supervised exposure to patients in a family practice environment, the student is given the opportunity to apply, integrate, and affirm those skills necessary for becoming a certified physician assistant. The student will provide medical care to patients across the lifespan, to include infants, children, adolescents, adults and the elderly. Emphasis is placed on the evaluation and management of primary care medical problems. Patient education and counseling are stressed, and the student is familiarized with the role of the physician assistant in a general practice setting.

### **Internal Medicine Rotation**

The goal of this course is for students to build upon the knowledge and refine the skills learned in the didactic year of the program. This course is designed to provide the student with the basic knowledge, skills, and attitudes necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of problems common in internal medicine. The focus of the course is spent with a physician, physician assistant, and/or nurse practitioner preceptor in a primary care setting that may take place in an inpatient or outpatient setting. Strong attention is given to utilizing preceptors who currently employ or have previously worked with physician assistants. Through supervised exposure to patients in internal medicine, the student is given the opportunity to apply,

integrate, and affirm those skills necessary for becoming a certified physician assistant. Emphasis is placed on the evaluation and management of primary care medical problems. Patient education and counseling are stressed, and the student is familiarized with the role of the physician assistant in a general practice setting.

### **Women's Health Rotation**

The goal of this course is for students to build upon the knowledge and refine the skills learned in the didactic year of the program. This course is designed to provide the student with the basic knowledge, skills, and attitudes necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of problems common in women's health. The focus of the course takes place in a hospital, clinic or private practice setting. The purpose of the Women's Health rotation is to provide the student with practical clinical experience in the differential diagnosis, evaluation, and management of normal and abnormal conditions within gynecology to include prenatal care and women's health.

### **Pediatrics Rotation**

The goal of this course is for students to build upon the knowledge and refine the skills learned throughout the didactic phase of the program. This course is designed to provide the student with the knowledge, skills, and attitudes necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of common conditions in pediatric medicine. The focus of this rotation takes place in an outpatient and/or inpatient setting. Through supervised clinical exposure, the student is given the opportunity to become familiar with the proper assessment of the pediatric patient, the evaluation and management of common pediatric problems, and acute illness in this population.

### **Surgery Rotation**

The goal of this course is for students to build upon the knowledge and refine the skills learned in the didactic year of the program. This course is designed to provide the student with the basic knowledge, skills, and attitudes necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of problems common in surgery. The focus of the course provides the student with the opportunity to apply basic principles of surgery. The student is provided with practical experience in data collection, and evaluation and management of surgical problems. An opportunity is afforded for development of manual skills and for exposure to basic operating room procedures and techniques. The student will have the opportunity to follow patients from

preoperative, to intraoperative, and through post-operative care. If the student is not able to obtain all of these opportunities during the core surgery rotation, then he/she will have another opportunity to do so during an elective surgical rotation.

### **Behavioral Medicine Rotation**

The goal of this course is for students to build upon the knowledge and refine the skills learned in the didactic year of the program. This course is designed to provide the student with the basic knowledge, skills, and attitudes necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of problems common in behavioral medicine. The focus of the course takes place in a behavioral health setting. The purpose of the Behavioral Medicine rotation is to provide the student with practical clinical experience in identifying, evaluating, and referring patients presenting with common and/or emergent psychiatric problems. The student will also be afforded an opportunity to interact with a variety of behavioral health providers and will reflect upon the collaboration of the behavioral health team in the provision of care to its patients.

### **Elective Rotations**

The goal of these courses is for students to build upon the knowledge and refine the skills learned in the didactic year of the program. This course is designed to provide the student with the basic knowledge, skills, and attitudes necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of problems common in the specified supervised clinical practice experience (SCPE) setting. There are twelve (12) weeks of elective rotation time, divided into three (3) four (4) week courses. This is an opportunity for the students to increase their knowledge base and skills in a field of interest, or in a complementary medical field. The elective rotations may be in any field of medicine that involves clinical interaction as appropriate for physician assistant practice. The Program has a list of elective rotations being offered by our affiliates. The clinical coordinators must approve all elective rotations. All international rotations are considered elective rotations.

## **CLINICAL YEAR SEMINAR COURSE**

The Clinical Year Seminar is the culminating academic experience of your Physician Assistant training, designed to bridge your didactic foundation and independent clinical practice by bringing together the knowledge, skills, and competencies developed throughout the program. Delivered across 5 sessions during the clinical year, the course draws you back to campus every two to three

months to engage in lectures, case presentations, small group discussions, and simulation-based activities that reinforce clinical reasoning, procedural skills, and professional development. Formative feedback and summative evaluations are woven throughout each session to measure your progress toward program competency benchmarks and identify areas for growth before graduation. The course concludes with a clinical case presentation reflecting the scholarly work you have engaged in across both phases of the program, and by the course's completion, you will have demonstrated the readiness, confidence, and competence expected of a new graduate PA entering independent practice. See the Clinical Year Seminar course syllabus for more details.

## **SUPPLEMENTAL MATERIALS**

The supplemental modules pertain to core rotations only and have been included in the course material to augment the student's education within the framework of the clinical experience. The supplemental modules are located in Canvas under the Clinical Phase 2027 course.

The information will include

- Core Rotation Objectives
- Procedure/Skills Review Videos
- Supplemental Study Materials
- Clinical Tips and Pearls specific to setting
- Library resources available throughout the clinical year.

If your rotations are more observational, or you find you are struggling with certain topics, we strongly urge you to refer to these materials to help supplement your studying.

## **EXTERNAL ROTATIONS**

It is the goal of the PA Program to provide the type of clinical experiences necessary to best assist our students in their preparation to become outstanding physician assistants. The purpose of utilizing preceptors that are not currently Program affiliates is to allow our students to investigate other fields of medicine, to investigate potential post-graduation job opportunities, and to lessen the financial, physical, mental strain of the clinical year. The Program does not require any student to set up his/her/their own clinical rotation(s).

With the Clinical Coordinators' approval, it may be possible to arrange up to three (3) external rotations in core or elective settings. A submission containing all the pertinent details must be completed in order to request an external rotation.

### **External Rotation Requirements**

1. Each external rotation request must be submitted electronically on the appropriate form:
  - a. Prior to submission, email the clinical team with preceptor and practice information for provisional approval
  - b. Once approved, provide your potential preceptor with the [New Clinical Site link](#) to be completed
2. External Rotations must meet the following criteria:
  - a. They must equal or exceed the quality of a clinical experience offered by established Arcadia PA Program rotation sites.
  - b. They must provide a minimum of 40 hours/week of supervised clinical experience.
  - c. An appropriate preceptor (board certified physician or nurse practitioner in the area of medical practice or a certified PA) must be identified and available during the student's rotation.
  - d. The preceptor must be willing and able to speak to the Program's objectives for the rotation as identified in the provided syllabus and how the clinical experience conforms to the provided goals, objectives, and learning outcomes.
  - e. A signed affiliation agreement must be in place between Arcadia University and the preceptor, as well as the hospital(s) where he/she/they actively treats patients, in order for the student to participate in the rotation.
  - f. The student cannot be or about to be related to any personnel within the organization he/she/they is/are requesting be established as an external rotation
3. Following the initial external due date, students may continue to submit core external rotation requests. **All external rotation requests for the clinical year MUST be submitted no later than Call Back Week 2.** After this date, no additional external rotation requests will be accepted.
  - a. During the clinical phase, requests may only be made for an external in a **CORE** rotation setting. If there is a question about whether a specific site would be considered a core or elective setting, please contact the clinical team.

- b. The student must notify Clinical Coordinators via email for preliminary approval. If approved, you will be instructed to supply the preceptor/practice with the [new clinical site form](#).
  - c. The external may take place at a private practice or hospital, but realize that hospitals and health systems are complex and much more difficult to obtain an affiliation agreement. This fact may delay or preclude your external rotation. Due to the administrative work involved, the request will need to be submitted at least 8 weeks prior to the proposed rotation and a maximum of 2 hospitals will be approved for any 1 rotation.
4. While the clinical team will work hard to set up external requests within the parameters set above, no external rotation is ever guaranteed. Cancellations or changes are at the discretion of the Program and are often out of the control of the Program.

**\*\*When completing a distant rotation, please keep in mind there are mandatory End-Of-Rotation exams and Call Back Week requirements (as part of the **PA581 Clinical Year Seminar** course) scheduled on campus every 2-3 months. Students must attend these events regardless of rotation location.\*\***

## **INTERNATIONAL ROTATIONS**

Students may opt to participate in one (1) international elective rotation during the clinical year. All students traveling internationally are required to attend a mandatory health and safety workshop prior to international travel. Students wishing to be considered for an international rotation must submit an application and have final approval by the International Review Committee.

Students may elect to submit an External International Rotation. Students must get approval from the Clinical Team before pursuing or applying to any international programs. Intentions to set up an External International Rotation must be submitted to the Clinical team at [pa-faculty-clinical-team@arcadia.edu](mailto:pa-faculty-clinical-team@arcadia.edu).

International and distant clinical rotations are intended to enhance the academic experience of the student. However, there are students who would not be best served by distant or international clinical rotations. It is ultimately at the discretion of the Program Director and Director of Clinical Education as to whether or not a student will be permitted to participate in distant or international clinical rotations. Students will not be allowed to go on an international rotation if they are on academic probation, if they

have less than a cumulative didactic year PA Program GPA of 3.0 or if the Program Director and Director of Clinical Education have determined that significant academic/professionalism concerns are present. Examples of the type of concerns that might restrict a student's access to an international or distant clinical rotation include but are not limited to: borderline academic performance, poor preceptor evaluations, repeated disrespectful behaviors, frequent tardiness, or unexcused absences.

All students going to the same International Site will collaborate as a group to create a presentation for that destination that will be presented at the end of the clinical year. The presentations should be no more than 15 minutes in length and cover the following 10 topic areas:

- Navigating the Application Process/Pre-Trip Requirements
- Cost Summary (include application/program fees, flight, housing, in-country ground transportation, food/spending money)
- Program Overview (include information about the hospital/clinic/rotation activities)
- Information/Contacts for Housing/Food/Transportation
- Health/Safety/Communication
- Population Demographics/Regional Information/Cultural Information
- Most common diseases/complaints
- Weekend Travels/Exploring/Recreation (Note: this should not be the focus of your presentation)
- Insider Tips
- Include all names and contact information (phone and email) for didactic students to contact with questions

Arcadia University places student health and safety at the center of all international experience. All travelers are provided with travel medical insurance. Per the international travel policy, any travel to locations deemed *high risk* require a petition to be reviewed by the Travel Advisory Committee and approval from the Provost. A student may be removed from an international rotation if his/her/their health and/or safety is at risk.

**Arcadia's Travel Advisory Committee requires that all participants in university-sponsored international travel are “up to date” with their COVID vaccination and booster, [per CDC guidelines](#). Exceptions to the policy will be granted based on reasonable health and religious grounds, permitting they are in compliance with local regulations in the destination country. Participants requesting an exemption should do so via the University's Travel Advisory**

**Committee, which will evaluate the specific circumstances of the travel. Before applying to participate in travel programs, individuals with questions related to vaccination status should contact [globalengagement@arcadia.edu](mailto:globalengagement@arcadia.edu).**

### **International Travel Protocols**

Prior to travel, Arcadia University's Health & Safety team will provide information to all student travelers, where appropriate, on the following topics via a mandatory Health and Safety session:

1. Health insurance
2. Emergency and communication protocols
3. Study Abroad waiver, assumption of risk and release
4. Instructions for registration with [Smart Traveler Enrollment Program \(STEP\)](#)

### **Booking International Travel and Accommodations**

1. All international flight and lodging accommodations must be approved before booking by a member of the clinical team overseeing the international rotations. If lodging accommodations are available through the international program, students must utilize them. Otherwise, guest houses, Airbnb, hotel accommodations, etc. must be submitted to the clinical team for review.
2. Final flight and hotel accommodations confirmations must be emailed to the clinical team for accountability purposes
3. Upon arrival in the country, students must email the PA Clinical Faculty at [pa-faculty-clinical-team@arcadia.edu](mailto:pa-faculty-clinical-team@arcadia.edu) to notify the faculty that you have reached your destination safely once you have cleared customs and then again once you get to your place of lodging.
4. Failure to follow these protocols, can result in cancellation of the rotation and risk of prepaid expenses not being reimbursed.

### **Evacuation Protocol**

In the event that the location is no longer safe for students due to natural disasters, political unrest, conflict or other occurrences, The International Crisis Response Team (ICRT) will advise and assist students in the affected locations. The ICRT includes, but is not limited to, campus leadership, the International Health and Safety Team, program and department leaders, etc.

In the event of a large-scale health and safety emergency, including but not limited to evacuations, communication with campus leadership will be streamlined through the health and safety team for the duration of the incident or until an alternate communication plan is established. Final decisions for evacuation will be made by Campus leadership in consultation with ICRT.

### Emergency Contact Information

All students are provided with a 24-hour contact for an Arcadia staff member while on our global initiative programs. In the event of an emergency, students on site should call local emergency response or the on-site staff immediately to seek whatever medical or security attention is required. True emergencies require a phone call. The best number to reach the Arcadia 24/7 Emergency Global Health and Safety number is 215-572-2123. As a backup, students may call Arcadia's Public Safety office at 215-572-2800.

Program staff and students can reach the following Glenside-based numbers 24/7 for emergencies.

Arcadia University	Emergency Number in Public Safety	215-572-2999
<a href="#">Lisa Donatelli</a>	Chief of Operations, Risk Management and Compliance	215-882-0144
<a href="#">Hannah Leidich</a>	Associate Director of Health, Safety, and Security	267-250-3760

Here are some common scenarios and the communication expectations:

Scenario	When/How to Contact Arcadia	Who to Contact
<b>Prior to Departure</b>		
Flight departs as planned	No need to contact	No need to contact
Flight is delayed or canceled	Email when notified of delay or cancellation	PA Clinical Faculty
Travel document issues occur (lost passports, COVID testing or recovery docs, etc)	Email faculty and call	PA Clinical Faculty and Travel Advisory Committee (TAC): 215-572-2123
<b>Once Overseas</b>		
Flight arrives as planned	Email within 2 hours of arrival	<a href="#">PA Clinical Faculty email</a>
Program/itinerary disruption occurs (non-health related) e.g. natural disaster, political unrest, transportation strike	Email clinical team If significant disruption, call TAC	PA Clinical Faculty
Student Illness/injury	If emergency: call local 911, secure immediate care for the student, then call Arcadia  Non-emergency illnesses: email Arcadia unless support for care is needed, then call.	215-572-2123  International SOS: (215) 354 5957  Membership ID: 11BCAS791724
Mental health issue occurs	If no immediate harm to self or others, and can be resolved onsite notify Arcadia; otherwise, call immediately	215-572-2123
Crime or Assault by or against a student occurs	Secure immediate safety and care for the student, Call Arcadia immediately	215-572-2123
Missing student occurs	Call immediately	215-572-2123
Return flight is delayed or canceled	Text once notified of delay or cancellation	PA Clinical Faculty
<b>Upon Return</b>		
Flight arrives as planned	Email within 2 hours of arrival	PA Clinical Faculty

## GLOBAL INITIATIVE SCHOLARSHIPS

Students may apply for Global Initiative Scholarships for both international and domestic global initiatives. Currently, this would include, but not be limited to, international rotations, the medical service trip, and the cancer respite initiatives. Students will apply in November and will be notified of their award in December. The criteria for applying is based on:

- Financial need
- Professionalism
- GPA (minimum 2.70)
- Leadership experience
- Short essay

The application includes a brief essay of importance and how the initiative(s) will enhance a future career as a physician assistant.

## COVID-19 VACCINATION POLICY

### **College of Health Sciences Statement Regarding COVID-19 Vaccination for Students**

The Department of Medical Science requires students to get the COVID vaccination series and at least one booster. Annual boosters are recommended per CDC guidance. While exemptions are available, students should be aware that, at present, if they do not receive the vaccine or boosters, their options for clinical site placements, and, consequently, pathways for program completion, may be limited.

All screening and mitigation guidelines will follow the University and clinical site requirements. If a clinical site offers specific COVID or other vaccination guidelines, they will be posted to the specific sites/locations within Exxat Prism.

Exemptions based on medical need or sincerely-held religious belief may be available at clinical sites, and CHS personnel will support students in seeking an accommodation on these bases from any site to which the student has been assigned to complete their training. However, the University has no authority over outside entities and the policies that they choose to enforce or decisions made pursuant to those policies. Therefore, Arcadia cannot guarantee that required clinical training experiences will be available for unvaccinated students to complete their program degrees.

## HOUSING POLICY

Please note that as part of the Program, you may be assigned to clinical rotations at locations that may be greater than 100 miles from campus (Glenside or Christiana), which aligns with the mission of the program to provide a diverse, global experience and perspective to our students. Any clinical rotation site greater than 100 miles from a student's assigned campus is defined as a "distant clinical rotation". Some of these distant clinical rotations may provide housing, but a majority of sites do not. Safe accommodations and transportation to and from each SCPE are the sole responsibility of the student.

In some cases, housing is available by the site or Arcadia has vetted and secured housing options for the student. It is highly recommended that students utilize the university-arranged housing as the payment rate has been locked in during peak seasons. Details of specific housing will be listed under the site/location in Prism.

## CLINICAL YEAR ATTENDANCE POLICIES

Because each clinical rotation is only four weeks in length, every day of attendance is critical. A single missed day represents a significant deficit in clinical learning and patient care experience. Attendance to all scheduled clinical rotation days and clinical phase Call Back Weeks as part of the Clinical Year Seminar course is mandatory. Students should anticipate taking call as designated by the preceptor and are expected to be available to work weekends, holidays and overnight shifts within the designated dates of each SCPE rotation. University holidays and snow days do not pertain to the clinical year. Students should anticipate attending Call-Back Weeks Monday-Friday, 8am-5pm.

### **Notification to Clinical Sites**

Two weeks prior to the start of your clinical rotation, you are required to reach out to the "person of record" at that site to introduce yourself and coordinate your start date/time. Information on who to contact will be found in Prism. Please reach out to them via email and/or phone to connect. If you do not receive a response from your clinical site by Wednesday the week prior to your start, please notify the clinical team for assistance.

In the rare occurrence a student is unable to report to the assigned site as scheduled, the student should notify the preceptor and the PA Program clinical coordinators team (collectively) as soon as possible as described below.

If you are unable to attend an assigned clinical shift for any reason, you are required to:

1. Call and speak to the clinical preceptor prior to the beginning of the shift.
2. Email the clinical team at [pa-faculty-clinical-team@arcadia.edu](mailto:pa-faculty-clinical-team@arcadia.edu) immediately following discussion with the clinical site so faculty are aware of the circumstances.
3. Log the missed time into the “Time Off” section of Prism within 24 hours of the day missed (including a plan of how to make up the missed hours).
  - a. If you are able to make up the missed time, email the clinical team to confirm as all missed time is tracked all along with made up clinical days throughout the year. .

Missed clinical hours must be made up at the assigned site. If a preceptor is going to be away from the clinical site for more than one (1) day, the student must email the clinical team to discuss the situation and determine if any alternative arrangements need to be made.

Failure to report an absence and obtain approval from a clinical coordinator will result in an unexcused absence and a professionalism learning point infraction. More than one (1) unexcused missed day or more than five (5) excused missed days during the entire clinical year, without making up missed time, will result in a clinical year evaluation and a possible hearing before the PA Program Academic Review Committee. This contingency may result in a requirement to make up missed clinical time, delayed graduation, or dismissal at the discretion of the Program.

### **Excused Absences**

Students are permitted up to **five (5) excused absence days** during the clinical year if the student is prevented from performing clinical duties for reasons of contagious illness, catastrophic life event, accident, injury, personal days, or other personal extenuating circumstances. Only one personal day may be used per rotation. Students may not use excused absence days during Call Back Weeks, except in the cases of contagious illness or catastrophic events after discussion and approval by the clinical team. An excused absence does not relieve the student from responsibilities for missed clinical time and examinations. Any and all missed days for any cause are significant impairments to the goals of the clinical experience and the expectation is that missed time will be avoided whenever possible.

All missed days need to be logged into the Time Off section of Prism within 24 hours of the day missed (along with a plan to make up the missed time if applicable). If the missed time is made up within the same rotation, and if confirmation of the made-up time is emailed to and approved by the clinical team, the absence will be absolved.

### **Leave of Absence**

If more than two (2) consecutive days are missed from a clinical rotation because of a serious illness, significant emergency, or death in the family, the student must contact the Clinical Team at [pa-faculty-clinical-team@arcadia.edu](mailto:pa-faculty-clinical-team@arcadia.edu) to determine if a single occurrence excused absence period may be granted (maximum of five (5) days) without a delay in the student's graduation. If it is determined that the student will miss more than five (5) days for medical or bereavement reasons, a request for a leave of absence may be appropriate and necessary.

A clinical year student must be in good academic standing to be considered for a leave of absence, which can be extended for a maximum of twelve (12) weeks. Requests for a leave of absence by a student who is not in good academic standing will be considered only under extenuating circumstances, and such requests will go before the Academic Review Committee for approval. No more than one (1) leave of absence will be granted to any student. To be considered for a leave of absence, the student should write a letter to the Program Director. Decisions will be based on academic standing, attendance history, and the expected impact on the student's ability to successfully complete his/her/their rotations. All such absences must have prior Program approval and the Clinical Team will notify the affected clinical site(s).

Since this missed time cannot usually be made up during the standard clinical year, a leave of absence will likely result in the student being a delayed graduate.

### **GENERAL CLINICAL YEAR GOALS AND OBJECTIVES**

General goals for each rotation are to achieve the knowledge, proficiency and expertise as cited below. This is a guide, however, and not an all-inclusive list. Each rotation should make available a full range of experiences to provide the student with exposure to the special procedures, techniques and diagnosis-specific to the discipline at hand. The following general goals and objectives are expected of all students while on clinical rotations.

Specific expectations regarding Medical History, Physical Examination, Diagnostic Testing/Analysis, and Treatment Planning can be found in each SCPE syllabus.

### **Clinical Skills**

The students may, under direct or indirect supervision, observe, assist in, or perform appropriate procedures relative to the patients they are following at the discretion of the student's preceptor. The student should be able to perform clinical procedures accurately in an organized and safe manner with appropriate supervision. The student should be able to explain the procedure to the patient beforehand and document the procedure upon completion. The student should not perform procedures independently until competence is demonstrated and permission is given by the preceptor. The student should show a willingness to learn and perform new procedures. The PA student must log procedures in order to document proficiency in those procedures.

Specific procedures can be found in the individual course syllabi.

### **STUDENT SUPERVISION**

Appropriate supervision is fundamental to the role of the PA student, as well as the graduate Physician Assistant. It represents one of the hallmarks of the PA profession. Without appropriate supervision the PA cannot legally or ethically provide patient care. The student is not to substitute for regular clinical or administrative staff.

The PA student has an obligation to obtain supervision from an authorized person (the preceptor or his/her/their designee) qualified to provide it.

The PA student is assigned to clinical settings in which adequate and appropriate supervision is available. The student must use his/her/their own growing professional judgment and good common sense before agreeing to provide patient care without direct supervision. In the event a circumstance arises in which a student is asked or expected to perform clinical procedures or to deliver patient care services without adequate or appropriate supervision (i.e. perform unlearned skills), the student must politely, but firmly, decline, and supervision should be requested. If still refused, the student should immediately contact the PA Program faculty.

To protect the student's personal and professional integrity and to avoid potential legal liability, do not perform any patient activity if:

- The authorized preceptor or his/her/their delegate is not on the immediate premises.
- You have not received adequate instruction and/or are not proficient in or knowledgeable about the care you are asked to deliver.
- You have reason to believe that such care or procedure may be harmful to the patient.
- There is no adequate or appropriate supervision available at the time you are expected to carry out the assignment.
- It is beyond the scope of your role as a Physician Assistant student.

In some settings, especially if there are a large number of patients, the student may be pressured to perform services that are inappropriate to the student's level of training or knowledge. It is much easier to defend why you will not perform a particular task than it is to defend why you endangered a patient's safety.

Do not let good judgment be compromised by the momentary flattery or excitement of doing something you view as challenging or daring. You are legally liable for your actions.

You have an obligation to exercise good judgment and professionalism in your approach to patient care. Use the above comments to guide you in your decision-making. Always notify the Program Faculty if you encounter a compromising situation.

### **Additional General Requirements**

In addition to the general goals and objectives above, all students are also expected to acquire and maintain the [program competencies](#).

**Specific goals, objectives and requirements** for each rotation can be found in the clinical rotation syllabi. It is the student's responsibility to review these syllabi prior to the start of each SCPE rotation.

## CLINICAL YEAR ASSESSMENTS

Each clinical rotation represents a course unto itself. Details about clinical rotation grading and specific rotation objectives are outlined in the clinical rotation course syllabi. Students need to be familiar with each course syllabus prior to the start of each corresponding rotation and refer to the syllabi frequently as they prepare for examinations and other rotation assignments. Exam information can be found in the SCPE syllabi.

### Preceptor Evaluation of the Student

Students must obtain a preceptor evaluation of performance at the end of every rotation, in addition to a Midway evaluation. Two weeks prior to the end of the rotation, the student should schedule a time to discuss their midway performance. The preceptors will fill out electronic evaluations through Prism. The evaluations should be discussed with the student and are used as a tool to identify the student's strengths and areas in need of improvement.

The evaluation form must be completed by the preceptor of record for the rotation. Only one evaluation is required, but a maximum of two (2) will be accepted. If two (2) evaluations are received, they will be averaged for a final score. If there are two (2) evaluations, both of them must be passing (70% or greater) in order to pass the rotation.

### Patient Logging

Pt logging is an important part of your clinical experiences, it allows you to review the patients and procedures you've completed/observed, as well as prove to potential employers that you have been exposed to the necessary areas of medicine to fulfill the responsibility of the position you are applying for. It is important to log all patients that you have direct and indirect encounters with. This would include patient encounters that are observational, i.e. patient encounters on daily rounds each day, or all the patients that you observed during a group therapy session. It is important to remember to log your patients daily throughout your rotation so that you may be as accurate and complete in your logging as possible.

Patient logging is completed in a blinded data sheet within the Prism System. Students are required to use Prism to log information about patients seen daily. All information must be completely filled-in. All submissions are due by 9am the Monday following the

end of the rotation and are reviewed by the program. These patient logs will be evaluated for 5% of the SCPE grade. If a student fails to complete this SCPE requirement by the deadline, the student will not receive credit for 5% of their rotation grade (see course syllabus for full details).

Patient logging is a vital way that our program shows that it is meeting our set learning outcomes and compliance with our standards set forth by our accrediting body - ARC-PA

[See Patient Logging Demo Here](#)

Required Exposures	Behavioral Medicine	Emergency Medicine	Family Medicine	Internal Medicine	Pediatrics	Surgery	Women's Health
preventative Conditions	x		x	x	x		x
emergent conditions	x	x	x	x	x	x	x
acute conditions	x	x	x	x	x	x	x
chronic conditions	x	x	x	x	x	x	x
across the lifespan	infants	x	x		x	x	
	children	x	x	x		x	
	adolescents	x	x	x		x	x
	adults	x	x	x	x	x	x
elderly	x	x	x	x		x	x
prenatal	x	x	x		x	x	x
gynecologic		x	x	x	x	x	x
pre-operative		x	x	x	x	x	x
intra-operative						x	x
post-operative		x		x	x	x	x
Behavioral	x	x	x	x	x		x
Mental	x	x	x	x	x		x
Emergency Dept	x	x	x	x	x	x	x
Inpatient	x			x	x	x	x
Out pt	x		x	x	x	x	x
Operating Room						x	x

## Student Midway Evaluations

Students are required to complete a self-reflective midway rotation evaluation of their performance at the end of the second week of the experience in Prism. At this time, the students should schedule a meeting with the preceptor(s) to elicit feedback on their performance up to this point in the rotation. The goal of the midway evaluation is to identify areas for improvement and procedures that need to be completed by the end of the rotation.

## Student Evaluation of the Course

At the conclusion of each rotation, students must complete a course evaluation that assesses the experience as a whole. Each SCPE is structured as an individual course, encompassing not only the clinical site experience, but also the course-specific learning objectives, assignments, and supplemental materials that were provided to support student learning and competency development. The course evaluation is an important tool for assessing the effectiveness of these resources and the degree to which they helped students achieve the course learning outcomes. Student feedback is valued and used by faculty to continuously review and improve the quality, relevance, and organization of each course, ensuring that the materials and structure provided best prepare students to develop the skills and knowledge necessary to achieve program competencies. Students are encouraged to provide honest and thoughtful feedback, as their perspectives play a direct role in shaping the ongoing development of the clinical year curriculum. These evaluations are due by 9am the Monday following the end of the rotation and are reviewed by the program. If students do not complete a final evaluation, a letter describing the professionalism infraction will be placed in their academic file.

If a student has concerns about a SCPE, it is imperative he/she/they reach out to the clinical faculty team as soon as possible. Communication about concerns should be carried out through email and/or a phone call. Faculty investigate concerns through a variety of measures including conversations with students, preceptors, and site visits.

## GENERAL ACADEMIC PERFORMANCE CRITERIA

The student must meet or exceed ALL of the following criteria in order to successfully complete a clinical rotation and maintain good academic standing:

1. Complete and submit all required materials to the Program at the time they are due.
2. A grade of C (70%) on the end-of-rotation examinations is required in order to pass each of the seven core clinical rotation courses.
  - a. Failure of an EOR exam will require students to complete a self study remediation, and retake of the EOR material in approximately 2 weeks.

Failure of the retake exam will result in the student repeating the rotation at the end of the year and subsequent delayed graduation.

- b. Failure of more than two EOR exams will lead to dismissal from the program.
3. A grade of 70% on the preceptor evaluation is required in order to pass the clinical rotation. All preceptor grades are validated and ultimately awarded by the Program. A grade below 70% results in a failure of the rotation.
  - a. No more than two (2) evaluations will be accepted from any one site. If there are two (2) evaluations, both of them must be passing (70% or greater) in order to pass the rotation. The two (2) evaluations will be averaged for a final score for the preceptor evaluation portion of the final rotation grade.
  - b. Failure of a preceptor evaluation will result in the student repeating the rotation at the end of the year and subsequent delayed graduation.
  - c. Any failing preceptor evaluation will result in a faculty review to determine the need for further action up to and including dismissal from the Program.
4. If the student fails one (1) clinical rotation either by:
  - a. Failure of the retake End of Rotation Exam OR
  - b. Failing a preceptor evaluation of < 70% (after Program validation)

he/she/they may be allowed to repeat that rotation. The student can only repeat one (1) clinical rotation and must successfully complete all components of the failed rotation to earn a passing grade for the repeated rotation. The original failed rotation grade will remain on the student's transcript. Failure of one (1) rotation will result in delayed graduation and additional tuition for the additional course. If the student fails more than one rotation, he/she/they will be dismissed from the Program. Students that fail a clinical rotation for reasons such as ethics/professionalism violations will automatically be considered for immediate dismissal (without the ability to repeat the failed rotation) by the Academic Review Committee.
5. The Program reserves the right to assign the student to another appropriate clinical site at any time. As with any other failed course, a repeated clinical rotation will be billed by Arcadia University at the designated cost per graduate credit fee for the Masters of Medical Science Program. To have satisfactory academic standing, students must maintain a cumulative GPA of 2.70. Students who fall below this average will be placed on academic probation and given until the next twelve (12) week End of Rotation meeting cycle to bring up their GPA. If a student fails to bring the GPA up to the minimum 2.70 average, he/she/they will be dismissed from the Program. Students MUST have the minimum 2.70 GPA average in order to complete the Program or they will be dismissed. Please see

the Arcadia University Graduate Catalog for further information on the policies and procedures surrounding academic standing.

6. Conformance to the standards of professionalism, as outlined under the title of [“Ethical Code of Behavior for Physician Assistants”](#) is required to pass the clinical rotation courses.
7. Conformance to the AAPA standards of professionalism, as outlined under the title of “Ethical Code of Behavior for Physician Assistants” is required to pass the clinical rotation courses.

## **STUDENTS AT RISK**

If at any time faculty is concerned about the performance of a student during the clinical year, he/she/they may be scheduled for a rotation with the Medical Director or other suitable site affiliated with the Program. This rotation may replace a previously scheduled rotation. In addition, the student may be placed on academic probation for the remainder of the clinical year. If the student fails another rotation during the clinical year, the student will be dismissed from the Program.

The student has the responsibility of meeting the professional and academic criteria outlined above. If the student is experiencing difficulty in any area, the student should meet with the clinical preceptor and clinical phase program faculty as soon as can reasonably be arranged. Early intervention can mean the difference between successful completion of a rotation or failure.

## **PROBATION**

A student in the Clinical Phase of the Physician Assistant Program may be placed on probation by Arcadia University when the following events occur:

1. The student fails a rotation for any reason
  - a. The student may be permitted to repeat that rotation with the approval of the Program Director.
2. The student has exhibited behavior inconsistent with program standards
3. The student has failed to submit the required materials to the Program
4. Removal from a clinical site for an academic or professionalism issue

Once the student has been placed on academic probation, the clinical phase program faculty and Program Director will determine what future action will take place. Following this determination, a meeting will be held with the student to review the situation and outline the action to be taken. This action may include, but is not limited to:

1. Repeating a rotation
2. Enhanced faculty supervision of student progress with goals and endpoint set by faculty
3. Referral to the PA Program Academic Review Committee
4. Dismissal from the Program
5. Referral for counseling

If a student is placed on academic probation by the University, it will make the student ineligible for international and/or distant rotations. Students on academic probation are not eligible for a medical leave.

## STUDENT CLEARANCES

Students admitted to Arcadia University's Physician Assistant Program are required to undergo criminal background checks, fingerprinting, drug testing and child abuse clearances prior to starting the Program and at least annually while in the Program. Students are responsible for the cost of these clearances. [Instructions on obtaining these clearances](#) and the process for forwarding documentation will be provided. Certain sites have additional mandatory clearances that can be found in the notes section of Prism.

**\*\*Clinical rotation sites that require clearances may deny a student's participation in the clinical experience or rotation because of a felony or misdemeanor arrest or conviction, or a record of child abuse. Additionally, sites may deny participation in clinical experiences at their facilities if a student fails a required drug test, fails to submit to fingerprinting, or is unable to produce a completed immunization record or an appropriate health clearance, including COVID vaccination. Failure to participate in such clinical experiences or rotations may result in the student not completing required aspects of the curriculum. This may cause a delayed graduation or the student's dismissal from the PA Program. Irrespective of a student graduating from Arcadia University, individuals with misdemeanor or felony convictions may be denied certification or licensure as a healthcare provider by professional state credentialing bodies. \*\***

If a student has been convicted of a criminal offense, the student or his/her/their attorney will be required to disclose, to the Program Director, the nature of the offense, the court in which the conviction occurred and what disposition occurred as a result of that offense. This disclosure must be made whether or not the student served a sentence and/or had his/her/their civil rights restored, or whether the student had the

conviction(s) expunged from his/her/their records. Convictions that were overturned on appeal or that resulted in gubernatorial reprieves or pardons need not be disclosed. Disclosure of any pending offenses must also be provided. Questions regarding fingerprinting, background checking, and criminal convictions may be referred to the Office of the General Counsel at Arcadia University.

**Failure of the student to complete all required medical and background screenings, as well as site rotation forms, may result in rotation cancellation/changes to the clinical phase schedule and may result in delayed graduation.**

## **EXPOSURE TO BLOODBORNE PATHOGENS**

Students will be exposed to inherent risks while participating in clinical training including possible exposure to blood, tissue or other body or laboratory fluids that may contain human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and/or other contagions. This policy is based upon the available data and U.S. Public Health Service recommendations for post-exposure management of health care workers who have occupational exposure that may place them at risk of acquiring HIV and other blood-borne pathogen infection. Clinical year students will have completed training in BloodBorne Pathogens and OSHA requirements.

The following outlines the procedure to follow in the event that exposure to bloodborne pathogens occurs while a student is participating in clinical rotations:

1. Act as quickly as possible.
2. Wash the exposure site thoroughly with soap and water (or water only for mucous membranes).
3. Notify the preceptor of your rotation, your current supervisor (if different from the preceptor of record, and the nursing supervisor who should request source-person clinical information and blood work (e.g., HBsAG, HCV antibody, HIV) unless HIV, HBV and HCV status is already known.
4. The site may require you to complete an incident report.
  - a. Do NOT fill out a worker's comp or employee health claim, or go to Employee Health
5. It is very important to report all exposures and get follow-up care promptly
  - a. This follow-up care begins by you going to the nearest emergency department, urgent care, primary care provider, or infectious disease.

- b. After being seen urgently/emergently by a healthcare professional, a follow-up appointment with your primary care provider (or Student Health Services) is recommended to determine if you need post-exposure prophylaxis..
6. Notify the PA Program (by contacting a clinical coordinator or the Director of Clinical Education) as soon as possible, no later than the next business day.
7. Send bills directly to your insurance company.
8. Complete the needlestick/splash [claim form](#) and [email the clinical team](#). An Arcadia administrator will then complete the “Policyholder Representative” signature box and then it will be emailed to HSR (Health Special Risk, Inc.)
  - a. Questions should be directed to:
 

**Chris Howarth** (howarhc@arcadia.edu)  
Director of Auxiliaries, Risk & Insurance  
Tel: 215-572-2941
  - b. FAQs can be found at the end of this handbook (Appendix B), as well as in the Clinical Phase Canvas course.
  - c. This insurance coverage is considered secondary or excess coverage, meaning if your current health insurance does not cover any or all of the expenses, this plan will reimburse you up to the maximum benefit level.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Students are required to have appropriate PPE for all clinical rotations. This includes a FIT-tested N95 mask, other masks, and eye protection. This may also include safety goggles, face shields, surgical masks, booties (shoe covers) and bouffant caps. Many sites may provide any or all of these supplies to students, but it is not their responsibility to do so.

### Using PPE while at clinical sites:

- PPE, including properly fitting masks and gloves, should be worn whenever there is a reasonable expectation of potential exposure to infectious materials.
- Eye protection must be worn during all surgical procedures. We encourage everyone to wear eye protection in a patient care setting where there is any risk of exposure to bodily fluids, chemicals, or infectious materials.
- These are the minimum expected standards. If a clinical site goes beyond these measures, the student must comply with whatever policies and procedures are set in place for students at the site.

**FIT-testing:** FIT testing will be accomplished at Student Health Services (SHS) for Glenside students (along with your clinical year physical and QuantiFERON Gold blood test) on the ground floor of Heinz Hall. Arrangements for this appointment will be by sign ups sent out by the program. SHS will schedule a day to come to the Christiana campus to complete FIT-testing. Due to the fluidity of the clinical year, and ever-changing protocols at sites, it is at the discretion of the site how recently you must have passed a FIT test with your N-95. Any site throughout the clinical year may mandate that you repeat this testing at any time. That will be your responsibility to follow the protocols outlined per each clinical site. The clinical team will update Prism with any new information we receive and add this information to the documents section and/or the requirements section within Prism. It is your responsibility to check Prism often to stay on top of any changes and new requirements. Make sure you bring all necessary documentation.

\*As all healthcare providers are doing, please ration these items appropriately and responsibly as there could be a national shortage.

## TITLE IX

Arcadia University is committed to providing a learning, living, and working environment that is free from discrimination. The University has a [Policy Prohibiting Sexual Harassment and Sexual Misconduct](#) detailing our commitment to preventing and addressing such behavior. We understand the impact that sexual harassment and sexual misconduct can have and are committed to doing our part to foster an environment that is safe and equitable.

Please know that all faculty on campus are mandatory reporters. This means that if you disclose an experience of sexual harassment or sexual misconduct to faculty outside of a classroom discussion, a writing assignment, or a University-approved research project, we must share what you reported with Arcadia's Title IX Coordinator. This does not mean that you will have to pursue an investigation or go through a grievance process. Even if you do not choose these options, the Title IX Office can provide supportive measures and other resources to you.

If you or someone you know has experienced sexual harassment or sexual misconduct, please know that you are not alone. If you would like to speak to someone confidentially, resources are provided on the [Office of Equity and Civil Rights website](#).

## REASONABLE ACCOMMODATIONS

Arcadia University provides reasonable accommodations for students with documented disabilities. Please refer to the [Policies and Competencies Handbook](#) for further details.

## PROBLEM RESOLUTION

Any problems on rotation which are not quickly resolved with the clinical preceptor and which affect either the student's learning or the preceptor's perception of student performance must be communicated immediately to the Clinical Coordinators. The procedure to follow should any problem arise on clinical rotations is:

- Attempt to resolve the problem with the individual directly involved.
- Try to resolve the problem through your immediate supervisor (i.e. resident or delegate, as assigned by the preceptor).
- Consult the preceptor of record (POR)
- If all these steps fail, contact the PA Program.

## CLINICAL SITE VISITS

The program may at any time deem it necessary to assess a clinical site, preceptor, and/or clinical year student who is actively participating in SCPEs. This will be at the discretion of the clinical team and/or the Program Director. Whenever possible, students will be notified by the clinical team ahead of time so that arrangements with the preceptor/site can be made.

Students will be evaluated on expected performance during all site visits and feedback will be given directly to the students. The Program has the right to take corrective action if a student is determined to be performing below level of expectation including, but not limited to, the following areas: general fund of knowledge, critical thinking and application, objectives specific to that clinical rotation, and professional deportment and behavior.

SCPEs will be evaluated based on programmatic benchmarks. The program also has the right to take corrective action if a clinical site is determined to not meet benchmark or if any other concern is identified. This may include but is not limited to termination of the SCPE site.

## IDENTIFICATION

Physician Assistant students must be clearly identified as such. Students must introduce themselves to patients and hospital personnel as a “physician assistant student”, wear a short white coat with the Arcadia University patch clearly displayed, and wear an Arcadia University issued ID badge. Students must not represent themselves as anything other than a Physician Assistant Student, regardless of former experience or title. All clinical documents and chart entries must be signed with the student’s first name, last initial, followed by PA-S.

## OUTSIDE WORK AND VOLUNTEER EXPERIENCE

While in the clinical phase of the Program, students are strongly discouraged from working outside of their rotations because of the intensive nature of the courses and the clinical workload. Students who are involved in volunteer or paid work during their course of study in the PA Program cannot use their affiliation with the Program in any aspect of that job. Work time cannot be used toward meeting clinical rotation requirements. Work outside the PA Program undertaken by the student, independent of the Program, is not covered by the liability insurance required for clinical work associated with the educational experience of the Program.

## APPROVED INTERVIEW DAYS

Students are permitted to request a maximum of four (4) days for the purpose of a professional interview during the clinical year. These approved interview days do not count against the 5 allotted days for excused absences as described above. Students may request no more than one (1) excused absence for an interview per clinical rotation.

A completed Interview Day Request form should be sent to the faculty at: [pa-faculty-clinical-team@arcadia.edu](mailto:pa-faculty-clinical-team@arcadia.edu) at least one week prior to the proposed interview date. Every attempt should be made to make up any missed clinical hours. Granted interview days with made-up hours do not count against a student’s total absences.

## HOSPITAL CREDENTIALING AND STATE LICENSING PAPERWORK

Following graduation, all paperwork relating to hospital credentialing and state licensing must be submitted to [PAcredentialing@arcadia.edu](mailto:PAcredentialing@arcadia.edu). Please know it can take up to 10

business days to return the completed paperwork to the requestor. Follow up emails regarding this paperwork should also be sent to the email address above.

## **REQUESTED LETTERS OF RECOMMENDATION**

All requests for letters of recommendation should be emailed to the student's advisor. Please fill out the [LOR Request Form](#) and be sure to include all requested information. In addition to the Request Form, you should also include a draft of your letter of recommendation. This draft should include why you feel you meet the qualifications for scholarship, award, clinical position, or residency program.

## Appendix A

**Physician Assistant Program  
Clinical Year Calendar  
2026-2027**

**Transition to Clinical Year:** Monday, May 18, 2026- Friday, May 22, 2026

**ROTATION 1:** Monday, May 25- Friday, June 19, 2026

**ROTATION 2:** Monday, June 22- Friday, July 17, 2026

**ROTATION 3:** Monday, July 20- Friday, August 14, 2026

**Call Back Week #1:** Monday, August 17-Friday, August 21, 2026

**ROTATION 4:** Monday, August 24 - Friday, September 18, 2026

**ROTATION 5:** Monday, September 21 - October 16, 2026

**ROTATION 6:** Monday, October 19 - November 13, 2026

**Call Back Week #2:** Monday, November 16- Wednesday, November 25, 2026

**Thanksgiving Break:** Thursday, November 26- Friday, November 27, 2026

**ROTATION 7:** Monday, November 30 - Thursday, December 24, 2026

**Winter Break:** Friday, December 25- Friday, January 1, 2027

**ROTATION 8:** Monday, January 4 - Friday, January 29, 2027

**Call Back Week #3:** Monday, Feb 1 - Friday, Feb 12, 2027

**ROTATION 9:** Monday, February 15 - Friday, March 12, 2027

**ROTATION 10:** Monday, March 15- Friday, April 9, 2027

**Reading week:** Monday April 12 - Friday April 16, 2027

**Call Back Week #4:** Monday, April 19- Friday, April 30, 2027

**Graduation:** Thursday, May 20, 2027

## Arcadia University - Student Insurance

### Frequently Asked Questions

Accident Insurance
<p><b>Why does Arcadia University have an accident policy?</b></p> <p>Arcadia University is concerned about the safety and well-being of our students. Unexpected medical expenses may threaten your ability to complete your education should you suffer an injury. The accident insurance plan will pay for any expenses not covered by your health insurance for injuries related to needle stick, body fluid splatter exposure or blood borne pathogen, up to \$10,000 per accident.</p>
<p><b>Who is the insurance company?</b></p> <p>Zurich Insurance Company</p>
<p><b>What medical services are covered by this policy:</b></p> <ul style="list-style-type: none"> <li>• Doctor Visits</li> <li>• Laboratory tests performed on the Insured involved in the needle stick or body fluid splatter exposure.</li> <li>• Emergency room visits, if medically necessary</li> <li>• Medications necessary to treat the exposure to a needle stick, body fluid spatter or blood borne pathogen.</li> </ul>
<p><b>Does the Arcadia insurance policy pay for all medical expenses related to the accident?</b></p> <p>The Arcadia policy will pay any excess medical expenses not paid by your primary health insurance company.</p>
<p><b>Does the medical provider submit claims to Zurich?</b></p> <p>No. Claims should be submitted to Administrative Concepts, Inc. P.O. Box 4000, Collegeville, PA 19426 Claims can be emailed to <a href="mailto:aciclaims@acitpa.com">aciclaims@acitpa.com</a> or faxed to (610) 293-9299</p>
<p><b>As a student, what am I responsible for to make sure the claim is processed and paid properly?</b></p> <ol style="list-style-type: none"> <li>1. Make sure the medical provider submits the claim to your primary health insurance company</li> <li>2. Once the primary health insurance company has paid their portion of the claim please send a copy of the Explanation of Benefit Statement with a “detailed” invoice to Administrative Concepts, Inc.             <ol style="list-style-type: none"> <li>a. A billing statement showing a balance due is not a detailed invoice. The invoice must have the date of services, procedure codes, cost of the services and balance due</li> </ol> </li> </ol>
<p><b>How do I obtain an ID card from Zurich?</b></p> <p>An ID card has been provided on the bottom of this form.</p>
<p><b>What is the deductible?</b></p> <p>\$0 – there is no deductible. Please keep in mind the accident plan is secondary coverage, so it only pays for expenses not covered by your primary health insurance.</p>



## RECEIPT OF CLINICAL PHASE HANDBOOK

This is to verify that I have received and read the Arcadia University Physician Assistant Clinical Phase Handbook and accept responsibility for adhering to all policies, procedures and regulations contained therein.

I understand that my failure to adhere to these standards may result in any of the following: warning, counseling, probation or dismissal from the program.

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*Student Signature*

Date

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Print Name

## Addendum:

Please list any changes made to the handbook along with the date of the change below:

Date	Addendum	Initials
4/5/22	Added Addendum Page	KE
4/6/22	<p>Removed: Students must register their travel via the <a href="#">travel registration form</a>, no later than 30 days prior to departure, unless this information is otherwise compiled by the clinical team for submission to the Division of Civic and Global Engagement.</p> <p>Why: This information will be submitted by the program (L. Murphy) to the Division of Civic and Global Engagement.</p>	KE
4/26/22	<p>Added (General Information pg 7): Students must plan on traveling outside of the Glenside, PA and Newark, DE areas for up to six (6) distant rotations which can be anywhere in the continental United States. "Distant" is defined as greater than 90 miles from the student's assigned campus. Students are responsible for travel, lodging, and other additional expenses that are associated with the distant rotations.</p> <p>Why: To clearly defined expectations for having to travel distantly for clinical rotations during the clinical phase of the program and the costs involved</p>	MLH
6/21/22	Revised Bloodborne/Needlestick to change to new insurance company and claim form.	ZTW
3/21/23	<p>Addition of External International rotation due date to October 15th-standing date.</p> <p>Why: To allow sufficient time for rotation clearances through University Rotation Committees and approval from the Univ Health and Safety Committee.</p>	EM
3/21/23	<p>All rotation externals for the clinical year and due no later than the last Friday of Rot 6. No Externals will be accepted after this date</p> <p>Why: To allow the clinical team sufficient time to set up externals for the remainder of the year.</p>	EM

3/26/25	<p>Removal of Core Elective. Removal of Capstone references. Clarification of Rosh Review and Clinical Skills requirements. Clearance section was updated based on new verbiage concerning COVID policy, TB testing. Table of contents, including page numbers and hyperlinks, were corrected. Hyperlinks throughout document were updated.</p> <p>Why: to align with CYS course, new syllabi, updating program policies and procedures.</p>	ZTW
4/4/25	<p>Correction of PPE requirements, FIT testing, Clarification about contact during international rotations, pasted text throughout document adjusted to the same font as surrounding text (bolded and highlighted sections left alone). Grammar and spelling errors corrected when noted. Table of contents page numbers were corrected. Hyperlinks to team email throughout document were added or corrected.</p> <p>Why: PPE referenced early Covid policies, FIT testing appointment process changed, IR arrival process listed multiple ways but not consistent with what we tell students and "PA staff" was not clear, having consistent font and text color, correct grammar, and corrected inclusive language accommodates more readers.</p>	DH
3/16/26	<p>Updated language regarding 5 excused absence to broaden accepted rationale: only 1 personal day per rotation, can not be used during CBWs, if missed hours are made up, will not count against total missed clinical time when determining need for added clinical time at end of year</p>	ZTW