



DEPARTMENT OF MEDICAL SCIENCE

PHYSICIAN ASSISTANT

**CLINICAL PHASE
HANDBOOK**

2024 – 2025

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MISSION STATEMENT

The Arcadia University Department of Medical Science has a history of success in educating compassionate and highly qualified medical professionals who are lifelong learners. We are invested in creating a diverse, learner-centered, collaborative environment.

Our Physician Assistant Programs are committed to fostering resilience in an increasingly complex and interrelated global society. We prepare 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 opportunity to practice your skills in history taking and physical examinations, perform various clinical procedures and to think medically 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 didactic knowledge through self study and utilization of 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 objectives 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 identified in both 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 (via the Director of Clinical Education or Program Director) 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**.

4/10/24

The Clinical Phase of Instruction

INTRODUCTION

There are forty-four (44) weeks of clinical training in the clinical phase of instruction. 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 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 will also complete one (1) 4 week core elective rotation.

Students are encouraged to request electives in areas of medicine they are interested in pursuing employment in; however, as with the core rotations, the clinical phase program faculty will make final determinations regarding rotation assignments. Students are NOT allowed to rotate in an organization where they are related or about to become related to personnel within the organization. All electives are at the discretion of the Clinical team.

Prospective and enrolled students are not required to solicit clinical sites or preceptors. Students are still allowed to suggest clinical sites or preceptors, as long as the program evaluates and approves those suggestions for educational suitability. All clinical preceptors and sites must meet the requirements of the program. Each student's

clinical year schedule is at the discretion of the program. Changes to rotation schedules are not made at student's request.

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 not be allowed to enter into the clinical phase and 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 or admin requires a response within 2 business days. It is the students' responsibility to complete and submit any hospital required documents, paperwork, and/or modules within 24 hours to ensure a timely start for your rotations. It is also the students responsibility to save copies of all documents/requirements in order to produce them upon any 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 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.

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 prepared by advanced medical education or by experience to direct the care of patients in their area of medicine. Unless fully evaluated by the program clinical phase faculty under unique circumstances, these preceptors are either physicians who are specialty board certified in their area of instruction or PAs teamed with physicians specialty board certified in their area of instruction. An exception would be another licensed healthcare provider trained at or above the master's degree level and experienced in their area of instruction serving as a preceptor. The student may work with physicians, physician assistants, nurse practitioners, and other healthcare professionals in their day-to-day clinical activities.

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 are usually based on institutionally-mandated protocols, but in some cases preceptors may restrict the student if there are reservations regarding the student's ability or professional conduct.

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

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
Core Elective Rotation	PA 570	4	4
Electives (3)	PA 577, 578, 579	4 ea.	4 ea.

Emergency Medicine Rotation

The four (4) week Emergency Medicine rotation takes place in an Emergency Department and provides the students with exposure to urgent care and acute problems. Through supervised patient contact, the student will gain experience in performing the directed history and physical examination, triage, managing episodic illness, performing life saving techniques, and handling emergency equipment. Emphasis is on providing the student with practical clinical experience in the management of acute medical and surgical emergencies.

Family Medicine Rotation

The four (4) week Family Medicine rotation 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. During this phase, the student masters the technique of directed data collection through exposure to ambulatory medical patients. 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 four (4) week Internal Medicine rotation takes place in a hospital and/or outpatient setting. The purpose of the Internal Medicine rotation is to provide the student with practical clinical experience in working with the hospitalized or ambulatory patient who presents with acute or chronic diseases that are routinely seen by internists.

Women's Health Rotation

This is a required four (4) week rotation which 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 four (4) week Pediatrics 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 illnesses in this population.

Surgery Rotation

The four (4) week Surgery rotation provides the student with the opportunity to apply basic principles of general 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/they will do so during an elective surgical rotation.

Behavioral Medicine Rotation

The four (4) week Behavioral Medicine rotation 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.

Core Elective Rotation

This four (4) week course will provide the student with the knowledge and skills necessary to build a solid foundation for the evaluation, documentation, diagnosis and treatment of common conditions in one of the areas of medicine covered in the core rotations. The core elective rotation is completed with a focus in one of the following areas: family medicine, emergency medicine, behavioral medicine, women's health, internal medicine, pediatrics, or surgery. Placement is at the discretion of the clinical coordinator team and is based on the student's interest and needs.

Elective Rotations

There are twelve (12) weeks of elective rotation time, divided into three four (4) week courses. This is an opportunity for the student to increase his/her/their knowledge base and skill 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.

Although the student may communicate with clinical phase program faculty his/her/their interests in elective rotations, faculty have the discretion to place the student in an area of medicine or clinical site determined to be in the best interest of the student's education.

SUPPLEMENTAL MATERIALS

The supplemental modules pertain to core rotations only. The supplemental modules will be put in Canvas under the Clinical Phase 2024 module.

The information will include

- Core Rotation Objectives
- Procedure/Skills Review Videos
- Supplemental Study Materials
- 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.

CLINICAL YEAR SEMINAR COURSE - PA 581

The Clinical Year Seminar course is delivered over four one-week long sessions throughout the clinical phase of the physician assistant program. Students return to campus from clinical rotations every three months and engage in didactic work, practice clinical procedural skills, deliver case presentations to peers and faculty in the PA program, complete formative and summative simulation activities and take a summative written examination. End of rotation exams (EORs) are also delivered as part of each of these weeks. The course concludes with a capstone paper submission and poster presentation representing the scholarly work students have engaged in throughout their time in the PA program.

INTERNATIONAL ROTATIONS

PA students may do 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 for 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 no later than October 15th at 5pm EST.

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 a distant or international clinical rotation. 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 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 and/or frequent lateness or unexcused absences.

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.

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

4/10/24

1. All international flight and lodging accommodations must be approved before booking by a member of the clinical team overseeing the international rotations. Lodging accommodations include guest houses, Airbnb, and hotel accommodations. Please email legible itineraries for review.
2. Final flight and hotel accommodations confirmations must be emailed to both Michael Huber, PA-C (huberm@arcadia.edu) and Zachary T. Weik, PA-C (weikz@arcadia.edu)
3. You must also forward any payment receipts for international program fees to Prof Weik and Prof Huber.
4. Upon arrival in the country, students must email the clinical team and notify the PA Clinical Coordinator that you have reached your destination safely once you have cleared customs and then again once you get to your place of lodging.
5. 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
Lisa Donatelli	Chief of Operations, Risk Management and Compliance	215-882-0144
Hannah Leidich	Associate Director of Health, Safety, and Security	267-250-3760

Here are some common scenarios and the communication expectations:

If:	When/How to Contact Arcadia	Who to Contact
Prior to Departure		
Flight departs as planned	Text once boarding begins	PA Staff
Flight is delayed or canceled	Text once notified of delay or cancellation; call if assistance is needed in rebooking	PA Staff
Leader or Student is delayed due to illness or COVID	Call immediately	215-572-2123
Travel document issues occur (lost passports, COVID testing or recovery docs, etc)	Call immediately	PA Staff
Once Overseas		
Flight arrives as planned	Call or text within 2 hours of arrival	PA Staff
Program/itinerary disruption occurs (non-health related) e.g. natural disaster, political unrest, transportation strike	Text immediately; call if assistance is needed If significant disruption, call immediately	PA Staff
Travel document issues occur (lost passports, COVID test or recovery docs, etc)	Call immediately	PA Staff

Student or Leader tests COVID positive during program	Call immediately	215-572-2123
Student Illness occurs (non-COVID)	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
Student is injured	If emergency: call local 911, secure immediate care for the student, then call Arcadia Non-emergency injuries: call ISOS for doctor/hospital referral email Arcadia unless support for care is needed, then call.	215-572-2123 International SOS: (215) 354 5957 Membership ID: 11BCAS791724
Student Assault occurs	Secure immediate care for the student, Call Arcadia immediately	215-572-2123
Crime by or against a student occurs	Call immediately	215-572-2123
Missing student occurs	Call immediately	215-572-2123
Return US COVID test positive	Call immediately, prepare to remain in country with student	215-572-2123

Return flight is delayed or canceled	Text once notified of delay or cancellation; call if assistance is needed in rebooking	PA Staff
Upon Return		
Flight arrives as planned	Call or text within 2 hours of arrival	PA Staff

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 or to investigate potential post-graduation job opportunities. 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 a core or elective settings. Students must submit the external rotation form in order to request an external rotation. Forms can be located under Course Documents in PA Class 2024 on Canvas.

External Rotation Requirements

1. Each external rotation request must be submitted electronically on the appropriate form, and must include the following information:
 - a. Your name
 - b. Preceptor name with correct title (DO, MD, PA-C)
 - c. Preceptor address, phone number and email address
 - d. Contact person's name at the site (often an office manager or secretary)

- e. Medical concentration (family medicine, ENT, etc.)
 - f. The days and number of hours per week you would be working at this site (minimum requirement is 40 hrs/week)
 - g. The rotation slot the preceptor would prefer (rotation #)
 - h. Names of hospitals in which you will work or accompany the preceptor. (Many hospitals will not allow students to even accompany preceptors into the hospital unless there has been prior notification and approval.) There is a lot of paperwork that needs to be completed if you plan to enter multiple hospitals. Try and limit the number of hospitals to 1 or 2 per rotation whenever possible.
 - i. Description of the practice (include such things as: daily patient volume, whether it is an outpatient or inpatient setting, types of clinical experiences and exposures you will receive)
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 in the area of medical practice or a PA working with a board certified physician). 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 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. **All external rotation requests for the clinical year MUST be submitted no later than Friday, November 15, 2024 at 5pm EST.** Following the initial external due date, students may continue to submit core external rotation requests. After this date, no external rotation requests will be accepted.
 - a. 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 complete and submit the external 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 three months. Students must attend these events regardless of rotation location.****

COVID-19 VACCINATION POLICY

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

Most clinical sites that accept students in our Department of Medical Science now require that students receive COVID-19 vaccination and booster prior to attending their site for clinical training; while sites accepting students in our Department of Physical Therapy have required this to a lesser extent, we anticipate that the requirement will only become more prevalent over time. The University currently has a vaccination requirement. However, all screening and mitigation guidelines will follow the University and clinical site requirements. All clinical site guidelines will be posted to the aforementioned site within Exxat, and all University guidelines will be sent to students from the University Covid Care Team to your Arcadia email. **Students should be aware that, at present, if they do not receive the vaccine, their options for clinical site placements, and, consequently, pathways for program completion, may be severely limited.**

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 the unvaccinated student to complete their degree.

While the University will attempt to work with students who are unable to get the vaccine for medical or religious reasons in terms of program completion, students must be aware that an inability to participate in clinical experiences will most likely result in their

inability to successfully complete clinical phase requirements and therefore not graduate from the College of Health Sciences program in which they are enrolled.

Students who refuse the vaccine for other reasons are not entitled to any programmatic accommodations, including any changes to the clinical year schedule. But, any student in the Department of Medical Science has the option to request a maximum 12 week leave of absence during their clinical phase of training as outlined on page 18 of the Clinical Phase Handbook. Each request will be reviewed by the Academic Review Committee with decisions being rendered on an individual basis.

HOUSING POLICY

Please note that as part of the Program, you may be assigned to clinical rotations at locations that may be greater than 90 miles from campus (Glenside or Christiana), which aligns with the mission of the program to provide a global perspective to our students. Any clinical rotation site greater than 90 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 them do not. **Safe accommodations and transportation to and from each supervised clinical practice experience (SCPE) are the sole responsibility of the student.**

CLINICAL YEAR ATTENDANCE POLICIES

Attendance to all scheduled clinical rotation days and clinical year call-back days as part of the Clinical Year Seminar course is mandatory. Students should anticipate taking calls as designated by the preceptor and are expected to work weekends, holidays and overnight within the designated dates of each rotations. University holidays and snow days do not pertain to the clinical year. Students should anticipate attending call-back

days Monday-Friday, 8am-5pm. Students may not take vacations apart from those designated by the clinical year schedule.

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. 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 a student is unable to report to the clinical site for any reason, he/she/they is/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 by 9 AM that day.
3. Log the missed time into the Managed Leave section of Exxat within 24 hours of the day missed (including a plan of how to make up the time if applicable).
 - a. If the student is able to make up the time
 - i. Confirmation of the time made up needs to be logged into the Managed Leave section of Exxat with 24 hours of making up the time.
 - ii. The student must email pa-faculty-clinical-team@arcadia.edu to notify of time made up.

Any absence, for any reason, must be made up at the site. If a preceptor is going to be away from the clinical site for more than one (1) day, the student must contact the Clinical Coordinators (collectively) to discuss what alternative arrangements may be made.

Failure to report an absence and obtain approval from a clinical coordinator will result in an unexcused absence and a professionalism infraction (Tier 1). More than one (1) unexcused missed day or more than five (5) excused missed days during the entire clinical year will result in a hearing before the PA Program Academic Review Committee and may result in delayed graduation or dismissal at the discretion of the Program.

Excused Absences

Excused absences (**up to 5 days**) may be granted if the student is prevented from performing clinical duties for reasons of contagious illness, catastrophic life event, accident or injury. Absences may also be excused for approved professional interview days. All missed days need to be logged into the Managed Leave section of Exxat 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 uploaded into Exxat in the Managed Leave section, the absence may be absolved.

Approved Interview Days

Students are permitted to request an excused absence for the purpose of a professional interview for a maximum of four (4) days during the clinical year. Students may request no more than one (1) excused absence for a professional interview per clinical rotation. A completed Interview Day Request form should be sent to the faculty at: pa-faculty-clinical-team@arcadia.edu at least one week prior to the proposed interview

date. Every attempt should be made to make up missed clinical hours. Granted interview days with made-up hours do not count against a student's total absences.

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 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.

A clinical year student may be considered for a leave of absence, which can be extended for a maximum of twelve (12) sequential 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 Program Director and/or Academic Review Committee for approval. No more than one (1) leave of absence will be granted to any individual 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 before a student may notify the clinical site.

If a student wants to return to rotations sooner than the requested leave time, the student **must** notify the program no less than 2 weeks before the start of the rotation to ensure an available rotation placement and proper lead time for clearances.

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

Clinical rotation placements made up at the end of the year for any reason will be at the discretion of the Program and based on site availability. Rotation schedules will be released in the Spring upon confirmation of the site placement.

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.

Medical History

Establish appropriate rapport with the patient and/or the family in any medical setting.

Determine the appropriate format of historical data collection, which may include a complete or directed history.

Determine the most appropriate source or means of collecting historical data when the patient is unable to provide the information.

1. A clear, concise, and well-organized history of present illness that carefully outlines the chief complaint followed by the pertinent past medical history, family history, social/occupational history, allergies, and appropriate review of systems as well as a list of current medications and any alternative or complementary medications or supplements and the effect of the illness upon the patient's general well being.
2. Organization of a complete past history that includes childhood medical history, adult medical history, history of previous surgery, history of previous hospitalizations, history of injuries, allergies, and immunizations.
 - a. Organization of a complete family history that includes a review of the health status of all members of the immediate family as well as a history of familial disease.
3. Organization of a complete social history that includes social habits (nutrition, exercise, tobacco use, alcohol, and drug use, etc.), military history, occupational history, relationship history, educational history, sexual history, environmental conditions, and social support systems.
4. Organization of a complete review of systems that includes all of the positive and negative symptomatology that the patient may have experienced in the recent past. Positive symptomatology should have additional information included (OPQRST)
5. Document information regarding a patient's future planning which may include advanced directives, do not resuscitate orders, and organ donation.
 - a. Elicit information regarding a patient's preventive health practices and health maintenance goals or needs.

6. Elicit a directed medical history which should include:
 - a. Determination of the chief complaint and its duration
 - b. Analysis of the primary symptomatology (OPQRST) and associated symptoms
 - c. A clear, concise and well organized history of present illness that carefully outlines the chief complaint followed by the pertinent past medical history, surgical history and hospitalizations, pertinent family history, social/occupational history, allergies, and pertinent review of systems as well as a list of current medications and any alternative or complementary medications or supplements, the effect of the illness upon the patient's general well being.
7. Document information regarding a patient's future planning which may include advanced directives, do not resuscitate orders, and organ donation.

Physical Examination

1. Determine the appropriate components of the physical examination that should be performed based on the clinical setting and patient presentation.
2. Perform an effective and efficient physical examination.
3. Recognize normal and abnormal findings and understand their implications.
4. Perform the physical examination while:
 - a. Maintaining an awareness of and responding to the patient's discomfort and/or apprehension
 - b. Utilizing all diagnostic equipment properly (e.g. stethoscope, otoscope, ophthalmoscope, tuning fork, reflex hammer, etc.)
 - c. Using proper techniques of physical examination (e.g. technique of inspection, percussion, palpation, and auscultation), as well as special maneuvers as appropriate (testing for rebound tenderness, testing for meningeal irritation, etc.)

5. Document the findings of the physical exam in a clear and concise manner using the appropriate format.

Diagnostic Testing

Based on the data gathered in the history and physical examination, the student will make recommendations for diagnostic testing that should be ordered to further evaluate the patient. This may include radiologic studies, blood, urine or sputum analysis, consults, and any other special studies that may be of value. The student should demonstrate knowledge of the cost differentials of studies and the financial implications of ordering such tests. The student should be able to counsel the patient with regard to the necessity, risk, preparation, and procedure for ordering labs and diagnostic studies

Diagnostic Analysis

Analyze the data gathered in the history, physical examination, and diagnostic testing in order to develop a differential diagnosis and formulate an assessment.

Treatment Planning

1. Formulate an appropriate plan of management that includes specific treatment and supportive care based on the assessment.
2. Revise the therapeutic approach as the condition changes and/or as new data is available and demonstrate knowledge of appropriate long and short term follow up care.
3. Provide patient education for acute and chronic problems.
 - a. Be familiar with commonly prescribed medications, their indications, potential side effects, contraindications, dosages, and interactions with other drugs.

4. Counsel, educate, and instruct patients in specific disease-related and preventive medicine areas. (i.e., diabetes care, family planning, etc).
5. Acquire general knowledge of and utilize appropriately the referral sources within the health care facility and the community.
6. Formulate an appropriate discharge or hand-off communication plan.

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.

These procedures may include, but are not limited to, the following:

1. Airway management
2. Aseptic technique
3. Cerumen removal
4. Collect cultures (throat, vaginal, urethral, blood, and/or wound)
5. Drain removal
6. Electrocardiography
7. Finger stick blood glucose
8. Foreign body removal (ear, nose, eye, or skin)
9. Incision and drainage
10. Intradermal, subcutaneous, and/or intramuscular injections
11. IV insertion
12. Local anesthesia
13. Papanicolaou (Pap) cytology smears
14. Removal of sutures and staples
15. Application of splints
16. Stool guaiac

17. Surgical assisting
18. Universal precautions
19. Urinary catheter insertion and/or removal
20. Urine dipstick
21. Venipuncture
22. Wound care/dressing changes
23. Wound closure
24. Biopsy/removal of skin lesions
25. Bronchoscopy
26. Central line placement
27. Chest tube placement
28. Arterial blood collection
29. CPR/Code Blue
30. Endotracheal intubation
31. Fluorescein staining
32. KOH/Wet mount
33. Lumbar puncture
34. Paracentesis
35. Pulmonary function testing
36. Management of mechanical ventilation
37. Thoracentesis
38. Wound debridement
39. Vaginal delivery and/or cesarean section

Additional General Requirements

In addition to the general goals and objectives above, all students must demonstrate the following:

1. Demonstration of Consistent Professional Behavior: Student professional behavior will continuously be assessed by both clinical preceptors and Program faculty. The importance of maintaining the highest standards of professionalism cannot be over-emphasized for the Physician Assistant student. The faculty will continually evaluate students in the area of professionalism with the same attention which is devoted to clinical performance. Professionalism is a programmatic academic standard, and the professionalism expectations are listed in the student handbook. This means that professionalism violations can affect academic standing. Violations that will affect academic status will be discussed with the student prior to academic changes being instituted.

Professionalism should include not only superior academic and clinical performance, but also the ability to work productively and relate to peers, program staff, faculty, preceptors, and all other members of the health care team. Courtesy, respect, punctuality and attendance, a neat personal appearance and a positive attitude are core principles of professionalism for the health care provider. The ability to accept and benefit from constructive criticism, to take responsibility for one's actions, to take and act upon direction, and to respond flexibly and cooperatively during unexpected/adverse conditions are also hallmarks of professionalism.

Students are required to abide by the **Social Media Policy** in the Student Handbook and the provisions of the University's [Information Policy](#), including Section X regarding **Social Media**.

Student professionalism will be graded in the following areas:

- a. *Interprofessional Team Approach*: Demonstrate the ability to work as a team member, with all other health care professionals, toward the goal of promoting patient health and wellbeing. The student is not to substitute for regular clinical or administrative staff.
- b. *Appreciation of Limitations*: Student demonstrates an understanding of his/her/their clinical and professional role requesting guidance/assistance from the preceptor or other health professional when appropriate.
- c. *Accountability*: Student takes responsibility for his/her/their patients and their care/management, completing assignments and performing duties within an appropriate time frame.
- d. *Absence/Punctuality*: Punctual attendance is mandatory. Students are expected to abide by the schedule communicated to them by their preceptor and maintain at least 40 hours per week at the clinical site. There is no allocation for time off in one week if additional hours over 40 were worked in a previous week. This 40 hour/week benchmark is a MINIMUM. Students should arrive on time (remember, "on time" means arriving early) and be willing to stay late to complete assignments.

Students are expected to take call as designated by the preceptor. Students are expected to work weekends, holidays and overnight. University holidays do not pertain to the clinical year. Snow days do not pertain to the clinical year.

2. Sound General Medical Knowledge: The student should demonstrate knowledge of the basic sciences and their applications to clinical problems, demonstrate

knowledge of signs and symptoms of common diseases, and have the ability to make diagnoses. The student should know the indications for and interpretation of lab studies and diagnostic procedures. The student should have a working knowledge of pharmacotherapeutics and other treatment modalities. The student should demonstrate a professional command of medical terminology and show evidence of reading current medical literature.

3. Positive Attitude Toward Learning: The student should demonstrate an independent learning effort and not limit learning to a need-to-know basis, demonstrate pursuit of skills and knowledge, and strive for conceptualization of information and not merely memorization of signs and symptoms.
4. Appropriate Documentation and Charting: The student should demonstrate an ability to write discharge summaries, pre- and post-operative notes, and progress notes in an appropriate and timely manner. Documentation should contain all relevant information and be legible. The documentation should follow an appropriate format and be cosigned by the authorized preceptor and/or his/her/their delegate. If a particular facility does not permit students to document in patient charts, the student should use his/her/their own "mock" charts to develop expertise in charting and documentation.
5. Maintaining Confidentiality: Students must maintain confidentiality about patients, their families, clinical facilities and staff, Arcadia University, its students or its alumni. Students are encouraged to use sound ethical judgement and follow University Policies and federal requirements such as HIPAA (Health Insurance Portability and Accountability Act of 1996) and FERPA (Family Educational Rights and Privacy Act).

6. Clear and Accurate Case Presentations: The student should be able to present cases in an organized and logical manner, reflecting appropriate preparation and data collection. The student should show evidence of having read current medical literature on the presented case and should not include extraneous information. The presentation should include appropriate differential diagnoses. The student should be able to discuss and expand upon the topic and accept constructive criticism appropriately.
7. Effective Patient Education: The student should identify those situations which are appropriate for patient education and be able to explain in lay terms the illness and treatment plan, including indications, contraindications, side effects and the schedule of prescribed medications. The student should be able to counsel patients about health promotion and disease prevention as appropriate, and encourage patient participation in areas related to nutrition, exercise, and control. The student should be able to effectively communicate the concepts of DNR (Do Not Resuscitate), informed consent, confidential vs. anonymous studies, and blood transfusion risks.
8. Establishing Positive Rapport with Patients: The student should allot an appropriate amount of time for discussing a patient's concerns, should relate to patients in an empathetic and understanding manner which fosters openness and trust, and should respect the patient's right to privacy.
9. Positive Work Habits and Effort: The student should show initiative and actively seek assignments from the preceptor. The student should carry out responsibilities in an organized and timely manner. Productivity should be appropriate to the time and patient load. The student should complete assignments before leaving the site.

10. Recognition of Limits: The student should perform only those procedures and tasks delegated by the preceptor. The student should adhere to institutional protocols and know when to seek consultation and supervision. The student should accept responsibility for his/her/their own actions.
11. Ability to Accept Constructive Feedback from Preceptors: The student should recognize the need for constructive feedback as an important part of the learning process and not respond defensively or negatively when criticized by the preceptor. The student should demonstrate an appropriate change of behavior in response to criticism and should seek clarification if the reason for the criticism is not understood.

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 core rotation.

CLINICAL YEAR ASSESSMENT

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 syllabi prior to the start of each corresponding rotation and refer to the syllabi frequently as they prepare for examinations and other rotation assignments.

End of Rotation Examinations

Each of the seven core rotations have a corresponding end of rotation examination that will be taken during the first call back week after the conclusion of the rotation as

scheduled by the clinical phase program faculty. The Program will be utilizing the Physician Assistant End of Rotation Examinations (EORs). These exams consist of 120 questions each. See the *PA Program Policies and Competencies Handbook* for the clinical year missed exam policy.

Each student's EOR grades are based on the PAEA grading scale (300-500) in conjunction with each core rotation examination's national mean and standard deviation, which are provided to the Program by PAEA annually. The conversion of the PAEA scale grade to the Program percentile grade will be posted prior to Call Back Week 1.

Student Evaluations of Clinical Rotations

Students will complete a **midway rotation evaluation** of their rotation at the end of Week 2 in Exxat. This is a great time to sit down with your preceptor(s) to review your progress throughout the rotation and to identify any areas of improvement.

The student is required to complete a **final evaluation form for each SCPE**. It is located in the Exxat system. The final student evaluations may be shared with the preceptor and/or site and are used as a tool to identify strengths and weaknesses of SCPEs. 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.

At the end of the rotation, a **Preceptor Evaluation** will be sent to the Clinical Instructional Faculty member via Exxat. Only one evaluation is required, but a maximum of two (2) Preceptor Evaluations 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.

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.

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 Exxat System. Students are required to use Exxat 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 objectives and compliance with our standards set forth by our accrediting body - ARC-PA

[See Patient Logging Demo Here](#)

Required Exposures	Behaviorial 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
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
	elderly	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

Summative Program Examination

The Program will be utilizing the Physician Assistant End of Curriculum Exam by PAEA. This is a summative program examination, consisting of 300 questions. This exam will be given within the final month of completing the clinical year as part of the **PA581 Clinical Year Seminar** course (see course syllabus for full details). All other components of the clinical phase must be completed prior to the student being eligible to take this exam. Should a student fail a rotation, this exam will be scheduled for 1 week after successfully completing repeat rotation and its subsequent EOR.

4/10/24

Summative Objective Structured Clinical Exam

In order to successfully complete the program, the student must pass a summative objective structured clinical exam (OSCE) given within four months of graduation as part of the **PA581 Clinical Year Seminar** course (see course syllabus for full details).

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 minimum score of 70% must be attained on the Capstone Paper.
3. 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.
4. 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. Otherwise, the two (2) evaluations will be averaged for a final score for the preceptor evaluation portion of the final rotation grade.
 - b. 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.
5. If the student fails one (1) clinical rotation either by:

- a. Failing an end of rotation examination twice (see CYS syllabus)
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.
6. 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.
 7. 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.

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 elective 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 immediately. 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. Removal from a clinical site or identification of 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.
6. If a student is placed on academic probation by the Program, it will make the student ineligible for international rotations and the student's rotation placement schedule will be at the discretion of the clinical team.

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 Exxat.

****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 testing, fails to submit to fingerprinting, or is unable to produce a completed immunization record or an appropriate health clearance, including possible 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 result in delay of 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) and/or hepatitis C virus (HCV). Students should take the proper precautions in using appropriate personal protective equipment and safety procedures/techniques while in clinical settings. 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 to bloodborne pathogens that may place them at risk of acquiring HIV and other bloodborne infections.

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 AND, if applicable, 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 workman's comp or employee health claim
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.
 - b. After being seen 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. Your personal health insurance will be the primary payer.
8. If it was a blood exposure, you are eligible to have any out-of-pocket expenses covered by a secondary Arcadia policy. Complete the needlestick/splash [claim form](#) and email to Nancy Woehrle (woehrlen@arcadia.edu) and Professor Weikz (weikz@arcadia.edu). An Arcadia representative 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:

Mimi Bassetti
Director of Auxiliaries, Risk & Insurance
Tel: 215-572-2941
 - b. FAQs and the insurance card 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

medical 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.

Utilizing PPE while at clinical sites:

- Eye protection must be worn during all patient-facing encounters.
 - We encourage everyone to wear eye protection consistently while in all clinical areas to reduce risk of exposure during rounding and other activities when maintaining adequate safe distance is difficult.
- Masks (properly covering the nose and mouth) must be worn at all times when entering, exiting, and while inside the clinical site.
- Do not remove your mask while talking to others.
- If you need to remove your mask to eat or drink, be sure to maintain a safe social distance between yourself and others.

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) (along with your clinical year physical and PPD test) on the ground floor of Heinz Hall. An

appointment must be made in advance. 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 Exxat with any new information we receive and add this information to the documents section and/or the requirements section within Exxat. It is your responsibility to check Exxat 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. I understand the impact that sexual harassment and sexual misconduct can have and am committed to doing my 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 me outside of a classroom discussion, a writing assignment, or a University-approved research project, I must share what you reported to me 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.

STUDENT HEALTH AND IMMUNIZATIONS

Student health resources and locations for both campuses can be found in Canvas. Students with incomplete immunizations or health records (as outlined in the *PA Program Policies and Competencies Manual*) will not be permitted to participate in clinical rotations.

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 would never forgive yourself if something went wrong. Moreover, 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 call the Program Faculty if you encounter a compromising situation.

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
- If all these steps fail, contact the PA Program.

SITE VISITS

The program may at any time deem it necessary to assess a clinical site and/or clinical year student who is actively participating in SCPEs (supervised clinical practice experiences). This will be at the discretion of the clinical team and/or the Program Director. 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.

ETHICAL CONDUCT FOR THE PHYSICIAN ASSISTANT

The Arcadia University Physician Assistant Program is committed to excellence in patient care and education and training of physician assistant students. To further this goal, all students are expected to adhere to the Guidelines for Ethical Conduct for the Physician Assistant Profession in their interactions with patients, colleagues, other health professionals, and the public.

Reviewed during your clinical phase preparation session, refer to the following code of conduct and ethics from the American Academy of Physician Assistants website: <https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>.

The members of the physician assistant profession must act in an appropriate way to monitor and maintain the integrity of the standards of the profession. Behavior, which is deemed unprofessional, may be grounds for termination from the PA Program.

HOSPITAL CREDENTIALING AND STATE LICENSING PAPERWORK

Following graduation, all paperwork relating to hospital credentialing and state licensing must be submitted to 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 ROTATION SCHEDULE – Class of 2025**

ROTATION 1: Monday, May 27 – Friday, June 21, 2024

ROTATION 2: Monday, June 24 – Friday, July 19, 2024

ROTATION 3: Monday, July 22 – Friday, August 16, 2024

CALL BACK WEEK #1: Monday, August 19 – Friday, August 23, 2024

TBA: Formative OSCE #1

ROTATION 4: Monday, August 26 – Friday, September 20, 2024

ROTATION 5: Monday, September 23 – Friday, October 18, 2024

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ROTATION 6: Monday, October 21 – Friday, November 15, 2024

CALL BACK WEEK #2: Monday, November 18 – Friday, November 22, 2024

TBA: Formative OSCE #2

ROTATION 7: Monday, November 25 – Friday, December 20, 2024

THANKSGIVING BREAK: Thursday, November 28 – Friday, November 29, 2024

WINTER BREAK: Monday, December 23 – Friday, December 27, 2024

ROTATION 8: Monday, December 30 – Friday, January 24, 2025

ROTATION 9: Monday, January 27 – Friday, February 21, 2025

CALL BACK WEEK #3: Monday, February 24 – Friday, February 28, 2025

TBA: Summative OSCE

TBA: PACKRAT

ROTATION 10: Monday, March 3 – Friday, March 28, 2025

ROTATION 11: Monday, March 31 – Friday, April 25, 2025

CALL BACK WEEK #4: Monday, April 28 – Friday, May 9

Monday April 28, 2025: EORs

TBD: Board Review

TBD: Summative Exam, OSCE retakes, Summative Clinical Skills

GRADUATE COMMENCEMENT: Thursday, May 15, 2025

4/10/24

Appendix B

Arcadia University - Student Insurance

Frequently Asked Questions

Accident Insurance
<p>Why does Arcadia University have an accident policy? 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 exposure or blood borne pathogen, up to \$10,000 per accident.</p>
<p>Who is the insurance company? Zurich Insurance Company</p>
<p>What medical services are covered by this policy:</p> <ul style="list-style-type: none"> ● Doctor Visits ● Laboratory tests performed on the Insured involved in the needle stick or body fluid splatter exposure. ● Emergency room visits, if medically necessary ● Medications necessary to treat the exposure to a needle stick, body fluid spatter or blood borne pathogen.
<p>Does the Arcadia insurance policy pay for all medical expenses related to the accident? The Arcadia policy will pay any excess medical expenses not paid by your primary health insurance company.</p>
<p>Does the medical provider submit claims to Zurich? No. Claims should be submitted to Administrative Concepts, Inc. P.O. Box 4000, Collegeville, PA 19426 Claims can be emailed to aciclaims@acitpa.com or faxed to (610) 293-9299</p>
<p>As a student, what am I responsible for to make sure the claim is processed and paid properly?</p>

1. Make sure the medical provider submits the claim to your primary health insurance company
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.
 - 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

How do I obtain an ID card from Zurich?

An ID card has been provided on the bottom of this form.

What is the deductible?

\$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.

Appendix B

Student Accident ID Card

Student Accident Plan

Cardholder is entitled to the benefits of the policy, provided the student’s name is filed with the company.

Policy Date: June 1, 2022 through May 31, 2023

Group Policy Number – MCB 0552836

Deductible - \$0

Maximum benefit per accident - \$10,000

Zurich American Insurance Company

Claims Administrator at:

Administrative Concepts, Inc.

P.O. Box 4000

Collegeville, PA 19426

Fax (610) 293-9299

Email: aciclaims@acitpa.com

Filing a Claim

1. Go online to www.acitpa.com to download a claim form
2. Complete claim form
3. Attach all itemized bills relating to the claim with Explanation of Benefit summaries of your primary insurance company. Itemized bill must show dates of service, Procedure Code, and cost of services

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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.

Signature Student Name

Date

Print Name

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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 travel registration form, 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	ZTW

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	company and claim form.	
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

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