General Information and Expectations for Clinical Rotations

1. Detailed information regarding the methods by which the student is evaluated during the clinical year will be discussed during Clinical Prep Week, and will be based on parameters presented. Such parameters may be adjusted during the academic year when deemed appropriate by the program faculty but only when absolutely necessary.

2. Students are required to be at their assigned clinical site a minimum of 36 hours per week.

3. Students are required to complete all application forms and other requirements set forth by each assigned clinical site; this may include personal interviews, drug screening, additional PPD tests, etc. Students will be responsible for the cost of any required additional testing/screening.

4. Students may be required by some clinical sites to engage in clinical or educational activities during the evenings and/or weekends. Additional activities, assignments and meetings during the evening or weekend hours may also be required by the Department of Physician Assistant Studies.

5. Students on clinical rotations are required to participate in all activities assigned by their clinical preceptor (e.g. attend lectures, conferences, educational programs, etc.) unless illegal or unethical. If a student feels an assignment is inappropriate, he/she should discuss their concerns with a Clinical Coordinator or the Director of Clinical Education.

6. Students are required to document all patient encounters and clinical activities via the Typhon System Physician Assistant Student Tracking (PAST) program.

7. Pagers, laptops, cell phones, etc. provided by clinical sites for student use are the responsibility of the student. If lost, damaged or stolen, the student will be liable for replacement or repair fees.

8. If the preceptor or his/her designee is unavailable to work with the student for 2 or more scheduled clinical days (e.g. vacation, scheduled days off, etc.), the student is required to notify the DCE so that an alternate assignment may be made.

9. Students are responsible for reading their High Point University e-mail daily for program and faculty communications.

10. The HPU DPAS reserves the right to re-assign students if the clinical site is unable to fulfill the educational expectations or if the student has demonstrated inappropriate behavior, insufficient clinical knowledge, or other behavior that jeopardizes the ongoing participation of the clinical site for future HPU PA students. Students removed from a rotation because of unsatisfactory professional or clinical performance will receive a Non-Pass grade for that rotation.

11. Students may be required to attend rotations at sites outside the Greater High Point/Piedmont Triad area, as detailed in the HPU Student Handbook and SCPE Policy, and will be responsible for all expenses related to such site assignments. Students are responsible for arranging lodging for all out-of-town rotations and all expenses associated with housing, meals, transportation and parking.
12. Students are permitted to choose an elective in a specialty clinical discipline OR a specific geographic location if contracted clinical sites exist or can be developed in that location.

13. Students may choose one of the required rotation areas for their elective, but will be assigned to a different site from their original rotation for that discipline.

14. Students cannot engage in an elective at a clinical site associated with a family member, personal friend, or any other person who may be influenced by factors other than clinical performance of the student.

15. Students are required to conduct themselves with the appropriate level of professional comportment at all times. They must display professionalism in all patient interactions, interactions with clinical site staff, rotation activities, and preparation for assigned duties. They must display cooperation with preceptors and the faculty of the Department of Physician Assistant Studies at all times. Non-compliance with these expectations may result in removal from the clinical rotation and the assignment of a Non-Pass grade.

16. Students are required to return to campus at the completion of each rotation for academic and professional activities such as case presentations, End-of-Rotation Exams, OSCEs, Clinical Seminar activities and other designated program endeavors. If a student is assigned to a clinical site more than 4 hours travel time from the University, the student may be excused from the rotation early with prior approval from the DCE or Program Director.

17. All requirements set forth by the clinical site must be fulfilled before a grade will be assigned for the rotation. This includes, but is not limited to, the return of security materials (e.g. badges) and pagers, the return of loaned equipment or books, etc.

Clinical Practice Conduct

1. Students are required to consult with the preceptor regarding clinical findings, interventions, and patient management plans. Students are NEVER permitted to assess or treat patients independently.

2. Students are required to complete a mid-rotation self-evaluation in conjunction with their preceptor at the end of week 2 and are due to be returned to the student’s clinical faculty advisor no later than 5pm on the Tuesday of week 3. It is the responsibility of the student to ensure that Mid-rotation evaluations are completed and returned on time. Evaluations may be returned via fax, email or hand-delivered to the program. Failure to submit this evaluation may result in a Non-Pass grade.

3. Students are required to immediately report any potential medical liability incidents, related to their activities, to the clinical preceptor and the Director of Clinical Education (DCE). Students, or their designee (parents, attorneys, friends, etc.) are never to discuss any clinical situation involving potential liability with anyone, other than the clinical preceptor, DCE or Program Director, without written permission from both parties.

4. A student must notify their Clinical Faculty Advisor, and complete an Accident/Incident Exposure Form, immediately if the student experiences a reportable infectious disease exposure, needle-stick injury or other physical injury.
5. Students must not utilize, or complete, any prescriptions pre-signed by the preceptor. All actual prescribing must be conducted by the clinical preceptor or other licensed clinician.

6. Students are required to wear an identification tag, bearing their name and designation as a HPU Physician Assistant student, on their white lab coat at all times. If the clinical site requires a different type of ID, or clinical apparel, this ID badge should be worn in addition to the HPU student ID badge.

7. Students are required to verbally identify themselves as a HPU Physician Assistant Student during all encounters with patients, staff and clinicians at every clinical site.

8. Students are required to confer with the clinical preceptor regarding all policies and practices related to medical record entries and/or dictation procedures at the individual clinical site. When a student makes any entry into a patient chart or medical record, the document must be signed with Student Name, PA-SII. All student entries must be co-signed by the Clinical Preceptor or his/her designee.

Absences

1. In the event of an illness or emergency necessitating absence from the clinical rotation, students must notify both the Director of Clinical Education (DCE) and the clinical preceptor by 8:00am on the day of the absence. Students should make every effort to reach the clinical preceptor and DCE rather than utilizing voicemail or email. Students are required to submit appropriate documentation supporting the reason for any unplanned absence(s).

2. If a student arrives to the clinical site more than 2 hours late or leaves the clinical site more than 2 hours early, he/she is required to notify the DCE immediately. If a student misses up to five (5) days on any rotation, he/she must discuss with the preceptor ways to make-up the additional time. If there is no opportunity for the student to make up the missed days, the student will have to discuss potential make-up time with the DCE. In the event that a student misses more than five (5) days on any rotation for an excused absence, they will be required to repeat the rotation.

3. Students are required to submit a written request for approval of any anticipated absence, to the DCE, prior to the absence. The DCE will communicate with the student regarding details of the anticipated absence, preceptor notification and preceptor approval. Students should not seek approval from the preceptor without prior approval by the DCE lest this be considered an unexcused absence.

4. Failure to report an absence without appropriate justification will result in remedial assignment(s), point(s) deduction on the Clinical Performance Evaluation and will be considered an unexcused absence which will result in formal evaluation of a student’s professionalism and referral to the Student Progress committee.

5. Students may be required to compensate for all absences which result in the student not meeting the 36hr/week minimum requirement set by the program.

6. Absence from a clinical site during a PA educational conference (e.g., AAPA, NCAPA) for the purpose of conference attendance may be permitted with the permission of the DCE. The student is still responsible for ensuring that any rotation benchmarks are not compromised by conference attendance.
7. An absence is determined to be excused or unexcused by the DCE/PD during the clinical phase. Unexcused absence is considered unprofessional and may result in formal evaluation of a student’s professionalism and referral to the Student Progress committee. Students are allowed no more than five (5) excused absences per academic year. Exceptions to this rule must be approved by the program director.

**Inclement Weather**

When adverse weather conditions or other events force the temporary closing of the clinical site, students should notify their clinical faculty advisor. It is the student’s responsibility to discuss Inclement Weather Policy and the clinical site’s notification system with their preceptor prior to any anticipated event. Should a weather emergency occur unexpectedly, students should make every attempt to contact their preceptor for further direction and detail regarding participation expectations.

In the event that a clinical site remains open despite inclement weather, students should not attempt to travel under unsafe conditions or to take unnecessary risk due to inclement weather if they must travel some distance to get to the clinical site. The preceptor and Clinical Faculty Advisor should be notified if the student is unable to attend due to unsafe weather conditions.

**Site Visits**

Site visits are made occasionally throughout the clinical year. A clinical team member of the Department of Physician Assistant Studies will contact the student and preceptor during the clinical rotation, either by visiting the site or by telephone. Students and preceptors will be informed of upcoming site visits either by telephone or by electronic mail. It is understood that the primary preceptor may not be available at all times to meet with the clinical faculty. The purpose of the site visit is to ensure that the student is having an acceptable educational experience. The student will be asked to present a case seen during the clinical rotation. Students are not formally graded on the site visit, though it may present opportunities for constructive criticism and feedback.

**Inadequate Supervision**

The clinical year PA student is assigned to clinical settings in which adequate and appropriate supervision is available. In the event that the student is asked or expected to perform without adequate or appropriate supervision, the student must politely but firmly decline, and then immediately contact the Director of Clinical Education.

In any of the following circumstances, the student must not engage in any patient care activity, and must immediately contact the Director of Clinical Education.

- There is reason to believe that the procedure may be harmful to the patient;
- The authorized preceptor or his or her delegate is not on the immediate premises;
- The student has not received adequate instruction, or is not knowledgeable or proficient enough about the care s/he is asked to deliver;
- There is no appropriate supervision available at the time the student is expected to carry out the assignment;
- The student decides that a particular procedure is indicated and decides to perform it himself/herself;
- The procedure or assigned task is beyond the scope of the role of the physician assistant student.

**Dismissal From Rotation**

If a student is dismissed from a clinical site, e.g., if the student is asked to leave and not to return, the student will automatically fail the clinical rotation. The student will receive a NP grade for the course which will constitute a student being placed on Academic Probation. The student will be expected to repeat the clinical rotation which may delay program completion date.

**SCPE Rotation Evaluation**

1. The final grade for each Supervised Clinical Practice will be Pass, Non-Pass or High-Pass.
2. The final grade for each rotation will be calculated from scores from PAEA EOR exams, evaluations completed by the preceptor(s) and rotation assignments. If more than 1 preceptor completes an evaluation for the student, a composite score will be determined and utilized for the SCPE grade calculation.
3. A rotation-specific PAEA End of Rotation (EOR) exam (Family Practice, Inpatient/Hospital Medicine, General Surgery, Behavioral Health, Emergency Medicine, Pediatrics, or Women’s Health) will be administered at the completion of each core rotation. This exam will be based upon the General and Specific Course Objectives provided for each rotation and will follow a PANCE-style format consisting of 120 multiple choice questions. PAEA EOR exam Topic Lists and Blueprints for each discipline will be provided to the students to guide their studies and preparation for the exam. A faculty developed, general, PANCE-style EOR exam consisting of 100 questions will be administered at the completion of Elective rotations. NCCPA PANCE Exam Content Blueprint and Topic lists will be provided to the students to guide their studies and preparation for the exam. It is not possible nor expected that the student be exposed to each entity or problem listed in the NCCPA Content Blueprint/Topic list and/or PAEA EOR exam Topic List during their rotations; however it is the student’s responsibility to ensure knowledge about all of the general and specific objectives for each SCPE.
4. End-of-Rotation Clinical Performance Evaluations and are due on the first return to campus day at the conclusion of each rotation. The End-of-Rotation Clinical Performance Evaluation must be completed by the Preceptor and may be completed online via Typhon. If a preceptor prefers to complete the form with traditional pen and paper, the student should provide the form to the preceptor and the completed evaluation may be mailed, emailed, faxed or delivered to the Department, by the student, in a sealed envelope with the Preceptor’s signature over the seal. It is the student’s responsibility to ensure that these forms are completed prior to return to campus.
5. The student evaluation completed by the Preceptor must be based solely upon the student’s clinical performance. A student must never suggest the evaluation be filled out based upon the grading need of the student. Additionally, no student, or any person acting on behalf of a student, should ever contact a Preceptor regarding a completed SCP Evaluation. The Clinical Coordinator is to serve as the intermediary for clarification of the evaluation and/or further feedback regarding student performance.

6. Any forgery, fabrication or alteration of a Preceptor completed SCPE evaluation form, by the student, will result in disciplinary procedures outlined in the High Point University Student Handbook and Honor Code.

7. Students are required to submit all supervised clinical practice information via the Typhon System on a weekly basis. One point will be deducted from the final points total for each day that logging is incomplete. The information required for submission will be detailed during the Typhon system training session. If the student fails to submit the required information, a Non-Pass grade may be assigned for the rotation.

8. Students’ progress will be monitored at the completion of the 2nd week during SCPEs throughout the clinical year to confirm exposure to key patient encounters and settings for the rotations is occurring early. This will ensure adequate time for participating in available experiences or reassignment if significant site-related deficiencies are identified. If students are not taking advantage of available opportunities in meeting the set benchmarks within an assigned rotation, a secondary rotation that meets this need may be required in lieu of an elective.

9. Students are required to complete a Preceptor/Clinical Site evaluation of each clinical site they attend and this form is due on the first day of the return to campus visit at the conclusion of each rotation. One point will be deducted from the final grade for this assignment for each day that the evaluation is late. Students will not receive a grade for the rotation until they have submitted this evaluation.

10. Rotation Specific Assignments are due on the first return to campus day at the conclusion of each rotation. Details regarding the specific assignments are contained within this student manual.

11. Mid-Rotation Evaluations are to be completed with the Preceptor at the end of the second week of each rotation as noted previously. Evaluations are due no later than 5pm on the Tuesday of week 3 of the rotation. One point will be deducted from the final assignment grade for each day the evaluation is late. Failure to submit this evaluation may result in a Non-Pass grade.

12. All components of this SCPE evaluation process must be successfully completed to be eligible for graduation from the PA program.
Supervised Clinical Experience Grade Calculation Process

SCPE rotation course grades are determined/assigned by the principal faculty member designated as the rotation/course director. Instructional faculty (preceptors) provide information used to determine rotation grades but do not assign the rotation grades.

The final SCPE rotation grade assigned is Pass, Non-pass, or High Pass. Given the nature and complexity of educational activities on clinical rotations, a comprehensive, multifaceted process for evaluating student progress has been designed. The components each serve to assess different skills acquired by a student during clinical training. These constituent parts are combined to formulate the final SCPE grade.

Grade Elements:

1. Specialty Subject Exam/Elective Exam (100 points)
2. Clinical Performance Evaluation (95 points)
3. Rotation-specific Assignment (25 points)
4. Miscellaneous Assignments (20 Points): Typhon logging (10 Points), Mid-rotation Evaluation (5 Points) and Student Evaluation of Preceptor/Clinical Site (5 Points)

Evaluation forms for the Clinical Performance Evaluation, Mid-rotation Evaluation, Student Evaluation of Preceptor/Site, Templates and Rubrics for the Rotation-specific Assignments and a Rotation Assignments Checklist are included in the Clinical Handbook.

To earn a Pass designation for the course, a student must achieve a 70% or better and successfully pass each of the four assessment components. If a student achieves less than 70% for the overall grade in course, they must successfully repeat the failed rotation. A student must achieve a 70% or better on the SCPE Assignments, Clinical Performance Evaluation, and Rotation-specific Assignment to successfully pass each component. Since the Specialty Subject Examination is a standardized, national exam, we utilize the “Z-score” in regards to student passing/non-passing each examination. The raw score percentage will still be used to calculate final grade in the SCPE clinical rotation course. The current z-score conversion calculation and standards for passing is posted on the SCPE Blackboard page and contained within the electronic Clinical handbook. The HPU PA Program recognizes the complexities involved in scheduling SCPE rotations throughout the clinical year and the fact that students experience Core SCPEs and Elective SCPEs at varied times. As such, in regards to student passing/non-passing each elective EOR examination, the HPU PA Program has established program standards for Elective Clinical Rotation EOR exam performance which are posted to the SCPE Blackboard page and contained within the electronic Clinical handbook. The raw exam score percentage will still be used to calculate final grade in the SCPE Elective clinical rotation course.

Remediation

If a Non-pass grade is earned for any component, a remedial activity will be assigned specific to that segment (ie: written case failed – an additional written case will be assigned, the end-of-
Remediation Procedure:

1. **Phase I remediation** - If a student fails 1 of the elements they will receive an incomplete grade for the SCPE until the remedial activity for that failed component is successfully completed.

2. **Phase II remediation** - If a student fails 2 of the elements, they will be placed in Phase II remediation, which will entail closer faculty supervision and more focused and intensive activities to correct the deficiencies. The student will receive an incomplete for the SCPE until the remedial activities are successfully completed.

3. **Non-Pass status** - If a student fails 3 or more of the elements, a Non-Pass grade will be assigned for the SCPE. The student will still be expected to complete remedial activities as well as repeat the failed rotation.

### ASSESSMENT OF LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>ASSESSMENT TOOL</th>
<th>OUTCOME CATEGORY</th>
<th>PERCENTAGE OF GRADE</th>
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<tbody>
<tr>
<td>Clinical Performance Evaluations (95 Points)</td>
<td>1-13</td>
<td>40%</td>
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<tr>
<td>Specialty Subject/Elective EOR Examinations</td>
<td>2, 3, 4, 5, 11, 12</td>
<td>40%</td>
</tr>
<tr>
<td>(100 Points)</td>
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<tr>
<td>Miscellaneous Assignments: Typhon logging (10 Points)</td>
<td>1-10, 12, 13</td>
<td>10%</td>
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<tr>
<td>Mid-rotation evaluation (5 Points)</td>
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<tr>
<td>Student evaluation of Preceptor/Site (5 Points)</td>
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<tr>
<td>Rotation-Specific Assignment (25 Points)</td>
<td>2-13</td>
<td>10%</td>
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