

Le Moyne College Department of Physician Assistant Studies

Clinical Year Manual



2013 - 2014 Edition

**Le Moyne College Department of Physician Assistant Studies Clinical Year Schedule---
Class of 2014**

Rotation Number	Dates	Call Back Days
1	8/12/13 – 9/18/13	9/19 & 9/20
2	9/23/13 – 10/30/13	10/31 & 11/1
3	11/4/13 – 12/11/13	12/12 & 12/13
<u>Holiday Break</u> 12/16/13 – 12/27/13		
4	12/30/13 – 2/5/14	2/6 & 2/7
5	2/10/14 – 3/19/14	3/20 & 3/21
<u>Spring Break</u> 3/24/14 – 3/28/14		
6	3/31/14 – 5/7/14	5/8 & 5/9
7	5/12/14 – 6/18/14	6/19 & 6/20
<u>Competency Week</u> 6/23 – 6/27		
8	6/30/14 – 8/6/14	8/7 & 8/8
<u>Make-up / Grading Week</u> 8/11/14 – 8/14/14		
White Coat Ceremony 8/15/14		

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Health Insurance

As stated in the DPAS Policies and Procedures, students are required to maintain health insurance for the duration of the PA program. This insurance policy must provide coverage for the student in the event of illness or injury resulting from patient care. If the carrier changes at any point during the clinical year, the student must let the DPAS Office know immediately.

Health Clearance

Annual Health Assessments are performed early in the spring semester, usually by the end of February. The student will receive an email reminder from the DPAS office. At that time, it is the student's responsibility to call the LMC Health Office (445-4440) to schedule an appointment. This will include the placement of a PPD and the subsequent reading of the PPD at 48-72 hours later by the LMC Health Office. This follow-up appointment should be considered when making the appointment for the assessment/PPD. *There is a \$5 fee for the PPD. Students are required to pay this fee at the time of the PPD visit.* PLEASE NOTE: This appointment should be made at a time where a minimal amount of clinical time will be missed. It may be possible for some students to have this done at the 4th Call Back Day. Appointments are made on a first come first served basis. No walk-ins allowed!

Certain clinical sites have more strict health requirements which necessitate additional PPD's, an additional physical exam or both. If you are placed at a site where this is the case, an email will be sent to you advising you of the need to have this done. When you receive this email, *it is expected that you will promptly make the appointment AND notify our office that you have scheduled the appointment.* This is very important because once you've done your part, our office then needs to follow up and finish the clearance process at your clinical site. If you do not notify us that you've taken care of this, then your clinical site clearance is delayed and you risk not being cleared to go to the clinical site.

Influenza Vaccination

Students must arrange for the Influenza Vaccination to be administered prior to the start of Rotation 2. **The standard of care in New York State (NYS) is that all health care providers should receive an annual influenza vaccination.** In order to ensure patient safety, many clinical sites **mandate students receive an annual flu vaccine.** Students must provide proof of having received the Influenza Vaccine each fall and /or provide notification to the DPAS Office

with any objections to receiving this vaccine. Failure to obtain the vaccine or provide this documentation of objection will result in a delay of the start of the clinical rotation. LMC Health Office fee for this vaccine is \$15 - \$20.

Exposures

See LMC - DPAS Policies and Procedures. You will also find the Student Exposure Incident form on Blackboard.

Background Checks

During the course of the Clinical Year, students may be required to undergo one or more national criminal background checks – including finger printing. In addition, certain clinical sites may require additional drug screening in order for students to have practice opportunities at those institutions.

The cost of these screenings will be at the expense of the student. Arrangements for a background check can be made through the Human Resources office.

A criminal background check that reveals criminal activity and / or a failure to pass a drug screening may impede clinical training and / or affect the student's status in the DPAS.

Unauthorized Presence in a Clinical Setting

No PA Student should be present in any Clinical Setting without prior authorization and clearance from the Clinical Coordinator. Failure to comply with this policy will result in an immediate response from the Clinical Team, involvement of the Promotions Committee and further disciplinary action including Behavioral Probation.

Structure of the Clinical Year

The clinical year is comprised of three (3) courses during any given time frame with the exception of the summer, when Research Seminar has ended. They are as follows:

- ***Professional Skills and Research Seminar:*** Overseen by Professor Springston and includes the following:

- Grand Rounds presentations, Journal Club, Professional Portfolio, Competency Week, Board Review and various other assignments
- **Research Seminar:** Overseen by Dr. Holmes and includes all work related to your Master's project. Meetings generally occur the Wednesday afternoon prior to CBD as well as the Friday morning of CBD. These are assigned by Professor Cappelletti the week before CBD.
- **Clinical Rotations:** Overseen by the Clinical Coordinators and includes the following:
 - Eight (8), 6-week rotations:
 - Primary Care, Pediatrics, Women's Health, Emergency Medicine, General Surgery, Behavioral Medicine (Psych/LTC), Medicine, and Elective.
 - Behavioral and Medicine rotations may be split at the discretion of the Clinical Coordinator into Two (2), 3- week blocks.
- **Call Back Day:** Occurs at the end of every 6 week block and on the last Thursday and Friday of the rotation. A CBD schedule is distributed by Professor Springston during CBD week. Generally, CBD activities include a PASS meeting on Thursday morning followed by the EORE; a meeting with the Clinical Team; and Professional Skills related activities. Clinical Rotation Assignments are due in the CBD Folder at the time of the EORE. Failure to submit CBD Folder / Assignments prior to exam will result in a late penalty for each assignment.

Registration for Clinical Rotations

A student must be registered to go on a clinical rotation. ***PLEASE NOTE: During the spring of the Didactic Year, an email reminder will be sent by the DPAS Office advising students to register for the Summer / Fall Semesters (start of clinical rotations). Similarly, in the fall of the Clinical Year, another reminder will be sent to register for the Spring Semester; and in the Spring of your Clinical Year, a reminder will be sent to register for the last Summer Semester. Upon receipt of these reminder emails you must do the following:***

- Complete the registration process ***within one week of registration being opened up*** by the Registrar's Office. This includes clearing any holds on your account before registration will be allowed.

Failure to register within the aforementioned time frame will result in the delay of your clinical rotation. ***There are no exceptions!***

Assignment of Clinical Rotations

Students are not required to obtain their own clinical sites or preceptors.

- Clinical Rotation Assignments are based on a Lottery System.
- Five (5) of eight (8) Rotation Assignments are pre-assigned by the Clinical Team prior to the Lottery Draw.
- Medicine Rotations are assigned.
- Elective Rotations are assigned based on student requests in an area of their choosing. For those students failing to meet the deadline for Elective requests, their Elective Rotation will be assigned in an area of medicine where weakness was demonstrated on the PACKRAT.
- There are two (2) unscheduled Core Rotations and one (1) Elective Rotation seen on the Lottery Draw.
- Students are given a narrow window of time following the Lottery Draw within which they may request up to two (2) clinical rotations with a particular provider / clinical site.
- In addition, within a specified time frame following the Lottery Draw, a student may request a Core or Elective assignment of their choice. Students may request to do one or both in a particular region and/or with a particular provider. *See Student Initiated Clinical Rotations.
- All other remaining rotation assignments are made by the Clinical Team. These are non-negotiable.
- Once a rotation is scheduled, it may not be changed by the student. However, due to issues beyond our control, rotation assignments may need to be changed prior to the start of the Clinical Year by the Clinical Coordinator. In these instances, students must remain flexible and open to the changes made.
- Personal situations will be considered when possible.
- The LMC campus is the center point for all clinical rotations
- All students are allowed one distant* rotation, either Core or Elective.
 - *Distant Rotations are those in the NYC area and outside of New York State

Student Initiated Clinical Rotations:

The Clinical Coordinator must approve all student initiated rotations and cannot guarantee any of them. Expenses, housing and transportation are the responsibility of the student.

- Before approaching any provider or clinical site, all students **MUST** check with the Clinical Coordinator to verify that an affiliation exists prior to approaching the provider / clinical site. ***No student is to contact a LMC affiliated provider or clinical site.***
- All requests for a Student Initiated Clinical Rotation received by stated deadlines are considered by the Clinical Team. None are guaranteed, however.
- Any student requesting a new, LMC unaffiliated provider / clinical site must be a Student in Good Standing – both Academic and Behavioral.
- Once authorized to approach a new provider / clinical site, the student must have the appropriate paperwork - Preceptor Agreement Form and Clinical Practicum Site Request Form - completed and submitted to the Clinical Team within the stated time frame.
- There is one (1) new Affiliation Agreement allowed per student in the Clinical Year.

Distant Rotations

Students are permitted one (1) Distant Rotation - either a Core or Elective Rotation – during the Clinical Year. The Clinical Coordinator must approve all Distant Rotations and cannot guarantee any of them. Expenses, housing and transportation are the responsibility of the student.

Distant Rotations are considered those placed in the New York City area and/or outside of New York State. The Le Moyne College campus is the center point for all clinical rotations – the odometer begins in Syracuse!

A student **MUST** request permission from the Clinical Coordinator to initiate a Distant Rotation. The Clinical Coordinator will consider each request on an individual basis, considering the distance to travel and the academic strength of the student.

A request may be denied if he/she has had excessive absences, if there are conflicts with scheduled PA program activities or if the student is on academic or behavioral probation.

As with a Student Initiated Clinical Rotation, please follow these procedures when requesting a Distant Rotation:

- The student **MUST** check with the Clinical Coordinator to see if an affiliation agreement exists prior to approaching the distant provider / clinical site.

- Once authorized to approach a distant provider / clinical site, the student must have the appropriate paperwork - Preceptor Agreement Form and Clinical Practicum Site Request Form - completed and submitted to the Clinical Team within the 90-day time frame.

Travel

During the Clinical Year, students will travel a variety of distances in order to reach their clinical sites. As a result, some students will require additional traveling time in order to be on campus for CBD. *Travel time for CBD, as allowed by the guidelines below, does not need to be made up.*

- 500 miles from campus by car or a flight away = one travel day
- 350 miles from campus by car = ½ travel day (work until noon)
- 200 miles or less from campus = no time away from site is permitted

Expenses

As stated above, all students will be expected to travel during the Clinical Year. With this in mind, there will be many occasions during the Clinical Year requiring out-of-pocket expenditures. These may include things such as parking, gas, tolls, housing, food, background checks etc.

These expenses are the responsibility of the student. Failure to plan accordingly for these expenses is not a consideration for clinical site placement.

Advisors

Every student is assigned an advisor in the Didactic Year. The role of the advisor is critical especially in the second year when most of the students' time is spent off campus. As a result, meetings with advisors will occur once a semester – more if necessary. At this meeting, students will have access to their Final Evaluations, will review their Goals they have set for themselves for previous rotations, and will discuss overall academic and behavioral performance.

Professionalism

Flexibility

- Accepts change easily
- Responsive to change

- Adaptable to changes made

Attitude

- Positive outlook on various situations even during difficult times
- Optimism
- Refrains from outside display of dissatisfaction

Appearance

- Practices good hygiene
- Complies with LMC PAS dress code and clinical site requirements

Communication

- It is expected that each student check their email on a daily basis
- Responds to DPAS correspondence in timely fashion
- All correspondence from DPAS will be sent to the student@stu.lemoyne.edu address
- It is expected that each student address DPAS faculty, staff and clinical preceptor by title: Professor, Doctor, Mr., Mrs., etc
- Respectful in conversation and written word
- Avoid making assumptions

Timeliness

- Assignments
 - Consistently submits all assignments on time, completely and in correct location
- Attendance
 - Arrives to clinical site, CBD, meetings on time
 - Follows Absence Policy and makes up time within 30 days
 - Submits appropriate 'Time Off Request' forms on time

Identification

While on a clinical rotation, students must always clearly identify themselves as a Physician Assistant Student: 1) verbally - by name and as a LMC PAS; 2) in writing - by name and as a LMC PAS and by 3) Le Moyne College photo identification in an easily visible location, a white lab coat, as well as any additional identification badges required by the clinical site.

Attendance

The physician assistant curriculum is by definition intense and rigorous. It is not possible for the student to obtain all the necessary information and knowledge only by attending lectures. It is also not possible for the student to gain sufficient knowledge and understanding of the material without attending all classes, practice groups, seminars, clinical rotations, clinical experiences and the like. Your absence in the clinical year may disrupt the activities of the entire clinical team. In the clinical year, you are a real participant in the work of your service. If you are

not there, someone else must stay and complete your work or else patient care may well be jeopardized.

Clinical Year students are required to spend a **minimum** of 36 hours a week at the clinical site. This is a requirement of the Accreditation Review Commission on Education of the Physician Assistant, Inc. (ARC-PA). There is no maximum amount of time that students may spend at the clinical site. The American Council on Graduate Medical Education (ACGME) sets policies governing work hours of interns and residents, who are employees of the hospital or medical center. (These policies do not apply to students.) The time requirement is that every student follows the schedule of their preceptor while also ensuring no less than 36 hours are worked per week.

*****Holiday weeks require a minimum of 32 hours. No exceptions.***

Absences

Aside from the 3 days allowed for illness, any other missed time from a clinical site - including time missed for remediation, must be made up within 30 days of the absence. An Incomplete will be issued until all absences are made up, becoming an “F” after 90 days.

Excused Absences

Each student has **three** authorized absences for illness **only** over the **entire Clinical Year**. They are available **only** in the event that you are ill and must miss clinical rotation. After the three days have been exhausted, all other time must be made up. **A note from a medical practitioner or the Le Moyne Health Office is required for all personal illness.** The note should be scanned and emailed to the program office prior to the return to the clinical site. Please note that it is possible to take a leave of absence should your health require you to do so.

If the student is unable to report to their clinical site – or CBD - for any reason, the student is required to call the Clinical Preceptor (if applicable) **before** the time you are expected to report to the site. You must also call the DPAS Office at (315) 445-4745 or (315) 445-5434 by 9:00 a.m. and the Clinical Coordinator at 315-445-4701. Students must also email notice of absence to pas-clinical@lemoyne.edu. Students **may not** contact the preceptor or the faculty via

electronic mail, nor may you have another student call on your behalf. ***Student's failure to report an absence in the correct manner will result in an unexcused absence.***

Unexcused Absences

Failure to be at a clinical site – or CBD - and failure to report the absence properly will be considered an unexcused absence. Any unexcused absence will require that the student make up two days for every day lost from clinicals. An unexcused absence on CBD will result in 10% deducted from their overall rotation grade. Such behavior may also result in other disciplinary action.

Time Off for Religious Observance

Time off for Religious Observance follows the Attendance policy stated here. Students are encouraged to plan ahead, use Personal Days, and advise DPAS within required time frames. As with all time off, this time must be made up.

Personal Time

Each student is allowed up to two (2) Personal Days during the Clinical Year. This may be used for interviews, weddings, or other personal events. *This time must be made up in accordance with the absence policy and must be pre-approved.*

- A Time Off Request form for Personal, Religious, Interview, Conference – must be submitted to pas-clinical@lemoyne.edu no less than one week prior to Personal Time event.

Failure to submit this form on time will result in denial of request.

Remediation

Any student who fails an EORE or Focus Group Presentation is required to spend 8-16 hours remediating on campus in DPAS. Sign in is required. Upon completion of required hours, a second exam on the same subject matter will be administered. The student is required to pass the exam in order to pass the rotation.

Time spent in Remediation must be made up. With regard to making up this time, time spent remediating *is in addition to* the clinical hours missed that week. For example, a student who

spends 16 hours remediating during a non-holiday work week will be required to make up 16 hours (remediation time) plus the difference between their required 36 hours and the time they actually spent in the clinical setting.

Interviews

Students are strongly discouraged from using class and clinical time for job interviews. This tends to be distracting for students during their clinical time and is often perceived by preceptors as a distraction from the task at hand. There are, however, two personal days authorized per year and they may be used for this reason at your discretion.

An Interview Time Off Request must be completed prior to leaving a site for an interview. All clinical time missed for an interview must be made up.

Conferences

Conferences are educational opportunities to extend and enhance your PAS experience. Time away from a Clinical Rotation in order to attend a conference does not need to be made up. However, any additional time a student may need in order to attend a conference - outside the allotted timeframes as detailed below - will be made up by the student upon their return to their Clinical Rotation.

In-House Conferences – such as morbidity and mortality conferences, grand rounds, specialty lectures, and tumor boards – will offer additional venues for learning. We encourage you to attend whenever possible during your clinical rotation.

- Travel expenses to and from any In-House Conference is the responsibility of the student.
- Please complete a Typhon Conference Log with details of the topic in the Notes Section at the completion of these types of conferences.

Generally, there are two major conferences each year: the NYSSPA Fall Conference and the AAPA Annual Conference. We encourage you to attend at least one of these conferences in your Clinical Year, and no more than 2 distant conferences overall.

- Travel expenses to and from either the NYSSPA or AAPA Conference is the responsibility of the student.

- The Clinical Coordinator will consider each request on an individual basis, considering the distance to travel, the academic strength of the student, the rotation and the amount of time the student would miss. A request to attend either NYSSPA or AAPA Conference may be denied if the student has had excessive absences, if there are conflicts with scheduled PA program activities, or if the clinical education outweighs the benefits of attending the conference.
- If you are interested in attending either the NYSSPA or AAPA Conference during the Clinical Year, please submit to pas-clinical@lemoyne.edu a **Conference Time Off Request** no less than 2 weeks prior to the event.
 - This form must be signed by both your Preceptor and the Clinical Coordinator. The **Conference Time Off Request** form must also include travel time **to and from** the conference.
- A **Two-Minute Evaluation** for each lecture or workshop attended during either the NYSSPA or AAPA Conference must be completed and then submitted in the CBD Folder.
- Daily attendance at each conference is required.
- Sight-seeing is on your own time.

Please Advise DPAS If You Will Be Leaving a Conference and Returning to Your Clinical Rotation Earlier Than Expected.

Clinical Time and Travel Allowances for NYSSPA & AAPA Conferences

NYSSPA Fall Conference: October 4-6, 2013 Tarrytown, NY

- One Half (½) Day Travel Allowance the Week of NYSSPA Fall Conference
- Minimum of 24 Clinical Hours for the Week of NYSSPA Fall Conference
- All Typhon Logging must be complete before traveling to NYSSPA Fall Conference

AAPA Annual Conference: May 24 – 28, 2014 Boston, MA

- Up to Two (2) Days for Travel May Be Taken
- Minimum of 32 Clinical Hours for the Week of May 18
- Minimum of 16 Clinical Hours for the Week of May 25
- All Typhon Logging Must be Complete Before Traveling to Boston

Requests for Time off Pertaining to Research

Students wishing to take time off from their clinical site to gather data for their research project must complete a request form. This form will be provided by Dr. Holmes. Once approved by Dr.

Holmes, it must then be approved by the Clinical Coordinator and then authorized by the preceptor. The completed form then is handed in to the Clinical Coordinator for filing.

Taking Call

Many of you will have the opportunity to participate in an On Call schedule. “Taking Call” is an inevitable duty for many medical providers. For years it was a part of the job for almost every specialty. However, the establishments of out-patient / ambulatory services and in-patient / hospitalist providers have changed this. Obstetrics and Surgery are generally the last bastions of On Call duty. Pediatricians also have newborns and patients in the NICU, or sometimes patients in the house.

A Few Definitions of “Call”

- “Available when summoned for service or use.”
- “Available to be called for work outside of normal working hours.”
- “Available for work if necessary, especially in an emergency.”

The Student Follows the Preceptor’s Schedule

If your preceptor is On Call over the course of the rotation, you are expected to be available as well to participate in any On Call assignments. Since most On Call shifts start with rounds in the morning, you should round with your preceptor. This time counts towards total daily hours. You should include this on your Typhon Time Log, logging patients that you see in Typhon Case Logs. When you are On Call and are “waiting” either in an On Call room or near the hospital over a week night, weekend or holiday, and don’t see any patients, credit for this time will be determined on a case by case basis. If you are able to go to the labor deck - either with or without your preceptor - you should go. There will be many opportunities to learn there.

On Call is expected if your preceptor is on call. If your preceptor works the next day, so do you.

Assignments

Unless otherwise authorized by a Clinical Coordinator *in advance of the due date*, all assignments must be submitted on or before their due dates. All requests for exceptions should

be made in writing to the Clinical Coordinator with 'cc' to pas-clinical@lemoyne.edu. Two points will be deducted from the Final Grade for each calendar day that an assignment is past due, including weekends, up to two (2) days. No assignments will be accepted after two days late and a '0' will be given except for Student and Clinical Mid-Evaluations.

Legibility

Any assignment that is illegible, and therefore unable to be evaluated, will be returned to the student to be redone. In this instance, five (5) points will be deducted from the assignment grade.

Grades

Grades are assigned in accordance with the 2013-14 Overall Rubric. In the clinical year, rotations grades (PAS 671-678) are "Pass/Fail." Further, grading is "off-cycle" from the rest of the college and therefore "NG's" or "no grades" will be issued as place holders. This NG will be changed to a "P or F" once all components/requirements of the grade have been received and recorded. If there are outstanding components that the student must complete we will notify you. Otherwise, the grade will be changed when the coursework is compiled.

Another term you may see on your transcript is an "incomplete." This reflects work that is outstanding and that the student must take care of within 90 days of issuance. Failure to do so will result in conversion of the "I" to an "F."

Goals

In keeping with PBL methodology and the idea that educational success during the Clinical Year is largely the responsibility of the student and no one else, all Clinical Year students will set a series of goals for themselves during each clinical rotation.

Prior to the start of a Clinical Rotation – including a split rotation - students will create a list of five (5) Goals for themselves. These Goals should be pertinent to the rotation block they will be starting. ***Goals are due no later than the first day of a rotation*** and should be submitted as an external document/PDF on Typhon.

In conjunction with this, at the end of each rotation, Goals will be re-submitted with evidence as to how their Goals were met and/or discuss what prohibited the student from meeting and fulfilling their Goals. This document is to be submitted in the CBD Folder and will be shared with the student's advisor for later discussion.

Procedures

Students will have the opportunity to perform various procedures during the Clinical Year. Each procedure should be logged on the appropriate Procedure Log Form (see Blackboard) and then signed / authenticated by the preceptor. *No unsigned procedures will be tracked.* It is recommended that student's keep a copy for their records to be used later on in their Professional Portfolio, as forms will not be returned. Due at CBD in CBD folder.

Typhon

Computer based "Student Tracking" system used for Scheduling, Clinical and Preceptor Database, Patient Logging, Conference and Time Logs. This is an important tool which helps us to ensure that the student is getting all of the various and required experiences with which to graduate. Please see Overall Rubric for Typhon- related assignments and due dates.

- When Logging Patients: all required areas must be completed, including
 - Long Term Care must be selected for Nursing Home patients
 - Insurance – select either:
 - None
 - Private
 - Medicaid
 - Medicare
 - Worker's Comp

Blackboard

Used in the Clinical Year, primarily for grading purposes. All grades, once recorded, will be posted for students to review. Many of the required documents for use in the Clinical Year may be found here. Some assignments will be submitted on Blackboard - be sure to check the feedback section regularly, no less than once per week.

Blackboard will be phased out during this 2013-14 academic year. Please be patient as we convert to Canvas in January 2014.

Call Back Day

- CBD occurs at the end of every six week block.

- ***Attendance is mandatory.***
- If an emergency arises and you are unable to be in attendance, you must notify the Clinical Coordinator, Research Coordinator and Professional Skills Instructors of your anticipated absence.
- The End of Rotation Exam (EORE) is given on the Thursday morning of CBD. Any student who misses an EORE due to illness or emergency will be required to make up the EORE within one week. A zero will be given for an unexcused absence.
- The Focus Group Presentation will take place on the Thursday morning of CBD. Any student who misses a Focus Group Presentation due to illness or emergency will be required to make up the Presentation within one week. A zero will be given for an unexcused absence.
- Professional Skills and Master's Seminar are taught.
- Meetings with the Clinical Team members are by *Appointment Only*. If you desire a meeting at CBD, please email to request this after the CBD schedule has been posted.
- Attire at CBD must be professional. Students should follow the Dress Code Requirement for the Clinical Year with the exception of the White Coat.

EORE

Any student who misses any EORE due to a properly excused illness/emergency is required to make up the EORE. Students arriving up to 15 minutes late will not be given additional time to complete the exam. Students more than 15 minutes late will have to take the exam at a later date and will have an automatic reduction of 10% in their EORE grade. Zero points will be assigned for an unexcused absence.

Focus Group

Any student who misses a Focus Group due to a properly excused illness/emergency is required to make up the Focus Group Presentation at the next CBD. Students arriving more than 15 minutes late will have to present at the next CBD and will have an automatic reduction of 10% in their Focus Group grade.

Focus Group Presentations must be electronically submitted to Professors Cappelletti and Wolfe no later than 8 a.m. the morning of the presentation.

CBD Folder

The folder is due at the time of the EORE or Focus Group Presentation.

- **A 2-point deduction from your overall grade for each assignment will be taken each calendar, including weekends, day for any materials submitted up to two (2) days late. After two (2) days, a ‘0’ will be issued for the assignment. The exception is the clinical and student mid-evaluation. See rubric for details.**

Included in the CBD Folder should be:

- Assigned projects specific to student’s rotation (Behavioral / Primary Care)
- Procedure Forms (signed by preceptor and copied for personal use)
- EASI Surveys – Site Survival and Site Evaluation
- Kaplan/PA EASY summaries
- Typhon Time Logs Signed by the Preceptor
- Goals, How Achieved, and if not, Why

Clinical Write-Ups

Clinical Write-up Requirements:

- A total of one (1) Clinical Write-up is required each rotation.
- Each Clinical Write-up must be handwritten. The exception to this is if you are **a.)** Dictating and submit a transcribed note or **b.)** Using an EMR and submitting a printed note. Both of these are acceptable. If after reviewing said document you find deficiencies, you have the option of amending the note in a different color ink, so as to stand out, or re-write the entire document.
- In all instances, the original Clinical Note must be attached. If there is not an original – when you are not able to document in the chart and you have to create your own note - ***then attach a sticky note to the cover of your Clinical Write-up*** so that the person grading your Write-up is aware of this.
- The Clinical Note must be signed by both the student AND the preceptor with whom you saw the patient or your primary preceptor.
- If using an EMR or a dictated note, a ***handwritten preceptor signature*** is required in addition to the printed one.
- Preceptor’s signature must be beneath the student’s signature and obvious to the grader. Draw two lines preceded by “student signature” and “preceptor signature”.

- Any Clinical Write-up with a score of 6 points or less must be re-written and re-submitted - no preceptor signature is required on the re-write. These are due one week after notification on BB. ****Maximum points attainable on re-write is 6 points****
- Clinical Write-ups with ***Patient Identifying Information***, excluding DOB and sex, will result in zero points.
- An Illegible Clinical Write-up will result in zero points.

Drug Cards

Students are required to research 3 pharmaceutical agents for each Clinical Rotation and make flash cards indicating the class of drug, mechanism of action, indications, contraindications, and side effects. Drugs should be related to the area of medicine in which you are working; and should be chosen from three (3) different classes. The student is required to submit these cards by the third Friday of each rotation by 4:30 p.m. or postmarked that day. (See rubric for further details.)

A **Drug Quiz** will be given immediately following EORE / Focus Group or other designated time at CBD.

Patient Education Project

Each student will be assigned a patient education topic prior to the start of the rotation. Following the completion of the rotation, each student will submit this project in the CBD Folder. The patient education project requires the student to create a unique plan to educate patients on their assigned topic. This may include but is not limited to: a paper, poster, or pamphlet.

Review and understand the college's policy on plagiarism before beginning this project. Your project must be properly referenced therefore be sure that you understand how to properly footnote, quote and reference all materials.

If a passing grade is not achieved, the student must repeat the assignment until competency is demonstrated. Once the remediation assignment is completed, a passing grade will be assigned.

Guidelines for Patient Education Project:

Content

1. Address assigned topic
2. Demonstrate good research base using 3-5 reputable sources
3. 3-5 pages or equivalent
4. Information presented is accurate.
5. Demonstrate an effective method for communicating material to patients

Written Portion

1. Patient education materials should have the potential for use in a clinical setting
2. Properly footnoted and referenced, if needed
3. Material should be presented in a creative fashion
4. Materials should be meticulously completed and submitted professionally

Polypharmacy Project

Polypharmacy is a common issue that is often under addressed in clinical practice. This exercise is twofold.

1. Begin by viewing and reflecting upon the webcast by Dr. Allen R. Huang MDCM, FRCPC, FACP, Division of Geriatric Medicine, McGill University Health Centre which can be located at the following URL:
<http://cme.mcgill.ca/php/conf.php?search=category&catid=45> Access to the webcast is free after registering.
2. In a ½ - 1 page, double spaced paper, describe your thoughts and ideas resulting from listening to the presentation. Discuss how concepts can be applied to clinical practice.
3. For the second half of the project, choose a patient encountered at your long term care facility site that is on multiple medications.
4. Analyze the patient's medications and carefully document in your paper the medications taken and indications. Discuss major adverse effects of medications alone and possible interactions amongst the medications. Are there any medications that can negatively affect chronic illnesses in general or your patient's condition? Can the patient's drug regimen be changed in any way? Within your paper discuss the problems associated with Polypharmacy and creative ideas on how to solve these problems.
5. The second half of this assignment should be 2-4 pages, double spaced.

If a passing grade is not achieved, the student must repeat the assignment until competency is assured. Once the remediation assignment is completed, a passing grade will be assigned.

SUMMARY OF PROJECT / WRITE-UP BREAKDOWN

Emergency Medicine	1 SOAP Note
Primary Care	1 SOAP Note; Patient Education Project
Pediatrics	1 SOAP Note
Women's	1 Complete H&P
Surgery	1 Complete H&P
Elective	1 SOAP Note
Behavioral Medicine	1 Complete H&P; Polypharmacy
Medicine	1 Complete H&P

Site Visits

Throughout the course of the Clinical Year, Site Visits will be made by a DPAS faculty member. The purpose of this visit is to elicit information from both the preceptor - regarding student performance, and the student - regarding the clinical experience. During the Site Visit, an Oral Presentation regarding a patient the student has seen will be required. Most often the student will be aware of the upcoming Site Visit. There are occasions, however, when the student will be unaware.

Gold Star / Red Flag Forms

Each rotation preceptors will be provided with forms to identify those students whose performance was in some exemplary and worthy of notice or worrisome and in need of attention. Gold Stars will be tracked and recognition will be given in their Program Final Evaluation Summary Letter which is part of your permanent record. Those receiving a Red Flag will be brought into the office for discussion regarding the concern. Further action will be determined on an individual basis.

Thank You Notes

All students should write a letter of thanks to their preceptor and any other persons that made their clinical experience special. In the past, problems have been encountered when students have brought gifts to their preceptors. Cookies or baked goods are fine, but please refrain from buying gifts.

Networking

There will be many opportunities throughout the Clinical Year to interact, socialize with other medical professionals. We support networking, but caution should be exercised where alcohol is involved. Relations must be professional – Fraternizing is forbidden.

Rotation Tips

Plan Ahead

Early jitters are normal. Remember, too, everyone is different! If you **clarify expectations** at the get go, you will avoid a lot of stress! And don't forget, every student has a different experience on every rotation. While we strive to provide students with equivalent experiences, you may not see and do exactly what your classmates may have done on the same rotation and/or with the same preceptor!

- Always call the clinical site “contact person” no later than the Wednesday prior to the rotation start date.
- It is advised that you try to make the drive to your rotation prior to the start date.
- Review objectives related to the specialty rotation block you will be working in.

Day One

- Arrive a few minutes early.
- SMILE.
- Thank the preceptor for having you.
- Sit down with him/her; establish hours/call schedule/expectations, etc.
- Ask if you will be working strictly with one provider or with more than one. If more than one, who will complete your evaluations? Will they be done jointly?
- Advise them of the need to turn in 1 clinical write ups....ask permission to copy patient notes—reassure them that a patient's ID will be removed.
- Ask the preceptor what their expectations are of you. Do they expect you to attend hospital rounds, work nights or take call? Do they expect you to give a presentation? Do they want you to see the patient first and present or simply follow for the first few days?

Midpoint

- Complete Clinical and Student Mid-Rotation Evaluations and submit on Blackboard – until further notice - as per the rubric.

- Advise the Clinical Coordinator of any concerns or issues at the site.
- See rubric for further details regarding split rotations and due dates.

Last Day/Week

- Remind the preceptor early in the week of the need to complete a Final Evaluation. These are typically sent from the DPAS Office during the last week of your rotation.
- **Send a thank you note to the preceptor upon completion of the rotation. This is a good idea EVEN IF it was NOT a great rotation.**

Student Acknowledgement:

This DPAS Clinical Year Handbook 2013 – 14 Edition has been reviewed with me and I understand all of the guidelines and policies stated therein. I also acknowledge that I have read and familiarized myself with the Le Moyne College Department of Physician Assistant Studies Policies and Procedures (2012-13). I further acknowledge that I have had the opportunity during Transition to ask questions about the Clinical Year and they have been answered sufficiently. I understand that all information herein is up to date as of August 2, 2013 and is subject to change as the Clinical Year progresses.

Student Name: _____

Date: _____