Welcome to the Clinical Year!

Congratulations on completing a rigorous academic year! The knowledge and skills you have gained will continue to grow in depth and breadth as you enter the clinical setting. You will now be learning and working alongside your preceptors and many other inter-professional health care providers who provide evidence-based medicine, advocate for patients, and serve diverse communities.

Your training will transition from that of the classroom setting to a wide variety of clinical environments. You may experience health care settings that range from rural communities and urban centers to major university teaching facilities. You will be meeting and caring for people of all races, ages, genders, and socioeconomic backgrounds who will be seeking treatment, guidance, and compassionate care.

You are entering a profession of service and dedication. As a part of that service and dedication, you may find yourself working very long hours, night shifts, holidays, and weekends. Every moment of your time with your patients and preceptors will be full of opportunity for your own professional and personal growth. The desire to serve that brought you into this profession will come to fruition. Your care will influence the lives of the patients you encounter and will last long after their visit or hospitalization has ended.

The information provided in this guide is required reading for all clinical year students and you are responsible for the content. Keep it with you at all times for reference. It can also be accessed on Blackboard.

Please remember that the entire faculty and staff of the Program are here for you at all times during your clinical training. Do not hesitate to contact us with any questions or concerns you may have. We wish you the very best as you begin this new learning endeavor.

Sincerely,

The George Washington Physician Assistant Program Faculty and Staff

Revision of these policies and procedures

The Program reserves the right to make changes to any and all aspects of this guide. Students will be notified of any substantial changes in writing. Students are expected to remain current in all policies and procedures.
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Revised March 2018
2018-2019 Clinical Team
Contact List

The George Washington University
Department of Physician Assistant Studies
Physician Assistant Program
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Leadership

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Co-Director of Clinical Education
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Clinical Operations Manager
TBD

Clinical Placement Coordinators

Haldon Lindstrom
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Clerkship Directors

Behavioral Medicine Clerkship Director
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Primary Care & Pediatrics Clerkship Director
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Emergency Medicine, Women’s Health, & Elective Clerkship Director
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Surgery Clerkship Director
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Inpatient Medicine Clerkship Director
Lisa Alexander, EdD, MPH, PA-C
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Who Do I Call?

1. For questions related to the rotation objectives, responsibilities, expectations, and grades:
   
   Rotation/Clerkship Course Director or Prof. Bramlette

2. For questions about changes in the rotation schedule:
   
   Clinical Operations Manager TBD or one of the Co-Directors

3. For site specific paperwork/requirements and preceptor/site contact information:
   
   Jessica O’Connell: Surgery, Pediatrics, Women’s Health, and the Elective
   
   Haldon Lindstrom: Inpatient Medicine, Primary Care, Emergency Medicine, and Behavioral Medicine

4. For housing information:
   
   Haldon Lindstrom
   Primary Contact

   Jessica O’Connell
   Secondary Contact

5. Registration issues:
   
   Dr. Herrmann and the appropriate Rotation/Clerkship Course Director

6. E-value questions:
   
   Jessica O’Connell
   
   Haldon Lindstrom

7. For questions regarding EOR schedule, activities, or absences:
   
   Dr. Herrmann
# 2018-2019 Clinical Year Rotation Schedule

<table>
<thead>
<tr>
<th>Introduction to Clinical Education</th>
<th>Monday, April 30 – Friday, May 4, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break</td>
<td>May 7-May 20, 2018&lt;br&gt;May 19-May 23 (AAPA conference)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rotation Dates</th>
<th>End of Rotation Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block One</td>
<td>May 21-June 27, 2018&lt;br&gt;June 28 &amp; 29, 2018</td>
</tr>
<tr>
<td>Block Two</td>
<td>July 2-August 8, 2018&lt;br&gt;August 9 &amp; 10, 2018</td>
</tr>
<tr>
<td>Block Three</td>
<td>August 13-September 19, 2018&lt;br&gt;September 20 &amp; 21, 2018</td>
</tr>
<tr>
<td>Block Four</td>
<td>September 24-October 31, 2018&lt;br&gt;November 1 &amp; 2, 2018</td>
</tr>
<tr>
<td>Block Five</td>
<td>November 5-December 12, 2018&lt;br&gt;December 13 &amp; 14, 2018</td>
</tr>
<tr>
<td>Formative OSCEs</td>
<td>December 17-December 18, 2018</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 19, 2018-January 6, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rotation Dates</th>
<th>End of Rotation Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Six</td>
<td>January 7-February 13, 2019&lt;br&gt;February 14 &amp; 15, 2019 Introduction to Professional Practice</td>
</tr>
<tr>
<td>Block Seven</td>
<td>February 18-March 27, 2019&lt;br&gt;March 28 &amp; 29, 2019 Introduction to Professional Practice</td>
</tr>
<tr>
<td>Block Eight</td>
<td>April 1-May 8, 2019&lt;br&gt;May 9 &amp; 10, 2019 Introduction to Professional Practice</td>
</tr>
<tr>
<td>Summative Examinations</td>
<td>Monday, May 13 -Friday, May 16, 2019</td>
</tr>
</tbody>
</table>

**White Coat:** May 17, 2019  
**HS Ceremony:** May 18, 2019  
**Commencement:** May 19, 2019  
**PANCE:** No earlier than June 3, 2019

**Dates are subject to change**

**AAPA conference:** Denver, CO, May 18- May 22, 2019
Clinical Practicum Registration

<table>
<thead>
<tr>
<th>Dept./Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 6259</td>
<td>Introduction to Clinical Education</td>
<td>2</td>
</tr>
<tr>
<td>PA 6261</td>
<td>Inpatient Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6262</td>
<td>Primary Care</td>
<td>5</td>
</tr>
<tr>
<td>PA 6263</td>
<td>Surgical Inpatient</td>
<td>5</td>
</tr>
<tr>
<td>PA 6264</td>
<td>Women’s Health</td>
<td>5</td>
</tr>
<tr>
<td>PA 6265</td>
<td>Pediatrics</td>
<td>5</td>
</tr>
<tr>
<td>PA 6266</td>
<td>Emergency Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6267</td>
<td>Behavioral Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6268</td>
<td>Elective Clinical Practicum</td>
<td>5</td>
</tr>
<tr>
<td>PA 6300</td>
<td>Introduction to Professional Practice</td>
<td>2</td>
</tr>
</tbody>
</table>

Clerkship Registration
Every student is required to register in accordance with the School of Medicine and Health Sciences Bulletin. If a student is out-of-town, it is still their responsibility to register online. A student must be registered and in good standing with the Student Accounts Office in order to attend rotations. Registration for clinical courses occurs each semester throughout the clinical year. Failure to register prior to the start of rotations will result in the removal of the student from clinical rotations.

Each clinical rotation is a specific course that an individual student will register for each semester based upon their assigned clinical rotation schedule. The PA Program will provide students with the appropriate course information prior to the start of each semester. Students are responsible for periodically checking their academic transcript to verify that their registration is correct.

Registration Credits
For the 2018 Summer Semester, each student will register for Introduction to Clinical Education and two rotations for a total of 12 credit hours. For the 2018 Fall Semester, each student will register for 3 rotations each worth 5 credit hours for a total of 15 credit hours. For 2019 Spring Semester, each student will register for 3 rotations each worth 5 credit hours and Introduction to Professional Education, which is worth 2 credit hours, for a total of 17 credit hours.
# Sample Registration

## Student A

### 2018 Summer Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 6259</td>
<td>Introduction to Clinical Education</td>
<td>2</td>
</tr>
<tr>
<td>PA 6261</td>
<td>Inpatient Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6252</td>
<td>Primary Care</td>
<td>5</td>
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</table>

### 2018 Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 6263</td>
<td>Surgery</td>
<td>5</td>
</tr>
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<td>PA 6264</td>
<td>Women’s Health</td>
<td>5</td>
</tr>
<tr>
<td>PA 6265</td>
<td>Pediatrics</td>
<td>5</td>
</tr>
</tbody>
</table>

### 2019 Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 6266</td>
<td>Emergency Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6267</td>
<td>Behavioral Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6268</td>
<td>Elective Clinical Practicum</td>
<td>5</td>
</tr>
<tr>
<td>PA 6300</td>
<td>Introduction to Professional Practice</td>
<td>2</td>
</tr>
</tbody>
</table>

## Student B

### 2018 Summer Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 6259</td>
<td>Introduction to Clinical Education</td>
<td>2</td>
</tr>
<tr>
<td>PA 6267</td>
<td>Behavioral Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6268</td>
<td>Elective Clinical Practicum</td>
<td>5</td>
</tr>
</tbody>
</table>

### 2018 Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PA 6252</td>
<td>Primary Care</td>
<td>5</td>
</tr>
<tr>
<td>PA 6261</td>
<td>Inpatient Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6266</td>
<td>Emergency Medicine</td>
<td>5</td>
</tr>
<tr>
<td>PA 6300</td>
<td>Introduction to Professional Practice</td>
<td>2</td>
</tr>
</tbody>
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### 2019 Spring Semester

<table>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PA 6263</td>
<td>Pediatrics</td>
<td>5</td>
</tr>
<tr>
<td>PA 6264</td>
<td>Women’s Health</td>
<td>5</td>
</tr>
</tbody>
</table>

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Clinical Year Outcomes

By the completion of the clinical year, each student will be able to:

- Effectively perform the needed and appropriate medical history (interview) based on a patient’s presenting complaint.
- Integrate core biomedical and clinical science knowledge into the evaluation and assessment of a patient.
- Analyze and synthesize historical information from a patient interview, perform the appropriate physical examination components and order the appropriate diagnostic evaluation (laboratory and/or imaging).
- Review and interpret diagnostic results.
- Develop appropriate medical or surgical treatment and/or management plans.
- Utilize and apply the principles of evidence-based medicine.
- Effectively, ethically, and professionally navigate and demonstrate the role and responsibilities of an entry level physician assistant.
- Use effective interpersonal and communication skills with patients, physicians, and all members of the healthcare team.
- Provide culturally appropriate care to all patients.
Program Competencies

Entry-level physician assistants must demonstrate competency in performing a variety of functions and tasks. According to the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), competencies are defined as “the knowledge; interpersonal, clinical, and technical skills; professional behaviors; and clinical reasoning and problem solving abilities required for physician assistant practice.” These competencies are essential to preparing graduates to provide preventive, emergent, acute, and chronic care across various healthcare settings. Upon completion of the George Washington University Physician Assistant Program, graduates are expected to:

Medical Knowledge
- Discuss the etiology, pathophysiology, clinical manifestations, differential diagnoses, management, and appropriate interventions of medical and surgical conditions.
- Integrate core knowledge from the biomedical and clinical sciences with patient data to provide appropriate patient care.
- Apply an evidence-based and analytical approach to clinical situations.

Interpersonal and Communication Skills
- Demonstrate interpersonal and communication skills that result in effective information exchange with patients, their families, physicians, professional associates, and other members of the health care team.

Patient Care
- Elicit appropriate patient histories and competently perform physical examinations as well as other clinical procedures considered essential in the area of practice.
- Demonstrate the ability to work effectively with physicians and other members of the health care team to provide patient-centered care.
- Plan and administer care that is effective, age-appropriate, patient-centered, timely, efficient, and equitable for the treatment of health problems and the promotion of wellness.

Professionalism
- Recognize professional and personal limitations and exhibit a commitment to on-going professional development.
- Employ responsible and ethical practices, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements in the delivery of patient care.

Practice-Based Learning and Improvement
- Critically analyze the medical literature and individual practice experiences in order to improve patient care practices.

Systems-Based Practice
- Demonstrate an understanding of and responsiveness to societal, organizational, and economic factors that impact the provision of optimal patient care within the larger health care system.
Graduation Competency Requirements

Formative Observed Clinical Skills Examination (OSCE)
Over the course of the clinical year, students are required to complete a formative OSCE. The formative OSCE experience of standardized patient (SP) encounters requires the student learner to conduct a focused history and physical examination, develop a differential diagnosis, and formulate a plan for evaluation and management. The student may be required to write a SOAP note. Students are evaluated on technique in performing the history and physical examination, interpersonal and communication skills, clinical decision making, and formulation of an appropriate plan for evaluation and management. The OSCE is graded through a checklist completed by trained SPs. This is a Pass/Remediate activity. Final determination of passing is determined by the PA Program faculty. Remediation may include a repeat of the formative OSCE encounters after thorough review and plan for correction developed by the student and PA Program faculty.

Summative Observed Clinical Skills Examination (OSCE)
Within four (4) months of graduation, students will complete a summative OSCE. The summative OSCE experience consists of multiple standardized patient encounters. During each of the SP encounters, students are required to conduct a focused history and physical examination. Students are expected to explain essential information to the patient such as history and physical exam findings, diagnostic impression, diagnostic plans, management/treatment plans and/or counseling/patient education. The student may have to complete a SOAP note as well. Students are evaluated on technique in performing the history and physical examination, interpersonal and communication skills, clinical decision making, and formulation of an appropriate plan for evaluation and management. The OSCE is graded through a checklist completed by trained SPs. This is a Pass/Fail activity and must be passed successfully as a requirement for graduation. The final determination of passing is determined by the PA Program faculty.

Comprehensive Knowledge Base Examination
This is a comprehensive exam reflecting knowledge gained during the course of the PA program with an emphasis on the areas covered in the required rotations (general inpatient medicine, primary care medicine, pediatrics, women’s health, surgery, emergency medicine, and behavioral medicine). The examination is mapped to the NCCPA blueprint in terms of organ system and task areas.

The minimum passing grade for the examination is a 70%. A grade of “0” is initially assigned to any score less than a 70%. A student who fails the Comprehensive Knowledge Base Examination will have the opportunity to repeat the exam within 7 days (including weekends and holidays) of exam grade notification. If the student successfully passes the retake opportunity, a grade of 70% will be documented as the examination grade and the student passes the competency examination. If a student fails both attempts of the exam, the competency exam is documented as a failure. **Passing the Comprehensive Knowledge Based Examination is a requirement for graduation from the PA Program.** A student who fails a second Comprehensive Knowledge Base Examination will be referred to the SPC for disposition and may result in a recommendation for dismissal.

Students are expected to take all clinical examinations on the scheduled date. The rescheduling of an

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examination may be allowed if circumstances warrant (e.g. documented illness, previously identified religious holiday, or death in the family). Otherwise, there are no exceptions to this policy. If a student fails to take a scheduled examination without obtaining permission from the Co-Director of Clinical Education (Debra Herrmann) prior to the examination (or in case of an emergency as close to the exam time as possible), the student will receive a “zero” on that scheduled examination. All examinations begin and end at the scheduled time.

Clinical Year Patient Encounter Competencies
Students must have documented the following patient encounters for the clinical year:

Patient Encounters by Age:
- Five (5) INFANT encounters (patients less than 1 year of age)
- Ten (10) CHILDREN encounters (patients > 1 year of age but <12 years of age)
- Five (5) ADOLESCENT encounters (patients >12 years of age but <18 years of age)
- One hundred (100) ADULT patient encounters (patients >18 years of age but <65 years of age)
- Thirty (30) GERIATRIC encounters (patients >65 years of age)

Patient encounters by Type:
- Thirty (30) ACUTE encounters: related to a medical condition with a rapid onset and short course (eg. Upper respiratory infection, ankle sprain)
- Thirty (30) CHRONIC encounters: related to a medical condition that persistent and long lasting (eg. Hyperlipidemia, HTN, DM)
- Fifteen (15) EMERGENT encounters: related to a medical condition requiring immediate intervention (eg. Stroke, respiratory distress, asthma exacerbation, chest pain, MI, appendicitis)
- Thirty (30) PREVENTATIVE encounters: related to promoting health and reducing disease (eg. Immunizations [adult and pediatric], well-child check, colonoscopy, well-women exams, pap smears, annual physical exams, breast exams, sports physicals)

Patient encounters by Setting:
- Thirty (30) BEHAVIORAL MEDICINE encounters
- Thirty (30) INPATIENT MEDICINE encounters
- Thirty (30) OUTPATIENT encounters
- Five (5) PRE-OPERATIVE encounters
- Ten (10) INTRA-OPERATIVE encounters
- Five (5) POST-OPERATIVE encounters
- Five (5) PRENATAL encounters
- Five (5) GYNECOLOGIC encounters

The PA program faculty will monitor student encounter logs for compliance. Completing the Patient Encounter Competencies is a requirement for graduation from the PA Program. Students progressing through the clinical year who are not on target for achieving the patient encounters will be contacted by PA program faculty who will arrange alternative learning experiences, which may include changes to the rotation and elective placements, simulation exercises, or other experiences to ensure compliance with the above requirements.

Revised March 2018
PA Program Policies and Procedures

For information on the following topics, students are referred to the most current version of the Physician Assistant Program Student Policies and Procedures Handbook.

- List of Essential Functions and Technical Standards
- Academic Standards and Progress
- Academic Integrity and Professional Comportment
- Graduation Requirements
- Criminal Background Checks and Drug Screen
- Health Insurance Portability and Accountability Act (HIPAA) Standards
- Health Insurance
- Immunization and Health Assessment Requirements
- Student Rights
- Student Conduct
- Substance Use
- Social Media Policy

Statement of Disabilities
Any student who may need an accommodation based on the potential impact of a disability should contact the Disability Support Services office at 202-994-8250 in Rome Hall, Suite 102, to establish eligibility and to coordinate reasonable accommodations. For additional information please refer to: http://disabilitysupport.gwu.edu/.

Rotation Assignments and Contact Information
Every student is given a specific rotation schedule for the clinical year. The schedule is developed by the Clinical Team after a thorough review of site availability and evaluation, student academic performance, and student requests. The schedule is subject to change during the clinical year for a variety of reasons, some of which may not be controlled by the PA Program. The Program faculty also reserves the right to change a student’s rotation schedule at any time based upon a student’s individual clinical or professional performance, needs, or concerns. Students will be notified in a timely manner of changes to their specific schedule.

The schedule is maintained within the Program’s web-based clinical rotation tracking system. The clinical site contact information including the clinical site address, preceptor’s name, and telephone number is also listed and updated through this tracking system. Site specific requirements are available on Blackboard. Students MUST refer to the clinical site information and site specific information at least EIGHT WEEKS prior to the start of the next rotation. Site specific requirements, such as fingerprinting, drug screening, and immunization information may be required as early as two months in advance of a rotation start date. It is the student’s responsibility to fulfill site specific requirements in advance in order to officially start the rotation. Rotation starts may be delayed if a student has not fulfilled all of the pre-rotation specific requirements. It is imperative that you confirm your arrival at the site and with the housing coordinator, if needed, no later than two weeks prior to the start of the rotation unless otherwise notified.

When a change occurs to a student’s clinical schedule, the Clinical Operations Manager or Clinical
Placement Coordinator will notify the student and make the appropriate changes in the clinical rotation tracking system. Each student should check their clinical schedule on a regular basis. If a student is rescheduled to a different rotation other than what was originally planned (e.g. changing from Emergency Medicine to Primary Care), the student may be required to complete a change of registration form. The clinical faculty will provide the required registration information and forms.

All student should expect to complete at least two away rotations (not including away self-IDs or unique opportunities) per clinical year.

MyRecordTracker
Students must upload and maintain a copy of the following documents in MyRecordTracker:
- most current physical examination,
- immunization record including yearly influenza vaccination and PPD information,
- BLS and ACLS certifications,
- health insurance coverage,
- HIPAA training certificate,
- drug screen, and
- criminal background check

These items may be required for review by the clinical site and should always be maintained in MyRecordTracker for easy access. Students are responsible for releasing their personal information to clinical sites. Students may not start clinical rotations until the above information has been submitted to MyRecordTracker. Students will be required to obtain a second criminal background check and 12-panel drug screen 1 month prior to the start of the clinical year. Both items can be accomplished through Certiphi. Students must also obtain an updated PPD test prior to entering the clinical year. The student is responsible for the costs associated with the additional criminal background check, 12-panel drug screen, and PPD test.

Establishing Rotation Sites
The PA Program has established relationships with preceptors and sites for all core rotations and many clinical electives. Students are not required to provide or solicit clinical sites or preceptors for any of their clinical rotations during the program.

Students in the Class of 2019 may make suggestions to faculty for potential sites and preceptors outside of the established PA Program for Pediatrics and the Elective rotations following the guidelines provided to each student on November 20, 2017. Sites that are suggested by students undergo the same vetting by the PA Program clinical faculty to determine if they meet the expectations for an acceptable clinical experience as program-recruited sites. Students are not permitted to have relatives as their preceptors. The PA Program clinical faculty makes the final determination in regards to establishing an educational affiliation with an individual preceptor or clinical site.

Students on academic warning, academic probation, academic observation and/or professionalism probation at the conclusion of the semester 2 (or 6 for the dual degree students) or at any time during the clinical phase of training must complete all or remaining clinical rotations (including the Elective) at an established GW site (established unique or international rotation opportunities excluded). The PA Program reserves the right to alter a student request for a rotation based upon previous academic and/or clinical performance.

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Students should not make any travel arrangements until they have received approval from the PA Program regarding self-identified or unique opportunity sites. If the requisite paperwork has not been completed and/or the affiliation agreement has not been signed by all parties six weeks prior to the start of the rotation including the elective, students will be assigned to an established GW PA rotation site. Students are responsible for meeting all costs related to travel, lodging, and living expenses. The University and/or the PA Program reserve(s) the right to cancel or suspend travel as well as terminate the rotation early for a variety of reasons should they arise. The University and the PA Program does not refund students for travel that is cancelled, suspended, or terminated early.

Course Syllabi and Blackboard Sites
Syllabi are located on the respective rotation’s Blackboard site. Students are expected to review the syllabi and the Blackboard site prior to the start of each rotation. The Blackboard site contains an abundance of information related to the rotation including the syllabus, evaluation forms, grading rubrics as well as additional rotation- and general resources.

The syllabi are reviewed prior to the start of each semester and are revised as needed to facilitate the goals of the rotation and the mission of the Program. The Program reserves the right to make changes to the syllabi prior to the start of a new semester. Students will be notified of any substantial changes to the syllabi as noted via the respective Blackboard course site. Please contact the Course Director with any questions you may have concerning the information in the syllabi or Blackboard site for their course.

Communication
Email and Blackboard are the primary means of communicating information to and from students while on clinical rotations. Official course communications are sent through GW email accounts. It is expected that students check email and Blackboard on a daily basis to stay informed of important information from the PA Program and University. A community Blackboard site has been established for general announcements and rotation material pertinent to all clinical rotations. Students should check the community site in addition to rotation specific Blackboard sites.

Travel
In order to provide students with exposure to a broad range of patients in a wide variety of settings, travel beyond the metropolitan DC area is required. Students are not guaranteed local clinical rotations and therefore are required to have access to a car for travel and should have local housing at all times. Students should expect to travel up to 65 miles either from the GWU main campus or from one of the program-provided student housing locations to their clinical site. Students are responsible for transportation to and from all clinical sites regardless of location. In addition, each student is also responsible for any expenses incurred while rotating at a clinical site including but not limited to parking, gas, tolls, food, and other incidentals.

If assigned to an out-of-state rotation site, a student will be excused from the rotation for either ½ or 1 full day for travel back to the Program for end-of-rotation activities. In general, a student is excused for one half day when travel back to the Program is between 2-4 hours. A student is granted one full day for travel when the rotation site is greater than 4 hours from the Program.

Housing at Distant Sites
Due to the number of students who are required to rotate in the Baltimore, Southern Maryland, and the Eastern Shore, student housing is provided by the Program. It is expected that only GW PA students

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Housing is offered in a variety of settings which range from dormitory style to private homes with rooms available for student use. Only those students who are assigned to housing during a specific rotation are authorized to stay at the site. Students are prohibited from having visitors, pets, or overnight guests at the housing site. **Students who choose to stay in the GWU-sponsored housing need to sign a student housing agreement and show proof of renter’s insurance two weeks prior to moving in.** If assistance is needed to obtain renter’s insurance, the Program has a list of vendors. Students assigned to housing provided by our clinical affiliates may be required to sign housing contracts and provide room/key deposits to either the clinical site or housing provider. The Baltimore-area housing requires a criminal background check through a specific vendor. The program will cover the cost associated with this additional criminal background check.

Student housing offered by the Program is optional. Students are not required to use the housing provided by the Program and may find alternative housing options at their own expense. The Program reserves the right to inspect Program-sponsored housing at any time during the clinical year. The Program reserves the right to terminate housing for any student who violates the terms stated in the Student Housing Agreement. In addition, students must abide with the rules and regulations imposed by the housing provider. Violations of the Student Housing Agreement and housing rules as set forth by either the University or landlord are considered comportment issues, and as such will be handled accordingly. In addition, the student will no longer be eligible for housing. Any future housing required by the student for the remainder of the clinical year will be at the student’s own expense.

**Additional Coursework during the Clinical Year**
Students must obtain clearance from the Director of Clinical Education before registering for any additional coursework during the clinical year.

**Employment during the Clinical Year**
Due to the rigors of the clinical year including late nights, overnight call, and weekend call responsibilities that interferes with a student’s clinical schedule and responsibilities is prohibited. Students should not ask the Program or clinical preceptors for their rotation schedules to be changed to accommodate outside employment.

**Prohibition from Receipt of Compensation**
All students on clinical rotations are covered under the university liability insurance for malpractice and as such are representatives of The George Washington University Physician Assistant Program. Students are not employees of the clinical site and therefore are prohibited from receiving any form of compensation (i.e. money, gifts, or in-kind transactions) for services rendered during any phase of the clinical year. Students are prohibited from engaging in verbal or written contractual agreements with any clinical site. Violations of this policy are considered a comportment issue, and as such will be handled accordingly.

**Supervision on Clinical Rotations**
Students are to be supervised by clinical preceptors while caring for patients in the clinical environment. Supervision is defined as on-site physical presence in the clinical setting so that immediate consultation...
and support can be offered to the student when necessary. If a student is concerned about the level of supervision being provided at a clinical site, he/she must contact the Course Director of the rotation to discuss the matter immediately.

**Use of Students as Staff**
At no time during the clinical rotation should a student be called upon or used to substitute for regular clinical or administrative staff. If a situation arises where a student is asked to perform in a role other than that of a student or to substitute for a staff member, the student should contact the Program immediately for guidance and intervention.

**Use of Preceptors as Health Care Providers**
At no time during the clinical rotation should a student use their assigned preceptor as a health care provider. Students should notify the Program if they have been assigned to a preceptor who provides them with ongoing medical care or if the preceptor previously served as their medical provider.

**Compliance with Standard Precautions**
Safety is an important objective for both students and patients. Each student receives training on Standard Precautions and also learns the appropriate methods for handling blood, tissues, other bodily fluids, as well as managing communicable diseases. It is expected that these practices are incorporated into the daily routine of caring for patients while on rotations.

- **Student Exposure to Blood and/or Body Fluids:**
  a. Wash hands and any other affected skin area with soap and water. Flush mucus membranes with water as soon as feasible.
  b. Report the incident immediately to the appropriate person at the classroom, lab, or clinical site.
  c. GW Hospital currently contracts with Medcor (located at George Washington University Hospital, Ground Floor, Room G-1092, phone: 202-715-4275) to provide employee health services for hospital employees. As part of this agreement, the university pays GW Hospital to permit Medcor to provide limited services to medical school residents, medical students undergoing clinical rotations, and health science students performing clinical duties (including physician assistant, emergency health services, physical therapy, clinical labs, sonography, and nurse practitioners).
  d. **Exposures:** Students who sustain an occupational exposure to potentially infectious materials (needle-stick injury, splash exposure, etc.) should be evaluated immediately by Medcor. Walk-in hours are Monday-Friday, 8:00am-12:00pm and 1:00pm to 4:00pm. If the injury occurs after hours, they should be evaluated by the GWUH Emergency Department within two hours. If they are unable to reach GW within 2 hours, they should seek immediate treatment at the closest appropriate facility and then report the exposure to Medcor at the earliest opportunity. Medcor will manage appropriate follow up care. Baseline labs for HIV, Hepatitis B and C should be obtained. Students should submit their health insurance card to the facility for care provided outside of Medcor. Students will be reimbursed for any out-of-pocket expenses related to exposures while on clinical rotations not covered by health insurance as long as appropriate documentation is provided to the program in a timely manner.
  e. **Reporting Injuries:** To report all student exposures, complete the Student Injury
Report form. The form can be found on Blackboard in both the clerkship course shells and/or in the PA Clinical Year Community Blackboard site. If you cannot locate the form on Blackboard, please contact the PA Program office. The injury report form should be completed by the injured party. There is also a section for the clinical preceptor/supervisor to complete. Completed student injury report forms should be sent to the Course Director Co-Director of Clinical Education (Erika Bramlette), and the:

**The George Washington University, Office of Risk Management - Claims Manager**

*Email: risk@gwu.edu | Phone: (202) 994-3265 | Fax: (202) 994-0130*

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Clerkship Attire
All students must wear a short white laboratory coat with a physician assistant student nametag, GW PA Program patch, and their GW identification badge (GWWorld). Other identification may be mandated by the institution at which they are rotating. Students must notify the Program immediately if their nametag breaks or gets lost so that a replacement can be ordered. Students are responsible for the cost of replacement nametags.

Students are to be well groomed and appropriately dressed for working with patients and healthcare professionals. Students not meeting this requirement may be denied access to the clinical facility and could jeopardize their rotation grade. Scrubs are to be obtained, worn, and returned according to the policy prescribed by the clinical site. Scrubs are not to be worn outside of the hospital setting.

Clinical Year Attendance and Punctuality

Clinical Rotations
Students are expected to be on-time and present for all clinical rotation experiences. Excusable reasons for absence are limited to:

- documented medical illness,
- death of an immediate family member,
- jury duty,
- military service,
- subpoena,
- observance of a university-approved religious holidays,
- and faculty-approved attendance at the AAPA annual conference or other professional activities.

Routine medical, dental, business, and personal appointments are not considered as acceptable absences.

Students will be given 4 “personal days” throughout the entire clinical year to use for absences not considered excusable as outlined above. Guidelines for “personal days” include the following:

- Students cannot use “personal days” during EOR or during the first or last week of a rotation.
- No more than two “personal days” can be taken consecutively.
- Students may use a maximum of two “personal days” during any rotation.
- Students must get preceptor and Course Director approval for “personal days” at least 2 weeks in advance of the requested absence.
Students must make-up personal days taken if requested by the preceptor.

The Course Director may require a student to make up days missed time. **Students are not to request days off for studying during the clinical year.**

**Reporting of Absences/Tardiness during a Rotation**
All absences (excused/unexcused/personal day) or tardiness during a clinical rotation must be communicated immediately to the clinical preceptor and the appropriate Course Director prior to or, in times of acute illness or emergency situations, immediately following the absence/tardiness. A **Notification of Absence/Tardiness Form** must be completed and submitted to the appropriate Course Director. If a student does not notify the Clinical Preceptor and Course Director, it is considered unexcused. A Professionalism Evaluation form will be completed with the appropriate ratings based on violation of this policy.

The clinical preceptor has the discretion to require a student to make-up all absences prior to the end of the rotation. Repeated absences/tardiness may jeopardize a student’s successful completion of a rotation.

If a student misses more than **three days** of a rotation (including excused, unexcused, or personal day/s) and/or is late more than 3 times during a rotation, he or she may be required to repeat the rotation in full. The decision for a student to repeat a rotation will be determined by the PA Program Director after discussion with the Co-Director of Clinical Education (Erika Bramlette), the Course Director, and Clinical Preceptor.

**EOR Activities**
Attendance and punctuality is required at all EOR activities throughout the clinical year. All students, regardless of location, are expected to be on campus for EOR activities. It is expected that students arrive on time, be present, and remain until the conclusion of all EOR sessions. In general, students should plan to be on campus from 8am-5pm. Excusable absences from an EOR are the same as clinical rotations. Routine medical, dental, business and personal appointments are NOT considered acceptable absences. Students should notify the Co-Director of Clinical Education (Debra Herrmann) of an absence from the EOR. If a student does not notify the Co-Director of Clinical Education (Debra Herrmann), it is considered unexcused. A Professionalism Evaluation form will be completed with the appropriate ratings based on violation of this policy.

**Absences due to Religious Holiday Observance**
With respect to policies regarding student absence and observance of religious holidays, the following guidelines apply:

- Students must notify faculty during the first week of the semester of their intention to be absent from a rotation on their day(s) of religious observance;
- Faculty continue to extend to these students the courtesy of absence without penalty on such occasion, including permission to make up examinations;
- According to several schools of Islamic law which are followed by many of our Muslim students, attendance at the Friday congregational prayers is a required religious duty; although the precise time of observance varies from year to year, it always remains within the time period of 12 noon and 2 pm;

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The administration conveys this policy to students by including it in the schedule of classes and other places deemed appropriate; and

- Respect for religious freedom extends to our clinical educational environment as well. Students on clinical rotations must notify the Program of any planned absence due to religious observance. The Program may require that the student off-set the absent time with other assignments or additional hours/shifts at the rotation site.

Students should inform their clinical preceptor of any planned absences during the entire 6-week rotation due to religious holiday observance on the first week of the rotation.

**Rotation Duty Hours**

Student work hours will vary depending on the clinical rotation and practice facility. Students are expected to be at the clinical site a minimum of 32 hours per week. This schedule is set by the preceptor and site. In addition to the minimum work hours, some sites may require overnight and weekend call. PA students should not work more than 80 hours consecutively. Call responsibilities should not be more often than once every third night and every other weekend. Students should direct questions and concerns about rotation hours to the respective Course Director.

**Student Visits at Clinical Sites**

At the discretion of the PA faculty, a student visit at a clinical site (scheduled or unscheduled) may be performed with the student and/or the clinical preceptor to discuss progression and other issues related to the student clinical experience and performance. During the site visit, the faculty may have the student give an oral presentation on an interesting patient and/or evaluate the student’s performance interacting with patients.

Any of the following situations, may prompt a site visit by the PA faculty to the clinical site:

- Early transition to the clinical year student visit
- Routine site/preceptor retention visit
- The preceptor calls to express a concern regarding student performance.
- The student calls to express a concern regarding the preceptor and/or site.
- Student evaluations of the clinical site or preceptor are not meeting programmatic benchmarks
- The student is on academic warning, probation, observation or a professionalism issue.

**Inclement Weather Policy**

Health Sciences students on clinical rotations are expected to meet their clinical responsibilities and to stay in touch with their respective preceptor/clerkship directors regarding their attendance on-site. Due to the geographic variability of rotation sites, cancellations will vary depending upon the site. If inclement weather makes it dangerous to travel to a clinical site, the student must contact and speak to the preceptor directly as soon as possible. If a student is instructed not to report to their assigned site, this information must be communicated to the Course Director. Students are responsible for making up all days missed due to inclement weather.

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