Master in Physician Assistant Studies
Student Clinical Rotation Guide
2017
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General Policies and Procedures

Students entering clinical rotations are expected to thoroughly review this guide. This manual is in addition to, and not a substitution for, the Master in Physician Assistant Studies (MPAS) Student Handbook that students received upon beginning the program. MPAS students are required to abide by the student handbook, and the policies and procedures contained in this student clinical rotation guide, at all times during the clinical rotation phase of the program. Policies are subject to change or modification. Changes and/or modifications occurring during the term of this edition of the guide will be addressed by policy memos. Questions related to these policies and procedures should be addressed to the MPAS clinical liaison or clinical director.

Clinical Rotation Requirements

The clinical phase of the MPAS program is an intense training period that takes place in a variety of clinical settings including, but not limited to, teaching hospitals; outpatient clinics; private practice clinics; and county, state, and federal government facilities. Per the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) standards, students must be exposed to patients “across the span of life to include infants, children, adolescents, adults, and the elderly”. Additionally, rotations must occur in the following settings: outpatient, emergency department, inpatient and operating room.

The clinical year has seven core rotations and two elective rotations as follows:

- Internal Medicine 4-week rotation
- Emergency Medicine 4-week rotation
- Surgery 4-week rotation
- Pediatrics 4-week rotation
- Obstetrics and Gynecology 4-week rotation
- Psychiatry 4-week rotation
- Family Medicine 4-week rotation
- Elective 4-week rotation

Students must successfully complete all seven core rotations and two elective rotations. Students may elect to perform elective rotations in other specialty areas such as orthopedic surgery, cardiology, radiology, or they can elect to perform elective rotations in a core specialty. If a student fails a core clinical rotation, an elective rotation will be utilized to repeat the failed rotation. A student may also be required to use an elective rotation to repeat a core rotation if the faculty, through the review of patient logs and procedure logs, determines the student exposure to that core specialty was inadequate or did not meet ARC-PA standards.

The MPAS program and ARC-PA regulations require formal affiliation agreements between Herbert Wertheim College of Medicine (HWCOM) MPAS and clinical sites. Clinical site selection and approval rests with HWCOM and the MPAS program. The MPAS program ensures that clinical sites provide clinical instruction, education, and experiences requisite to physician assistant education.

Clinical rotations are scheduled according to site availability, site location, and student preference. Reasonable efforts are made to accommodate student preference, but the MPAS program cannot guarantee that any or all student preferences will be honored.

Circumstances may arise that require changes to a student’s clinical rotation schedule. Should changes be necessary, students will be informed of changes as soon as possible. A student requesting a change in
clinical rotation schedule must complete the MPAS Change of Clinical Rotation Request form and submit requests to the program clinical liaison or clinical director no later than 90 days prior to the rotation start date. Student requests for schedule changes will not be considered if made within 90 days of the start of the rotation, except in exceptional circumstances and at the discretion of the clinical director.

MPAS students are responsible for making their own arrangements for transportation to and from clinical sites. Inability to reach a particular site is not considered an acceptable reason for a request to change any rotation.

Students are not permitted to arrange their own clinical experiences and are not expected or required to do so. Arranging clinical sites is the role and responsibility of the Clinical Education team and the program to assure quality clinical experiences. Students are strictly prohibited from contacting any clinical site without first obtaining written permission from the clinical director or program director. This may include email communication/permission.

Designated preceptors for student suggested sites must be professionally and educationally credentialed (MD, DO, PA-C, or NP) as well as fully licensed (without restrictions) in the State of Florida. PA-C preceptors must be NCCPA certified.

Students wishing to rotate at a nonaffiliated site must complete the Request for Site Affiliation form, found in Appendix A herein, no later than 180 days prior to the rotation start date and must submit it to the clinical liaison. Affiliation depends on the MPAS program’s approval of the site to be added and ability to secure an affiliation agreement. All affiliation agreements are subject to requirements set forth by ARC-PA and HWCOM. Student suggestions are not guaranteed. Sites can be “rejected” for many reasons related to the site and/or the preceptor(s).

Students may not work at any time during the clinical experience with preceptors who are family relatives. Students may suggest healthcare provider relatives for other students to work with.

Immunizations

The MPAS program will follow Centers for Disease Control and Prevention (CDC) recommendations for immunizations. All MPAS students will be required to have the following immunizations/titers up to date prior to entering clinical rotations:

a. Measles, Mumps, Rubella
b. Tetanus/Diphtheria/Pertussis
c. Hepatitis B
d. Chickenpox (varicella)
e. Influenza
f. Purified protein derivative (PPD) screening for Tuberculosis (TB)

Immunizations are tracked in the American Data Bank. MPAS students are required to update immunizations/titers prior to beginning clinical rotations. FIU Student Health Services (SHS) will work in conjunction with the MPAS admissions coordinator to schedule immunization appointments for students. Students will receive information on services and pricing prior to their appointment at SHS. Students will also have to repeat their physical exam and level-2 background checks prior to beginning clinical rotations. Certain clinical sites may require students to submit to higher-level background checks.
MPAS Student Exposure to Infectious and Environmental Hazards

The MPAS program follows the institutional policies of FIU regarding exposure to infectious and environmental hazards while on campus and the institutional policies of its clinical affiliates regarding exposure to infectious and environmental hazards while at clinical sites. The FIU Bloodborne Pathogens Exposure Policy (available online in the Florida International University Safety Compliance Guide [http://ehs.fiu.edu/SiteCollectionDocuments/USCG2005-100.pdf]) offers guidelines to protect students from the risk of occupational infection with HIV, hepatitis B, or other bloodborne pathogens, and to implement the United States Department of Labor Occupational Safety and Health Administration (OSHA) Standard 29 CFR Section 1910.1030 Bloodborne Pathogens.

The HWCOM Bloodborne Pathogen Exposure policy, which is included in the MPAS Student Handbook, addresses methods of prevention, procedures for care and treatment after exposure (including definition of financial responsibility), and effect on student learning activities as follows:

1. All exposure incidents are regarded as serious and must be reported and documented immediately to the physician faculty member on call.
2. First aid shall be immediately administered for all types of injuries, including cuts and burns; exposed areas must be thoroughly washed with soap and water.
3. The physician faculty supervising the student shall be informed immediately. If no faculty member is immediately present, the student will contact the faculty member on call.
4. The supervisor must attempt to obtain witness reports of the incident.
5. The supervisor shall attempt to determine the nature of the exposure(s) and any associated biohazardous risks, including documentation of routes of exposure(s).
6. If possible, source material of the exposure should be retained and secured in a safe manner.
7. If the supervisor determines that the incident constitutes an occupational exposure to biohazardous materials, then he/she immediately will begin documentation of the incident using the Student Exposure Report form found in Appendix B herein.
8. All information related to student exposure shall be regarded as confidential.
9. Documentation of the incident shall include the activity in which the student was engaged at the time of exposure, the extent to which appropriate work practices and protective equipment were used, and a description of the source of exposure.
10. On-campus injuries: The student is directed to FIU Student Health Services (SHS) during normal business hours for appropriate follow up. If the incident occurs after working hours, or requires emergency care, then the student will be directed to the nearest emergency department for proper evaluation.
11. Off-campus injuries: The student is directed to seek care at the hospital’s emergency department (according to the clinical affiliation agreement), or referred to the closest outpatient clinic.
12. The student assumes responsibility for all charges associated with diagnosis and treatment of exposure injuries not covered by his/her health insurance plan. A student may request the college’s assistance by discussing the situation with a representative from the director’s office.
13. Students should follow up with SHS or with their primary care physician.
MPAS students are informed of institutional policies in the MPAS Student Handbook, on the program’s website, and during orientation to the program. Orientation includes instruction on fitting of respirator masks. Policies specific to clinical sites are documented in each course syllabus utilizing the site; students are apprised of site-specific policies during orientation to the rotation and/or site. Continued monitoring and enforcement of the FIU Bloodborne Pathogen Exposure policy is critical for maintaining the safety of MPAS students, faculty, staff, and patients in all learning environments.

**Liability Insurance**

Each MPAS student is covered for professional liability under the FIU self-insurance program. Students can learn more about this program at: [http://www.flbog.sip.ufl.edu/index.php](http://www.flbog.sip.ufl.edu/index.php). MPAS students rotating at a clinical site must maintain the role of a student; they are prohibited from assuming any responsibilities outside those clearly defined and agreed upon for a student. Students are not allowed to substitute for or function as clinical or administrative staff. Students should be appropriately and routinely supervised by the preceptor of record and must perform duties within the scope of the agreed-upon clinical experience. Remaining within the scope of agreed-upon student duties and responsibilities is vital to preserving the professional liability coverage provided by the university and is important in protecting the student, FIU and the clinical site in the case of legal action sought by a patient.

Students are prohibited from participation in any patient care activity outside the formal rotation assignment, even in the case that an occasion for participation is presented by the clinical site as potential employer. Though these opportunities may be attractive and are seemingly benign, they must be avoided, as FIU’s liability coverage does not cover the student in these circumstances.

MPAS students working in paid positions in a different health-care–related capacity at any time during their physician assistant education are not permitted to assume the role of MPAS student while on duty as a paid employee. Liability insurance will not cover any student assuming the role of an MPAS student outside an assigned clinical rotation.

**General Safety Guidelines**

Students and faculty must be aware of the need for personal safety and act accordingly to minimize risks. The safety and security of students and faculty are the first priority of the MPAS program. Safety and security practices are reviewed prior to community and clinical experiences. Examples of such educational training programs include:

- Universal precautions
- Needle stick prevention
- Response to needle stick or bodily fluid exposure
- De-escalation techniques when dealing with an angry patient, student or co-worker
• Emergency procedures involving medical care (e.g., CPR), natural disasters, terrorism, assault, illegal activities, and others.

While working in community settings, including hospitals, clinics, home visits, and other off-campus venues, MPAS students and faculty should use common sense and take precautions, including but not limited to, the following:

• Be aware of your surroundings

• Don’t stand out (e.g., wearing flashy or expensive jewelry)

• Don’t carry excessive amounts of money

• Don’t leave valuables in plain sight

• Travel in pairs whenever possible

• Keep car doors locked and windows closed

While working or studying on campus, it is important to keep in mind that the University Police Department has jurisdiction over the entire university, including HWCOM. Emergency phones have been installed at strategic locations around FIU, which connect directly to the University Police Department. Students and faculty are urged to take notice of and become familiar with their locations. As members of the FIU community, students and faculty can enhance their personal safety and help keep the campus safe by taking precautions, including but not limited to, the following:

• Walk in pairs in isolated places or during the evening. Students and faculty should not hesitate to call the University Police Department to request a student escort or other security service at night.

• Keep close watch on your personal property. Do not leave personal property such as books, audio or video players, cell phones, PDAs, laptops, purses, wallets, jewelry, cameras, or other valuable objects unattended or out of your sight or in classrooms, the library, restrooms, clinic, campus dining areas, the bookstore, your vehicle, or in any public place.

• Report all on-campus thefts or suspicious persons or activities to the University Police Department. Contact information is listed below.

While fulfilling MPAS educational objectives, students and faculty also must be aware of the need for personal safety and act accordingly to minimize risks. The key message for students and faculty is to be cautious and use common sense. Always listen to your “gut” and follow your instincts. If an environment or situation feels unsafe, stay calm and leave immediately. Discuss the incident with a faculty supervisor and/or call law enforcement.  

Emergency contact information:
• For all off-campus emergencies, call 911

• For all on-campus emergencies and urgent scenarios involving safety, call the University Police Department at 305.348.5911 (for the Modesto A. Maidique Campus) or 305.919.5911 (for the Biscayne Bay Campus)

• For non-urgent safety concerns or questions, contact:
  - 305.348.2626 for the Modesto A. Maidique campus
  - 305.919.5559 for the Biscayne Bay campus

**Academic Policies**

Students in the MPAS program must earn a grade of 77% (C) or better in all MPAS courses and course enhancements and must maintain an overall GPA of 3.0. For more details, see the MPAS Student Handbook. Grading systems include assessment of participation in program courses and activities and assessment of professionalism.

**Grading and Evaluation**

A minimum final grade of 77% (C) is required to pass each rotation.

The grading scale used in clinical rotations is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>91-92%</td>
</tr>
<tr>
<td>B+</td>
<td>89-90%</td>
</tr>
<tr>
<td>B</td>
<td>85-88%</td>
</tr>
<tr>
<td>B-</td>
<td>83-84%</td>
</tr>
<tr>
<td>C+</td>
<td>81-82%</td>
</tr>
<tr>
<td>C</td>
<td>77-80%</td>
</tr>
<tr>
<td>F</td>
<td>&lt;77%</td>
</tr>
</tbody>
</table>

Final grades will be based on calculations according to the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-of-rotation Examination</td>
<td>40%</td>
</tr>
<tr>
<td>Final Preceptor’s Evaluation</td>
<td>40%</td>
</tr>
<tr>
<td>Comprehensive written note/Case presentation</td>
<td>10%</td>
</tr>
<tr>
<td>Patient Logs</td>
<td>10%</td>
</tr>
</tbody>
</table>

At the end of each core rotation, MPAS students complete an end-of-rotation examination and receive an evaluation from the preceptor. Students must also complete a practice exam prior to the completion of each clinical rotation. Students also are required to complete either a written clinical note or an oral presentation on a patient encountered during their rotation. The written note is completed using an electronic medical record (EMR) designated by the MPAS program. Students also are required to maintain
a patient log for each rotation. The patient log is maintained in E*Value and must be updated daily. Logging should be completed only for patients with whom the student interacts in an active care/management role. No identifiable patient information will be entered in the log or note to ensure HIPPA compliance; the note is not part of the official patient record. If a student fails a rotation, there may be mandatory remediation in accordance with the procedures described in the student handbook.

Students may receive a grade of Incomplete (I) in a clinical rotation, which may result in referral to SEPC.

CanvasMed
All rotation syllabi are housed in CanvasMed. Any additional announcements, lectures, assignments, and other documents related to rotations will be posted on CanvasMed. Students are responsible for checking CanvasMed at least weekly and for remaining up-to-date on current requirements, assignments, communications, and any other information.

eMedley
All patient encounters must be logged in eMedley on a daily basis. The preceptor evaluation and student evaluation also are recorded using this tool.

Clinical Rotation Attendance
During clinical rotations, 100% attendance is required of the student. Students should start their clinical rotations at the time determined by their preceptors. Unreliable or undependable behavior is considered unprofessional behavior. Scheduled activities and/or clinical rotations may take place on any day of the week (including weekends), and may take place during day or night hours. Students should follow the instructions from clinical site preceptor(s) regarding the schedule for a particular clinical rotation. MPAS students must maintain sufficient flexibility to respond to schedule changes and unexpected patient care demands.

It is recommended that all absences be approved PRIOR to their occurrence. Students expecting to be absent must complete the Absence Excusal form and submit it to the clinical director. Students cannot miss more than 10% of a clinical rotation, and all missed time must be approved by the clinical director. Students expecting to be absent must complete the Absence Excusal form.

In the event of an emergency, when it is not possible to obtain permission prior to the absence, students must notify the following by phone and a confirmatory e-mail within 3 hours of the time they were expected on site:

- MPAS clinical liaison and MPAS clinical director
- On-site preceptor
- MPAS program office

Students must also complete the Absence Excusal form found in Appendix B herein within 24 hours of their absence. Failure to notify and to obtain approval from both the MPAS program clinical director and the clinical site preceptor may result in referral to SEPC. Students who are absent from a rotation site for 2 days without authorization and approval by clinical director will be referred to SEPC for further evaluation.

Tardiness and early departures from clinical rotations are not permitted. A student is subject to receiving unsatisfactory scores on his/her clinical performance evaluation for tardiness and early departures, which
may result in the student having to repeat part or all of the rotation. Attendance is a critical element in the student’s clinical performance evaluation.

**Student Conduct and Professional Behavior**

Students are required to follow the rules of conduct, policies, and procedures outlined in the FIU Student Handbook and the MPAS Student Handbook and established at affiliated facilities. The responsibility of assuming the role of a physician assistant demands the highest moral and ethical standards. Developing these standards is a lifelong process which continues as an integrated component of the MPAS student’s education in the MPAS program. With this as a fundamental principle, the MPAS program does not tolerate violations of ethical and moral values. Therefore, violations such as cheating, plagiarism, and unprofessional conduct are not tolerated.

**Nepotism and Fraternization**

Occasionally students request to serve a rotation with a friend or relative (who is also a health care provider) that will serve as the preceptor. Due to the potential that personal relationships can interfere with the clinical evaluation process, which is both objective and subjective in nature, such rotation arrangements are prohibited.

Students may find themselves attracted to a preceptor (or vice versa) or other personnel at the site(s) at which they are rotating. Pursuit of amorous or sexual relationships between students and clinical rotation personnel during the rotation period compromises the integrity of the education and evaluation processes and should be avoided by students. Students also should be aware of FIU-104 Sexual Harassment policy found at [http://hr.fiu.edu/uploads/file/EOP/Sexual_Harassment_Policy_as_of_02-10.pdf](http://hr.fiu.edu/uploads/file/EOP/Sexual_Harassment_Policy_as_of_02-10.pdf) and included in the MPAS Student Handbook.

Students with questions or concerns about the above issues should immediately consult the clinical liaison, clinical director, academic director, or program director.

**Student Contact Information**

Each student has been provided with a FIU e-mail address. This is the only e-mail address used for MPAS program communication. **Students are responsible for reading e-mail correspondence on a daily basis.**

MPAS students must furnish contact information, including mobile phone number and information for an emergency contact, to the clinical director. **It is the MPAS student’s responsibility to keep contact information current with the clinical director.**

**Family Educational Rights and Privacy Act**

In compliance with the Family Educational Rights and Privacy Act (U.S. Public Law 93-579; FERPA), the MPAS program requires its students' written consent to the sharing of personal information with its educational partners (clinical affiliates and practice sites) strictly on a need-to-know basis. This sharing of personal information may include social security number, email address, telephone number, results of drug screening tests, or results of background checks. Notice is hereby given that initial drug screening and background checks (before the clinical rotation phase) and random drug screening or additional background checks may be requested of the student at any time while the student is enrolled in the
MPAS program, as well as for placement in certain clinical sites as a matter of standard operating procedures for those sites. The MPAS student will be responsible for the cost of all above drug screening and background tests.

A student’s signature on the form found in Appendix C herein stating receipt of this student clinical rotation guide and acceptance of the terms and conditions contained within this guide is considered acceptance of above informed consent.
Appendix A—Request for Site Affiliation Form

FIU Herbert Wertheim College of Medicine
FLORIDA INTERNATIONAL UNIVERSITY
Master in Physician Assistant Studies

Student Name: ____________________________________________
(Print)

Practice Name: __________________________________________ Contact Name: _____________________________

Practice Address(es):
Street
City
State
Zip
_____________________________________________________________________________________
_____________________________________________________________________________________

Board Certification: ☐ Yes ☐ No

Specialty: ________________________________________________

Number of years in practice: __________ Average number of patients (per day): _____________

Number of Medical Doctors: __________ Number of Physician Assistants: ________________

Signature: ___________________________ Date: ___________________________

For Office Use Only:
☐ Yes ☐ No ☐ Pending

Recommendations: ______________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Signature: ___________________________ Date: ___________________________
Appendix B—Absence Excusal Form

Any student anticipating time away for an exceptional event during the clinical portion of the MPAS program should complete and submit this form to the clinical director at least 1 month in advance of the anticipated absence.

Students absent from a clinical rotation as a result of an emergency must fill out and submit this form to the clinical director within 24 of their absence. Failure to do so may result in referral to SEPC.

Student Name (PRINT):______________________________________

Class: ______

Anticipated date(s) off: _______________________________________

Reason for Absence(s):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Signature: ___________________________________________

Date Submitted: ________________

Program Use Only

Request Approved: ______ Not Approved: ______ Date: ________________

Clinical Director Signature: ________________________________

Program Director Signature: ________________________________

Comments:
Appendix C—Student Acknowledgement of Receipt of MPAS Student Clinical Rotation Guide Form

I, __________________________________________ (print name), have read and understand the policies and procedures found in this MPAS Student Clinical Rotation Guide. I have also reviewed the FIU Student Handbook and the MPAS Student Handbook. I am familiar with the contents of these documents and the policies and procedures herein. I agree to abide by these regulations.

This form must be signed and returned to clinical director prior to starting clinical rotations.

____________________________________________________
Student Signature

____________________________________________________
Clinical Director Signature

______________
Date