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General Policies and Procedures
Students entering clinical rotations are expected to thoroughly review this guide and understand its intent and meaning. 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 or any additional policy and/or procedures implemented since the start of 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 at any time. Changes and/or modifications occurring during the term of this edition of the guide will be addressed by policy memos and transmitted by postings to common sites (such as CanvasMed) or distributed (hardcopy directly to students or email). 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 and study period that takes place in a variety of clinical settings including, but not limited to, teaching hospitals, community 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 is composed of seven (7) core rotations and two (2) elective rotations of 4-5 weeks duration throughout the clinical year, as follows:

- Internal Medicine
- Emergency Medicine
- Surgery
- Pediatrics
- Obstetrics and Gynecology
- Psychiatry
- Family Medicine
- Electives (2)

Students must successfully complete all 7 core and 2 elective rotations to complete the clinical program. Students may elect to perform elective rotations in any specialty area or may elect to perform elective rotations in any core discipline. 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 review of patient and procedure logs, determines the student exposure to that core specialty was inadequate or did not meet ARC-PA standards.

The MPAS program, College of Medicine and ARC-PA rules and regulations require formal affiliation agreements between Herbert Wertheim College of Medicine (HWCOM) MPAS and clinical sites as well as individual preceptors, as applicable. Clinical site selection and approval rests with HWCOM and the MPAS program. The MPAS program serves to do the best we can to insure 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 as able. Reasonable efforts are made to accommodate student preference, but the MPAS program cannot and does not guarantee that any or all student preferences will be honored at any time.

Changes: Additionally, 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 a MPAS Change of Clinical Rotation Request via email and submit such requests to the program clinical liaison and 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 or at the discretion of the clinical director and/or clinical liaison. Approval of such requests is not guaranteed.

Transportation: You must have reliable transportation. MPAS students are responsible for making and maintaining 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. Site locations in the primary service area of the FIU Modesto campus may be up to 90 miles one-way for travel.

Students are not permitted to completely 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 and institutional compliance. Students are strictly prohibited from contacting any clinical site without first obtaining written permission from the clinical director or program director. This may include permission by email communication.

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. In some cases, Clinical Nurse Midwives (CNM) and non-MD/DO mental health professionals may be also utilized.

Students wishing to rotate at nonaffiliated sites 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 for new affiliations, sites or preceptors cannot be 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. However, 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 (ADB) system. MPAS students are required to update immunizations/titers prior to beginning clinical rotations and continually maintain all ADB credentials throughout the program. Student may arrange for any vaccinations on their own or through FIU Student Health Services (SHS). Documentation must be consistent with requirements set by the program and/or ADB. Students should receive information on services and pricing prior to any appointment for clinical services. Students may have to repeat any or all credentials required for including but not limited to 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 or separate and distinct credentialing materials. The student is responsible for submitting all such required documentation. Failure to submit any requested information may delay clinical placement and graduation from the program.

**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]) and the Department of Environmental Health and Safety 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. For all exposures, submit exposure form (Appendix) directly to the program for processing.
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 Clinical Director or Program Director.
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 or preceptor supervising the student shall be informed immediately. If no faculty member is immediately present, the student will contact the MPAS program.
4. The student, supervisor and/or preceptor should attempt to obtain witness reports of the incident.
5. The supervisor or preceptor 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 or preceptor 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 provided by the program.
8. All information related to student exposure shall be regarded as confidential health information.
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, urgent care or similar (according to the clinical affiliation agreement), or referred to the closest outpatient clinic. Preceptors and other clinical site personnel can act as resource to facilitate this.
12. The student assumes responsibility for all charges and activities 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 for all injuries incurred on clinical rotation sites or on campus.
MPAS students are informed of institutional policies in the MPAS Student Handbook, on the program’s website, and during orientation to the program. 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 or through instructions provided directly to the student by the program, clinical coordinators, preceptors or site personnel. 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. Student are encouraged to advise the program of any unsafe environment they encounter while a student in the program.

**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. 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 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:
  o 305.348.2626 for the Modesto A. Maidique campus
  o 305.919.5559 for the Biscayne Bay campus
Academic Policies

Students in the MPAS program must earn a grade of 74% (C) or better in all MPAS courses and course enhancements and must maintain an overall GPA of 3.0. Note that to achieve a 3.0 or higher overall, the student must average 83 or higher in each course over the course of the program. 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 75% (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>75-80%</td>
</tr>
<tr>
<td>F</td>
<td>&lt;75%</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>NOTE: Must pass with 65 score or higher</td>
<td></td>
</tr>
<tr>
<td>Final Preceptor's Evaluation</td>
<td>30%</td>
</tr>
<tr>
<td>Comprehensive written note/Case presentation</td>
<td>15%</td>
</tr>
<tr>
<td>Patient Logs</td>
<td>15%</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 are encouraged to complete a practice exam prior to the completion of each clinical rotation within provided or subscription test banks for Physician Assistants. Student have noted this practice to highly valuable to their study and EOR exam performance. Students also are required to complete a written clinical note in prescribed format and present oral presentations as required covering patient encountered during their rotation. The written note is completed using an electronic medical record (EMR) or EMR template designated by the MPAS program.
Students also are required to maintain a patient log for each rotation. The patient log is maintained in online software provided by the program and must be updated daily. The rule for logging patients is simple: Every patient, every day. Logging rules may be modified periodically at the discretion of the program. Logging should be completed for patients with whom the student interacts in an active care/management role or direct observation. No identifiable patient information should be entered in the log or note to ensure HIPPA compliance; the note is not part of the official patient’s record.

If a student fails a rotation, there may be mandatory remediation in accordance with the procedures described in the student handbook. Remediation is coordinated by the student’s academic advisor (assigned faculty member) in coordination with the Clinical and Program Directors.

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 and distributed through CanvasMed. Any additional announcements, lectures, assignments, and other documents related to rotations will be posted on CanvasMed or distributed directly to the students via email. Students are responsible for checking CanvasMed at least weekly and for remaining up-to-date on current requirements, assignments, communications, and any other information. Students must also check FIU email every 24-36 hours.

**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. Additional training will be made available to effectively utilize this tool in live sessions, video recordings and student manuals for such purpose. Any questions regarding the use and application of eMedley during the clinical year should be directed to the Clinical Director. It is the responsibility of the student to insure at all patient logs, time logs, preceptor and student evaluations are completed on time for each rotation period.

**Clinical Rotation Attendance**

During clinical rotations, 100% attendance is required of the student. Students should start their clinical rotations at the time determined by the site and/or 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 holidays), 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 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 and may include sanctions including but not limited to failure of the rotation. 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 and action.

Tardiness and early departures from clinical rotations are not permitted and considered highly unprofessional and inconsiderate of clinical site operations and personnel. 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 behavioral, 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 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 and responding (as required) to e-mail correspondence on a daily basis. In some cases, your lack of response can delay clinical placement and may delay your graduation. We can only work effectively on your behalf with your input and cooperation.**

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 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

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