

Le Moyne College Department of Physician Assistant Studies

Clinical Year Manual



2012 Edition

Le Moyne College Department of Physician Assistant Studies Clinical
Year Schedule--Class of 2013

Rotation Number	Dates	Call Back Days*
One	8/13 - 9/19	9/20 & 9/21
Two	9/24 - 10/31	11/1 & 11/2
Three	11/5 - 12/12	12/13 & 12/14
<u>Holiday Break</u> 12/17 - 12/30		
Four	12/31 - 2/6	2/7 & 2/8
Five	2/11 - 3/20	3/21 & 3/22
<u>Spring Break</u> 3/25 - 3/29		
Six	4/1 - 5/8	5/9 & 5/10
Seven	5/13 - 6/19	6/20 & 6/21
<u>Competency Week</u> 6/24 - 6/28		
Eight	7/1 - 8/7	8/8 - 8/9
White Coat Ceremony 8/16/13		

Program Contact Information

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Clinical Year Faculty/ Staff

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Transition to the Clinical Year

Attendance: Attendance during all transition sessions is mandatory for all students

Health Insurance

Students are required to maintain health insurance for the duration of the PA program. Students must submit proof of coverage to the program office before beginning the clinical year, usually in August. The insurance policy must cover students in the event of illness or injury that may result from patient care. If the carrier changes at any point during the clinical year, you must let the program office know immediately.

Health Clearance

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

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

Structure of the Clinical Year

- The clinical year is comprised of 3 courses during any given time frame (with the exception of the summer, when Research Seminar has ended). They are as follows:
 - PAS 671-678, Professional Skills and Research Seminar
- Professional Skills is overseen by Professors Springston and Duffy and includes the following:
 - Grand rounds presentations, journal club, professional portfolio, competency week, board review and various other assignments

- Research Seminar is overseen by Dr. Holmes and includes all work related to your Master's project. Meetings generally occur the Wednesday afternoon prior to CBD and the Friday morning of CBD. These are assigned by Professor Cappelletti the week before CBD.
- The clinical rotations are overseen by the Clinical Coordinators and include the following:
 - 8, 6-week rotations
 - Primary Care, Pediatrics, Women's Health, Emergency Medicine, General Surgery, Behavioral Medicine (Psych/LTC), Medicine and Elective.
 - Behavioral, Elective and Medicine rotations may be split into two 3- week blocks with approval of the Clinical Coordinator.
- Call Back Day occurs on the Thursday and Friday of every 6 week block. The schedule is distributed by Professor Springston early in the week and generally consists of a PASS meeting Thursday am, followed by the EORE, followed by a meeting with the Clinical Team and then Professional Skills related activities. All assignments are due in the CBD folder at the time of the EORE.

Registration for Clinical Rotations

During the spring of the didactic year, an email reminder will be sent by the program office advising you to register for the summer/fall semesters (start of clinical rotations). Similarly, in the fall of your clinical year, another reminder will be sent to register for the spring semester and in the spring of your clinical year, a reminder will be sent to register for the last summer semester. Upon receipt of these reminder emails you must do the following:

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

Failure to register within the aforementioned time frame will result in the delay of your first clinical rotation. *There are no exceptions!* You must be registered to go on clinical rotations.

Assignment of Clinical Rotations

- Assignments are made by the Clinical Coordinator(s) and are not negotiable.
- Once a rotation is scheduled, it may not be changed by the student. It may be changed by the Clinical Coordinator, out of necessity or due to issues beyond our control and when this occurs, students must remain flexible.
- Personal considerations/situations will be considered when possible.
- Each student has a different experience on every rotation. While we strive to provide equivalent experiences, you will not see and do exactly what your classmate did on the same rotation.

Student Initiated Clinical Rotations:

Students are not required to obtain their own clinical sites or preceptors at any time. Occasionally, however, students will be interested in working with a person or a site that is not affiliated with

our program. In that case, a student may request permission from the Clinical Coordinator to initiate a rotation. The Clinical Coordinator will consider each request on an individual basis, considering the distance to travel and the academic strength of the student. A request may be denied if he/she has had excessive absences, if there are conflicts with scheduled PA program activities or if the student is on academic or behavioral probation.

To do so, the following are required:

- The student must be in good standing with the program, both academic and behavioral.
- The student must check with the Clinical Coordinator to see if an affiliation exists prior to approaching the site/preceptor
- Once authorized to approach the site/preceptor, the student must have the appropriate paperwork (preceptor agreement form and clinical practicum site request form) completed and submitted to the program no less than 90 days prior to the rotation start date
- Lastly, the Clinical Coordinator must approve all student initiated rotations and cannot guarantee all of them

Distant Rotations

Distant rotations are considered sites greater than 3.5 hours from Le Moyne College. Students may have a maximum of 2 distant rotations each year.

A student may request permission from the Clinical Coordinator to initiate a distant rotation. The Clinical Coordinator will consider each request on an individual basis, considering the distance to travel and the academic strength of the student. A request may be denied if he/she has had excessive absences, if there are conflicts with scheduled PA program activities or if the student is on academic or behavioral probation.

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- Once authorized to approach the site/preceptor, the student must have the appropriate paperwork (preceptor agreement form and clinical practicum site request form) completed and submitted to the program no less than 90 days prior to the rotation start date
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Travel

During the clinical year, students will travel a variety of distances to reach their clinical sites. As a result, some of you will require additional time to travel in order to be here for CBD. The rules regarding travel are as follows:

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

Expenses

There will be many occasions during the clinical year that will require out of pocket expenditures. All of these expenses are the responsibility of the student and include things such as: parking, gas, tolls, housing, food, background checks etc. There may, on occasion, be an opportunity for students to apply for grant money to offset some of these expenses. Failure to plan accordingly for these expenses is not a consideration for clinical site placement. All students will incur some travel during the clinical year.

Background Checks

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

A criminal background check that reveals criminal activity or a failure to pass drug screening may impede clinical training or status in the School of PA Studies. The cost of these screenings will be at the expense of the student.

Arrangements for the background check can be made through the Human Resources office. Payment is required in advance.

Clinical Rotation Checklist

Plan Ahead

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

Day One

- Arrive a few minutes early.
- SMILE. Thank preceptor for having you.
- Sit down with him/her; establish hours/call schedule/expectations...
- Ask if you will be working strictly with one provider or with more than one. If more than one, who will complete your evaluations? Will they be done jointly?
- Advise them of the need to turn in 4 clinical write ups....ask permission to copy patient notes—reassure them that patient’s id will be removed.
- Ask preceptor what their expectations are of you. Do they expect you to attend hospital rounds, work nights or take call? Do they expect you to give a presentation? Do they want

you to see the patient first and present or simply follow for the first few days? Everyone is different! If you **clarify the expectations** at the get go, you will avoid a lot of stress!

Midpoint

- Complete mid-rotation evaluation form on Blackboard as per the rubric. Ask preceptor to call the program after reviewing your evaluation. Advise Clinical Coordinator of any concerns or issues at the site

Last Day/Week

- Remind preceptor early in the week of the need to complete the final evaluation.
- **Send a thank you note to the preceptor upon completion of the rotation. This is a good idea EVEN IF it was NOT a great rotation.**

Identification

Students must wear their Le Moyne College photo identification in an easily visible location while on clinical rotations. All students must identify themselves as “physician assistant student” to patients and medical staff. Under no circumstances should a student encourage

Communication

Email

- It is essential that you check you Le Moyne email every day. Student communication with the department of Physician Assistant Studies is routinely accomplished via email communications.
- This is especially true during the clinical year when students are away from campus. Students will be expected to check their LeMoyne (e.g. “@lemoyne.edu”) email accounts every day for essential communications. Email responses are expected in a within 24 hours. If for some reason you are unable to check your email every 24 hours (eg: your computer has broken), you are responsible for notifying us of that and advising us of an alternate method of communication by which we can reach you.
- You will be responsible for the inability of the program to deliver important email to you because of failure to check your email. Failure to do so reflects poorly on the student’s professional comportment.
- When communicating with the Program, it is our policy that only LeMoyne email accounts will be recognized for student communication. This is important because e-mails originating from third-party accounts/services, such as Yahoo, Gmail, and others are frequently routed to quarantine folders. In these cases, the recipient may not be notified of the email until a later date when the quarantine folder contents are reviewed.

Texting

- Texting as a method of communication with the faculty and staff is strictly prohibited. In order to properly document, all communication must be done via email or phone. Failure to comply will result in referral to the Promotion’s Committee for consideration.

Social Networking

- During the PA Program and while on clinical rotations, the taking of pictures, diagnostic images and other patient information that is acquired during a patient encounter (including the operating room) is strictly prohibited. This is true even when the patient is not identified. Any use of confidential patient information on any social media platform is strictly prohibited. This includes but is not limited to YouTube, Facebook, Twitter, LinkedIn and blogs. Violation of this policy is a serious offense. Posting of certain information is illegal and may expose the offender to criminal and civil liability. Further, offenders will be subject to adverse academic actions ranging from probation to dismissal from the Program.
- Students are prohibited from “friending” any faculty or staff member while a student in the program.

Sexual Misconduct

- Sexual relations between a PA student and a patient are unethical, regardless of who initiated the relationship. Reasonable proof of a sexual relationship between a student and patient will result in dismissal from the program. Sexual relations between a PA student and clinical staff at a site are unacceptable.
- Sexual harassment of a physician assistant student by a preceptor or other rotation site employee is a serious matter and must be reported to the clinical coordinator immediately. All good faith reports of inappropriate behavior will be supported. Students should not attempt to handle this problem alone, as sexual harassment involves issues of unequal power. Should a student feel they/he/she has been sexually harassed, assistance from the program faculty should be sought immediately.

Call Back Day

- This occurs at the end of every six week block and attendance is mandatory. If an emergency arises, you must notify the Clinical Coordinator, Research Coordinator and Professional Skills Instructors of your anticipated absence as 3 courses take place on CBD
- This is when the end of rotation exam (EORE) is given as well as when both Professional Skills and Master’s Seminar are taught.
- Turn in your CBD folder containing 2 clinical write ups, procedure forms (when applicable), Typhon logging summary for all 6 weeks, EASI evaluations and Kaplan summaries.
- These are all required prior to the assignment of your grade.

Grades

Grades are assigned in accordance with the rubric as outlined on Blackboard. In the clinical year, rotations grades (PAS 671-678) are “Pass/Fail.” Further, grading is “off-cycle” from the rest of the

college and therefore “NG’s” or “no grades” will be issued as place holders. This NG will be changed to a “P or F” once all components/requirements of the grade have been received and recorded. If there are outstanding components that the student must complete we will notify you. Otherwise, the grade will be changed when the coursework is compiled.

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

Housing Policy

As a Le Moyne College PA student, you are bound to all Le Moyne College housing policies as per the student handbook located at www.lemoyne.edu/handbook Therefore if you are staying in any of Le Moyne’s residences, you must adhere to all of these policies. This includes but is not limited to guests, pets, smoking, trash, cleaning. If assigned to a North Country rotation, students are required to stay in the Carthage apartment, unless other special circumstances are approved by the Clinical Coordinator.

Further, the office of Campus Life and Leadership is responsible for all issues related to housing. If you have any issues or concerns related to your housing, please contact the Office of Campus Life and Leadership at 445-4520.

Each residence will be cleaned annually by a professional cleaning company. For those in a house where tenants change between rotations, you are responsible for thoroughly cleaning the residence and leaving it in the condition you received it. This includes cleaning bathrooms, kitchens, floors, carpeting and removal of all trash. Students in the Carthage house are required to take close up pictures after cleaning each of the main areas, to include: all bathtubs/showers, toilets, kitchen, bedrooms, and living area. These pictures must be sent campuslife@lemoyne.edu on the Wednesday morning of call back week. If pictures are not indicative of meeting the acceptable standard or if the next group of tenants complains about the condition of the residence, then the tenants will be responsible for the cost of having the apartment professionally cleaned.

Keys to each of the residences are issued by the Office of Campus Life and Leadership. If you are placed in the Carthage apartment, you will report to their office on the *Friday* of CBD prior to the start of the rotation. At this time, you will sign a housing agreement and a key release form. After your rotation, you will return the key to the same office on the *Thursday* of CBD.

Interviews

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

Conferences/Board Review

There are many opportunities to attend various conferences and board reviews during the clinical year. Students may request to attend either a state or national conference during their clinical training. The Clinical Coordinator will consider each request on an individual basis, considering the distance to travel, the academic strength of the student, the rotation and the amount of time the student would miss. A request may be denied if he/she has had excessive absences, if there are conflicts with scheduled PA program activities or if the clinical education outweighs the benefits of attending the conference.

Requests must be made no less than 2 weeks in advance from both the preceptor and the Clinical Coordinator. As part of your attendance, you will be required to complete a two minute evaluation on each session you attend, to be turned in upon your return. You are not required to make up this time.

Absences

Any missed time from a clinical site-including time missed for remediation-must be made up within 30 days of the absence. An incomplete will be issued until all absences are made up, becoming an "F" after 90 days.

Sick days:

- Required morning of illness: phone call to P. Cappelletti and email to pas-clinical by 9am. Phone call to preceptor by 7am. Failure to follow the instructions will result in an unexcused absence.

Personal time

- Time off request form must be submitted to pas-clinical@lemoyne.edu no less than one week prior to even. Failure to submit this form on time will result in denial of request

Requests for Time off Pertaining to Research

Students wishing to take time off from their clinical site to gather data for their research project must complete a request form, found on Blackboard. Once approved by Dr. Holmes, and authorized by the preceptor the request should be given to the Clinical Coordinator for approval.