

Physician Assistant Studies Program

Clinical Education Handbook

Class of 2027

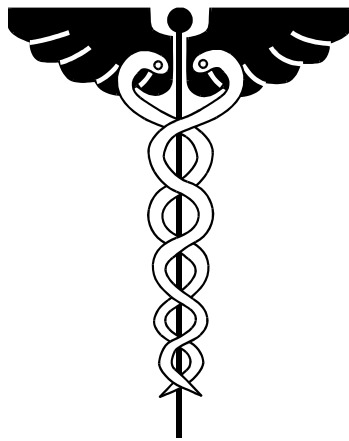


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Section I: Clinical Year Overview

Introduction

The second year of the Physician Assistant Studies Program consists of supervised clinical experiences. The purpose of these experiences is to provide you with hands-on experiential and practical training to enable you to integrate and apply the knowledge and skills learned during the didactic phase to the care, evaluation and treatment of patients.

These experiences are designed to build competence in fundamental clinical skills through practice and feedback, and to enhance confidence in preparation for graduation and practice.

Purpose of this Handbook

This handbook provides you with the policies, procedures and expectations required during the clinical phase of the program, some of which are different than those of the didactic phase. It is a valuable source of information for success during the clinical experiential phase and contains specific instructions, helpful hints, tools and guidelines to assist you in knowing what is expected of you and in obtaining the necessary knowledge and skills needed for entry level practice.

This handbook is to be used in conjunction with the:

1. Thomas Jefferson University EF/NJ Physician Assistant Studies Program, PA Student Manual Handbook
2. Jefferson University and College of Health Professions Student Handbook
<https://www.jefferson.edu/academics/colleges-schools-institutes/health-professions/student-resources.html>
3. Thomas Jefferson University Graduate Policies
<https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies.html>

Together these resources are designed to provide you with information that will assist you in your academic endeavors in the Program and at the University. This includes available resources, policies that pertain to you as a student in this program and the University, and guidelines to help you in preparation for entry into clinical practice. All references to the TJU Physician Assistant Studies (PA) Program in this handbook specifically apply to the PA Program on the East Falls and New Jersey campuses only.

If you have questions that cannot be answered from these sources, please contact the Clinical Coordinator(s), Associate Program Directors (APDs) or the Program Director. In addition, you must sign the attestation statement on the last page of this handbook. By signing it, you acknowledge your understanding of the agreement to the RULES, REGULATIONS, POLICIES, and PROCEDURES outlined in this manual.

The Physician Assistant Studies Program reserves the right to amend, modify, rescind, or implement any policies, procedures, regulations, fees, conditions, and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this manual are not and may not be regarded as contractual between or among the College, its students, employees, or agents.

Note: All due dates/times are Eastern Time, regardless of a student's location or time zone. Thus, a student needs to remain aware of differences in time zone, as exceptions will not be permitted due to a student missing a deadline based on another time zone.

Section II: General Clinical Year Information

The clinical phase of the Program is an in-depth experiential learning dynamic meant to provide you with the opportunities and access to patients in a variety of clinical settings. The settings, characteristics, assigned tasks, and schedules will vary depending on the site.

The clinical portion of the PA Program consists of three academic based courses and nine experiential clinical (rotation) blocks including:

- PAST 762 Transition to the Clinical Year course
- Nine required 5-week rotations, including one elective
- PAST 773 and 774 The Master's Comprehensive Experience I and II

You **cannot** begin the experiential component of the clinical year until successfully completing all didactic course work, the Transition to the Clinical Year course, background checks, drug and alcohol screens, fingerprinting, documentation of all required immunizations and titers, verification of health care insurance, current American Health Association BLS card and completion of HIPAA and OSHA training. ***Failure to complete any of these required items by their designated due date may result in a delayed start to the clinical year. This may in turn delay your graduation from and completion of the Program.*** Some rotations have additional requirements, which you will also be required to complete prior to starting the specific rotation (i.e., drug testing or physical exam, site orientation). You are responsible for paying any and all costs for any requirements to participate in experiential learning including, but not limited to drug testing, alcohol screening, background checks and fingerprinting, including retesting, for any reason.

Required Clinical Courses

CourseNumber	Rotations	Length	Credits
PAST 762	Transition to the Clinical Year	Summer	6.0
PAST 741	Internal Medicine	5 wks	6.0
PAST 742	Pediatrics	5 wks	6.0
PAST 743	Women's Health	5 wks	6.0
PAST 744	Psychiatry/Mental Health	5 wks	6.0
PAST 745	Surgery	5 wks	6.0
PAST 746	Emergency Medicine	5 wks	6.0
PAST 764	Elective	5 wks	6.0
PAST 759	Primary Care 1	5 wks	6.0
PAST 760	Primary Care 2	5 wks	6.0
PAST 773	The Master's Comprehensive Experience I	Spring	1.0
PAST 774	The Master's Comprehensive Experience II	Summer	1.0

Total Credit Hours for Clinical Year

62

PAST 762 Transition to the Clinical Year

This lecture and laboratory-based course occurs prior to the start of the experiential rotations and is designed as a transitional course to provide you with the needed skills to effectively navigate your learning and the clinical setting. The laboratory portion of this course will teach commonly utilized clinical procedures and skills which students will be performing while on rotations.

PAST 773 and 774 PA Master's Comprehensive Experience

The Master's Comprehensive Experience I (MCE 1) course is the start of the capstone experience of the Physician Assistant Program. It is a sequenced course with the Masters Comprehensive Experience II course. This course is structured to guide you in refining your medical knowledge and improve your ability to communicate medical information in writing and through oral presentations. You will also be assessed in your ability to apply evidence-based medicine principles to clinical practice and assess gaps in interprofessional care. The components of the Masters Comprehensive Experience will satisfy the criteria to achieve a Certificate of Excellence in Interprofessional Collaborative Practice through the Jefferson Center for Interprofessional Practice and Education (JCIFE).

Clinical Schedule

Clinical rotations will average approximately 40-60 hours per week on site. Some rotations may involve slightly shorter or longer hours, evening or on-call responsibilities, and weekend hours. The preceptor will determine your on-site schedule and clinical responsibilities. You **MUST** adhere to each rotation site schedule and to all assignments developed by the sites and preceptors. You may not request adjustments to your schedule for any reason, including but not limited to traffic, drive distance, public transportation schedules, parking issues, personal preferences, travel plans, or to extend a holiday weekend.

Clinical Team Contact Information

Jenna McNicholl	Lead Clinical Coordinator 609.626.3899; 215.341.3247 (Emergency Phone) Jenna.McNicholl@jefferson.edu
Devin Moore	Clinical Coordinator 215.951.0221; 215.341.3247 (Emergency Phone) Devin.Moore@jefferson.edu
Kirsten Whalen	Clinical Coordinator 215.951.0172; 215.341.3247 (Emergency Phone) Kirsten.Whalen@jefferson.edu
Kamah Scott	Clinical Administrator Kamah.Scott@jefferson.edu

Clinical Year 2026-2027 Schedule*

Rotation	Start Date	End Date
1	8/3/2026	9/3/2026
2	9/8/2026	10/8/2026
3	10/12/2026	11/12/2026
4	11/16/2026	12/17/2026
Break	12/21/2026	1/3/2027
5	1/4/2027	2/4/2027
6	2/8/2027	3/11/2027
7	3/15/2027	4/15/2027
Testing	4/19/2027	5/7/2027
8	5/10/2027	6/10/2027
9	6/14/2027	7/15/2027

This schedule is subject to change, and there are additional clinical year requirements that fall outside of these dates (including, but not limited to: board review, OSCEs, Summative Written Exam, Clinical Skills testing). Those requirements will be provided by the clinical team. You may also be required to make up clinical hours if you fail to meet time or skills requirements. **Your last day of program commitment is August 31, 2027.*

Section III A: Specific Program Policies - Academic Progression

Progression and Completion Requirements

You must complete and pass all didactic semester courses to progress to the next semester of the Program.

To progress into the clinical year's experiential phase (rotations), you must have a cumulative GPA of 3.00 or greater.

You must have a cumulative GPA of 3.00 or greater at the end of the Program to be eligible to graduate.

Program Progress and Good Standing

(Please refer to the PA Student Manual for more information)

Successful academic and professional progress must be evident and maintained by all students in the Program to progress through the curriculum. Professionalism is as important as and holds equal importance to academic progress. You are expected to demonstrate the legal, moral, and ethical standards required of a health care professional and display behavior that is consistent with these qualities. These behaviors include but are not limited to effective communication, demeanor, attitude, appearance, mannerisms, and integrity displayed to faculty, staff, preceptors, peers, patients, colleagues in health care and other educational settings, and the public. The Program always expects nothing short of respect and professional demeanor. Due to the nature of the clinical year being experiential education, some progress, good standing, probation and dismissal criteria may vary from the didactic phase.

In general, successful academic and professional performance, successful progress and good standing in the Program are demonstrated by:

- Completion and passage of all courses/rotations with a B or greater
- Complying with all University, College, and Program policies and procedures, including but not limited to those in this manual, the PA Student Manual, the University Community Standards, and the Standards of Conduct.
- Consistently demonstrating appropriate and expected professional, ethical, emotional, mental behaviors and conduct.

Probation

Probation will be imposed upon a determination of unsatisfactory academic or professional performance. It is a warning to the student that they are academically at risk and provides an opportunity to improve. Probation defines a period during which the student's academic/clinical progress and/or professional behaviors will be closely monitored by the Program. Additionally, students should be aware that probation may impact financial aid or scholarships status. Students should consult with the University Office of Financial Aid.

***A student may not be on probation more than two times during the entire program. Once a student progresses into the clinical phase of the program, students may not meet criteria for probation twice.**

During the clinical year conditions that *will result* in probation include but are not limited to:

- Earning a grade of less than C- on any clinical course
- Failure of 3 end of rotation (EOR) exams on the first attempt
- Failure of one section of the preceptor final evaluation

Conditions that *may result* in probation include but are not limited to:

- Failure to meet clinical year requirements and expectations as defined in the PA Clinical Education Handbook
- Professional or behavioral misconduct or academic dishonesty

Return to Good Standing

If you *enter* the clinical phase on probation, you must return to good academic standing by the end of the defined semester or GPA checkpoint by attaining a cumulative GPA of 3.0 or greater. If this isn't achieved, you will automatically be dismissed from the program.

Students placed on probation for any reason during the clinical year will remain on probation for the remainder of the clinical year and until successful completion of the program.

Students with one rotation course failure **must pass all subsequent rotations with a B or better**. Earning a grade of less than B on any subsequent rotation will result in referral to APSRC and possible dismissal from the program.

Implications of Probation Status and Credentialing

Some accrediting and credentialing organizations require verification from the Program or University about a student's academic or professionalism status. If you ask the Program to complete paperwork on your behalf (such as for credentialing, licensing, or employment), you are giving your permission for the Program to release relevant information—including whether you were ever placed on academic or professionalism probation.

This information *may or may not* impact your ability to gain employment, licensure, or credentialing at certain institutions.

Dismissal

The Program reserves the ability to dismiss or recommend dismissal of any student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, patient safety concerns, health or academic nature justify such an action. You may be dismissed from the Program without first having been placed on probation. Disregard for professional conduct may constitute the sole reason for dismissal from the Program through the Community Standards procedure.

Conditions that **will** result in dismissal include but are not limited to:

- Failure to return good standing at the end of the probationary period
- Failure of a clinical course with a grade of less than C- for the second time
- Failure to complete or successfully meet all components of a remediation plan
- Failure of 4 or more EOR examinations on the first attempt
 - If a fourth failure of an EOR examination on the first attempt occurs, you will not be permitted to retest as you have already met criteria for dismissal.
- Already being on Academic Probation in the clinical year and meeting criteria for Academic Probation a second time
- Meeting criteria for probation three times (Academic and Professional)

Conditions that **may** result in dismissal include but are not limited to:

- Professional or behavioral misconduct or academic dishonesty
- Earning a grade of less than B on any remaining rotations after you have failed one rotation course.

Implications of Dismissal

If you are dismissed from the Program during the clinical phase, you are also dismissed from the College of Health Professions and are not eligible to sit for the NCCPA Physician Assistant National Certifying Examination, or for PA certification/licensure.

Clinical Probation and Dismissal

Because patient/client well-being is a major concern of the program and University, it is necessary that certain actions be taken when a student's clinical practice poses a potential threat to patient health, welfare or safety. Therefore, students are subject to the College and program's specific regulations governing clinical practice and may be placed on probation and/or recommended for dismissal for unsafe clinical behavior. The specific regulations are contained in this handbook . Students who wish to appeal a decision of clinical dismissal for unsafe clinical performance may do so by following the provisions of the Grade Appeal Protocol, Student Grievance Process, and/or the Community Standards Committee.

Readmission after Dismissal

Please refer to the PA Student Manual.

Section III B: Specific Program Policies -

Student Guidelines and Procedures

Students are required to meet all defined policies and procedures included in this handbook. Failure to meet those requirements will be considered a professional conduct infraction/violation and may result in disciplinary action including but not limited to removal from the clinical site.

Academic Integrity

(Please see the PA Student Manual, JCHP Handbook, and Jefferson Graduate Policies for more information)

Academic integrity and intellectual honesty are among the most critical attributes in higher education and as a healthcare provider. As a student in the PA program, it is your responsibility to understand and uphold academic integrity, which includes refraining from and reporting any illegal, unethical academic activities. As a future PA, it is important to learn the knowledge and skills needed to safely administer to patients with honesty and integrity. This includes putting in the effort and work to learn through self-discipline, self-motivation and trustworthiness in your performance and demonstration of your acquisition of knowledge and clinical ability throughout the program.

Violations of academic dishonesty include any use or attempted use of unauthorized external assistance in the completion of an assignment and/or during an examination, and discussion or distribution of current or past OSCE cases. These can include but are not limited to communicating during or after a test, copying from another student, memorizing questions and writing them down after the examination, unauthorized use of notes or digital devices, utilization of generative artificial intelligence, or removal of examination material. For more information, please go to [Thomas Jefferson University - Academic Integrity](#)

Violations of Academic Integrity

As a student at Thomas Jefferson University, and part of the Jefferson College of Health Professions and as a future healthcare provider within our PA profession, you are expected to always maintain academic integrity. Violations will be addressed accordingly.

Violations of academic dishonesty include but are not limited to:

- **Unauthorized use-** any use or attempted use of external assistance in the completion of an assignment and/or during an examination. This can include but not limited to:
 - unapproved or covert collaboration on a project, homework or other assignment.
 - unauthorized use of notes or digital devices
 - use of sources or another's work without consent
 - sharing unauthorized information or material

- using unauthorized tools, digital devices or access to unauthorized resources including generative artificial intelligence
- **Cheating**
 - communicating during a test
 - copying from another student
 - intentionally allowing another to copy one's work during assessments
 - memorizing questions and writing them down after the examination
 - removal of examination material from the testing site or discussion of examination questions with others
 - using unauthorized tools, digital devices or access to unauthorized resources including artificial intelligence
- **Plagiarism** – presenting someone else's ideas (words, images or materials) as your own, either verbatim, paraphrased or rewritten in your own words and failure to appropriately cite the resources. This includes in draft submissions.
 - Acquisition of term papers or other assignments from any source and the subsequent presentation of those materials as the student's own work.
- **Fabrication** - invention or alteration of information, which is wholly or partially false or misleading, including the fabrication of material for class projects, assignment including clinical data or changing patient records after the records have been reviewed and/or submitted.
- **Identity Misrepresentation** – Using another person's name or identity in-person, online, in signature or misrepresenting yourself as a clinician.

Generative Artificial Intelligence (GAI) Policy

Artificial intelligence (AI) is an umbrella term for any theory, computer system, or software that is developed to allow machines to perform tasks that normally require human intelligence (e.g. a personal assistant on a smart device such as Alexa, Siri, Hey Google, etc.). Generative Artificial Intelligence (GAI) is a type of AI system capable of generating text, images, or other media in response to prompts (e.g. ChatGPT, Copilot, DALL-E, etc.).

The use of GAI tools is permitted on a restricted basis in the clinical year for the following activities:

- Brainstorming and refining your ideas
- Finding information on your topic
- Checking grammar and style (e.g. Grammarly, Packback)

The use of GAI tools is not permitted in this course for the following activities:

- Responding to a discussion prompt (initial post) or responding to a classmate's post (response post) in a graded discussion forum.
- Answering questions on quizzes, tests, or exams.
- Answering questions regarding a patient case
- Scripting a role-play activity
- Completing group work that a group has assigned to you.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs, or papers to complete course assignments.

Responsible and ethical use of GAI:

- Keep in mind that your use of GAI tools may hinder your own critical thinking and creative thinking skills.
- You are responsible for the information you use based on a GAI query and that information might be inaccurate, outdated, or proprietary.
- Your use of GAI tools must be properly documented and cited using AMA 11th Edition (see [AMA Manual of Style](#)) in order to comply with the university's Academic Integrity Policy.
- Any discussion post, assignment, written document, script for oral presentation, quiz, test, or exam that is found to have used GAI tools in unauthorized ways will be considered a violation of the University's Academic Integrity Policy.
- When in doubt about permitted usage, please ask your instructor for guidance.

Other forms of academic dishonesty are equally unacceptable. For more information, please familiarize yourself with the Jefferson Graduate policies on Academic Integrity at <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/academic-integrity.html> and those of the Jefferson College of Health Professions at <https://www.jefferson.edu/academics/colleges-schools-institutes/health-professions/student-resources.html>

Possible Consequences for Academic Dishonesty

Referral to the University Community Standards

Assignment of a grade of "F" for the course

Notation in the student's program record

Probation or Dismissal from the PA Program

Suspension or temporary removal from the College and/or University

Standards of Conduct

Success in the physician assistant profession requires certain behavioral attributes including: empathy, discipline, honesty, integrity, the ability to work effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner. PA students must conduct themselves in a highly professional manner consistent with the patient care responsibilities they will be

entrusted with during their training in the Program. You must adhere to the following standards. Failure to do so will necessitate referral to the PA Program Academic and Professional Standards Review Committee (APSRC) and may result in corrective action or dismissal from the Program.

- **Respect:** You must conduct yourself in a professional courteous manner at all times displaying respect for the privacy, confidentiality, and dignity of patients, preceptors, faculty, health care workers, and fellow students. Conflicts should be resolved in a diplomatic, reasoned manner. You should offer criticism or suggestions in a thoughtful and reasoned manner that fosters respect and trust. Displays of anger, argumentative speech, threatening language or behavior, inappropriate sexual conduct or speech, demeaning language, and behavior and language that is deemed to be insensitive to, or intolerant of, race, religion, gender, sexual orientation, and ethnicity will not be tolerated.

You must be cognizant that patient care is the primary activity of the clinical sites and should follow any legal directions given by preceptors, site authorities and the Program including issues involving student schedule and activities. The PA and PA student role demands teamwork and the ability to carefully follow directions from a clinical supervisor. Breaches of these precepts may result in disciplinary action or dismissal from the Program.

- **Professional Demeanor:** You should be aware that being included in patient care in the clinical setting is a privilege. You are to seek to be perceived by preceptors, patients, and staff to be:
 - Engaged and interested
 - Friendly and kind
 - Helpful and willing to serve in the best interest of patient care and education
 - Available when requested to be available
 - Grateful for the opportunity to rotate in the clinical setting

You should respond with gratitude for feedback and/or constructive criticism. You should never yell at a preceptor or argue with a preceptor, unless there is a serious and emergent concern.

- **Flexibility:** PA training involves instruction from practicing clinicians with unpredictable schedules. At times, lectures or clinical session times may need to be adjusted with short notice. We believe the advantage of utilizing practicing clinicians outweighs this inconvenience and ask students to be flexible and tolerant of changes. Student schedules in the clinical year are set by the clinical sites and may involve night and weekend hours.
- **Integrity:** You are expected to follow the PA Student Honor Code document and all policies in the Student Code of Conduct outlined in the University Student Handbook including those pertaining to academic honesty. Infractions such as forgery, plagiarism, stealing/copying exam questions, and cheating on examinations will not be tolerated. You shall neither give/post nor

receive/view/discuss old exam questions, past assignments, or OSCE cases from other students or past students. PA students are also expected to display the highest ethical standards commensurate with work as a health care professional. Some of these are outlined in the Code of Ethics of the Physician Assistant Profession published by the American Academy of Physician Assistants. You should report any illegal or unethical activity to the preceptor and Program. You may not accept gifts or gratuities from patients or families. Breaches in confidentiality, falsification of records, misuse of medications, and sexual relationships with patients will not be tolerated.

- **Identification:** *PA students must always identify themselves as “physician assistant students”* to patients and clinical site staff, and never present themselves as physicians, residents, medical students, or graduate physician assistants or associates. You must wear a short clinical jacket with the Program identification while at all clinical sites and all OSCE simulation testing experiences unless instructed not to do so by the clinical site or the Program. You must always wear their Program-supplied name tag while at clinical sites. At no time should you either by virtue of your skills or knowledge attained while progressing through the Program misrepresent yourself as being other than a physician assistant student. While in the Program students may not use previously earned titles (i.e. RN, MD, DC, Ph.D., Dr., etc.) for identification purposes.
- **Confidentiality:** You must respect the confidentiality of patients and fellow students and are not permitted to discuss any patients by name outside the clinical encounter situation. For academic presentations and H&P assignments, please use patients’ initials or first name only. Students are not permitted to take photos of patients, even if being used for academic purposes.
- **Health and Safety:** PA students shall not exhibit any behavior that that may jeopardize the health and safety of patients, faculty, or fellow students. PA faculty members cannot be used as personal healthcare providers.
- **Nondiscrimination:** You shall deliver health care service to patients without regard to their race, religion, gender, creed, national origin, sexual orientation, socioeconomic status, disability, disease status, legal involvement, or political beliefs.
- **Your Role as Student:** At clinical sites you must always work under the supervision of a preceptor. You may not function in the place of an employee or assume primary responsibility for a patient’s care. You shall not treat and discharge a patient from care without consultation with a clinical preceptor or supervisor. You shall perform only those procedures authorized by the Program, clinical site, and preceptor. You must adhere to all regulations of the Program and the clinical sites.
- **Impairment:** You will not appear at the university or clinical sites under the influence of alcohol or drugs.

- **Timeliness/Lateness/Leaving Early-** You must report to all clinical sites at the scheduled time. You must also return messages from the PA Program, faculty, clinical preceptors, and clinical sites in a timely manner (within 24 hours).
- **University emails.** You must check your Thomas Jefferson University e-mail at least one time every single day of the year, including clinical year holidays (such as July 4th and December 26th) and weekends. Students are expected to respond to emails by the deadline provided in the email.

Electronic Device Policy

(Includes Cell/smart phones, smart watches, iPads, iPods, tablets, etc.)

The use of cell phones/smart phones and watches, iPads, tablets, laptops, and/or use of the facility site computer are not to be used for personal or entertainment use while on site. If you wish to use an electronic device for academic purposes, you must receive approval from your preceptor. If approved, your electronic device must be silenced. If not approved by your preceptor, all electronic devices must be turned off while at your clinical site.

Attire and Identification

As health professionals, Physician Assistant students are expected to maintain the highest possible standard of appearance. You are expected to be professionally and neatly dressed and groomed throughout all phases of their professional education.

Hygiene: You must maintain personal hygiene and be free of offensive odor.

Personal Items: You may not display items with profane or vulgar text or images in the classroom or in clinical settings.

Dress code: for the Program is defined as business casual (a more relaxed style of traditional business wear that is appropriate for a professional environment). Examples of business casual attire are: collared and/or button-down shirts, sweaters, blouses, non-denim pants/slacks, knee-length or longer skirts and dresses, blazers, cardigans, loafers, boots, pumps, or flats.

Clinical Attire:

PA students are expected to be in full professional attire and to comply with the standards for attire as outlined by the clinical setting. You are expected to wear clean, pressed, short white jackets with the Program insignia at all times unless specifically directed not to do so by the preceptor.

Gum-chewing or use of tobacco products will not be allowed during any educational events or activity includes but not limited to classes, labs, small group seminars, program, or class meetings, or during any aspect of the clinical year.

You shall dress in the following manner unless otherwise specified or requested by your preceptor:

Clothing	▪ Your clothing must be clean, without stains, tears or rips and free of wrinkles ▪ Your clothing should fit appropriately without being too tight or revealing, see-through, excessively short, backless, or low cut (this includes shirts, skirts, dresses, or pants). ▪ Your clothing should be free from images or words that can be perceived as offensive due to being profane, vulgar, insensitive, derogatory or discriminative. ▪ Shoes must be close-toed and clean, flip flops are not permitted. ▪ You may NOT wear the following: ○ Shorts ○ Crop or halter type tops, tank tops ○ Leggings ○ Sweatpants, running, or work out clothing ○ Jeans ○ Sweatshirts or T-shirts ○ Hats ○ Well-worn athletic sneakers ▪ A short white lab coat with Jefferson University student identification will be always worn unless directed otherwise by the preceptor. * ▪ *If a preceptor directs a student to not wear a white coat, the student MUST still wear their official PA Program nametag identifying themselves as a student.
Jewelry	▪ Watches, wedding bands and/or engagement rings are permissible. ▪ No excessive bracelets or necklaces. ▪ Earrings – no more than two earrings per ear, no dangling or oversized earrings. ▪ No other visible body piercings (including nose/lip/facial piercings) are permitted.
Nails	▪ Fingernails should be kept trimmed. Artificial nails are not permitted. Nail polish is not to be worn during <u>ANY</u> clinical rotation.
Tattoos	▪ Tattoos with images considered offensive or vulgar must be always covered.
Hair	▪ Hair should be clean and arranged so as not to interfere with patient care. Care should be taken to not have hair touch patient. Keep in mind that hands should be washed prior to touching a patient, if a student touches their hair/face.
Perfume	▪ No excessive or heavy perfumes or aftershaves/colognes.
Personal Belongings	▪ Personal items brought to clinical site or university should not display any offensive or vulgar content, including laptops, cell phones, and bags.
Name tags	▪ A name tag identifying you as a Jefferson University PA student is mandatory at all times and must be worn on either your lab coat or clothes while at the clinical site.

Attendance

Attendance is considered an aspect of professional responsibility and individual dependability. Therefore, attendance at clinical sites, senior days and other educational events during the clinical year is **mandatory**. Timeliness (promptness), or showing up and being present when expected, is also important to professional behavior.

Due to the nature of the clinical year and the need to meet the required hours, you are not permitted to take “time off for vacations” during the clinical year.

Clinical Site

You are expected to be prompt, in attendance and on site daily. You are to arrive at least 10 minutes prior to your reporting time. You may also be required to be available or report for evenings and/or weekends hours which may include overnight or on-call shifts. The clinical site schedule will be determined by the preceptor or his/her designee.

You may not request adjustments to your schedule for any reason, including but not limited to traffic, drive distance, public transportation schedules, parking issues, personal preferences, travel plans, or to extend a holiday weekend. You should not express a preference as to your clinical schedule; if asked, you are to respond that you are happy to work any days/hours.

You are expected to remain at your clinical site until patient care is complete, or you are formally dismissed, regardless of when your shift is scheduled to end. Clinical hours frequently extend over scheduled dismissal time, and you should anticipate staying. You do not need to contact the PA Program in this case but should log on Exxat the accurate hours you were on site for that day.

Preceptors frequently will provide students with incomplete schedules and adjust original reporting instructions. You should remain flexible to any adjustments in the schedule and remain available to accommodate any changes that are assigned. Changes to your clinical hours should be documented accordingly in your Exxat timesheets.

Please note: University holidays do not apply in the clinical year. Preceptors are not obligated or expected to give the student days off on weekdays or weekends.

Senior Days

Senior Days take place at the end of each rotation block throughout the clinical year and are **mandatory** for all students. These days include on-campus or virtual activities such as exams, debriefings, and program updates.

Final instructions and schedules for each Senior Day will be emailed by the clinical team during **Week 5** of the rotation block.

Please plan accordingly Senior Day activities usually conclude by **6:00 PM**.

Exam Attendance

Exams typically begin at **8:00 AM**. You are expected to **arrive at least 15 minutes early** and be **seated and ready to begin no later than 5 minutes before the start time**.

If you will be late for an examination, you must promptly contact the clinical team via the emergency phone. When arriving late for an examination you should enter the testing room quietly and sit in a seat that will be the least disruptive to other students.

Exam Absence

Attendance to all exams, including summative testing, is mandatory. If, due to extenuating circumstances, you are unable to report for a scheduled exam, you must notify the clinical team prior to the test. If the exam is within less than 48 hours away, you must call the emergency phone. If the exam is greater than 48 hours away, you must email the clinical team. The clinical coordinators will determine whether you will be granted an opportunity to take the test at a later time. Failure to notify the appropriate faculty or program member of an absence from an exam prior to the exam may result in a grade of zero for that examination and no opportunity for a make-up.

If you are granted an excused absence on an exam day, you **must** discuss arrangements with the Clinical Faculty **PRIOR** to the absence to determine the logistics of taking the examination at another time. The examination may be in a different format than the original examination. Failure to make such arrangements may result in grade reductions, or failure of exams, course/rotation. Exams will be made up at the first available time after an excused absence. Missing a make-up examination will result in a grade of zero for the exam.

Travel back to campus

Senior Days tend to occur on the East Falls campus for all students. You are to remain at your clinical site for the entire day prior to the Senior Day, except for students rotating at the following locations; Mississippi, North Carolina, Maryland, Connecticut, and Pocono Mountain Recovery Center, Atlantic Health rotations, Garden OB/GYN, and Lehigh Valley.

- For the students rotating at sites greater than 200 miles from EF campus, you will be granted 2 days before the Senior Day as a travel day. If the Senior Day begins on a Thursday, you would be granted Tuesday and Wednesday as travel days and would not report to your site.

- For the students rotating at an away rotation site (where program housing provided) less than 200 miles from EF campus, you are granted 1 day before the Senior Day as a travel day. If the Senior Day begins on a Thursday, you would be granted Wednesday as a travel day and would not report to your site.

Please note that when there is no Senior Day, rotation blocks end on Friday. You are expected to be on site for the full day on Friday regardless of where your next rotation is located.

Absence, Lateness or Early Departure

Clinical Site

All absences, lateness or early departure must be approved by the preceptor and the Clinical Coordinator to be considered excused.

Lateness Policy

Lateness to a clinical site is defined as arriving after your assigned reporting time. If you will be late in reporting to your clinical site, regardless of the reason, you must contact the preceptor and contact the Clinical Coordinator on the clinical year emergency phone (215.341.3247) **prior** to the regular reporting time. If you are late to your clinical site more than 2 times, you will receive a professionalism warning. Failure to notify the program for any late arrival will result in a professionalism warning or possible professionalism incident.

Absence Policy - Illness Policy

*Please note, this policy is subject to change to reflect the University's guidelines regarding illness. If this policy needs to be updated, the clinical team will notify the class via email to make sure you have the most current policy. The information will then be updated here.

- 1.) If you are feeling ill, you must use your best judgement to decide if you should stay home and miss your clinical shift.
- 2.) If you decide you need to stay home the morning of your clinical shift, you must first notify the clinical team via the emergency phone 20-30 minutes before your shift starts. If you decide you need to stay home the night prior, you must notify the clinical team via the emergency phone no later than 9pm. If the clinical team cannot answer the phone in that moment, you must leave a detailed message - include your first/last name, site, discipline. Following your notification, you must then email the entire clinical team documenting you are missing the current day's shift. It is imperative that you include the entire clinical team, so everybody is in the loop regarding your absence.
- 3.) You must then let your preceptor/site know that you will not be able to attend your shift for the current day and ask if they have a separate illness policy you must follow.
- 4.) For every consecutive shift missed, you must call the emergency phone to update the clinical team in 'real' time that you will be missing the next shift. If you need to miss the next day's shift, you must call

out prior to the start of your shift. In addition, each shift missed will require an email update including the entire clinical team. You must send these daily emails in the original email chain.

5.) Once you are back to your baseline and you feel it is responsible to return to your site, you do not need to call the emergency phone. Instead, email the clinical team, in the same email chain, that you are back to your baseline and returning to your site.

6. If you will be late to your clinical site secondary to an illness, you must follow the "Lateness Policy" above.

Absence Policy - Other than Illness

1.) If you need to be absent for any reason other than illness during the Clinical Phase, you must contact the Clinical Coordinator on the clinical year emergency phone (215.341.3247) at least 20 - 30 minutes **prior** to your reporting time. If you decide you need to stay home the night prior, you must notify the clinical team via the emergency phone no later than 9pm. If the clinical team cannot answer the phone in that moment, you must leave a detailed message - include your first/last name, site, discipline. Following your notification, you must then email the entire clinical team documenting you are missing the current day's shift. It is imperative that you include the entire clinical team, so everybody is in the loop regarding your absence.

2.) You must then let your preceptor/site know that you will not be able to attend your shift for the current day.

3.) For every consecutive shift missed, you must call the emergency phone to update the clinical team in 'real' time that you will be missing the next shift. If you need to miss the next day's shift, you must call out prior to the start of your shift. In addition, each shift missed will require an email update including the entire clinical team. You must send these daily emails in the original email chain.

4.) Once you can return to your clinical site, you do not need to call the emergency phone. Instead, email the clinical team, in the same email chain, that you are returning to your site.

Failure to notify the preceptor and clinical coordinator in advance of your absence will be considered unprofessional conduct and may be reported as a professional warning or incident, which can result in potential disciplinary action.

Student Time Off Requests

Attendance at all assigned rotations is considered an aspect of professional responsibility and individual dependability. The student is expected to be in attendance and on site daily and when asked or requested, to be available for evenings and/or weekends hours. The work schedule will be determined by the preceptor. University holidays do not apply in the clinical year. In addition, students are not permitted to arrive late to a rotation or leave early without the permission from the program.

- Students are not permitted to take “time off for vacations or social events during the clinical year.
- If you require to secure a day off from clinical rotations, you must submit a “Time Off Request Form” seeking approval.
- If a request is approved by the PA Program, it does not represent approval by your preceptor for those dates. Your preceptor may decide not to allow the time off, and you may not be able to contact your preceptor about this in advance.
- Do not assume that any Saturday or Sunday or Holiday is a “day off” from your rotation, even if it has been the case for previous students at that site. Depending on your rotation/site/preceptor, you may be expected to work any day/hours of the week, including weekends. Thus, you should include weekend days in your request for time off, if applicable.
- Students absent for more than two days on one rotation, or for more than seven days throughout the entire Clinical Phase, will be required to make-up the missed time or repeat a rotation. This may prolong the length of the Program and delay graduation.

Additional notes:

- Students are not permitted to use time off to extend travel days to and from clinical rotations.
- Travel reservations of any sort should not be purchased at any time prior to both preceptor and program approval (except for travel on a program-wide “day off”), unless you are willing to forfeit the cost without complaint, if the program or preceptor does not approve.
- The program will not take travel purchases/cost into account in making decisions to approve or disapprove a request for absence.
- Also, keep in mind when making any travel plans during a clinical rotation, that your clinical placement is subject to change at any time, possibly to a location far from your home campus.
- If you are requesting time off for two separate occasions, please be sure to submit a separate form for each occasion.
- Once you have exceeded your max day off (total or per rotation), no more personal day will be approved. This includes additional time off needed for job interviews.
- Once your time off request is approved by the program, your time off is deducted from your personal bank. If you do not use your time off, your hours are not redistributed back to your personal bank.

If you wish to request an absence, you must complete a *Time Off Request Form* located on Canvas under the clinical year course. All time off request for pre-scheduled events must be submitted at the start of each semester. See table below for the deadlines for each semester.

Semester	Rotations Covered	Request Deadline
Summer	Rotation 1	Saturday of Week 1 (Rotation 1) by 11:59 PM ET
Fall	Rotations 2, 3, and 4	Saturday of Week 1 (Rotation 2) by 11:59 PM ET
Spring	Rotations 5, 6, and 7	Saturday of Week 1 (Rotation 5) by 11:59 PM ET
Summer 2	Rotations 8 and 9	Saturday of Week 1 (Rotation 8) by 11:59 PM ET

Time Off Request Form must also be submitted for medical appointments and potential employment interviews. The Program expects you to try and schedule these appointments or interviews at a time that does not interfere with your clinical schedule.

Please note:

- The approval of each request is made on an individual basis and there is no guarantee or expectation that the approval will be granted.
- Once a time off request is approved, days cannot be re-deposited. (even if the day off is no longer needed and you attend the shift).
- Students must submit a time off request and receive formal approval, in writing, from the program prior to seeking permission for the day off from the clinical site.
- **Students may not be absent or request to be absent on the day before or after scheduled University holidays or scheduled breaks (i.e., Thanksgiving, winter, spring recesses).** Failure to report to your clinical site on the day before or after a scheduled University holiday may result in referral to the Academic and Professional Standards Committee, documentation of a professional incident, and may result in disciplinary action.

If you need to submit a Time Off request outside of the above stated times (less than 2 weeks), you must e-mail the clinical team immediately. If the request is urgent (time off is needed in less than 24 hours), you must call the emergency phone. In such cases, you must still complete and submit a Time Off Request Form.

Absences Limitations

If you are absent for more than two days on one rotation, or for more than seven days throughout the entire Clinical Phase, you will be required to make-up the missed time or repeat a rotation. This may prolong the length of the Program and delay graduation and/or program completion.

Early Dismissals

You may not request to leave early from a clinical site unless there is some extenuating circumstance requiring it. In such instances, you must obtain permission from the preceptor and notify the clinical coordinator by calling the clinical year emergency phone (215.341.3247). The clinical coordinator(s) will determine the validity of the need to leave early.

The PA Program does not expect a clinical site or preceptor to dismiss a student early. However, this can happen on occasion. If a preceptor dismisses you earlier than your scheduled shift, please be sure this is reflected on your Exxat timesheet. In the event you are frequently being dismissed early, and it is affecting your ability to achieve your clinical hours, please reach out and notify the clinical team immediately.

Attendance and timeliness are important aspects of professional behavior which includes required and appropriate communication with the preceptor and program. Repetitive lateness, absences, leaving early or failure to communicate as defined constitutes unprofessional behavior and can result in disciplinary

action which may include referral to the Academic and Professional Standards Review Committee, addition clinical or course requirements and/or failure of the rotation.

Regardless of whether the absence is excused or unexcused, students may be required to make up days absent or to repeat the rotation if significant absences occur and students are below the required rotation hours. **Students absent for more than two days on one rotation, or for more than seven days throughout the entire Clinical Phase**, will be required to make-up the missed time or repeat a rotation.

Adherence to scheduled rotation hours and attendance policies is mandatory. Failure to fulfill this requirement is considered in the evaluation of student's overall performance and professional attitude and may result in disciplinary action including but not limited to failure of the rotation.

Religious Observance

If you wish to request an absence for religious observance or holiday you must communicate such wishes to the clinical year coordinators in writing by completing the time off request form following the above policy/ schedule. While religious observance days will not be deducted from personal time bank, students are still responsible for meeting time and logging requirements for all disciplines.

Please note: You will not be excused from class or clinical sites for days that are intended for travel for religious observance.

The above is consistent with TJU policy, which can be found at <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/student-religious-observance-policy.html>

Clinical Year Approved Holidays

You will be excused from your clinical sites for the following holidays. However, with preceptor approval and supervision, you can report to the site:

1. Labor Day or the designated observation day for this holiday (you are to be available to sites on the Saturday and Sunday before this day).
2. Thanksgiving Thursday and the following Friday (you are to be available to sites on the Saturday and Sunday following Thanksgiving).
3. Winter break (December 24th through January 1st). Note that December 23 and January 2 are considered normal/full days.
4. Memorial Day or the designated observation day for this holiday (you are to be available to sites on the Saturday and Sunday before this day).
5. July 4th or the designated observation day for July 4th (you are to be available to sites on all other days in Rotation 9).

Section III C: General and Specific Program Policies

Clinical Rotation Placement

Student clinical rotation placement for each student is the responsibility of the Clinical Faculty and Program. All decisions regarding student placement will be made by the Program.

The Program maintains many clinical education sites with clinicians who work with the program to provide clinical experience and training, and priority will be given to placement in these sites. *You may not develop your own clinical sites or clinical schedule. If you are interested in suggesting or requesting a placement at a requested site, you will need to speak with The Program (See the section on Student Requests for a New Site).*

Once the rotation schedule has been set, requests for changes will be limited to emergency situations only. You may not switch rotation assignments with other students or arrange your own rotations solely to avoid moving or placement at a particular site. While the program has many sites in the Greater Philadelphia and New Jersey area, you will also be placed in sites distant from our campuses. The Program works toward firmly establishing each five-week block; however, unforeseeable events can occur which may require you to be moved to a different site with short notice, just prior to starting and/or during a rotation. You are responsible for all financial costs associated with travel and/or relocation, regardless of the cause.

Placement at some clinical sites will require special paperwork to be completed by you and/or require attendance at an orientation and/or additional background, drug and alcohol screening. You shall be responsible for paying all associated costs of urine drug screening, alcohol screening, background checks, fingerprinting, mask fit testing, or any other required component, including retesting, for any reason.

Student Requests for a New Site

The Program will accept requests or suggestions for new sites throughout the clinical year. Determination of site viability for educational purpose and appropriateness is made solely by the program. Please note requests may not be with family friends, personal physicians, family members etc. **Completion of the request form does not guarantee student placement in the requested site nor does it guarantee that the requested site is acceptable for clinical placement.**

Procedures to Request a New Site

It is important that you follow the procedures outlined here in submitting a request for a new site. Failure to follow the instructions may result in disqualification of the request.

You must submit the Request for New Site form on Canvas. Once you submit the form, all communication with the site will occur through the program. You are not to contact the site during this process. The clinical team will review the information to determine if a site is acceptable.

There is no limit as to the number of sites you can request. However, it is one form per each site request. Once the program has begun the process of site development, you will not be able to opt out of that site.

Housing and Transportation

Housing

All Jefferson students are governed by the Community Standards (see Thomas Jefferson University Graduate Student Handbook). Students placed at clinical sites with university-provided housing must adhere to all Thomas Jefferson University Policies of Conduct and Community Standards, as well as the PA Program Standards of Conduct. Failure to comply, may result in removal from the rotation site, repeating the rotation, and/or incurring charges, fines, or fees. In addition, students living in university-provided housing must follow all location rules and regulations of the residence site.

Check-In / Check-Out and Residence Expectations

- Upon arrival (if applicable), students must report to the housing office and complete all required paperwork.
- Students may not have any guests or pets in university-provided housing.
- Students are responsible for cleaning the apartment and submitting photos as instructed via email.
- Students must remove all personal items when moving out and may not leave any items behind.
- If cleaning is required due to failure to meet cleaning requirements, the student will be responsible for the cleaning bill.
- Certain housing units require fees for background checks; these fees are the responsibility of the student.
- Penalties for not abiding by apartment complex rules are the responsibility of the students residing in the unit at that time.

Extended Stay Housing Policies

Students who are approved for and confirm extended-stay housing are expected to adhere strictly to the confirmed dates and reporting expectations associated with the extended stay.

1. Staying Outside the Confirmed Extended Stay Window

If a student remains in (or uses) the assigned housing outside of the confirmed extended stay window, including checking in before the approved start date and/or checking out after the approved end date, this will result in a professionalism warning, and the student may be responsible for any additional costs incurred by the program.

2. Failure to Report for Confirmed Extended Stay Housing (No Prior Notice)

If a student confirms extended-stay housing and does not report as designated, and fails to inform the clinical team of any changes prior to the scheduled reporting date, this will result in a professionalism warning, and the student may be responsible for any additional costs incurred by the program.

Transportation

It is the student's responsibility to have reliable transportation during the clinical year. Students may not decline or refuse placement at a site due to, but not limited to, lack of transportation or cost of transportation.

Except for approved accommodations, students may not request adjustments to their schedule for any reason, including but not limited to traffic, drive distance, public transportation schedules, parking issues, personal preferences, travel plans, or to extend a holiday weekend.

Failure to report to or attend a clinical site due to transportation issues (including fuel costs) may result in forfeiture of the rotation block and/or removal from that rotation, which will be rescheduled after the end of the clinical year. This may delay graduation and/or program completion.

Inclement Weather

The University East Falls and New Jersey Campus Inclement Weather policy does not apply to rotation sites. You will follow the policies of the clinical rotation site regarding attendance during inclement weather and are responsible for exercising your own judgment concerning whether road conditions are safe enough for travel to the clinical site. You are advised to discuss the inclement weather policy for the assigned rotation site with the preceptor at the time of start of the rotation. If you decide against attending a clinical site because of inclement weather, you must notify the Preceptor and the clinical team via instructions posted on Canvas.

If weather conditions at the time of Senior Days are uncertain, the PA program will contact you via email with instructions.

If your Clinical Site cancels your shift, please email the clinical team to make us aware by 11:59pm, on the day you received the notification.

If your clinical site does not cancel your shift, however you determine that it is not safe to commute to your clinical site, please call the emergency phone as soon as you make the decision but not earlier than 6am. Please leave a detailed message if you are unable to reach a member of the clinical team. Following your telephone call, you will need to email the clinical team to notify us in writing.

Malpractice Insurance

All PA students are required to maintain malpractice liability insurance while in the program. Malpractice insurance will be provided to the students through the University.

Health Insurance and Immunization Requirements

You must have and maintain health insurance coverage while enrolled in the Physician Assistant Studies Program. You are responsible for any costs incurred in treating injuries and illness during matriculation in the PA Program including during the clinical year (i.e. needlestick or bodily fluid exposure). You should carefully evaluate your health insurance policy, including coverage and co-pay to fully understand all potential costs that may be incurred due to illness or injury.

Prior to starting clinical education rotations, you must update your Student Health Records to include a new TB screening test, QuantiFERON gold test and/or chest x-ray, (if needed) with results and documentation of all other immunizations. The updated Student Health Records, along with copies of your current health insurance card must be submitted to Complio by the deadline given by the program. If you fail to submit these documents, you will not be permitted to participate in clinical training. You must also keep all required immunizations current. If there is any lapse in immunization status, you will immediately be removed from the clinical site. You must also report any significant health changes which may affect patient care to the Program immediately. Failure to notify the Program may result in dismissal from the Program. If you do not maintain health insurance, you may be dismissed from the Program.

CPR Certification

Clinical year students will be certified in BLS and ACLS prior to the start of clinical rotations. Failure to attend or pass this training will require you to obtain (at your cost) or have American Heart Association BLS and ACLS certification prior to starting clinical rotations.

Background Checks, Drug/Alcohol Testing and Fingerprint Screenings

All Physician Assistant students shall complete criminal background checks and drug testing prior to the start of clinical education in the second year. The Physician Assistant Studies Program reserves the right to prohibit progression in the Physician Assistant Studies Program based upon the results of such testing or the refusal to submit to such testing (see PA Student Manual). Some clinical sites may require repeat or additional testing. The PA Program may elect to mandate repeat drug screening of students at any time and may do so on a random basis or may do so with reason for concern. The cost associated with the following screenings, drug screening, background checks and fingerprinting, including necessary retesting for any reason are the financial responsibility of the student. Please see the Thomas Jefferson University student handbook for the University's drug and alcohol policy.

Health Insurance Portability and Accountability Act (HIPAA)

You must complete your required HIPAA training prior to being placed on clinical rotations. Failure to complete this training will result in immediate removal from the schedule rotation site. This may result in

additional clinical time required to make up missed time and may delay graduation and/or program completion.

Occupational Safety and Health Administration (OSHA)/Universal Precautions

Working in a clinical setting can expose you to a wide variety of health risks and infectious disorders. Health care professionals and students can also act as vectors carrying infectious illnesses to patients who are already ill and sometimes immune-compromised. Safety of you, patients and other health care provider is critical to the health and well-being of all. Health care practitioners can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. Therefore, all students will complete required OSHA training prior to beginning their clinical year and must be compliant with OSHA and universal precaution requirements including the use of gloves, care of sharp objects, use of eyewear, protective clothing, and other precautionary measures. Failure to complete this training will result in immediate removal from the schedule rotation site. This may result in additional clinical time required to make up missed time and may delay graduation and/or program completion.

Cyber Security Training

You must complete your required Cyber Security Training prior to being placed on clinical rotations. Cyber security training will be provided to you through the program.

Exposure to Infectious or Environmental Hazards

If an exposure occurs, you should instantly cleanse the affected area and report the exposure to the supervising clinician or supervisor immediately. The protocol at the clinical site will govern the medical approach to that exposure. Immediate medical care and lab work will be done either at the rotation site or the nearest emergency department. Additional care and follow up may be with your personal provider. Clinical sites will typically not provide the student with free medical care. You must also notify the Clinical Coordinator within 2 hours of the exposure by calling the emergency phone (this is for program notification but not for guidance of your care) and complete/submit the Needlestick/bodily Fluids Exposure form on Canvas under the clinical year course within 24 hours. All expenses for the care and potential treatment are your responsibility. It is also your responsibility to understand your medical insurance coverage, policies, and procedures. In addition, you must contact/leave a message for the Thomas Jefferson University East Falls Student Health Services office within 24 hours of the exposure: 215-951-2986. Student Health Services will return calls the next business day.

Student Disabilities

Refer to the PA program student manual.

Outside Employment/Shadowing

Refer to the PA program student manual.

Use of Students as Staff

Clinical rotations should be an educational experience for the physician assistant student. At no time during the clinical experiences should the student be called upon or used to substitute for regular clinical or administrative staff. If a situation arises where an individual is asked to perform in a role other than that of student or to substitute for a staff member, the student should contact the program immediately for guidance.

Diversity and Inclusion Contact Information

Diversity & Inclusion

Jefferson holds itself accountable, at every level of the organization, to nurture an environment of inclusion and respect, by valuing the uniqueness of every individual, celebrating and reflecting the rich diversity of its communities, and taking meaningful action to cultivate an environment of fairness, belonging, and opportunity.

Students can access the Diversity, Inclusion & Community Engagement page at <https://diversity.jefferson.edu/>, to access resources and information on current events sponsored by the Office of Diversity, Inclusion, and Community Engagement.

Title IX & Sexual Misconduct

The University's Sex and Gender-Based Misconduct policy sets forth Jefferson's commitment to foster an environment free of discrimination, including sexual harassment and sexual violence.

[Title IX & Sexual Misconduct](#)

Thomas Jefferson University is committed to building and expanding a diverse educational community founded on mutual respect and appreciation for each other. We aspire to create a diverse and inclusive environment, knowing that the creative energy and innovative insights that result from diversity are vital for our intellectual rigor and social fabric.

Diversity, Inclusion, and Community Engagement

You are able to present any diversity or equity concerns to their program, the College Diversity Committee, or the Dean's office: <https://diversity.jefferson.edu/index.html>

Title IX/Sexual Misconduct and Harassment Support Services Contact Information

Thomas Jefferson University prohibits harassment of any kind, including verbal, visual, written, or physical conduct that demeans, threatens, or interferes with a person's educational experience. This includes all forms of sex discrimination and sex-based harassment, such as unwelcome sexual comments or jokes, stalking, sexual assault, domestic or dating violence, and other unwelcome sex-based conduct that limits a student's ability to participate in the program. The University responds promptly to reports, offers supportive measures, and strictly prohibits retaliation, including intimidation or threats, against anyone who reports or participates in the Title IX process. Students, faculty, and staff are encouraged to report concerns to the University's [Title IX Office](#), which will provide information about rights, resources, and available options. The University also fulfills its safety obligations under the Clery Act by providing written notification of rights and ensuring confidentiality in public disclosures. Other types of violations, harassment, and misconduct should be reported to the appropriate administrators and the [Behavioral Intervention Team](#).

Title IX Coordinator: Katie Colgan Vodzak, J.D.

215-951-2520

Kathleen.vodzak@jefferson.edu

titleix@jefferson.edu

<http://www.jefferson.edu/titleix>

Deputy Title IX Coordinator: Zoe Gingold

215-951-6830

ZoeAnn.Gingold@jefferson.edu

<https://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/equal-opportunity-harassment-retaliation.html>

Grievances

Refer to the PA program student manual.

Accessibility Services

Thomas Jefferson University is committed to providing equal education opportunities to all students, including students with disabilities, in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Thomas Jefferson University will provide reasonable accommodations to all qualified individuals with disabilities to allow equal access and full participation to all University sponsored activities and programs. For more information on disability accommodations, please contact the Accessibility Services.

Thomas Jefferson University will **provide reasonable accommodations** to all qualified individuals with disabilities to allow equal access and full participation to all University sponsored activities and programs.

Any enrolled student in the PA Program who seeks to receive accommodations must contact **Accessibility Services** directly <https://www.jefferson.edu/accommodations>.

[Please contact Accessibility Services ASAP if you are seeking accommodations](#)

Student Advising & Counseling

Refer to the PA program student manual.

Leave of Absence

(Please refer to the PA program student manual for more information).

Due to the nature of the program, time limits for Leave of Absences during the clinical year may be required to ensure medical knowledge and clinical skills retention is sufficient to successfully complete the program and for entry-level practice.

Section IV: Grading and Evaluation

Grading and Evaluation

The passing grade for graduate courses is “A” “B” “C” and “CR” (credit received). A grade of “F” signifies that the course has been failed. Although the grade of “C” is considered the minimum passing grade, it is considered unsatisfactory performance for graduate program students and for the PA program.

The following is a list of GPA equivalents of letter grades:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D	1.0
B	3.0	F	0.0
B-	2.7	WF	0.0
C+	2.3		

Please Note: While a grade of C or better is considered a passing grade in the PA curriculum, grades earned below a B (B-, C+, C, C-) will make it more difficult to remain in good academic standing and achieve the minimum required 3.0 semester and cumulative GPAs to progress in the curriculum and meet graduation eligibility requirements. Students should consult with their academic advisor regarding academic progress.

Examination and assignment grades as well as final course grades will be rounded to 2 decimal places.

Students will be evaluated both academically and professionally in a variety of ways during the clinical year. A grade of 75.0% or better is required to pass all clinical year courses.

Note: See relevant course syllabi for grading specifics for those rotations/courses.

All core clinical rotation course grades will be based on the following components except for PAST 764 Elective and PAST 760 Primary Care 2.

Assessments	Weight
End of Rotation exam	45%
Final Evaluation: Professionalism Portion	15%
Final Evaluation: Clinical skills and Knowledge	20%
Course Assignment	10%
Professionalism • Check in form • Mid and Final Patient Logs • Mid and Final Exxat Timesheets • Mid rotation preceptor evaluation • Student Evaluation of Preceptor • Student Evaluation of Site • Supplemental Skills Form • Submission of Final Evaluation	10%

It is fundamental in the role of a PA to be detail oriented, accountable, meet deadlines, communicate effectively, document thoroughly and demonstrate intellectual initiative. Therefore, during the clinical year, you must ensure to complete and submit the required deliverables to Canvas prior to or by the designated due dates and times. Each deliverable is worth 1% of the course grade. Submission of incomplete deliverables and/or failure to submit any deliverables by the designated due date, and/or submission of materials to the wrong location/column, and/or documents filled out incorrectly in Canvas is considered unprofessional conduct and constitutes an infraction (please see page 43). (please refer to PA student manual).

Please note: After the first rotation, any infraction will result in loss of 1% or greater depending on the number of infractions for the incorrect/late deliverable. (please see p 44. Deliverable infractions are tallied cumulatively over the clinical year. For example, incomplete logs in Rotation 2 and a failure to submit the Student Check In form in Rotation 4 would count as two breeches of professional behavior and thus two infractions.

Rotation Grading and Evaluation Components

Form Submissions

Student Check In

1. Student Check In Check ins are designed to ensure that everything is occurring smoothly with the clinical rotation and preceptor and to monitor your engagement at the site. You are required to complete a "Check In" form via Microsoft form link posted to Canvas **on the Saturday (by 11:59pm ET) of the FIRST week of each Rotation.** Failure to submit by the designated time is considered an infraction.

Exxat Timesheet

2. Exxat Timesheet – These timesheets document your actual hours on site, which helps the program ensure you are spending the time needed on each site to meet the clinical year requirement. Timesheets are due by Saturday of week 2 by 11:59pm and Saturday of week 5 by 11:59pm. Failure to submit by the designated time is considered a deliverable infraction.

Patient Logging

3. Patient Logging - The program must ensure that you are seeing a multitude of patients and that these encounters are occurring with various patient demographics, site settings, types of encounters and diagnoses consistent with accreditation requirements and the NCCPA blueprint. Therefore, you are required to log all patient encounters on Exxat. You will keep a daily patient log. The first 2 weeks of patient logging (mid rotation logs) are due by Saturday of week 2 by 11:59pm and the last 3 weeks of patient logging (final rotation logs) are due by Saturday of week 5 by 11:59pm.

Your failure to submit by the designated time and/or to the designated location/column on Canvas, or documents filled out incompletely or incorrectly is considered a deliverable infraction. Incorrect submissions would include failure to follow logging standards posted to canvas. Please be sure to review logging standards prior to the start of your rotation, and log accordingly. If you feel you are having difficulty meeting logging standards by your mid log submission, please be sure to contact the clinical team on Saturday of week 2 @ 11:59pm and make us aware.

Mid Rotation Preceptor Evaluation

4. Mid Rotation Preceptor Evaluation – Halfway through the rotation, you will be required to have the preceptor complete a mid-rotation evaluation on you. The purpose of the mid-rotation evaluation is to monitor and assess your progress and clinical performance by identifying areas of weakness so they can be addressed as well as showcase any strengths. This form must be filled out by the primary preceptor no sooner than Wednesday of the second week of the rotation. (Please note it cannot be completed by a resident). You are responsible to submit this completed/signed document via the Clinical Year Canvas site **no later than 11:59pm Saturday of 2nd week of each rotation, as an uploaded photo or scan.**
 - Failure to submit by the designated time and/or to the designated location/column on Canvas, or documents filled out incompletely or incorrectly is considered a deliverable infraction.
 - All unsatisfactory evaluations shall be investigated by the Clinical Faculty via correspondence with you and/or your preceptor. If you receive a rating of '2' or less on any components on the mid-rotation evaluation form, you are required to discuss it with the preceptor and formulate a plan for improvement. You must then do a self-reflection on those components for which you received a 2 or less and email it to the clinical team and submit it to Canvas by the Wednesday at

11:59pm of the third week of each rotation. Failure to submit by the designated time and/or to the designated location/column on Canvas, or documents filled out incompletely or incorrectly is considered a deliverable infraction.

- If you receive 3 or more ratings of '2' or less on any item on the mid evaluation, the clinical team will meet with you to discuss feedback. You may only submit one mid rotation evaluation completed by the primary preceptor. It is important to note that a satisfactory mid rotation evaluation **DOES NOT** guarantee or increase the likelihood of a satisfactory final rotation evaluation. You are encouraged to seek feedback from you preceptor throughout the entirety of the rotation.

Final Preceptor Evaluation

5. Final Preceptor Evaluation – The Preceptor Evaluation Form is completed by the primary preceptor (attending physicians, PA-C, NP, or mental health clinicians) at the conclusion of the rotation, not earlier than the week 5 of the rotation. Evaluations from first year resident physicians (PGY-1) are not permitted. The final preceptor evaluation will result in two grades: professionalism and clinical skills and knowledge.

- **The preceptor must place the completed evaluation in an envelope, seal the envelope, and sign the back of the envelope over the seal. The clinical team has arrangements with some clinical sites to have them submit evaluations directly to the PA Program. Unless you are told by the PA Program that we will have the site/preceptor submit the evaluation directly to the PA Program, students must assume that the site does not have such an arrangement. If a student is uncertain about this, they should contact the clinical team.**
- Methods of submission:
 - i. Senior Days:
 1. Hand deliver to clinical team on senior days (in a sealed envelope with preceptors' signature)
 2. Electronic Evaluation: Preceptors complete via Prism
 - ii. If no Senior Day:
 1. Electronic Evaluation: Preceptors complete via Prism
 2. **MAIL** the evaluation to the East Falls Campus **postmarked no later than SATURDAY OF WEEK 5**. East Falls Campus Address: 4201 Henry Ave., Philadelphia PA 19144 ATTN: Kamah Scott Physician Assistant Program
 3. Hand deliver to campus:
 - a. Evaluations must be hand delivered to a faculty or staff member

- b. You must email clinical team with notification of who your evaluation was left with by Saturday of week 5 @ 11:59pm
 - iii. Note: Failure to follow the above will result in a professionalism infraction
- A **minimum score of 75.00%** on each section, is considered passing. Evaluations are rounded to the hundredth.
 - i. If you fail one section of the preceptor final evaluation, you will be placed on academic probation.
 - ii. If you fail one section of the preceptor final evaluation 2 or more time, the student will be referred to the PA Program Academic and Professional Standards Review Committee for potential dismissal.
 - iii. Failure of both section on one preceptor final evaluation will result in failure of that rotation.
 - iv. Failure of one section of the preceptor final evaluation, and failure on the 1st attempt of the EOR exam for that rotation, will result in failure of that rotation
- **Guidelines for Obtaining and Submitting Preceptor Evaluations of Student Performance**
 - i. Use the final preceptor evaluation form that is associated with the rotation discipline the student is currently on. Final preceptor evaluation forms are posted on Canvas.
 - ii. You are to present the final preceptor evaluation form to the primary preceptor for completion.
 - iii. Evaluations from first year resident physicians (PGY-1) are not permitted. If you are not sure who to obtain the final evaluation from, please contact the clinical team for guidance. You should not seek a final evaluation prior to the final week of the rotation.
 - iv. **All evaluations you receive must be submitted.** You may not choose the best evaluation or disregard or destroy any evaluation. You may not seek to obtain or submit additional evaluations after the rotation is complete.
 - v. Preceptors do have the option to complete these forms without your presence, as well as the option not to review them with you. In these cases, you will be given the opportunity upon returning to campus to review all evaluations upon appointment with the clinical team. You are not permitted to obtain a hard copy, photograph, or electronic copy of any final preceptor evaluation at any time.
 - vi. Any falsification of evaluation forms or logs, forgery of signatures, tampering with or destruction of evaluation forms is prohibited and will be

referred to the Academic and Professional Standards Review Committee and may be grounds for disciplinary action, up to and including program dismissal.

Supplemental Skills Form

6. Supplemental Skills Form

- A Supplemental Skills Form is required at the end of every rotation. Please review the form with your preceptor week 1. Form should be presented to preceptor for completion, Monday of week 5.
- It will be your responsibility to seek out specific patient encounters to fulfill required skills.
- Pay close attention to rotation specific skills. **Make sure these skills are accessed.**
 - i. Operative skills --> Surgery Rotation
 - ii. Pediatric Care --> Pediatric Rotation
 - iii. Emergency Care/acute care --> Emergency Medicine Rotation
 - iv. Chronic/Preventative Care --> Primary Care Rotation
 - v. Women's Health Skills --> Women's health Rotation
 - vi. Behavioral Health Skills --> Psychiatry Rotation
- **Important Note:**
 - i. You can get any skill checked off during any rotation - does not have to be rotation specific
 - ii. Example:
 - 1. Emergency medicine rotation: Patient encounter for bleeding during pregnancy = provide prenatal counseling and management
 - 2. Emergency medicine rotation: Patient encounter for SI = Provide behavioral and mental health care
 - 3. Primary Care rotation: Patient encounter for Anxiety = Provide behavioral and mental health care
 - iii. You should seek out patient encounters to ensure you are gaining experience and able to be assessed in all care across the lifespan
 - 1. Example: Pediatrics rotation and need to gain exposure to treating infants
 - iv. You are required to be assessed in all categories at least once over the course of their 9 rotations (cumulative).
 - v. The program will be tracking your cumulative progress - it is strongly recommended you do so as well to ensure you are remaining in good status.

- **Submission Instructions:** Upload to Canvas by Saturday of Week 5 @ 11:59pm

Student Preceptor/Site Evaluation

7. Student Preceptor/Site Evaluation

- Your feedback about your experience during the rotation is important to the program to continue to provide clinical experiences that foster your development and readiness to enter clinical practice. Therefore, you are required to complete a preceptor and site evaluation form on Exxat at the end of each rotation. It must be completed by **11:59pm on the SATURDAY of week 5**. Please see Standards of Conduct on page 14. Your comments may be shared with the site/preceptor as part of aggregate data. Failure to submit by the designated time will result in loss of 1% from the rotation grade and is considered a deliverable infraction.
- Failure to submit any of the above document by the designated time and/or to the designated location/column on Canvas, on or through Exxat or if the documents are filled out incompletely or incorrectly will be considered a deliverable infraction. (please see page 43)

End Rotation Examination

8. End Rotation Examination

- There will be an exam for the following rotations: Primary Care 1, Internal Medicine, Emergency Medicine, Women's Health, Pediatrics, Surgery, Psychiatry/Mental Health. These exams will be based on the objectives listed on the syllabus for the rotation. End of Rotation Examinations will be administered on campus or remotely during Senior Days.
- **It is expected that student will pass these exams on the first attempt. Students must receive a grade of $\geq 70\%$ to pass the End of Rotation (EOR) exam.**
- If a student receives a grade below a 70% on the end of rotation exam they may be granted the opportunity to go to the next rotation and retake the exam within 1-2 weeks. Retake examinations will test the same subject material as covered by the original examination. The students may not review EOR exams at any time. A passing grade of 70% or higher must be obtained on the retake exam. If a grade of 70% or above is attained on the retake exam, a maximum score of 70% will be factoring into the rotation grade.
- *Failure to successfully pass the retake of an end of rotation examination will result in **failure of the rotation and placement on probation, which may result in referral to the APSRC.***

- Students will be granted the opportunity to retake a failed EOR on the first attempt three times during the entire experiential component of the clinical year.
 - i. Failure of any EOR exams on the first attempt will result in referral to the clinical coordinators to discuss content deficiencies and test taking strategies.
 - ii. Failure of a second EOR on the first attempt will result in referral to the Associate Program Director (ADP) overseeing remediation for a formal remediation plan.
 - iii. Failure of three EOR exams on the first attempt will result in Academic Probation and a referral to the APSRC. This could result in more formalized remediation and may result in a delay in graduation.
 - iv. Failure of four or more EOR exams on the first attempt will result in dismissal, regardless of overall average and/or grades obtained on other graded components for the course.

Additional Grading and Evaluation Components

In addition to the rotation grading components, there are other requirements, which occur during the clinical year.

Site Visits

1. **Site Visits** - You will be site visited by a member of the PA program at least one time during the clinical year. The purpose of the rotation site visit is to assess your progress. You are required to pass the site visit evaluation. This is a must pass component of the clinical year. It is important to note that a satisfactory site visit does not increase the likelihood of a satisfactory final rotation evaluation.

Failure of the site visit or an unsatisfactory evaluation from a preceptor during this visit constitutes a lack of academic/clinical/professional progression. As a result, failure of the graded site visit on the first attempt will result in a meeting with the clinical coordinator, to review and discuss the visit and provide feedback. You will undergo an additional site visit to be scheduled by the program. You must pass the second site visit. If you fail to pass the second site visit, you will be referred to the Academic and Professional Standards Committee, may be removed from the current site and may be required to repeat the rotation, and/or may be placed on probation.

Clinical Year OSCE #1

2. Clinical Year OSCE #1 - **Objective Structured Clinical Examinations (OSCE)** - You are required to complete and pass a formative OSCE assessment. The purpose of this assessment is to evaluate where you are in your clinical development through the clinical year in preparation for your summative OSCE experience. Failure to pass the formative OSCE will result in a re-test. Students who fail to pass the retest will be

remediated with a faculty member to ensure deficit areas are addressed and remediated.

Master's Project

3. **Master's Project** – All students are required to complete and pass a Master's Project as defined by the PA Master's Comprehensive Experience course I and II.

4. **PACKRAT Physician Assistant Clinical Knowledge Rating Assessment Test (PACKRAT)** - This is a self-assessment evaluation to help you gauge your knowledge base and to identify your areas of needed improvements. You will be required to take this assessment twice during the clinical year. 1st assessment will be administered prior to the start of on-site clinical rotations and the 2nd assessment will be administered halfway into the clinical year.

Summative Testing

5. **Summative Testing** - All students are required to complete and pass all summative testing requirements. This summative process includes a written examination, OSCEs and Clinical skill assessment. Students who are unsuccessful on the first attempt at a summative exam will be remediated by a faculty member prior to a second testing attempt. You are provided two attempts to pass the summative program components. If you fail to do so you will be referred to the Academic and Professional Standards Review Committee. These tests are must pass components for program completion.

Section V: Student Responsibilities

~~Clinical rotations are experiential learning.~~ This means you are responsible for actively engaging in participating, requesting, and volunteering to make the most of the opportunity to learning.

Here are a few important items to keep in mind while you are at your clinical site.

- You should seek to meet with your preceptor to discuss mutual goals and expectations for the rotation during the first week and periodically during the rotations.
- You must be aware of your limitations as students and of the limitations and regulations pertaining to PA practice.

- While at clinical sites, you must always work under the supervision of a Preceptor.
- You are not to function in the place of an employee or assume primary responsibility for a patient's care.
- You should seek advice when appropriate and should not be evaluating or treating patients without supervision from, and direct access to a supervising clinical preceptor at all times. Unusual or abnormal physical findings must be confirmed by a licensed provider.
- You are to perform only those procedures authorized by the preceptor.
- You are to adhere to all regulations of the Program and the clinical sites and contact the Program immediately with any questions or concerns about your role at a site.
- **You are not to treat and discharge a patient from care without the patient being seen by the clinical preceptor. All patients must be seen by a licensed provider PRIOR to leaving the facility.**
- You are not permitted to carry any firearms or other weapons to clinical sites.

Problems/Conflicts

Should a problem or conflict arise at your site, you should initially attempt to work out any minor problems with your Preceptor or Supervisor. If you still perceive a problem in any area of the experience including personality conflicts, communication issues, supervision, or inadequacy of the learning experience you should contact the Clinical Coordinator immediately.

Clinical Site Dismissal

The transition from the didactic phase of the curriculum to clinical education can be challenging, and students may require time and support to adapt to the expectations of direct patient care and professional practice. However, patient safety and professional conduct are essential requirements of all clinical learning experiences. Concerns related to unsafe patient care, unprofessional behavior, or failure to meet clinical site expectations will be evaluated on a case-by-case basis, considering the nature, severity, and circumstances of the incident.

A student who is dismissed from a clinical site due to unsafe patient care, professionalism concerns, or violation of site policies may be subject to one or more of the following actions:

- Issuance of a professionalism violation
- Requirement for remediation or additional clinical training
- Delay in program progression or graduation
- Referral to the Academic and Professional Standards Review Committee (APSRC) for further review
- Failure of the clinical rotation
- Dismissal from the program

The Program reserves the right to determine the appropriate course of action based on the specific circumstances of each case, recommendations from the clinical site, and the student's prior academic and professional performance. Clinical site dismissal does not automatically result in program dismissal; however, the seriousness of the conduct and its impact on patient care, patient safety and professional standards will be carefully considered in all decisions.

Contact Information

Since you will be away from campus and in different locations, you are required to provide the Program with current and accurate contact information to include phone numbers. Should you be in a location where there is limited cell phone or computer access, you must inform the Program and provide an alternate reliable contact phone number.

Social Media and Privacy

Students enrolled in Jefferson programs that include rotations, fieldwork, or other activities in or with a healthcare organization are subject to all policies of their Jefferson program (PA Studies Program) and of their clinical sites. Patient privacy, co-worker privacy, and proprietary information can be compromised through errant posts or references, such as, but not limited to, geotagging, posting pictures from a placement site, or information displayed in the background of photos. Jefferson students should always uphold the Health Insurance Portability and Accountability Act during clinical experiences.

Disclosing any information about patients you have seen or heard about without written permission, including photographs or potentially identifiable information, is strictly prohibited. These rules also apply to deceased patients and to posts in the secure section of your Social Media site that is accessible by approved friends only. Additionally, students shall not offer professional advice (including but not limited to medical advice, nursing advice, etc.). Students shall also exercise caution in “friending” or otherwise granting access to their personal social media accounts to current or former patients. For more information, please visit <https://www.jefferson.edu/life-at-jefferson/handbooks/rights-responsibilities/social-media-policy.html>

Section VI: Unprofessional Behavior

Professional expectations intensify during the clinical year and as such, there are additional expected behaviors and program responses to unprofessional actions. In the clinical year, there are “Deliverable Infractions.” These infractions could lead to or be in addition to professional incident reporting as defined in the PA Student manual and presented here.

Deliverable Infraction Policy

During the clinical year – due to the importance of accurate and timely completion and submission of documentation during each rotation, the clinical year engages an unprofessional *infraction* policy related to these required deliverables as defined below. Four or more clinical professionalism infractions will become professional incidents as defined by the Policy of Unprofessional Behavior above.

Deliverable Infractions

Deliverable infractions refer to the penalties given for any errors related to required course deliverable forms and include but are not limited to:

- Late submissions
- Incomplete or inaccurate submissions
- Submissions to the wrong location or platform

Timely and accurate deliverables are essential for clinical assessment and program accreditation and are a key part of professionalism in the clinical year.

Consequences for Deliverable Infractions

- Infractions #1–4
 - Formal email notification
 - 1% deduction from course grade per infraction
- Infraction #5
 - Formal email notification
 - 2% deduction from course grade

- Meeting with a clinical team member
- Infractions #6–9
 - Formal email notification
 - 3% deduction from course grade per infraction
- Infraction #10
 - Formal email notification
 - 4% deduction from course grade
 - Meeting with Program Leadership
 - Professionalism Incident added to file
 - Self-reflection plan developed with leadership

If further infractions are received, you may be referred to the Academic and Professional Standards Review Committee.

Note: Deliverable infractions include not only major infractions, but also minor ones, possibly including but not limited to late submissions, incomplete submissions, submissions not delivered to the appropriate location (physical or electronic).

Policy on Unprofessional Behavior

Professional progress is as important as academic progress and any instance by a student that demonstrates unprofessional behavior will be addressed accordingly. All students are required to adhere to the University Community Standards as defined in the University Student Handbook <https://www.jefferson.edu/academics/colleges-schools-institutes/health-professions/student-resources.html> in addition to the Standards of Conduct as defined by the PA Program and those which govern the physician assistant profession (Appendix A: AAPA Guidelines for Ethical Conduct for the Physician Assistant Profession).

Professionalism Warning:

A student may receive a professional warning in response to:

- Any broken program or University policy
- Any missed deadline provided by faculty, including but not limited to: late arrival to class or clinical site, late arrival to exam, failure to response by deadline provided.

Professionalism Warning #1: Formal notification of violation via email.

Professionalism Warning #2: Formal notification of violation via email and the student is required to complete a self-reflection with documented plan of action from student.

Professionalism Warning #3: Formal notification of violation via email and a meeting with advisor.

Professionalism Warning #4: Formal notification of violation via email and meeting with the Associate Program Director. If another professionalism violation occurs, student will receive a professionalism Incident.

Professionalism Warning #5: Formal notification of the fourth warning, which results in a Professionalism Incident. Please refer to the Professionalism Incident Policy.

Professionalism Incident:

You are expected to consistently demonstrate and display appropriate and professional standards of conduct throughout your time in the program. Any instance that demonstrates a violation of these standards, such as unprofessional and/or inappropriate behavior, will be addressed and may include formal documentation of the violation as defined below.

First Incident: The Program will document the incident in writing, and you will meet with the appropriate faculty, staff, or other Program member who documented, observed, or received a report of the behavior. This documentation will go into your program advising notes.

Second Incident: The Program will document the incident in writing, and you will meet with the appropriate faculty, staff, or other Program member who documented, observed, or received a report of the behavior. At the discretion of the Program, you may be referred to the Academic and Professional Standards Review Committee, and corrective or disciplinary action may be taken. This documentation will go into your program advising notes.

Third Incident or Any incident Deemed Extraordinarily Concerning: You will be automatically referred to the Academic and Professional Standards Review Committee and/or the Department Chair. The Committee or Department Chair will determine a course of action for the behavior that can include but is not limited to corrective or disciplinary action, probation, and dismissal. This incident will be documented and maybe reportable to credentialing and licensing bodies.

APPENDICES

Appendix A: Exposure to Infectious or Environmental Hazards Guidelines

If an exposure occurs:

STEP 1: immediately cleanse the affected area and report the exposure to the supervising clinician or supervisor immediately. The protocol at the clinical site will govern the medical approach to that exposure.

STEP 2: obtain medical care (as applicable). Immediate medical care and lab work will be done either at the rotation site or the nearest emergency department. Additional care and follow up may be with the student's personal provider. Clinical sites will typically not provide the student with free medical care. Any and all expenses for the care and potential treatment are the responsibility of the student. It is the student's responsibility to understand their medical insurance coverage, policies, and procedures.

STEP 3: notify the Clinical Coordinator within 2 hours of the exposure by calling the emergency phone (this is for program notification but not for guidance of your care) and complete/submit the *Needlestick/Bodily Fluids Exposure form* within 24 hours.

STEP 4: contact/leave a message for the Thomas Jefferson University East Falls Student Health Services office within 24 hours of the exposure: 215-951-2986. Student Health Services will return calls the next business day.

Appendix B: AAPA Guidelines for Ethical Conduct for the Physician Assistant Profession

The PA profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. Economic pressures of the health care system, social pressures of church and state, technological advances, and changing patient demographics continually transform the landscape in which PAs practice.

PAs are expected to behave both legally and morally. They should know and understand the laws governing their practice. Likewise, they should understand the ethical responsibilities of being a health care professional. Legal requirements and ethical expectations will not always be in agreement. Generally speaking, the law describes minimum standards of acceptable behavior, and ethical principles delineate the highest moral standards of behavior.

When faced with an ethical dilemma, PAs may find the guidance they need in this document. If not, they may wish to seek guidance elsewhere – possibly from a supervising physician, a hospital ethics committee, an ethicist, trusted colleagues, or other AAPA policies.

PAs should seek legal counsel when they are concerned about the potential legal

consequences of their decisions.

Please visit: <https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf> for the full document.

Thomas Jefferson University Physician Assistant Studies Program

Appendix C: Student Criminal Charge Report

Should a Thomas Jefferson University PA student be criminally charged during their time in the program, the student is required to notify the Program Director, who will refer to the student to the Dean's Office representative to discuss the charges and any implications of the charge on the student's status in the program.

Student Handbook Signature Sheet

I, the undersigned, have read, understand and agree to comply with the Clinical Education Handbook on RULES, REGULATIONS, POLICIES AND PROCEDURES of the Physician Assistant Studies Program and I acknowledge that I am subject to any of the disciplinary actions that may be brought against me. I am aware of my rights as a student, which were explained to me. I have been given a copy of the Student Handbook and understand that I may ask questions at a later date if I need further clarification of its content.

Laptop for Assessments

I understand that I will be required to bring a laptop computer to end of rotation exams, summative exams and other assessments during the clinical year. I will abide by the PA Program Exam Policy.

Social Media Policy

I have reviewed the social media policy posted on Canvas and will adhere to it.

Student Signature

Date

Student Name (Print)

Please do the following:

1. Print this page.
2. Sign your name, print your name, and print the date that you are signing.
3. Upload this to Canvas "Handbook Form" tab by the due date assigned by the clinical team