Welcome to the Clinical Year!

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

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

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

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

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

Sincerely,

The George Washington Physician Assistant Program Faculty and Staff

Revision of these policies and procedures

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

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**PA 6268 Elective Clinical Practicum**
Marianne Vail
202-994-6785 (office)
978-726-1206 (cell)
mavail@gwu.edu
Who Do I Call?

1. For questions related to the rotation objectives, responsibilities, expectations, and grades:

   **Rotation Course Director**

2. For questions about changes in the rotation schedule:

   **Dr. Vail**

3. For preceptor/site contact information:

   **Agnes Socrates**
   - Inpatient Medicine
   - Primary Care
   - Emergency Medicine
   - Behavioral Medicine

   **Jessica O’Connell**
   - Surgery
   - Women’s Health
   - Pediatrics
   - Elective

4. For housing information:

   **Agnes Socrates**
   - Primary Contact

   **Jessica O’Connell**
   - Secondary Contact

5. Registration issues:

   **Rotation Course Director**
# 2015-2016 Clinical Year Rotation Schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Registration Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Clinical Education</strong></td>
<td>Monday, April 27-Friday, May 1, 2015</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td>May 4-May 15, 2015 (Two Weeks)</td>
</tr>
<tr>
<td><strong>Block One</strong></td>
<td>May 18-June 24, 2015</td>
</tr>
<tr>
<td><strong>Block Two</strong></td>
<td>June 29-August 5, 2015</td>
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<tr>
<td><strong>Block Three</strong></td>
<td>August 10-September 16, 2015</td>
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<tr>
<td><strong>Block Four</strong></td>
<td>September 21-October 28, 2015</td>
</tr>
<tr>
<td><strong>Block Five</strong></td>
<td>November 2-December 9, 2015</td>
</tr>
<tr>
<td><strong>Introduction to Professional Practice</strong></td>
<td>Monday, December 14-Friday, December 18, 2015</td>
</tr>
<tr>
<td><strong>Winter Break</strong></td>
<td>December 19, 2015-January 3, 2016 (Two Weeks)</td>
</tr>
<tr>
<td><strong>Block Six</strong></td>
<td>January 4-February 10, 2016</td>
</tr>
<tr>
<td><strong>Block Seven</strong></td>
<td>February 15-March 23, 2016</td>
</tr>
<tr>
<td><strong>Block Eight</strong></td>
<td>March 28-May 4, 2016</td>
</tr>
<tr>
<td><strong>Summative Examinations</strong></td>
<td>Monday, May 9-Thursday, May 12, 2016</td>
</tr>
</tbody>
</table>

**Holidays:** During the clinical rotation year, students are expected to follow the holiday policy for their respective clinical site or setting. Hospital rotations such as inpatient, surgery, and emergency medicine must be staffed 24 hours a day, 7 days per week. Generally, if the preceptor or team you are assigned to is working, then you are expected to work.

**AAPA Annual Conference:** Students are encouraged to attend the American Academy of Physician Assistants (AAPA) Annual Conference (typically held in May of each year) and will be granted excused time off from their respective rotation sites. Students desiring to attend must be members of the American Academy of Physician Assistants (AAPA) and in good academic standing with the PA Program. A student must submit a written request for excused absence to the Director of Clinical Curriculum. This request should be submitted for approval to the Director of Clinical Curriculum by April 3, 2015. As part of their attendance at the conference, students may be assigned responsibilities by the PA Program.
During clinical rotations, student absence for the annual conference is allowed with these stipulations:

**Travel Day:** Friday, May 22, 2015  
**Conference Attendance:** Saturday, May 23-Monday, May 25, 2015  
**Travel Day:** Tuesday, May 26, 2015

Students are expected to be present at their clinical sites on Wednesday, May 27, 2015. Travel days should be made up and students are expected to negotiate this with their preceptor.
Clinical Practicum Registration

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

Clerkship Registration

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

*Failure to register prior to the start of rotations will result in the removal of the student from clinical rotations.*

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

Registration Credits

For the 2015 Summer Semester, each student will register for Introduction to Clinical Education and two rotations for a total of 12 credit hours. For the 2015 Fall Semester, each student will register for 3 rotations each worth 5 credit hours for a total of 15 credit hours. For 2016 Spring Semester, each student will register for 3 rotations each worth 5 credit hours and Introduction to Professional Education, which is worth 2 credit hours, for a total of 17 credit hours.
Sample Registration

Student A

2015 Summer Semester
PA 6259  Introduction to Clinical Education  2
PA 6261  Inpatient Medicine  5
PA 6252  Primary Care  5

2015 Fall Semester
PA 6263  Surgery  5
PA 6264  Women’s Health  5
PA 6265  Pediatrics  5

2016 Spring Semester
PA 6266  Emergency Medicine  5
PA 6267  Behavioral Medicine  5
PA 6268  Elective Clinical Practicum  5
PA 6300  Introduction to Professional Practice  2

Student B

2015 Summer Semester
PA 6259  Introduction to Clinical Education  2
PA 6267  Behavioral Medicine  5
PA 6268  Elective Clinical Practicum  5

2015 Fall Semester
PA 6265  Pediatrics  5
PA 6264  Women’s Health  5
PA 6263  Surgery  5

2016 Spring Semester
PA 6252  Primary Care  5
PA 6261  Inpatient Medicine  5
PA 6266  Emergency Medicine  5
PA 6300  Introduction to Professional Practice  2
Clinical Year Outcomes

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

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

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

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

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

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

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

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

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

Formative Observed Clinical Skills Examination (OSCE)
In the Summer, Fall, or Spring Semester of the clinical year curriculum, students will be expected to complete one (1) formative OSCE. The formative OSCE experience consists of two (2) standardized patient encounters where the student learner must conduct a focused medical interview and physical examination and then outline a differential diagnosis and further plans for evaluation and management. The patient encounters are seventeen minutes in length. After each patient encounter the student learner will then have ten minutes to complete a SOAP note. Students will be evaluated on technique in performing the history and physical, communication and patient interaction, clinical decision making, and formulation of an appropriate plan for evaluation and management. The clinical cases will have a primary care focus of an adult patient. The formative OSCE is graded through a checklist completed by trained standardized patients. This is a pass/mediate activity. The final determination of passing is determined by PA program faculty. Remediation may include a repeat of the formative OSCE encounters after a thorough review and plan for correction developed by the student and PA program faculty.

Summative Observed Clinical Skills Examination (OSCE)
Within four (4) months of graduation, students will be expected to complete one summative OSCE. The summative OSCE experience consists of six to eight standardized patient encounters. Each encounter is 15 minutes in duration. Within the allotted time period, students are expected to conduct a focused history and physical. Students will be expected to explain pertinent information to the patient. This could include the interpretation of historical and physical exam findings, diagnostic impression, diagnostic plans, and management/treatment plans, or counseling/patient education. After each patient encounter the student learner will then have ten minutes to complete a SOAP note. The clinical cases can range from pediatrics to geriatrics, women’s health to men’s health, acute to chronic care, outpatient to emergency settings, in addition to physical and mental health problems. Students will be evaluated on technique in performing the history and physical, communication and patient interaction, clinical decision making, and formulation of an appropriate plan for evaluation and management. The summative OSCE is graded through a checklist completed by trained standardized patients. This is a pass/fail activity. You must pass 80% of the patient encounters to successfully pass the summative OSCE. A student who fails the summative OSCE will have the opportunity to repeat the examination as scheduled by the PA Program. **Passing the summative OSCE is a requirement for graduation from the PA program.** A student who fails a second Summative OSCE administration will be referred to the Academic Progression Committee (APC) for disposition and may result in a recommendation for dismissal.

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

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

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

**Clinical Year Patient Encounter Competencies**

Students must have documented the following patient encounters for the clinical year:

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

**Patient Encounters by Activity**
- Thirty (30) **INPATIENT MEDICINE** encounters
- Thirty (30) **PRIMARY CARE** encounters
- Thirty (30) **SURGERY** encounters
- Thirty (30) **WOMEN’S HEALTH** encounters
- Thirty (30) **PEDIATRICS** encounters
- Thirty (30) **EMERGENCY MEDICINE** encounters
- Thirty (30) **BEHAVIORAL MEDICINE** encounters
- Thirty (30) **ELECTIVE** encounters

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

**Patient encounters by Setting:**
- Five (5) **PRE-OPERATIVE** encounters
- Ten (10) INTRA-OPERATIVE encounters
- Five (5) POST-OPERATIVE encounters
- Five (5) PRENATAL encounters
- Five (5) GYNECOLOGIC encounters

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

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

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

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

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

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

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

**MyRecordTracker**

Students must upload and maintain a copy of their most current physical examination, immunization record including yearly influenza vaccination and PPD information, BLS and ACLS certifications, health insurance coverage, HIPAA training certificate, drug screen, and criminal background check on MyRecordTracker. These items may be required for review by the clinical site and should always be maintained in MyRecordTracker for easy access. Students are responsible for releasing their personal information to clinical sites. Students may not start clinical rotations until the above information has been submitted to MyRecordTracker.

**Establishing Domestic Rotation Sites**

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

Students in the Class of 2016 may make suggestions to faculty for potential sites and preceptors outside of the established PA Program for Primary Care, Women’s Health, Pediatrics, Behavioral Medicine and the clinical elective following the guidelines provided to each student. Sites that are suggested by students are fully vetted by the PA Program clinical faculty to determine if they meet the expectations for an acceptable clinical experience. Students are not permitted to have relatives as their preceptors. The PA Program clinical faculty makes the final determination in regards to establishing an educational affiliation with an individual preceptor or clinical site.

Students on academic warning, academic probation, academic observations or those who receive a Letter of Comportment must complete their elective at an established GW site. The PA Program reserves the right to alter a student request for an elective rotation based upon previous academic and/or clinical performance. Students may be required to complete elective rotations within primary care, internal medicine, emergency medicine, and/or cardiology based upon the recommendation of the faculty.

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

**International Rotations**

The PA Program is working collaboratively with the Office of International Medicine Programs to develop clinical elective opportunities for PA students outside of the United States. The Office of International Medicine Programs is dedicated to helping other countries meet their long-term health care goals through education, training, and consultative service in the healthcare professions. The Office of International Medicine Programs and the PA Program will identify and vet the clinical sites that will be utilized for elective rotation opportunities. Only sites approved by both the Office of International Medicine Programs and the PA Program will be considered for the clinical elective.
experience.

The international rotation must meet all of the objectives of the clinical elective in order to be considered. In addition, the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has developed Standards related to international rotations that also need to be addressed. The Standards include: Describe how PA students are oriented to the role of the PA/mid-level practitioner in the international experience country. Students will be provided the list of ARC-PA Standards and must submit a written response to each Standard to the Program with their initial elective request. Students are also required to attend a mandatory information session offered by the Office of International Medicine Programs. Students will not be eligible for an international elective if they do not attend this mandatory session. This session is only offered once a year prior to the start of clinical rotations.

All student requests to participate in international rotations must be communicated first to the Course Director along with their completed responses to the ARC-PA Standards for the clinical elective 14 weeks prior to the expected clinical elective start. Requests submitted with less than 14 weeks notification will not be accepted. The Course Director or designee for the clinical elective will communicate with the Office of International Medicine Programs regarding the initial request. Students are responsible for meeting all application requirements for both the PA Program and the Office of International Medicine Programs in order to be considered. The PA Program will make the final decision as to whether a student will be permitted to complete an international clinical elective. Students on academic warning, observation, or probation are prohibited from completing international clinical elective opportunities in addition to students who have received a Letter of Comportment. Students may also be prohibited from completing an international clinical elective experience for other academic, clinical, or professional comportment reasons.

Students should not make any travel arrangements until they have received approval from BOTH the Office of International Medicine Programs and the PA Program. If an affiliation agreement has not been signed three weeks prior to the start of the clinical elective, students will be assigned to an established GW PA rotation site. Students are responsible for meeting all costs related to travel, lodging, and living expenses. Students are also responsible for obtaining their own visas and other necessary travel documents, immunizations, international medical coverage, and other requirements as stipulated by the government of the country in which they study. The University and/or the PA Program reserve(s) the right to cancel or suspend travel as well as terminate the rotation early for a variety of reasons should they arise. The University and the PA Program does not refund students for travel that is cancelled, suspended, or terminated early.

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

The syllabi are reviewed prior to the start of each semester and are revised as needed to facilitate the goals of the rotation and the mission of the Program. The Program reserves the right to make changes to the syllabi prior to the start of a new semester. Students will be notified of any substantial changes to the syllabi as noted via the respective Blackboard course site. Please contact the Course Director with any questions you may have concerning the information in this handbook.
Communication
Email and Blackboard are the primary means of communicating information to and from students while on clinical rotations. Official course communications are sent through GW email accounts. It is expected that students check email and Blackboard on a daily basis to stay informed of important information from the PA Program and University. A community Blackboard site has been established for general announcements and rotation material pertinent to all clinical rotations. Students should check the community site in addition to rotation specific Blackboard sites.

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

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

Housing at Distant Sites
The PA Program provides housing for students on required rotations who are scheduled to rotate at sites which are at distant sites located more than 65 miles (one way) from GW. Due to the number of students who are required to rotate in the Baltimore, Southern Maryland, and the Eastern Shore, student housing is also provided. It is expected that only GW PA students reside in, care for, and respect the housing areas. Any expenses due to damages or neglect caused by a student will result in that student being charged with cost for repairs and/or cleaning.

Housing is offered in a variety of settings which range from dormitory style to private homes with rooms available for student use. Only those students who are assigned to housing during a specific rotation are authorized to stay at the site. Students are prohibited from having visitors, pets, or overnight guests at the housing site. Students who choose to stay in the GWU-sponsored housing need to sign a student agreement and show proof of renter’s insurance one week prior to moving in. If assistance is needed to obtain it, the Program has a list of vendors. Students assigned to housing provided by our clinical affiliates may be required to sign housing contracts and provide room/key deposits to either the clinical site or housing provider.

Student housing offered by the Program is optional. Students are not required to use the housing provided by the Program and may find alternative housing options at their own expense. The Program reserves the right to inspect Program-sponsored housing at any time during the clinical year. The Program reserves the right to terminate housing for any student who violates the terms stated in the Student Agreement. In addition, students must abide with the rules and regulations imposed by the housing provider. Violations of the Student Agreement and housing rules as set forth by either the University or landlord are considered comportment issues, and as such will be handled accordingly. In addition, the student will no longer be eligible for housing. Any future housing required by the student for the remainder of the clinical year will be at the student’s own expense.
Employment during the Clinical Year
Due to the rigors of the clinical year including late nights, overnight call, and weekend call responsibilities, employment that interferes with a student’s clinical schedule and responsibilities is prohibited. Students should not ask the Program or clinical preceptors for their rotation schedules to be changed to accommodate outside employment.

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

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

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

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

- **Student Exposure to Blood and/or Body Fluids:**
  a. Wash hands and any other affected skin area with soap and water. Flush mucus membranes with water as soon as feasible.
  b. Report the incident immediately to the appropriate person at the classroom, lab, or clinical site.
  c. GW Hospital currently contracts with Medcor (located at George Washington University Hospital, Ground Floor, Room G-1092, phone: 202-715-4275) to provide employee health services for hospital employees. As part of this agreement, the university pays GW Hospital to permit Medcor to provide limited services to medical school residents, medical students undergoing clinical rotations, and health science students performing clinical duties (including physician assistant, emergency health services, physical therapy, clinical labs, sonography, and nurse practitioners).
  d. **Exposures:** Residents, students, or research personnel who sustain an occupational exposure to potentially infectious materials (needle-stick injury, splash exposure, etc.) should be evaluated immediately by Medcor. Walk-in
hours are Monday-Friday, 8:00am-12:00pm and 1:00pm to 4:00pm. If the injury occurs after hours, they should be evaluated by the GWUH Emergency Department within two hours. If they are unable to reach GW within 2 hours, they should seek immediate treatment at the closest appropriate facility and then report the exposure to Medcor at the earliest opportunity. Medcor will manage appropriate follow up care.
e. Reporting Injuries: All occupational exposures or other injuries should be reported to the:

The George Washington University, Office of Risk Management - Claims Manager
Email: risk@gwu.edu | Phone: (202) 994-3265 | Fax: (202) 994-0130

f. The office will provide the appropriate injury report form for completion. The injury report form should be completed by the injured party if possible and the program supervisor/manager.


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

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

Clerkship and End of Rotation (EOR) Attendance
Students are expected to be on-time and present for all clinical rotation experiences including EOR activities. Excusable reasons for absence are limited to documented medical illness, death of an immediate family member, jury duty, military service, subpoena, and faculty-approved attendance at the AAPA annual conference. Routine medical, dental, business, and personal appointments in addition to study days are NOT considered as acceptable absences. All absences during a clinical rotation must be communicated immediately to the clinical preceptor and the appropriate Course Director. A Notification of Absence Form must be completed and submitted to the Program. If a student does not notify the clinical preceptor and the Course Director, it is considered unexcused. The clinical preceptor has the discretion to require a student to make-up all absences, both excused and unexcused, prior to the end of the rotation. Repeated absences may jeopardize a student’s successful completion of a rotation. If a student misses more than three days of a rotation (excused or unexcused), they may be required to repeat the rotation in full. The decision for a student to repeat a rotation will be determined by the PA Program Director after discussion with the Director of Clinical Education, the Course Director, and clinical preceptor. Abuse of the attendance policy is grounds for a Letter of Comportment.

With respect to policies regarding student absence and observance of religious holidays, the following
guidelines apply:

- students notify faculty during the first week of the clerkship of their intention to be absent from the rotation on their day(s) of religious observance;
- faculty continue to extend to these students the courtesy of absence without penalty on such occasion, including permission to make up examinations;
- according to several schools of Islamic law which are followed by many of our Muslim students, attendance at the Friday congregational prayers is a required religious duty; although the precise time of observance varies from year to year, it always remains within the time period of 12 noon and 2 pm;
- the administration conveys this policy to students by including it in the schedule of classes and other places deemed appropriate; and
- respect for religious freedom extends to our clinical educational environment as well. Students on clinical rotations must notify the Program of any planned absence due to religious observance. The Program may require that the student off-set the absent time with other assignments or additional hours/shifts at the rotation site.

Attendance is required at all EOR activities throughout the clinical year. All students, regardless of location, are expected to be on campus for EOR activities. It is expected that students arrive on time, be present, and remain until the close for all EOR sessions. In general, students can expect to be on campus from 8am-5pm. Excusable absences from an EOR are the same as clinical rotations. Routine medical, dental, business and personal appointments are NOT considered as acceptable absences. Students should notify the Director of Clinical Education of an absence from the EOR. If a student has an unexcused absence for the EOR examination or graded activities, a grade of zero will be assigned. Abuse of the attendance policy is grounds for a Letter of Comportment.

No electronic devices (phones, pages, tablets, etc.) are to be used during the EOR and should remain off and within bags or pocketbooks during activities. Students can be contacted through the main PA Program phone number at 202-994-7644 for emergencies.

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

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

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

- The preceptor calls to express a concern regarding student performance.
- The student calls to express a concern regarding the preceptor and/or site.
- The student is on academic warning, probation, observation or has received a Letter of Comportment.

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