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<td>July</td>
<td>Begin: Monday 7/3/17</td>
<td>Friday 7/28/17</td>
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<td></td>
<td>End: Thursday 7/27/17**</td>
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<tr>
<td>August</td>
<td>Begin: Monday 7/31/17</td>
<td>Friday 8/25/17</td>
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<tr>
<td>September</td>
<td>Begin: Monday, 8/28/17</td>
<td>Friday 9/22/17</td>
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<td>End: Thursday 9/21/17**</td>
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<td>October</td>
<td>Begin: Monday 9/25/17</td>
<td>Thursday 10/20/17</td>
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<td>End: Wednesday 10/19/17**</td>
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<td>HOMECOMING 10/06/17- Clinic Specific</td>
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<td>November</td>
<td>Begin: Monday 10/23/17</td>
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<td>End: Thursday 11/16/17**</td>
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<td>December</td>
<td>Begin: Monday 11/20/17 (Thanksgiving Holiday, 11/23 – 26)</td>
<td>Friday 12/15/17</td>
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<td>End: Thursday 12/14/17**</td>
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<td>January</td>
<td>Begin: Monday 1/2/18</td>
<td>Friday 1/26/18</td>
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<td>February</td>
<td>Begin: Monday 1/29/18</td>
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<td>March</td>
<td>Begin: Monday 2/26/18</td>
<td>Friday, 3/23/18</td>
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<td>End: Thursday 3/22/18**</td>
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<tr>
<td>April</td>
<td>Begin: Monday 3/26/18</td>
<td>Friday, 4/20/18</td>
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<td>May</td>
<td>Begin: Monday 4/23/18</td>
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<td>June</td>
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<td>End: Thursday 6/14/18**</td>
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** Graduation 6/16/2018

* End-of-rotation Clinical Day on campus in Gainesville. Attendance is mandatory.
** Rotations end at noon on the last Thursday of the rotation month. You will be notified of any changes.

REGISTRATION DATES: You need to check UF Student Admin to find the last day for registering for the semester. If your records are flagged for any reason and you cannot be registered, UF will assess you $100.00 late registration fee. IT IS YOUR RESPONSIBILITY to be sure that registration deadlines are met and any university flags on your records are cleared.

FEE PAYMENT: If the fees are not paid by 3:30 p.m. of the 2nd week after the semester starts, UF will assess you a $100 late fee payment. You will also be taken off your rotation immediately, because you will no longer be covered by UF malpractice insurance.
CLINICAL ROTATION CHECKLIST

- 2-4 Weeks Before Rotation
  - Check reporting instructions on the clinical site’s area in the eMedley directory. Complete any administrative paperwork associated with rotation. NOTE: Some rotations require credentialing be completed 30-60 days in advance, or as specified so get in the habit of checking your site's specific instructions early.

- First Day of Rotation
  - Meet with clinical preceptor to obtain duty assignments and orientation to practice. Offer to review rotation objectives with preceptor.
  - Assign your preceptor in eMedley. If you’re assigned preceptor will be your evaluator, then use eduSched. Go to “My Schedule,” and drag and drop from “Available Preceptors,” to “Assigned Preceptors.” If you need to select a new preceptor, use eKeeper and utilize the “Preceptor Request” icon. This should be done by the end of the 1st week.
  - You will frequently be working with multiple healthcare providers during your rotation. Remember that only your PRECEPTOR will be submitting your evaluation to UF SPAS, but it is very important that he/she receives appropriate information regarding your performance when they are not directly observing you. It is vital that you print out and distribute the Contributing Evaluator Form to those who are supervising you, and ask them to route it directly to your preceptor – or designee of the preceptor (e.g. Clerkship Director/Coordinator).

- Mid-Point of Rotation
  - Meet with clinical preceptor to discuss performance. Obtain feedback on any areas that need improvement during the last two weeks of rotation.
  - Complete eMedley Mid-Rotation Student Survey

- Last Week of Rotation
  - Remind preceptor to complete your Student Clinical Performance Evaluation on eMedley.
    - If your preceptor is having technical issues with receiving the link from eMedley, they can login directly at: he.emedley.com
      - Username: (their email address)
      - Password: (can be reset, if they forgot password)
  - Complete Clinical Rotation Site Evaluation and Preceptor Evaluation in eMedley).
End-of-Rotation Clinical Day in Gainesville (see pages 8-9, 18-19).

• Clinical year administrative announcements.

• Turn in any Clinical Rotation Request Forms for upcoming Internal Medicine Selective or Elective rotations.

• Turn in any hard copies of Absence Request Forms (*see below) completed and signed by your clinical preceptor if you have missed any days from rotation due to illness, etc. (see pages 18-19).

• End-of-rotation examinations will be administered according to the assigned rotation (see page 86-89). PACKRAT, OSCE, and Comprehensive Summative Evaluation will be administered later in clinical year (see pages 89-92).

• Advisor meetings to include H&P presentations and monthly round-up to include topics of interest.

• Special Topics presentations (see page 8).

*All forms mentioned above are available for download on eMedley: he.emedley.com
University of Florida  
School of Physician Assistant Studies  

SCHOOL CONTACT INFORMATION

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Gainesville, FL 32610-0176

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College of Medicine  
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School of PA Studies Clinical Year Website on EMEDLEY  
he.emedley.com
University of Florida  
School of Physician Assistant Studies  

OVERVIEW OF THE CLINICAL YEAR:  
CURRICULUM AND CLINICAL ROTATIONS

The clinical year provides opportunities for physician assistant students to develop and refine their skills acquired during the academic phase of training. Students function as an integral part of the healthcare delivery team. As part of their education, they share patient care responsibilities under supervision of their preceptor, but they will not serve as a substitute for staff.

GOALS OF THE CLINICAL YEAR

- Apply knowledge gained in the academic year to supervised clinical practice.
- Develop clinical problem-solving skills.
- Add to fund of clinical knowledge.
- Develop an understanding of the PA’s role in health care delivery.
- Develop an understanding of the laws governing PA practice in the State of Florida.
- Develop an indication of the kind of practice setting desired for employment after graduation.
- Prepare for the Physician Assistant National Certifying Examination (PANCE).

REQUIRED AND ELECTIVE CLINICAL PRECEPTORSHIPS / COURSES

1. Core Rotations – 9 months

- Emergency Medicine - one month
- General Surgery - one month
- Critical Care Medicine - one month
- Internal Medicine - one month
- Selective Rotation - one month (see 2. below)
- Women’s Health - one month
- Pediatrics - one month
- Primary Care* - two months (must be a minimum of one month in Family Medicine)
- Psychiatry / Behavioral Medicine - one month

*Primary Care is designated in either a family practice or internal medicine outpatient clinic/facility.
2. **Selective Rotation - one month**

The selective is a restricted elective and can be completed in an adult or pediatric medicine specialty.

- The Director of Clinical Education or Assistant Director of Clinical Education must approve all selective rotations prior to assignment. Approval for requests is based primarily on the academic needs of the student, and assignments are subject to availability.

- Surgical specialties, radiology, emergency medicine, and dermatology, are not appropriate for the selective; however, they may be used for your electives.

- Requests for SELECTIVE rotations must be submitted to the Clinical Coordinators NO LATER THAN THE END OF THE PRECEDING SEMESTER. If you do not submit a Clinical Rotation Request Form for a selective rotation, the Director of Clinical Education/ Assistant Director of Clinical Education will assign the rotation for you.

3. **Elective Rotations – two months**

- The FIRST priority in assigning rotations is to ensure the student has an experience that allows her/him to meet educational objectives. To that end, the Clinical Team will assign rotations primarily based on the student’s educational needs. While every effort will be made to accommodate reasonable requests, the quality of the student’s clinical education will come first, and he/she might not be assigned to their primary choice of elective rotation.

- Subject to the approval of the Director of Clinical Education/ Assistant Director of Clinical Education and depending on a student’s academic standing, clinical performance, and cooperation with the policies and procedures of the clinical year, students may request two elective rotations.

- Your choice of an elective rotation is a privilege earned throughout the clinical year, and is determined on the priorities of (1) your educational needs, (2) availability, and (3) your preferences. While every reasonable effort will be made to place you in the elective of your choice, these priorities must be observed.

- Requests for ELECTIVE rotations must be submitted to the Clinical Coordinators NO LATER THAN THE END OF THE PRECEDING SEMESTER. If you do not submit a Clinical Rotation Request Form for a selective rotation, the Director of Clinical Education/ Assistant Director of Clinical Education will assign the rotation for you.
• At the completion of each Elective rotation, the student must demonstrate clinical knowledge gained, and will be required to:

a. Submit a complete H&P on one patient from that month, signed by your clinical supervisor.

b. Submit a 1-2 page clinical discussion paper on any one of the following EPAPAs, and how your experience with that particular EPAPA furthered patient care:

   a. Gather a history and perform a physical exam
   b. Prioritize a differential diagnosis following a clinical encounter
   c. Recommend and interpret common diagnostic and screening tests
   d. Form clinical questions and retrieve evidence to advance patient care
   e. Collaborate as a member of an inter-professional team
   f. Recognize a patient requiring urgent or emergent care and propose an initial evaluation and management plan
   g. Identify system and practice failures and contribute to a culture of safety and improvement

4. PAS 5930 Special Topics

• This is a one credit course that you are registered for each semester. It is graded on a pass-fail basis.

• Special Topics is conducted each month on the end-of-rotation Clinical Day. ATTENDANCE IS MANDATORY. Unexcused absences for any one Clinical Day will result in a failing grade for that portion of your Special Topics class. Requests to be excused from these activities may only be approved by the Director of Clinical Education/Clinical Education Assistant for emergencies or other extraordinary circumstances. Students are expected to attend the end-of-rotation program even if they are on their elective rotation month and have no scheduled examination.

• Topics covered include advanced clinical lectures, problem-solving exercises, evidence-based medicine discussions, review of the literature, etc. Many of these activities are directly related to knowledge required for the PANCE, and experience has shown that these reviews have often been a critical factor in passing this examination. Other topics covered may include job searching, certification, licensure, credentialing, preparation of CVs, personal safety, etc. Class participation will frequently be involved.
A full report of history and physical examination ("H&P") is required to be submitted at your advisor meeting on Clinical Day after completion of each of the following rotations:

- Internal Medicine
- Primary Care I
- Women’s Health
- Pediatrics
- General Surgery
- Elective Rotations

This is to be a complete H&P, and not an abbreviated clinical problem sheet or brief SOAP note. It may be focused, but still should be an appropriate H&P, and must be signed by your clinical supervisor. No credit will be given for unsigned submissions.

***PLEASE DE-INDENTIFY YOUR PATIENT AND ANY FACTORS THAT CAN IDENTIFY THE PATIENT. THIS IS A HIPPA VIOLATION AND SUBJECT TO FINES AND DISCIPLINE***

At the completion of every rotation that does not have an examination scheduled for that month, the student will be required to turn in proof of (3) Category I CME hours of instruction. (All CME activities MUST be AAPA/AMA-approved Category I hours.) These will consist of CME topics, usually in the area of medicine in which the student was rotating that month. The student will select the specific CME activities, and submit them in eMedley for approval. **THIS ASSIGNMENT SHOULD BE DONE DURING THE MONTH AND IS DUE ON CLINICAL DAY.**

**CLINICAL PRECEPTOR RESPONSIBILITIES**

In order to maximize the educational opportunities for PA students and to avoid misunderstandings between students and clinical and auxiliary staff, preceptors are expected to:

1. Meet with the student on the first day of rotation to review:
   a. Educational objectives for the rotation.
   b. Work schedules and on-call assignments. These are under the local control of the preceptor. Student should check with the preceptor about call responsibilities, especially if the site is hospital based. The School of PA Studies adheres to the ACGME 80-Hour Resident Work Rule, whereas, “Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities and all moonlighting.”
   a. [https://assets.fridgecms.com/81a7119e-968c-425c-b67c-1cc44e028d44/CPRs_Section%20VI_with-Background-and-Intent_2017-01.pdf](https://assets.fridgecms.com/81a7119e-968c-425c-b67c-1cc44e028d44/CPRs_Section%20VI_with-Background-and-Intent_2017-01.pdf)
   c. Local clinic/hospital policies and procedures.
2. Introduce the student to essential clinical and auxiliary personnel in the practice.
3. Provide clinical instruction in accordance with the rotation objectives and the availability of patients and other clinical resources.
   a. Clinical assignments should be consistent with the PA's role.
   b. **A hands-on clinical experience is required.**
   c. Self-study assignments and library research of clinical topics are encouraged.
   d. PA students are particularly eager for knowledge and insights from the preceptor's own clinical experience.

4. Provide the PA student with frequent feedback on clinical and professional performance, and formally meet with them approximately halfway through their rotation to discuss this feedback and issue guidance.

5. Meet with the student during the last week of rotation and complete a Student Clinical Performance Evaluation, online in the EMEDLEY system.
   a. Evaluations should be frank and accurate as a reflection of the student's clinical competence and professionalism.
   b. Students should be rated as though they were being considered for employment in the preceptor's practice (taking into account their level of training and experience).
   c. When the student has been observed by several other clinicians, the student will provide them with a **“Contributing Evaluator Form.”** This is designed to help you better evaluate their performance in the rotation, but should **NOT** be returned to the School.
   d. Written comments are especially important, but if the preceptor feels written comments are not enough and desires an open discussion, please call the Director of Clinical Education.
   e. The evaluation is normally completed online in EMEDLEY, but in exceptional cases, such as Internet access failures, the preceptor may FAX or email the **“Contributing Evaluator Form”** directly to UF SPAS (352-294-8167 or keri.stone@pap.ufl.edu).

6. Notify the School of PA Studies of any unexpected student absences during monthly rotations: (352) 294-8150.

A separate guide can be given to each preceptor prior to the first clinical rotation by a student and when the preceptor’s manual is updated. The above information is to give the student a basic understanding of some of the content of the preceptor’s manual.
ROTATION GUIDELINES FOR STUDENTS / PRECEPTORS

Outlined below are the objectives that students must become proficient in during their clinical year. This list is to guide the preceptor in recognizing trouble areas that may need supplementary training during the students’ evolution. Typically, students in their first three months of clinical training are beginning to develop these basic skills. During the fourth through the sixth months, students typically are gaining confidence in their abilities and continue to improve their clinical presence. From the seventh month to the end of the clinical year (twelfth month), refining the students’ skills is the main emphasis. Throughout the entire year, students are expected to be fully involved in the activities at the clinical site, to improve upon their skills (i.e., patient workups, attending lectures/rounds, procedures, etc.). If as a preceptor you note any deficits, please include comments on the student’s evaluation or notify the Director of Clinical Education/Clinical Education Assistant directly at the School of PA Studies, so we may remediate accordingly.

1. The Medical Interview
   a. Maintains a professional attitude/relationship with the patient.
   b. Introduces self as a Physician Assistant Student.
   c. Asks appropriate questions to elicit pertinent medical/psychosocial history.
   d. Uses non-verbal communication skills appropriately.
   e. Uses common language to aid in patient comprehension.
   f. Makes articulate case presentations and demonstrates a clear sense of understanding the medical problem.

2. Writing Skills
   a. Writes focused/SOAP format notes with clarity.
   b. Writes full HPI with clarity.
   c. Writes orders with understanding of treatment rationale.
   d. Writes discharge summaries with clarity.
   e. Demonstrates proper charting and documentation on all charts.
   f. Demonstrates compliance with quality assurance indicators on all documentation and medical records.
3. Physical Exam Skills
   a. Can perform a full exam.
   b. Can perform a problem-focused exam.
   c. Can recognize pertinent findings.
   d. Demonstrates correct technique on exam.

4. Critical Thinking
   a. Can form a differential diagnosis appropriate to the student’s level of training.
   b. Can form and implement a management plan, including when to refer.
   c. Discriminates between diagnostic modalities with consideration given to validity, usefulness, reliability, risk/benefit, and cost effectiveness of each.

5. Knowledge Base (appropriate to the student’s level of training)
   a. Links pathophysiology to the manifestations of disease.
   b. Relates anatomy to the disease process.
   c. Identifies the natural history of disease.
   d. Demonstrates an understanding of pharmacotherapeutics.
   e. Understands the treatment rationale of diseases.
   f. Utilizes the appropriate selection and utilization of lab and other diagnostic tests.

6. Patient Education
   a. Can obtain informed consent when necessary.
   b. Educates patient to risks and outcomes of illness and treatment.
   c. Counsels patients on health promotion and disease prevention.
   d. Demonstrates proper documentation of patient education in chart.
7. Professional Development
   a. Practices universal precautions as appropriate.
   b. Demonstrates the ability to work effectively as a member of the health care delivery team as evaluated by preceptors and co-workers.
   c. Demonstrates the ability to be open, non-judgmental, and empathetic with patients as evaluated by preceptors and patients.
   d. Demonstrates appreciation for a consumer-oriented patient/provider relationship by incorporating patient education into patient encounters.
   e. Demonstrates appreciation for the utilization of specialists and community-based resources through appropriate referrals when indicated.
   f. Demonstrates appreciation for the importance of continuity of care by counseling patients to establish a primary care provider when indicated.
   g. Demonstrates appreciation for patient autonomy and self-determination by documenting patient concerns and decisions on patient records.

SUPERVISED CLINICAL ACTIVITY

1. Physician assistant students on clinical rotation work under the direct supervision of a licensed physician and therefore will not make a diagnosis or carry out any procedure or treatment plan without the explicit approval of a licensed physician/physician assistant or nurse practitioner.

2. When given an order by a physician and/or preceptor, a student has three possible courses of action:
   a. Carry out the order as directed.
   b. If there is disagreement with the order, discuss it with the physician and mutually agree on a course of action.
   c. Inform the physician that as a student you do not feel qualified to safely carry out the order.

3. At no time will a student change an order or carry out a course of action different from that directed by the physician.

4. In the event of the temporary absence of his/her regular preceptor, students must notify the School of PA Studies of their alternate preceptor. At no time will students work without having a supervising physician clearly identified. Likewise, at no time may students replace or fill in for absent clinical site employees.
5. Students will not be allowed to work extra rotation sites outside of their specified monthly rotation requirements, e.g., working extra hours in an ER when the student is scheduled for pediatrics that month. Students place themselves and the School at great risk since malpractice coverage will not exist, as well as not having a supervising physician to co-sign charts.

6. Students must have all charts and written orders countersigned by the supervising physician on the day of the patient encounter. Hospital policy also governs countersignatures. It may be policy in some facilities to not allow students to write in the charts. This does not preclude the student from writing up the patient case for the preceptor to critique, but not include in the chart.

7. NO patient should be discharged from a clinical site by a PA student without the preceptor’s approval and signature on the chart.

8. In all clinical activities, PA students should be guided by the principle of KNOWING ONE’S LIMITATIONS.
ASSIGNMENT OF CLINICAL ROTATIONS

1. The first priority when assigning rotations is to ensure that every student meets the educational objectives of the clinical year. A well rounded clinical education requires that students be exposed to a variety of clinical practice settings (in-patient vs. outpatient practices, academic medical centers vs. community-based sites, urban vs. rural practices, etc.). Clinical students will be required to do a number of their rotations at Florida Area Health Education Centers (AHEC) in medically underserved areas of the State.
   a. The UF School of PA Studies has contractual obligations with certain rotation sites within the State to provide them with a specific number of students each year. This is a high priority when assigning rotations.
   b. When assigning rotations, AHECs and rotation sites that have been used frequently, and have a history of providing PA students with excellent clinical teaching experiences in the past, are given priority over sites that accept students only occasionally. Under no circumstances will confirmed AHEC rotations be changed.
   c. Rotation assignments are always contingent upon the availability of a particular rotation site at any given point in time, and the Director of Clinical Education’s/Assistant Education Assistant’s prior approval of the rotation.
   d. The School of PA Studies will not consider requests for rotations changes once the clinical rotation has been confirmed, except under extraordinary circumstances. This includes confirmed elective and selective rotations. However, the School of PA Studies reserves the right to change student rotation schedules at any time in order to ensure that the academic requirements of the clinical year are met. Any rotation change requests made subsequent to a confirmed rotation must be approved by the Director of Clinical Education/Assistant Director Clinical Education.

2. The order in which you complete your rotations has no impact on the quality of your clinical education.

3. Students are NOT permitted to sign any forms or contracts on behalf of the School of PA Studies.

4. Requests for private rotations or internal medicine selective and elective rotations are communicated to the Director of Clinical Education using the Clinical Rotation Request Form which is available on the School of PA Studies Clinical Year website. Requests for internal medicine selective and elective rotations must be submitted 90 days before the rotation is scheduled to begin. This lead time is necessary to ensure that any administrative matters such as inter-institutional affiliation contracts, rotation applications and student credentialing by health care facilities, and other prerequisites imposed by the rotation site are accomplished well in advance of the rotation start date.
a. Approval of rotation requests is contingent upon the educational value of the rotation, the student’s demonstration of academic and clinical development, and the student’s history of cooperating with the policies and procedures of the clinical year. The willingness of a preceptor to give you access to his/her patients for clinical training, and to provide you with an end-of-rotation evaluation, are other important factors that are taken into account when considering private rotation requests.

b. Out-of-state rotations may be difficult to coordinate and the School of PA Studies does not assist students in locating out-of-state rotations. However, requests for such rotations will be considered for the second half of the clinical year, subject to the approval of the Director of Clinical Education, and depending on a student’s professionalism, academic standing, clinical performance, and cooperation with the policies of the UF SPAS. As with any clinical rotation, out-of-state rotations are not guaranteed.

Once an out-of-state rotation is approved, all legal paperwork and practice profiles must be received in the PA office 90 days prior to the start of the rotation in order for this request to be confirmed.

c. It is strongly recommended that you discuss any planned private rotation requests with the Director of Clinical Education/Assistant Director Clinical Education before submitting a Clinical Rotation Request Form. The procedure for arranging a private rotation will be outlined at that time.

d. Students requesting to do rotations with any healthcare provider (MD, DO, PA, ARNP) who are family members, friends of their family, their personal healthcare provider, or where students may be currently/recently employed will be considered on a case-by-case basis with consideration given to academic and professional standing.

STUDENT HOUSING AND OTHER EXPENSES DURING THE CLINICAL YEAR

1. UF PA students are responsible for their transportation, housing, and living expenses during the clinical year. The School is not obligated to provide you with free housing while you are on rotation. Each of you should plan your clinical year finances in advance to ensure adequate resources for your clinical education. In addition to expenses for tuition, fees, textbooks, and medical equipment, you should include funds for health and disability insurance, temporary housing and pet expenses (if applicable). Reliable transportation is also essential. Each of you will be required to travel to Gainesville at the end of each rotation month for mandatory exams and other administrative and educational activities.
2. The availability of student housing is very limited and may be offered only to students who have to travel outside of their area of preference for a rotation. You are NOT eligible for student housing located within your area of preference. For example, if your area of preference is Jacksonville, you cannot use the housing available at Shands Jacksonville.

3. Students taking advantage of available student housing are expected to comply with eligibility and usage rules, check-in procedures, key custody, etc., established by the agency assigning the housing. You should be mindful that the availability of housing to future students could very well depend on how well you take care of the property, appliances, and utilities such as phone, cable service, etc. Before you check out of housing, make sure you clean up, empty trash, and turn out lights. Students who abuse the privilege of available housing and jeopardize the availability of housing may be subject to disciplinary action including dismissal from the School of PA Studies.

4. Pets, and guests, including family members, significant others, and classmates, are not permitted in any of the student housing facilities under any circumstances. Smoking is prohibited. Violations will be subject to disciplinary action from the School of PA Studies.

5. If you have requested student housing reservations, you are OBLIGATED to stay in the assigned facility unless you have permission from the School of PA Studies before the rotation begins.

6. Any and all fees associated with available student housing are the sole responsibility of the student.

7. Estimated expenses for the clinical year (Summer B, Fall, Spring and Summer A):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$27,200* (Florida Resident) $60,599 (non Florida Resident)</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,790**</td>
</tr>
<tr>
<td>Lodging and Utilities</td>
<td>$10,910</td>
</tr>
<tr>
<td>Food</td>
<td>$6,040</td>
</tr>
<tr>
<td>Clothing Maintenance,misc</td>
<td>$2,015</td>
</tr>
<tr>
<td>Personal</td>
<td>$390</td>
</tr>
<tr>
<td>Transportation</td>
<td>$4,070***</td>
</tr>
<tr>
<td>Computer / Cell phone expense</td>
<td>$1,660</td>
</tr>
<tr>
<td>**TOTAL</td>
<td>$54,075 (Florida Resident) $87,474 (non Florida Resident)</td>
</tr>
</tbody>
</table>

*Assumes that the appropriate documentation is secured and presented to the Office of the Registrar to obtain residency in the State of Florida.
**Includes cost of PANCE ($500).
***Public transportation is free for students. The $4,070 figure represents the estimated cost for operating an automobile.

Costs of attendance budgets include only those expenses associated with the student. Living expenses for spouse and/or other dependents are not recognized as part of the student’s standard costs of attendance. Other expenses not directly essential to a student’s education or living expenses are the sole responsibility of the student. Examples of this include, but not limited to, attendance at conferences, membership in specialty professional organizations, and optional medical databases or resources. **NOTE:** The costs represent estimates and are based on the costs available at the time of compilation.
ATTENDANCE DURING THE CLINICAL YEAR

1. Students normally report to rotations on the first Monday of each rotation block and work until noon of the last Thursday of the rotation block unless directed to do otherwise by the School of PA Studies or preceptor (see Clinical Year Schedule, page 2).

2. The rotation preceptor controls night call, days off, and daily routine. Students are expected to clarify all schedule issues with the preceptor on the first day of rotation.

   a. Work schedules and on-call assignments. These are under the local control of the preceptor. Student should check with the preceptor about call responsibilities, especially if the site is hospital based. The School of PA Studies adheres to the ACGME 80-Hour Resident Work Rule, whereas, “Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities and all moonlighting.”

      • [Link](https://assets.fridgecms.com/81a7119e-968c-425c-b67c-1cc44e028d44/CPRs_Section%20VI_with-Background-and-Intent_2017-01.pdf)

   b. Call schedules are to be followed as the service specifies. On-call experience should fulfill an educational function and not a site staffing need. It should not be excessive. If a problem exists, the School of PA Studies should be notified for clarification.

3. Absences from clinical rotations will not be tolerated. Any student who has an unexcused absence may be brought before the Professional Standards and Promotions Committee. Any absence that occurs must be explained in writing (via e-mail) to the Director of Clinical Education prior to the absence occurring, unless there is an emergency in which case the School of PA Studies and the preceptor must be notified immediately. A written explanation (via e-mail) must be made to the School of PA Studies office within 24 hours of the absence. Failure to comply with this may result in a substantial reduction in the professionalism grade for the rotation.

4. Students who must have time off from a rotation must obtain approval from their preceptor first, and then the Director of Clinical Education/Assistant Director of Clinical Education. Official approval is obtained by completing an Absence Request Form (available on the Clinical Year website), having it signed by your preceptor, and submitting it to the Director of Clinical Education/Assistant Director of Clinical Education for approval. The Director of Clinical Education/Assistant Director of Clinical Education and the School Director reserve the right to determine what types of absences will be approved.

5. Absence from rotation because of acute illness requires students to call in to their preceptor and the Director of Clinical Education/Assistant Director of Clinical
Education. After returning to work, an Absence Request Form is completed and submitted as outlined above. Prolonged illnesses may result in repeating the rotation. Medical documentation of the illness by the student’s personal physician may be required at the discretion of the Director of Clinical Education/Assistant Director of Clinical Education.

6. Leaves of absence (greater than three days from a rotation) may be obtained by writing a letter of request to the School of PA Studies Director (see page 99).

7. Friends or family members are prohibited from contacting AHECs, coordinators, preceptors, or rotation sites on a student’s behalf. ONLY students or PA personnel are permitted to make phone calls or visit rotation sites. Any interference by friends or family members with regard to the student’s scheduling, rotation requests, or rotations in general will be considered the responsibility of the student and may be subject to disciplinary action from the Professional Standards and Promotions Committee.

8. In emergency situations, if family members are unable to reach students by personal phone calls, they should contact the School of PA Studies first. Faculty or staff will either call the student at the rotation site or give instructions to expedite contact. If unable to contact anyone in the School of PA Studies, then family members may call the site with minimal interruption of patient care.

9. According to University policy, students are not exempt from jury duty. However, any lost clinical time will be made up at a time convenient for the preceptor and coordinated with the Director of Clinical Education.

10. Conference leaves of absence - Clinical year students may ask to attend either a state or national conference during their clinical training. The Director of Clinical Education will consider each request on an individual basis, taking into consideration the distance to travel, the academic strength of the student, the rotation, and the amount of time the student would miss. A student’s request may be denied if he/she has excessive previous absences, if there are conflicts with scheduled School of PA Studies activities, or if the clinical education outweighs the benefits of attending the conference.

11. End-of-Rotation Clinical Day Attendance – Attendance at the monthly end-of-rotation exams and the educational activities is MANDATORY. Students should expect to be on campus from 8am-5pm on Clinical Days. Please plan your schedule accordingly. Requests to be excused from these activities will be reviewed on an individual basis by the Director of Clinical Education. Students are expected to attend the end-of-rotation program even if they are on their elective rotation month and have no scheduled examination.
ADDITIONAL ASSIGNMENTS

1. Some teaching facilities require students to attend weekly meetings. These weekly meetings are utilized for troubleshooting, discussing interesting cases, or participating in lecture. UF at Shands-JAX requires students to report to a weekly meeting. It is the students’ responsibility to be aware of any mandatory meetings they are to attend. Particularly if students are rotating in a teaching hospital, they are responsible for attending all lectures/classes that the medical students attend.

2. Rotation sites may require additional assignments (i.e., papers, presentations, exams, etc.) that may be factored into students’ evaluation grade. It is the student’s responsibility to complete all tasks required to the best of their ability. The School of PA Studies supports the decision of any site to present students with additional educational opportunities.

ADDITIONAL SITE REQUIREMENTS

1. Some sites may have additional requirements to be fulfilled prior to beginning rotations. There may be additional immunization requirements, insurance verifications, HIPAA verification, drug screening, and/or national criminal background check. Some sites that have additional requirements may pay for these services; however, any costs involved are ultimately the responsibility of the student.
CLINICAL ROTATION LEARNING OBJECTIVES

In reviewing educational objectives for each academic course and clinical rotation, PA students should also refer to the NCCPA Content Blueprint which identifies the percentage of task areas and organ systems included on the PANCE. To access the Blueprint go to: http://www.nccpa.net/ExamsContentBPTasks and http://www.nccpa.net/ExamsContentBPOrgans

A. Introduction

1. The rotations allow students to apply knowledge and refine skills learned in the academic year, within a supervised clinical practice in order to develop clinical problem-solving skills.

2. At the end of the clinical year, students will be able to efficiently evaluate a clinical data base, develop a differential diagnosis, and formulate a rational treatment plan for specified clinical conditions frequently encountered in physician assistant practice.

3. Each month, students will be tested on specific learning objectives developed for each required rotation (see below). These objectives are essentially a reading list for self-guided study throughout the month. It is anticipated that this clinical year reading program will help prepare students for the Physician Assistant National Certifying Examination (PANCE). The end-of-rotation (EOR) examinations are nationally developed by the Physician Assistant Education Association (PAEA), and are based on the NCCPA blueprint, as well as the specific EOR exam blueprint and topic list.

4. The clinical objectives listed are representative of the more important conditions PAs might be expected to evaluate and manage during the rotation. They represent the minimum that the School of PA Studies expects students to accomplish in regards to clinical problem-solving skills.

5. The list is not meant to exclude additional learning experiences from the rotation such as doing admission workups, performing clinical procedures, and acquiring other clinical competencies.

B. Skill Objectives

1. The student will demonstrate/recall an adequate medical knowledge base and will apply and relate this knowledge to patients and clinical presentations.
2. The student will collect and record complete patient histories.

3. The student will accurately perform and record physical examinations. These examinations will include rectal, pelvic, genital and breast examinations when appropriate.

4. The student will formulate and record an accurate problem list, organize and assimilate data, and develop an appropriate differential diagnosis.

5. The student will learn the fundamentals of new procedures, and perform studies with preceptor supervision.

6. The student will interpret the results of diagnostic tests and correlate them with the patient's problems.

7. The student will be able to summarize and articulate pertinent patient data in an accurate and concise manner.

8. With the preceptor’s approval, the student will develop an appropriate treatment plan and write orders to initiate the treatment plan.

9. Student will develop and record progress notes.

10. The student will develop and record discharge summaries.

11. Students will demonstrate competence in the counseling of patients and their families in the identification of health risk factors and educate them in activities which enhance health promotion and disease prevention.

12. The student will demonstrate adequate precautions to avoid the spread of infectious disease.

13. The student will become familiar with community resources appropriate for patients.

C. Professional Behavioral Objectives

1. The student will demonstrate a positive attitude towards learning, being available for learning activities, and attentive to instruction.

2. The student will respect the cultural diversity of staff, patients, and their family.

3. The student will establish a good rapport with medical staff personnel, and work within the team model of medical practice.
4. The student will demonstrate strong communication skills and develop a rapport with patients.

5. The student will act within the Physician Assistant professional code as described in the “Code of Ethics of the PA Profession” (see page 130).

6. The student will recognize and respect the patient’s rights to autonomy and confidentiality.

7. The student will perform all assigned duties reliably and competently.

8. The student will demonstrate an awareness of his/her professional role and limitations.

D. ROTATION GRADING

Preceptor evaluation of student performance, based on clinical competencies will count for 100% of grade when an EOR exam does not occur and 50% of final grade when an EOR exam does occur.

EOR exam grades count for 50% of final grade, when taken.

The following components, when required, dependent upon rotation are graded on a Pass/Fail basis:

- Professionalism evaluation from Preceptor, all rotations
- Case Logging, all rotations (Minimal 300 case logs by end of clinical year)
- Patient Write-ups (H & Ps), if applicable
- Faculty site visit report, if applicable
- Required 3 hour CME assignment, if applicable (elective months)
- Required 1-2 page EPAPA topic paper, if applicable (elective months)

If a student earns a grade below 70% on any scored component, or a “Fail” on a “Pass/Fail” component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation). Repeating the rotation will extend the length of time required for completion of the clinical year. Refer to page 88 for policies regarding student progress.
ELECTIVE AND SELECTIVE ROTATIONS

NOTE: See 84 for explanation of footnote asterisks related to textbooks.

Required Texts: *Harrison’s Principles of Internal Medicine
*Current Medical Diagnosis and Treatment

The Elective and Selective rotations provide the student with access to adult and/or pediatric patients in the inpatient and/or outpatient settings. Students remain responsible for the general skill and professional behavior objectives. Due to the diverse nature of these rotations, students are encouraged to develop a list of their own personal learning objectives based on the specialty in which they are rotating. Students should emphasize conditions listed in the NCCPA content blueprint as well as principles of continuity of care, delivery of cost-effective quality care and identifying supplemental sources of care within the community.

I. INSTRUCTIONAL AND SKILL OBJECTIVES

By the completion of the elective or selective clinical rotation, the PA student should be able to perform and/or demonstrate the skills listed below on patient(s) in the clinical setting. The student must seek appropriate preceptor supervision for all the tasks listed below:

1. History Taking and Physical Exam Skills
   a. Obtain a thorough, pertinent history including the following areas:
      i. Chief complaint
      ii. History of present illness
      iii. Family and social history
      iv. Review of systems
      v. Perform an appropriate physical exam with the expected level of competency for the clinical setting/specialty.
      vi. Record data in a legible, organized format, using either a full history and physical format or SOAP note format when appropriate

2. Using Laboratory and Diagnostic Studies
   a. Select, collect, and interpret relevant laboratory tests (ex: Urinalysis, Rapid strep testing, Monospot testing etc.).
   b. Order and make a preliminary assessment of relevant diagnostic tests (ex: Routine X-ray studies, Nuclear medicine studies (CT, MRI), etc.).

3. Formulating Most Likely Diagnosis (includes presentation & documentation skills)
   a. Correlate normal and abnormal diagnostic data
   b. Formulate a differential diagnosis
   c. Select the most likely diagnosis in light of collected data
   d. Present the patient’s case to the supervising preceptor in an organized, accurate, and concise manner
   e. Record patient evaluation and treatment plan in proper format, for preceptor review

4. Non-Pharmacologic Clinical Interventions
   a. Perform or assist with the relevant procedures.

5. Pharmacologic Clinical Interventions
   a. Select appropriate pharmacologic therapy for the “most likely diagnosis”
   b. Demonstrate the ability to write prescriptions in the proper format taught by the UF School of Physician Assistant Studies.
c. Demonstrate awareness of indications, contraindications, side-effects, adverse reactions, and appropriate monitoring and follow-up of pharmacologic interventions

6. Applying Basic Scientific Concepts Specific to Elective or Selective Type
   a. Underlying pathologic processes or pathways associated with a given condition
   b. Normal and abnormal anatomy and physiology
   c. Normal and abnormal microbiology

7. Health Maintenance & Patient Education
   a. Risk factors for conditions amenable to prevention or detection in an asymptomatic individual
   b. Relative value of common screening tests for conditions amenable to prevention or detection in a symptomatic individual
   c. Immunization schedules for infants, children, adults and foreign travelers
   d. Provide patient education in the following areas:
      i. Management/treatment of common medical disorders
      ii. Side effects, risks, and benefits of both pharmacologic and non-pharmacologic treatment
      iii. Potential complications of medical disorders
      iv. Potential complications of treatment
      v. Instruction to patients regarding follow-up
      vi. Counseling regarding exercise, nutrition, and weight loss
      vii. Instructions regarding preparation for diagnostic studies

II. PROFESSIONAL GROWTH OBJECTIVES

The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the Rotation. The student will demonstrate Professional Growth by

A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. Encouraging discussion of problems and/or questions
   2. Recognizing verbal and non-verbal clues
   3. Offering support and reassurance
   4. Listening attentively through the use of active listening
   5. Demonstrating respect for a patient’s privacy and modesty during examinations and procedures

B. Seeking and maintaining competence by
   1. Demonstrating evidence of inquiry (reading, research, utilizing principles of evidence based medicine)
   2. Completing Rotation in accordance with assigned schedule, with punctuality
   3. Adhering to the Rotation objectives as set forth

C. Demonstrating professionalism by
   1. Recognizing one’s limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
   2. Performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
   3. Eliciting and demonstrating receptivity to constructive feedback
4. Forming and maintaining positive relationships with patients, peers, staff and supervisors
5. Maintaining a calm and reasoned manner in stressful and/or emergency situations
6. Showing respect for patients and maintaining appropriate confidentiality of the patient’s record
7. Demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
8. Utilizing self-reflection
9. Displaying a high level of motivation and interest
10. Dressing and grooming appropriately
11. Adhering to the AAPA Code of Ethics

III. COURSE REQUIREMENTS
1. Completion of assigned Rotation as scheduled.
2. Passing grade as outlined above in the Student Evaluation section, (see pg. 23).
3. The student will be required to turn in proof of (3) Category I CME hours of instruction. (All CME activities MUST be AAPA/AMA-approved Category I hours) Two of these three hours will consist of CME topics, usually in the area of medicine in which the student was rotating that month, and will be approved by the Clinical Team. The remaining CME hour may be completed in an area of the student’s choosing. THIS ASSIGNMENT SHOULD BE DONE DURING THE MONTH AND IS DUE ON CLINICAL DAY.

EMERGENCY MEDICINE

Required Text: *Tintinalli’s Emergency Medicine; Tintinalli, Stapczynski, Cline, et al. (eds.)

The Emergency Medicine Rotation provides the student with access to patients of all ages in an Emergency Department (ED) setting. The Instructional Objectives below pertain to the evaluation and management of patients in the ED setting. Testing and evaluation for this rotation will be based on the knowledge, skills and abilities related to emergency medicine. Specific Instructional Objectives follow.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of this Emergency Medicine Rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the Problem List. The student will be evaluated by the following criteria; written examination, patient write-ups, and preceptor evaluation. The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to management. Pertaining to the Problem List below, the student will:

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, anatomy, prognosis and complications pertinent to each diagnosis
B. Rapidly assess whether the patient’s chief complaint and/or physical status indicate a possible life-threatening emergency, and act with appropriate intervention.
C. Elicit and record, a focused history based on the patient’s chief complaint and appropriate for the patient’s age and mental status, including HPI with pertinent Review of Systems, Past Medical History, Family History and Social History to include:
   1. appropriate use of questions
   2. listening to the patient
   3. an organized approach to eliciting the patient’s history
   4. interpreting normal and abnormal historical data

D. Perform and record a focused physical examination, appropriate for the patient’s age, to include the following:
   1. using an efficient approach
   2. using proper technique, including modifications of technique appropriate for the patient’s mobility and mental status
   3. selecting the sections of the physical exam pertinent to the patient’s chief complaint
   4. interpreting normal and abnormal findings in the context of the patient’s history

E. Develop and record a differential diagnosis, based on the patient’s complaint, to include a consideration of:
   1. the most likely diagnoses, based on history and physical exam data
   2. the most common diagnoses
   3. the most severe and/or life-threatening diagnoses

F. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study:
   1. risks and benefits
   2. sensitivity and specificity
   3. cost effectiveness
   4. obtaining informed consent
   5. time needed to obtain results

G. Consult providers beyond the emergency department regarding treatment of acute medical/surgical and/or psychiatric conditions

H. Identify indications for hospital admission when assessing emergency medical/surgical problems

I. Develop, record and implement, as pertinent, a pharmacologic management plan, including fluid replacement and blood products, in the emergency department to include:
   1. rationale for utilizing each drug, including mechanism of action
   2. indications, contraindications and adverse reactions
   3. potential drug-drug interactions
   4. cost-effectiveness
   5. documented patient education regarding side effects and adherence issues

J. Provide and record a discharge plan, which is clearly explained to the patient and checked for understanding, to include:
   1. nutrition and dietary restrictions
   2. physical activity/exercise/work/school
   3. warning signs/symptoms of complications
   4. discharge treatment plan – pharmacologic and non-pharmacologic
   5. plan for outpatient follow-up care, to include primary health care providers, family and community resources

K. Provide patient and family counseling to include:
   1. communication with empathy and compassion
2. establishing a supportive environment for patients and their families to deal with acute emergencies
3. consideration of patients' health beliefs and practices, religious/spiritual beliefs and lifestyle choices
L. Monitor patients' progress over emergency department admission to include
   1. reassessment of subjective and objective data
   2. reconsideration of differential diagnosis, as needed
   3. modification of management plan
M. Chart progress notes in an efficient manner, following the SOAP format to include
   1. subjective data
   2. objective data
   3. assessment
   4. plan
N. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner.
O. Develop proficiency in evaluating and repairing simple lacerations, including assessing neuro-vascular status, looking for retained foreign bodies, tissue involvement, and tetanus status.
P. Develop skills in interpreting normal and commonly encountered abnormal findings on chest and long bone radiographs.
Q. Recognize and manage common patterns of abuse and assault:
   1. Child abuse and neglect
   2. Sexual assault
   3. Domestic violence
   4. Abuse of elderly and impaired
R. Develop proficiency in performing special orthopedic examinations and applying splints.
S. Develop proficiency in performing BLS/ACLS.
T. Develop proficiency in drawing arterial blood samples and interpreting results.
U. Develop skills in interpreting normal and commonly encountered abnormal 12 lead EKG and rhythm strips.
V. Develop the skills needed to evaluate and triage major trauma victims.
W. Develop proficiency in evaluating and the initial management of burn victims.
X. Recognize the Emergency Department’s responsibilities under EMTALA (Emergency Medical Treatment and Active Labor Act), and how it applies to patients seeking care for non-emergent complaints. Describe the basic requirements for discharge or transfer to another facility.

II. PROFESSIONAL GROWTH

The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the rotation. The student will demonstrate Professional Growth by
A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. encouraging discussion of problems and/or questions
   2. recognizing verbal and non-verbal clues
   3. offering support and reassurance
   4. listening attentively
5. draping appropriately, offering explanations and displaying a professional demeanor during examinations and procedures

B. Seeking and maintaining competence by
1. demonstrating evidence of inquiry (reading, research, utilizing principles of evidence based medicine)
2. completing clerkship in accordance with assigned schedule, with punctuality
3. adhering to the clerkship objectives as set forth

C. Demonstrating professionalism by
1. recognizing one’s limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
2. performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
3. eliciting and demonstrating receptivity to constructive feedback
4. forming and maintaining positive relationships with patients, peers, staff and supervisors
5. maintaining a calm and reasoned manner in stressful and/or emergency situations
6. showing respect for patients and maintaining appropriate confidentiality of the patient’s record
7. demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
8. displaying a high level of motivation and interest
9. dressing and grooming appropriately

III. COURSE REQUIREMENTS

1. Completion of assigned Rotation as scheduled.
2. Passing grade as outlined below.
3. Passing grade on patient write-up
4. Students must log all patient encounters at the clinical site on the patient logging system and complete both a site and self evaluation.

IV. STUDENT EVALUATION

Preceptor evaluation of student performance, based on clinical competencies (assessment competencies, analytic competencies, and diagnostic competencies)…….. 50%

Written Examination .......................................................... 50%

Professionalism evaluation from Preceptor .................................. Pass/Fail

Faculty site visit report .......................................................... Pass/Fail

If a student earns a grade below a 70% on any component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation).
GENERAL SURGERY

**Required Texts:**  *Schwartz’s Principles of Surgery, Brunicardi, Anderson, Billiar, et al. (eds.)
*CURRENT Diagnosis & Treatment: Surgery, 13e

The General Surgery Rotation provides the student with access to adult patients in the inpatient setting, and may also include evaluating patients in the outpatient setting. The Instructional Objectives below pertain to the evaluation and management of patients seen on the surgical service. Testing and evaluation for this clerkship will be based on the knowledge, skills and abilities related to general surgery. Specific Instructional Objectives follow.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of the General Surgery Rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the Problem List. The student will be evaluated by the following criteria; written examination, patient write-ups, and preceptor evaluation. The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to surgical intervention and management. Pertaining to the Problem List below, the student will:

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, anatomy, prognosis and complications pertinent to each diagnosis

B. Elicit and record a surgical admission, pre-operative, and post-operative history, focused on the patient’s chief complaint and appropriate for the patient’s age, including HPI with pertinent Review of Systems, Past Medical History, Family History and Social History to include
   1. appropriate use of questions
   2. listening to the patient
   3. an organized approach to eliciting the patient’s history
   4. interpreting normal and abnormal historical data

C. Perform and record a complete surgical admission, pre-operative and post-operative focused physical examination, appropriate for the patient’s age, to include the following
   1. using an efficient approach
   2. using proper technique, including modifications of technique appropriate for the patient’s mobility and mental status
   3. selecting the sections of the physical exam pertinent to the patient’s chief complaint
   4. interpreting normal and abnormal findings in the context of the patient’s history

D. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study
   1. risks and benefits
   2. sensitivity and specificity
   3. cost effectiveness
   4. obtaining informed consent

E. Consult providers beyond the surgical department regarding treatment of patients’ medical and/or psychiatric problems

F. Develop and record a surgical diagnosis and plan, based on the patient’s complaint, to include a consideration of
   1. the risks and benefits of surgery for the patient’s condition
2. medical conditions that impact on the patient’s surgical risk

G. Demonstrate knowledge of the informed consent process, as appropriate for a planned procedure, to include the following elements:
1. The nature of the procedure
2. Alternatives to performing the procedure
3. Risks/benefits/uncertainties of the procedure and alternatives
4. Confirmation of the patient’s understanding of the discussion
5. Acceptance of a decision, and documentation

H. Scrub and gown in surgical attire following guidelines for maintaining a sterile field

I. Identify commonly used surgical instruments and suture materials and describe their use

J. Recognize the responsibilities of each member of the surgical team

K. Assist in surgical procedures as directed by the surgical preceptor

L. Assess and monitor patients’ status post-operatively in the recovery room

M. Provide patient and family counseling to include
1. communication with empathy and compassion
2. establishing a supportive environment for patients and their families to deal with acute emergencies
3. consideration of patients’ health beliefs and practices, religious/spiritual beliefs and lifestyle choices

N. Develop, record and implement a pre-op and post-op pharmacologic management plan, including fluid replacement, blood products and pain management to include
1. rationale for utilizing each drug, including mechanism of action
2. indications, contraindications and adverse reactions
3. potential drug-drug interactions
4. cost-effectiveness
5. documented patient education regarding side effects and adherence issues

O. Care for post-surgical patients, including wound care and recognition of infection

P. Provide and record a discharge plan, which is clearly explained to the patient and checked for understanding, to include
1. wound care and expected stages of healing
2. pain management
3. nutrition and dietary restrictions
4. physical activity/exercise/work/school
5. warning signs/symptoms of complications
6. discharge treatment plan – pharmacologic and non-pharmacologic plan for outpatient follow-up care, to include primary health care
7. providers, surgical follow-up, family and community resources

Q. Chart progress notes in an efficient manner, following the SOAP format to include
1. subjective data
2. objective data
3. assessment
4. plan

R. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner

S. Perform the following procedures under direct supervision
1. Suturing and stapling
2. Assist with the placement of surgical drains

T. Function as a first or second assistant in the OR with a variety of surgical procedures
U. Discuss common complications of surgery and the management of the post-operative patient
V. Discuss principles of managing surgical bleeding
W. Discuss principles of wound healing and wound care
X. Discuss the differential diagnosis and management of surgical wound infections
Y. Discuss plastic surgery principles of wound care involving:
   1. Skin incisions
   2. Wound Closure
   3. Skin Grafts
   4. Skin Flaps

II. PROFESSIONAL GROWTH

The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the clerkship. The student will demonstrate Professional Growth by
A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. Encouraging discussion of problems and/or questions
   2. Recognizing verbal and non-verbal clues
   3. Offering support and reassurance
   4. Listening attentively
   5. Draping appropriately, offering explanations and displaying a professional demeanor during examinations and procedures
B. Seeking and maintaining competence by
   1. Demonstrating evidence of inquiry (reading, research, utilizing principles of evidence-based medicine)
   2. Completing clerkship in accordance with assigned schedule, with punctuality
   3. Adhering to the clerkship objectives as set forth
C. Demonstrating professionalism by recognizing one’s limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
   1. Performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
   2. Eliciting and demonstrating receptivity to constructive feedback
   3. Forming and maintaining positive relationships with patients, peers, staff and supervisors
   4. Maintaining a calm and reasoned manner in stressful and/or emergency situations
   5. Showing respect for patients and maintaining appropriate confidentiality of the patient’s record
   6. Demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
   7. Displaying a high level of motivation and interest
   8. Dressing and grooming appropriately
   9. Adhering to the AAPA Code of Ethics
III. COURSE REQUIREMENTS

1. Completion of assigned Rotation as scheduled.
2. Passing grade as outlined below.
3. Passing grade on patient write-up
4. Students must log all patient encounters at the clinical site on the patient logging system and complete both a site and self-evaluation.

IV. STUDENT EVALUATION

Preceptor evaluation of student performance, based on clinical competencies (assessment competencies, analytic competencies, and diagnostic competencies).......... 50%
Written Examination ................................................................. 50%
Professionalism evaluation from Preceptor ........................................ Pass/Fail
Patient Write-ups ........................................................................ Pass/Fail
Faculty site visit report ................................................................. Pass/Fail

If a student earns a grade below a 70% on any component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation).

CRITICAL CARE MEDICINE

Required Texts: *Principles of Critical Care; Hall, Schmidt, and Wood (eds.)

The Instructional Objectives below pertain to the evaluation and management of critically ill patients, utilizing mechanical ventilators, interpreting hemodynamic data in the acute care setting and appropriate use of subspecialty consultation in the critical care setting.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of the Critical Care Rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the problem list. The student will be evaluated by the following criteria: written examination, and preceptor evaluations. The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to management. Pertaining to the Problem List below, the student will

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, anatomy, prognosis and complications pertinent to each diagnosis.
B. Elicit and record a complete history and focused history, appropriate for a critically ill patient to include.
   1. Appropriate use of questions
   2. Listening to the patient
   3. An organized approach to eliciting the patient’s history
   4. Interpreting normal and abnormal historical data
C. Perform and record a complete and focused physical examination, appropriate for a critically ill patient to include the following
   1. an organized head-to-toe approach
   2. using proper technique, including modifications of technique appropriate for the patient’s mobility
   3. selecting the sections of the physical exam pertinent to the patient’s illness
   4. interpreting normal and abnormal findings in the context of the patient’s history

D. Read and interpret patients’ medical records, as to past medical problems, clinical presentation, laboratory and diagnostic data, therapeutic interventions and socioeconomic information pertinent to factors that affect medical care.

E. Develop and record a differential diagnosis, based on the patient’s presentation, to include a consideration of
   1. the most likely diagnoses, based on history and physical exam data
   2. the most common diagnoses
   3. the most severe and/or life-threatening diagnoses

F. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study:
   1. risks and benefits
   2. sensitivity and specificity
   3. cost-effectiveness
   4. obtaining informed consent

G. Develop, record and implement, as pertinent, a pharmacologic management plan
   1. rationale for utilizing each drug, including mechanism of action
   2. indications, contraindications and adverse reactions
   3. potential drug-drug interactions
   4. cost-effectiveness
   5. documented patient education regarding side effects and adherence issues

H. Chart progress notes following the SOAP format to include
   1. subjective data
   2. objective data
   3. assessment
   4. plan

I. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner. Participate in teaching rounds and other Rotation teaching activities.

J. Describe how insulin therapy is used and monitored, including potential associated complications

K. Describe indications for enteral and parenteral feeding

L. Describe ventilator management

The student will demonstrate the knowledge and skills described above pertaining to the following diagnoses in the problem list below:
PROBLEM LIST

Cardiovascular
- Aortic dissection
- Cardiac arrhythmias
- Cardiac arrest
- Cardiomyopathy
- Hypertensive crisis/emergency
- Myocardial infarction
- Pericardial tamponade
- Severe congestive heart failure
- Shock syndromes

Endocrine
- Adrenal insufficiency
- Diabetic ketoacidosis
- Hypoglycemia
- Thyrotoxicosis and thyroid storm

Environment Injuries
- Burns
- Hyperthermia
- Hypothermia

Gastrointestinal
- Gastrointestinal hemorrhage
- Hepatic failure
- Pancreatitis

Genitourinary / Renal
- Acute renal failure
- Fluid and electrolyte disorders

Hematology / Oncology
- Deep venous thrombosis
- DIC - Disseminated intravascular coagulation
- Thrombocytopenia
- Vitamin K deficiency

Infectious Disease
- Nosocomial infection in the hospital setting
- Sepsis/SIRS
- FUO

Neurologic
- Coma
- Head injuries
- Intracranial bleeding
- Seizures in critical care patients

Pulmonary
- Respiratory arrest
- Adult respiratory distress syndrome
- Inhalation lung injury
- Life-threatening asthma and COPD
- Pneumothorax
- Pulmonary embolism
- Pulmonary hypertension

Develop a knowledge base of commonly encountered critical care problems.

II. PROFESSIONAL GROWTH OBJECTIVES

The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the Rotation. The student will demonstrate Professional Growth by

A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. encouraging discussion of problems and/or questions
   2. recognizing verbal and non-verbal clues
   3. offering support and reassurance
   4. listening attentively
   5. draping appropriately, offering explanations and displaying a professional demeanor during examinations and procedures

B. Seeking and maintaining competence by
   1. demonstrating evidence of inquiry (reading, research, utilizing principles of evidence based medicine)
   2. completing Rotation in accordance with assigned schedule, with punctuality
   3. adhering to the Rotation objectives as set forth

C. Demonstrating professionalism by
   1. recognizing one’s limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
   2. performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
   3. eliciting and demonstrating receptivity to constructive feedback
4. forming and maintaining positive relationships with patients, peers, staff and supervisors
5. maintaining a calm and reasoned manner in stressful and/or emergency situations
6. showing respect for patients and maintaining appropriate confidentiality of the patient’s record
7. demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
8. displaying a high level of motivation and interest
9. dressing and grooming appropriately
10. adhering to the AAPA Code of Ethics

III. COURSE REQUIREMENTS
1. Completion of assigned Rotation as scheduled.
2. Passing grade as outlined below.
3. Students must log all patient encounters at the clinical site on the patient logging system and complete both a site and self-evaluation.
4. If this rotation is the FIRST of the Critical Care Medicine / Internal Medicine sequence, the student will be required to turn in proof of (3) Category I CME hours of instruction. (All CME activities MUST be AAPA/AMA-approved Category I hours) Two of these three hours will consist of CME topics, usually in the area of medicine in which the student was rotating that month, and will be assigned by the Clinical Team. The remaining CME hour may be completed in an area of the student’s choosing. THIS ASSIGNMENT SHOULD BE DONE DURING THE MONTH AND IS DUE ON CLINICAL DAY.

IV. STUDENT EVALUATION

Preceptor evaluation of student performance, based on clinical competencies (assessment competencies, analytic competencies, and diagnostic competencies)……… 50% (100% if no exam)

Written Examination* ................................................................. 50% (if given)

Professionalism evaluation from Preceptor ................................. Pass/Fail
Patient Write-ups ........................................................................ Pass/Fail
Faculty site visit report ................................................................. Pass/Fail
Required 3 hour CME assignment (if no exam following this rotation)  Pass/Fail

If a student earns a grade below a 70% on any component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation).

*The Internal Medicine/Intensive Care Medicine EOR Examination is given following the completion of the Internal Medicine / Critical Care Medicine sequence, as this exam is a comprehensive evaluation of outpatient, inpatient, and critical care areas of internal medicine. It will be based on the Problem List/ EOR Exam Topic List shown in the Internal Medicine section.
The Internal Medicine Rotation provides the student with access to adult patients in an inpatient setting. The Instructional Objectives below pertain to the evaluation and management of patients in the hospital setting. Testing and evaluation for this Rotation will be based on the knowledge, skills and abilities related to inpatient medicine.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of this Internal Medicine Rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the problem list. The student will be evaluated by the following criteria: written examination, patient write-ups, and preceptor evaluations. **The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to management.**

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, anatomy, prognosis and complications pertinent to each diagnosis

B. Elicit and record a complete admission history and problem focused history, appropriate for the patient’s age, including Chief Complaint and HPI with pertinent Review of Systems, Past Medical History, Family History and Social History to include
   1. Appropriate use of questions
   2. Listening to the patient
   3. An organized approach to eliciting the patient’s history
   4. Interpreting normal and abnormal historical data

C. Perform and record a complete and focused physical examination, appropriate for the patient’s age to include the following
   1. an organized head-to-toe approach
   2. using proper technique, including modifications of technique appropriate for the patient’s mobility
   3. selecting the sections of the physical exam pertinent to the patient’s complaint
   4. interpreting normal and abnormal findings in the context of the patient’s history

D. Read and interpret patients’ medical records, as to past medical problems, clinical presentation, laboratory and diagnostic data, therapeutic interventions and socioeconomic information pertinent to factors that affect medical care.

E. Develop and record a differential diagnosis, based on the patient’s complaint, to include a consideration of
   1. the most likely diagnoses, based on history and physical exam data
   2. the most common diagnoses
   3. the most severe and/or life-threatening diagnoses

F. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study:
   1. risks and benefits
   2. sensitivity and specificity
   3. cost effectiveness
4. obtaining informed consent

G. Develop, record and implement, as pertinent, a pharmacologic management plan. Including fluid replacement, blood products and parenteral nutrition, to include
1. rationale for utilizing each drug, including mechanism of action
2. indications, contraindications and adverse reactions
3. potential drug-drug interactions
4. cost-effectiveness
5. documented patient education regarding side effects and adherence issues

H. Develop, record and implement, as pertinent, a non-pharmacologic management plan to include as appropriate
1. behavioral and psychosocial interventions
2. referrals to other health care providers in the inpatient setting
3. utilization of family resources

I. Provide and record pertinent patient education and discharge planning regarding disease prevention, health maintenance and follow-up care which is clearly explained to the patient and checked for understanding, to include
1. nutrition
2. physical activity/exercise
3. pertinent risk factors, including occupation, environment, tobacco, alcohol, other drugs and genetic factors
4. warning signs/symptoms of complications
5. discharge treatment plan – pharmacologic and non-pharmacologic
6. plan for outpatient follow-up care, to include, but not be limited to, primary health care providers, family and community resources

J. Provide patient counseling to include
1. adjustment to states of health and disease as related to ADLs, sexuality, relationships, death and dying
2. consideration of patient’s health beliefs and practices, religious/spiritual beliefs and lifestyle choices
3. family issues
4. occupational and leisure issues
5. anticipatory guidance appropriate to patient’s age

K. Monitor patients’ progress over the course of the hospitalization, to include
1. reassessment of subjective and objective data
2. reconsideration of differential diagnosis, as needed
3. modification of management plan

L. Chart progress notes following the SOAP format to include
1. subjective data
2. objective data
3. assessment
4. plan

M. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner. Participate in teaching rounds and other Rotation teaching activities.
II. PROFESSIONAL GROWTH OBJECTIVES
The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the Rotation. The student will demonstrate Professional Growth by

A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. Encouraging discussion of problems and/or questions
   2. Recognizing verbal and non-verbal clues
   3. Offering support and reassurance
   4. Listening attentively through the use of active listening
   5. Demonstrates respect for a patient’s privacy and modesty during examinations and procedures

B. Seeking and maintaining competence by
   1. Demonstrating evidence of inquiry (reading, research, utilizing principles of evidence based medicine)
   2. Completing Rotation in accordance with assigned schedule, with punctuality
   3. Adhering to the Rotation objectives as set forth

C. Demonstrating professionalism by
   1. Recognizing one’s limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
   2. Performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
   3. Eliciting and demonstrating receptivity to constructive feedback
   4. Forming and maintaining positive relationships with patients, peers, staff and supervisors
   5. Maintaining a calm and reasoned manner in stressful and/or emergency situations
   6. Showing respect for patients and maintaining appropriate confidentiality of the patient’s record
   7. Demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
   8. Utilizing self-reflection
   9. Displaying a high level of motivation and interest
   10. Dressing and grooming appropriately
   11. Adhering to the AAPA Code of Ethics

III. COURSE REQUIREMENTS
1. Completion of assigned Rotation as scheduled.
2. Passing grade as outlined below.
3. Passing grade on patient write-up
4. If this rotation is the **FIRST** of the Critical Care Medicine / Internal Medicine sequence, the student will be required to turn in proof of (3) Category I CME hours of instruction. (All CME activities MUST be AAPA/AMA-approved Category I hours) Two of these three hours will consist of CME topics, usually in the area of medicine in which the student was rotating that month, and will be assigned by the Clinical Team. The remaining CME hour may be completed in an area of the student’s choosing. **THIS ASSIGNMENT SHOULD BE DONE DURING THE MONTH AND IS DUE ON CLINICAL DAY.**
IV. STUDENT EVALUATION

Preceptor evaluation of student performance, based on clinical competencies (assessment competencies, analytic competencies, and diagnostic competencies)........ 100% (if no exam)

Written Examination* ................................................................. 50% (if given)

Professionalism evaluation from Preceptor ................................. Pass/Fail
Patient Write-ups ................................................................. Pass/Fail
Faculty site visit report ....................................................... Pass/Fail

Required 3 hour CME assignment (if no exam following this rotation) .... Pass/Fail

If a student earns a grade below a 70% on any component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation).

*The Internal Medicine/Critical Care Medicine EOR Examination is given following the completion of the Internal Medicine / Critical Care Medicine sequence, as this exam is a comprehensive evaluation of outpatient, inpatient, and critical care areas of internal medicine. It will be based on the Problem List/ EOR Exam Topic List shown in the Internal Medicine section.

INTERNAL MEDICINE SELECTIVE

Required Texts:  *Harrison's Principles of Internal Medicine
*Primary Care Medicine; Goroll & Mulley

The Instructional Objectives below pertain to the evaluation and management of the elderly patient. Regardless of the specialty selected for the Internal Medicine Selective rotation, testing and evaluation for this rotation will be based on the knowledge, skills and abilities related to the elderly patient.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of the this Internal Medicine Selective Rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the problem list. The student will be evaluated by the following criteria: written examination, and preceptor evaluations. **The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to management.**

Pertaining to the Problem List below, the student will

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, anatomy, prognosis and complications pertinent to each diagnosis
B. Elicit and record a complete history and focused history, appropriate for the patient’s age, including Chief Complaint and HPI with pertinent Review of Systems, Past Medical History, Family History and Social History to include
   1. Appropriate use of questions
   2. Listening to the patient
   3. An organized approach to eliciting the patient’s history
   4. Interpreting normal and abnormal historical data
C. Perform and record a complete and focused physical examination, appropriate for the patient’s age to include the following
   1. an organized head-to-toe approach
   2. using proper technique, including modifications of technique appropriate for the patient’s mobility
   3. selecting the sections of the physical exam pertinent to the patient’s complaint
   4. interpreting normal and abnormal findings in the context of the patient’s history
D. Read and interpret patients’ medical records, as to past medical problems, clinical presentation, laboratory and diagnostic data, therapeutic interventions and socioeconomic information pertinent to factors that affect medical care.
E. Develop and record a differential diagnosis, based on the patient’s complaint, to include a consideration of
   1. the most likely diagnoses, based on history and physical exam data
   2. the most common diagnoses
   3. the most severe and/or life-threatening diagnoses
F. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study:
   1. risks and benefits
   2. sensitivity and specificity
   3. cost effectiveness
   4. obtaining informed consent
G. Develop, record and implement, as pertinent, a pharmacologic management plan.
   1. rationale for utilizing each drug, including mechanism of action
   2. indications, contraindications and adverse reactions
   3. potential drug-drug interactions
   4. cost-effectiveness
   5. documented patient education regarding side effects and adherence issues
H. Develop, record and implement, as pertinent, a non-pharmacologic management plan to include as appropriate
   1. behavioral and psychosocial interventions
   2. referrals to other health care providers in the inpatient setting
   3. Utilization of family resources
   4. End of life care
I. Provide and record pertinent patient education regarding disease prevention, health maintenance which is clearly explained to the patient and checked for understanding, to include
   1. nutrition
   2. physical activity/exercise
   3. pertinent risk factors, including occupation, environment, tobacco, alcohol, other drugs and genetic factors
   4. warning signs/symptoms of complications
   5. discharge treatment plan – pharmacologic and non-pharmacologic
6. plan for outpatient follow-up care, to include, but not be limited to, primary health care providers, family and community resources

J. Provide patient counseling to include
   1. adjustment to states of health and disease as related to ADLs, death and dying
   2. consideration of patient’s health beliefs and practices, religious/spiritual beliefs and lifestyle choices
   3. family issues
   4. anticipatory guidance appropriate to patient’s age
   5. elder abuse and/or neglect

K. Monitor patients’ health to include
   1. mental health
   2. polypharmacy
   3. ADLs and IADLs

L. Chart progress notes following the SOAP format to include
   1. subjective data
   2. objective data
   3. assessment
   4. plan

M. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner. Participate in teaching rounds and other Rotation teaching activities.

The student will demonstrate the knowledge and skills described above pertaining to the following diagnoses in the problem list below
II. PROFESSIONAL GROWTH OBJECTIVES

<table>
<thead>
<tr>
<th>Cardiovascular</th>
<th>Genitourinary / Renal/ Reproductive</th>
<th>Infectious Disease</th>
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<tbody>
<tr>
<td>Aortic disease</td>
<td>BPH (Benign Prostatic Hypertrophy)</td>
<td>Influenza</td>
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<td>Heart failure</td>
<td>Erectile dysfunction</td>
<td>Pneumonias</td>
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<td>Hypertension</td>
<td>Urinary Incontinence</td>
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<td>Orthostasis/Postural hypotension</td>
<td>Menopause</td>
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<td>Peripheral vascular disease</td>
<td>Prostate cancer</td>
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<td>Stroke</td>
<td>Urinary tract infections</td>
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<td>Dermatologic</td>
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<td>Actinic keratosis</td>
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<td>Herpes zoster</td>
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<td>Pressure sores</td>
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<td>Seborrheic keratoses</td>
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<td>Type 2 Diabetes</td>
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<td>Gout/Pseudogout</td>
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<td>Graves‘ Disease</td>
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<td>Hyper-Hypoparathyroidism</td>
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<td>Gastrointestinal</td>
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<td>Anorectal disease</td>
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<td>Constipation</td>
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<td>Diverticular disease</td>
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<td>Gall bladder disease</td>
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<td>Fecal Incontinence</td>
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<td>HEENT</td>
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<td>Amarosis Fugax</td>
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<td>Cataracts</td>
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<td>Diabetic retinopathy</td>
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<td>Ectropion and entropion</td>
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<td>Macular degeneration</td>
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<td>Meniere‘s Disease</td>
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<td>Oral candidiasis</td>
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<td>Oral carcinoma</td>
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<td>Retinal detachment</td>
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<td>Retinal vascular occlusion</td>
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<td>Vertigo</td>
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<td>Xerostomia</td>
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<td>Hematology / Oncology</td>
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<td>Basal cell, squamous cell carcinomas</td>
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<td>B12 &amp; folate deficiency</td>
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<td>Chronic lymphocytic leukemia</td>
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<td>Colorectal cancer</td>
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<td>Lymphoma</td>
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<td>Multiple myeloma</td>
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<tr>
<td>Infectious Disease</td>
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<td>Avascular necrosis</td>
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<td>Dysmobility and immobility</td>
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<td>Temporal arteritis</td>
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<td>Osteoarthritis</td>
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<td>Osteoporosis</td>
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<td>Polyarteritis nodosa</td>
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<td>Polymyalgia rheumatica</td>
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<td>Rheumatoid arthritis</td>
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<td>Spinal stenosis</td>
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<td>Falls/Prevention</td>
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<td>Confusion, dementia, and delirium</td>
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<td>Parkinson’s disease and other movement disorders</td>
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The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the Rotation. The student will demonstrate Professional Growth by

A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. Encouraging discussion of problems and/or questions
   2. Recognizing verbal and non-verbal clues
   3. Offering support and reassurance
   4. Listening attentively
   5. Draping appropriately, offering explanations and displaying a professional demeanor during examinations and procedures

B. Seeking and maintaining competence by
   1. Demonstrating evidence of inquiry (reading, research, utilizing principles of evidence based medicine)
   2. Completing Rotation in accordance with assigned schedule, with punctuality
   3. Adhering to the Rotation objectives as set forth
C. Demonstrating professionalism by
   1. Recognizing one's limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
   2. Performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
   3. Eliciting and demonstrating receptivity to constructive feedback
   4. Forming and maintaining positive relationships with patients, peers, staff and supervisors
   5. Maintaining a calm and reasoned manner in stressful and/or emergency situations
   6. Showing respect for patients and maintaining appropriate confidentiality of the patient's record
   7. Demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
   8. Displaying a high level of motivation and interest
   9. Dressing and grooming appropriately
  10. Adhering to the AAPA Code of Ethics

III. COURSE REQUIREMENTS
   1. Completion of assigned Rotation as scheduled.
   2. Passing grade as outlined below.
   3. Students must log all patient encounters at the clinical site on the patient logging system and complete both a site and self-evaluation.

IV. STUDENT EVALUATION

Preceptor evaluation of student performance, based on clinical competencies (assessment competencies, analytic competencies, and diagnostic competencies)........ 100%
Professionalism evaluation from Preceptor ........................................... Pass/Fail
Required 3-hour CME assignment....................................................... Pass/Fail
Faculty site visit report ................................................................. Pass/Fail

If a student earns a grade below a 70% on any component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation).
WOMEN’S HEALTH

Required Texts: *Obstetrics and Gynecology; Beckmann, Ling, Smith, et al. (eds.)

The Women’s Health Rotation provides the student with experiences in women's healthcare. Specifically, the areas of family planning, pre-, intra- and post-partum care, and routine gynecologic care will be covered. Students identify the effects that sexual activity, child-bearing and menopause have on the medical, emotional and social well being of a patient. Please note that we are seeking experiences and training in women's health - you should not expect to directly participate in delivery procedures - although this may be part of some students’ rotations, and will depend on the policies and needs of the individual site.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of the Women’s Health rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the Problem List. The student will be evaluated by the following criteria: written examination, patient write-ups and preceptor evaluations. The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to management. Pertaining to the Problem List below, the student will

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, anatomy, prognosis and complications pertinent to each diagnosis

B. Elicit and record a complete and focused history, appropriate for the patient’s age, including Chief Complaint and HPI with pertinent Review of Systems, Past Medical History, Family History and Social History to include
   1. appropriate use of questions
   2. listening to the patient
   3. an organized approach to eliciting the patient’s history
   4. interpreting normal and abnormal historical data
   5. emphasis on the menstrual cycle, sexual history, gynecologic history, and contraceptive history

C. Perform and record a complete and focused physical examination, appropriate for the patient’s age, to include the following
   1. an organized head-to-toe approach
   2. using proper technique
   3. selecting the sections of the physical exam pertinent to the patient’s complaint
   4. interpreting normal and abnormal findings in the context of the patient’s history
   5. emphasis on speculum examination, bimanual examination, breast exam and abdominal exam

D. Develop and record a differential diagnosis, based on the patient’s complaint, to include a consideration of
   1. the most likely diagnoses, based on history and physical exam data
   2. the most common entities
   3. the most severe and/or life-threatening entities

E. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study
   1. risks and benefits
   2. sensitivity and specificity
   3. cost effectiveness
4. obtaining informed consent

F. Collect adequate cervico-vaginal cytologic specimens for PAP smears and microscopic inspections

G. Identify the recommended guidelines for frequency of PAP smears and mammograms

H. Describe the indications for colposcopic cervical examination following an abnormal PAP smear

I. Develop, record and implement, as pertinent, a pharmacologic management plan to include
   1. rationale for utilizing each drug, including mechanism of action
   2. indications, contraindications and adverse reactions
   3. potential drug-drug interactions
   4. cost-effectiveness
   5. documented patient education regarding side effects and adherence issues

J. Discuss the methods of contraception and family planning, including their relative advantages, disadvantages, effectiveness, side effects and pharmacotherapeutics

K. Assist the gynecologist, as directed, during surgical procedures

L. Discuss the physiologic changes during menopause and identify the indications and contraindications for hormone replacement therapy

M. Recognize the occurrence of common breast masses and identify the appropriate work-up and treatment

N. List the physiologic changes and signs of pregnancy

O. Describe the criteria and resources available for termination of pregnancy

P. Describe routine prenatal care, including the role of electronic fetal monitoring, ultrasound and the biophysical profile to determine fetal well-being. Identify the indications for non-stress and oxytocin challenge testing.

Q. Identify medical problems that may result in complications during pregnancy, including diabetes, anemia, thyroid disorders, cardiovascular problems and vaginal bleeding

R. List the three stages of labor. Identify the reasons for delivery once the amniotic sac has ruptured. Use the fern test to determine the presence of amniotic fluid.

S. Assist the obstetrician, as directed, during cesarean sections and vaginal deliveries. Identify techniques for clearance of the infant’s airway and respiratory stimulation at the time of delivery.

T. Identify the indications for a hysterosalpingogram

U. Develop, record and implement, as pertinent, a non-pharmacologic management plan to include as appropriate
   1. behavioral and psychosocial interventions
   2. referrals to other health care providers
   3. referrals to community resources
   4. utilization of family resources
   5. plans for follow-up care

V. Provide and record pertinent patient education regarding disease prevention and health maintenance, which is clearly explained to the patient and checked for understanding, to include
   1. nutrition
   2. accident and violence prevention (eg seat belts, helmets, screening for domestic violence)
   3. physical activity/exercise
   4. pertinent risk factors, including occupation, environment, tobacco, alcohol, other drugs and genetic factors
5. warning signs/symptoms of diseases
6. plan for age appropriate screening and periodic health assessment

W. Provide patient counseling to include
1. adjustment to states of health and disease as related to ADLs, sexuality, relationships, death and dying
2. consideration of patient’s health beliefs and practices, religious/spiritual beliefs and lifestyle choices
3. family issue
4. occupational and leisure issues
5. anticipatory guidance appropriate to patient’s age

X. Monitor patients’ progress over time, to include
1. reassessment of subjective and objective data
2. reconsideration of differential diagnosis, as needed
3. modification of management plan, based on patient’s health status and adherence issues

Y. Chart progress notes following the SOAP format to include
1. subjective data
2. objective data
3. assessment
4. plan

Z. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner

II. PROFESSIONAL GROWTH OBJECTIVES

The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the rotation. The student will demonstrate Professional Growth by

A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. Encouraging discussion of problems and/or questions
   2. Recognizing verbal and non-verbal clues
   3. Offering support and reassurance
   4. Listening attentively
   5. Draping appropriately, offering explanations and displaying a professional demeanor during examinations and procedures

B. Seeking and maintaining competence by
   1. Demonstrating evidence of inquiry (reading, research, utilizing principles of evidence based medicine)
   2. Completing the rotation in accordance with assigned schedule, with punctuality
   3. Adhering to the rotation objectives as set forth

C. Demonstrating professionalism by
   1. Recognizing one’s limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
   2. Performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
   3. Eliciting and demonstrating receptivity to constructive feedback
4. Forming and maintaining positive relationships with patients, peers, staff and supervisors
5. Maintaining a calm and reasoned manner in stressful and/or emergency situations
6. Showing respect for patients and maintaining appropriate confidentiality of the patient’s record
7. Demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
8. Displaying a high level of motivation and interest
9. Dressing and grooming appropriately
10. Adhering to the AAPA Code of Ethics

III. COURSE REQUIREMENTS
1. Completion of assigned Rotation as scheduled.
2. Passing grade as outlined below.
3. Passing grade on patient write-up
4. Students must log all patient encounters at the clinical site on the patient logging system and complete both a site and self-evaluation.

IV. STUDENT EVALUATION

Preceptor evaluation of student performance, based on clinical competencies (assessment competencies, analytic competencies, and diagnostic competencies)……. 50%
Written Examination ................................................................. 50%
Professionalism evaluation from Preceptor .............................. Pass/Fail
Patient Write-ups ................................................................. Pass/Fail
Faculty site visit report ....................................................... Pass/Fail

If a student earns a grade below a 70% on any component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation).
PEDIATRIC MEDICINE

Required Texts: *Nelson Textbook of Pediatrics

The Pediatric Medicine Rotation provides the student with the opportunity to assess medical problems that require ambulatory management of children. On this rotation students will be expected to gain practical clinical experience managing routine childhood illnesses and health maintenance. Students learn to recognize the influence of family dynamics on the course of children’s development, illness and well-being.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of the Pediatric Medicine Rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the Problem List. The student will be evaluated by the following criteria: written examination, patient write-ups and preceptor evaluations. The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to management. Pertaining to the Problem List below, the student will

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, anatomy, prognosis and complications pertinent to each diagnosis

B. Elicit and record a complete and focused history, appropriate for the patient’s age, including Chief Complaint and HPI with pertinent Review of Systems, and Family History, and

Past Medical History to include
1. prenatal and perinatal history
2. feeding history
3. growth and development milestones
4. previous serious illness
5. routine childhood illness
6. hospitalization and surgery
7. injuries
8. immunization status
9. allergies
10. medications and vitamins

Social History to include (depending on age of child)
1. socioeconomic status
2. day care
3. hobbies, extracurricular activities
4. sleeping habits
5. diet
6. safety issues
7. pets
8. drug, alcohol and tobacco use

The student will gather historical information including
1. Appropriate use of questions
2. Listening to the parent/caretaker and patient
3. An organized approach to eliciting the patient’s history
4. Interpreting normal and abnormal historical data
C. Perform and record a complete and focused physical examination, appropriate for the patient’s age, including the newborn examination, to include the following:

Vital signs     Skin     HEENT
Neck          Breasts    Chest / lungs
Cardiovascular system Abdomen   Genito-urinary system
Musculoskeletal system Rectal    Neurological system
General mental status

The physical exam will include
1. An organized head-to-toe approach
2. Using proper technique
3. Selecting the sections of the physical exam pertinent to the patient’s age and complaint
4. Interpreting normal and abnormal findings in the context of the patient’s age and history

D. Perform the Denver Developmental Screening Test and explain how it is employed to recognize abnormalities of growth and development. Recognize normal developmental milestones.

E. Perform the Apgar assessment in the neonatal period at 1 minute and 5 minutes. Describe the Apgar score prognostic value for an infant’s overall status.

F. Develop and record a differential diagnosis, based on the patient’s complaint, to include a consideration of
1. The most likely diagnoses, based on age, history and physical exam data
2. The most common entities
3. The most severe and/or life-threatening entities

G. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study
1. Risks and benefits
2. Sensitivity and specificity
3. Cost effectiveness
4. Obtaining informed consent

H. Recognize the indications for tympanometry and audiometry evaluation of hearing and how to interpret result

I. Develop, record and implement, as pertinent, a pharmacologic management plan to include
1. rationale for utilizing each drug, including mechanism of action
2. indications, contraindications and adverse reactions
3. potential drug-drug interactions
4. cost-effectiveness
5. documented patient education regarding side effects and adherence issues

J. Develop, record and implement, as pertinent, a non-pharmacologic management plan to include as appropriate
1. Behavioral and psychosocial interventions
2. referrals to other health care providers
3. referrals to community resources
4. utilization of family resources
5. plans for follow-up care

K. Discuss with parent/guardian the advantages and disadvantages of breast and bottle feeding, and the optimal schedule for each method
L. Assess the child’s immunization status and provide guidance for the risks and benefits associated with immunizations

M. List the signs of child abuse and the procedure for reporting incidents to the appropriate child abuse authorities

N. Initiate contact with the poison control center in the event of ingestion or contact exposure and describe how to execute the treatment plan as directed

O. Evaluate the presences of foreign bodies in the stomach, intestines and airway

P. Provide and record pertinent anticipatory guidance regarding disease prevention and health maintenance, which is clearly explained to the parent/guardian and patient (as appropriate to the patient's age) and checked for understanding, to include
   1. nutrition
   2. accident and violence prevention (e.g., seat belts, helmets, screening for domestic violence)
   3. plan for age appropriate screening and periodic health assessment

Q. Provide patient counseling to include
   1. impact of family dynamics on the patient’s health
   2. consideration of patient and family’s health beliefs and practices, religious/spiritual beliefs and lifestyle choices

R. Monitor patients’ progress over time, to include
   1. reassessment of subjective and objective data
   2. reconsideration of differential diagnosis, as needed
   3. modification of management plan, based on patient’s health status and adherence issues

S. Chart progress notes following the SOAP format to include
   1. subjective data
   2. objective data
   3. assessment
   4. plan

T. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner

U. Discuss the telephone management of common pediatric problems - fever, vomiting, diarrhea, and accidental poisonings.

V. Discuss the approach to evaluating infants presenting with failure to thrive.

W. Outline the differential diagnosis for children presenting with delayed development or mental retardation.

X. Discuss the differential diagnosis of jaundice in the newborn.

II. PROFESSIONAL GROWTH OBJECTIVES

The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the rotation. The student will demonstrate Professional Growth by

A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. Encouraging discussion of problems and/or questions
   2. Recognizing verbal and non-verbal clues
   3. Offering support and reassurance
   4. Listening attentively
5. Draping appropriates, offering explanations and displaying a professional
demeanor during examinations and procedures

B. Seeking and maintaining competence by
   1. Demonstrating evidence of inquiry (reading, research, utilizing principles of
evidence based medicine)
   2. Completing rotation in accordance with assigned schedule, with punctuality
   3. Adhering to the rotation objectives as set forth

C. Demonstrating professionalism by
   1. Recognizing one’s limitations and informing preceptors when assigned task are
not appropriate to current knowledge and/or skills
   2. Performing all clinical activities with the awareness of and under the supervision
of the site preceptor or his/her designee
   3. Eliciting and demonstrating receptivity to constructive feedback
   4. Forming and maintaining positive relationships with patients, peers, staff and
supervisors
   5. Maintaining a calm and reasoned manner in stressful and/or emergency
situations
   6. Showing respect for patients and maintaining appropriate confidentiality of the
patient’s record
   7. Demonstrating awareness and sensitivity to patients’ cultural beliefs and
behaviors
   8. Displaying a high level of motivation and interest
   9. Dressing and grooming appropriately
   10. Adhering to the AAPA Code of Ethics

III. COURSE REQUIREMENTS
   1. Completion of assigned Rotation as scheduled.
   2. Passing grade as outlined below.
   3. Passing grade on patient write-up
   4. Students must log all patient encounters at the clinical site on the patient logging
system and complete both a site and self-evaluation.

IV. STUDENT EVALUATION

Preceptor evaluation of student performance, based on clinical competencies (assessment
competencies, analytic competencies, and diagnostic competencies)........... 50%

Written Examination ................................................................. 50%

Professionalism evaluation from Preceptor ........................................ Pass/Fail
Patient Write-ups ................................................................. Pass/Fail
Faculty site visit report .......................................................... Pass/Fail

If a student earns a grade below a 70% on any component, the student will be required to
complete a remediation plan as designated by the PSPC (please refer to section on Clinical
Year Testing and Evaluation).
The Primary Care Rotations provide the student with access to patients of all ages in an outpatient setting, with supervision by a physician(s) who specialize in Primary Care. The Instructional Objectives below pertain to the evaluation and management of ambulatory patients. Although the student may follow hospitalized patients with the supervising physician, testing and evaluation for this rotation will be based on the knowledge, skills and abilities related to ambulatory practice.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of the Primary Care Rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the Problem List. The student will be evaluated by the following criteria: written examination, patient write-ups and preceptor evaluations. **The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to management.** Pertaining to the Problem List below, the student will

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, anatomy, prognosis and complications pertinent to each diagnosis

B. Elicit and record a complete and focused history, appropriate for the patient’s age, including Chief Complaint and HPI with pertinent Review of Systems, Past Medical History, Family History and Social History to include
   1. Appropriate use of questions
   2. Listening to the patient
   3. An organized approach to eliciting the patient’s history
   4. Interpreting normal and abnormal historical data

C. Perform and record a complete and focused physical examination, appropriate for the patient’s age, to include the following
   1. an organized head-to-toe approach
   2. using proper technique
   3. selecting the sections of the physical exam pertinent to the patient’s complaint
   4. interpreting normal and abnormal findings in the context of the patient’s history

D. Develop and record a differential diagnosis, based on the patient’s complaint, to include a consideration of
   1. the most likely diagnoses, based on history and physical exam data
   2. the most common entities
   3. the most severe and/or life-threatening entities

E. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study
   1. risks and benefits
   2. sensitivity and specificity
   3. cost effectiveness
   4. obtaining informed consent
F. Develop, record and implement, as pertinent, a pharmacologic management plan to include
1. Rationale for utilizing each drug, including mechanism of action
2. Indications, contraindications and adverse reactions
3. Potential drug-drug interactions
4. Cost-effectiveness
5. Documented patient education regarding side effects and adherence issues

G. Develop, record and implement, as pertinent, a non-pharmacologic management plan to include as appropriate
1. Behavioral and psychosocial interventions
2. Referrals to other health care providers
3. Referrals to community resources
4. Utilization of family resources
5. Plans for follow-up care

H. Provide and record pertinent patient education regarding disease prevention and health maintenance, which is clearly explained to the patient and checked for understanding, to include
1. nutrition
2. accident and violence prevention (e.g. seat belts, helmets, screening for domestic violence)
3. physical activity/exercise
4. pertinent risk factors, including occupation, environment, tobacco, alcohol, other drugs and genetic factors
5. warning signs/symptoms of diseases
6. plan for age appropriate screening and periodic health assessment

I. Provide patient counseling to include
1. adjustment to states of health and disease as related to ADLs, sexuality, relationships, death and dying
2. consideration of patient’s health beliefs and practices, religious/spiritual beliefs and lifestyle choices
3. family issues
4. occupational and leisure issues
5. anticipatory guidance appropriate to patient’s age

J. Monitor patients’ progress over time, to include
1. reassessment of subjective and objective data
2. reconsideration of differential diagnosis, as needed
3. modification of management plan, based on patient’s health status and adherence issues

K. Chart progress notes following the SOAP format to include
1. subjective data
2. objective data
3. assessment
4. plan

L. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner

M. Outline dietary and exercise recommendations for patients being treated for
1. Obesity
2. Hypertension
3. Atherosclerotic heart disease
4. Diabetes mellitus
5. dyslipidemia

N. Describe the primary care approach to the evaluation and management of patients presenting with:
   1. Fatigue and weight loss
   2. Dysuria, hematuria, proteinuria, penile discharge, scrotal pain, and scrotal mass
   3. Anorexia, abdominal pain, diarrhea, vomiting, indigestion, dysphagia, constipation
   4. Minor musculoskeletal injuries
   5. Dyspnea, wheezing, and cough

O. Discuss the indications for the use of the Pneumovax, Influenza, Hepatitis B, Zostavax and tetanus immunizations

P. Perform the following:
   1. venipuncture and intradermal/intramuscular injections
   2. Stool guiacs, throat cultures, PPD testing, spirometry, debridement of simple wounds, and cerumen removal.
   3. pelvic exams, pap smears, and diagnostic tests to evaluate infection
   4. simple laboratory testing in the office (finger stick blood sugars, CBC, hematocrits, sed rates, urinalysis)
   5. splinting and casting
   6. telephone triage

Q. Interpret the following
   1. 12 lead EKGs and rhythm strips
   2. basic diagnostic radiographs of the chest and extremities

R. Recognize covert psychological illnesses such as depression, which may not be the primary presenting complaint.

S. Outline appropriate health maintenance / preventative service schedules for a patient given their age, gender and other relevant risk factors.

II. PROFESSIONAL GROWTH OBJECTIVES

The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the clerkship. The student will demonstrate Professional Growth by

A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. Encouraging discussion of problems and/or questions
   2. Recognizing verbal and non-verbal clues
   3. Offering support and reassurance
   4. Listening attentively
   5. Draping appropriately, offering explanations and displaying a professional demeanor during examinations and procedures

B. Seeking and maintaining competence by
   1. Demonstrating evidence of inquiry (reading, research, utilizing principles of evidence based medicine)
   2. Completing clerkship in accordance with assigned schedule, with punctuality
   3. Adhering to the clerkship objectives as set forth

C. Demonstrating professionalism by
   1. Recognizing one’s limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
2. Performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
3. Eliciting and demonstrating receptivity to constructive feedback
4. Forming and maintaining positive relationships with patients, peers, staff and supervisors
5. Maintaining a calm and reasoned manner in stressful and/or emergency situations
6. Showing respect for patients and maintaining appropriate confidentiality of the patient’s record
7. Demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
8. Displaying a high level of motivation and interest
9. Dressing and grooming appropriately
10. Adhering to the AAPA Code of Ethics

III. COURSE REQUIREMENTS

1. Completion of assigned Rotation as scheduled.
2. Passing grade as outlined below.
3. Passing grade on patient write-up
4. Students must log all patient encounters at the clinical site on the patient logging system and complete both a site and self-evaluation.

IV. STUDENT EVALUATION

Preceptor evaluation of student performance, based on clinical competencies (assessment competencies, analytic competencies, and diagnostic competencies) …… 50% (100% if no exam)

Written Examination (a single comprehensive exam given at the completion of both Primary care I and Primary Care II)…………………………………………………………………………… 50% (if given)

Professionalism evaluation from Preceptor …………………………… Pass/Fail

Required 3-hour CME assignment at completion of Primary Care I………….. Pass/Fail

Patient Write-ups (1st Primary Care rotation only)………………………….. Pass/Fail

Faculty site visit report ………………………………………………………… Pass/Fail

If a student earns a grade below a 70% on any component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation
PSYCHIATRY / BEHAVIORAL MEDICINE


The Psychiatry rotation provides the student with clinical experience in the varied presentations of mental illness. The Instructional Objectives below pertain to the evaluation and management of acute and non-acute psychiatric patients. Testing and evaluation of this rotation will be based on the knowledge, skills and abilities related to psychiatric medicine.

I. INSTRUCTIONAL OBJECTIVES

Upon completion of the Psychiatry rotation, based on reading and supervised clinical practice, the student will demonstrate knowledge and competence pertaining to each of the Instructional Objectives below, as they relate to the symptoms and diagnoses in the Problem List. The student will be evaluated by the following criteria: written examination, patient write-ups, and preceptor evaluation. The student must seek appropriate preceptor supervision for all the tasks listed below, particularly those related to psychiatric intervention and management. Pertaining to the Problem List below, the student will:

A. Demonstrate knowledge of the etiology, epidemiology, pathophysiology, prognosis and complications pertinent to each diagnosis
B. Elicit and record a complete and focused history to include chief complaint, HPI, past medical history, family history and social history, with particular focus on
   1. psychosocial history
   2. substance use/abuse history
   3. assessment of suicide/homicide risk
   4. history of violence and abuse
   5. prior psychiatric history and treatment
   6. appropriate use of questions
   7. listening to the patient
   8. demonstrating a non-judgmental attitude to the patient
   9. an organized approach to eliciting the patient’s history
   10. interpreting normal and abnormal historical data
C. Perform and record a complete and focused physical examination, appropriate for the patient’s age, to include the following
   1. complete mental status exam
   2. using proper technique, including modifications of technique appropriate for the patient’s mobility and mental status
   3. selecting the sections of the physical exam pertinent to the patient’s chief complaint
   4. interpreting normal and abnormal findings in the context of the patient’s history
D. Develop and record a diagnosis, based on the DSM-IV criteria and format
E. Select and interpret diagnostic studies to evaluate the differential diagnosis, including the following for each study
   1. risks and benefits
   2. sensitivity and specificity
   3. cost effectiveness
   4. obtaining informed consent
F. Utilize standardized instruments, as indicated, such as Beck Depression Inventory
G. Assess a patient’s suicide potential, identify appropriate intervention and demonstrate knowledge of the involuntary commitment process
H. Identify symptoms and signs of child abuse, elder abuse and sexual abuse
I. Develop, record and implement, as pertinent, a pharmacologic management plan to include
   1. rationale for utilizing each drug, including mechanism of action, indications, contraindications and adverse reactions
   2. potential drug-drug interactions
   3. cost-effectiveness
   4. documented patient education regarding side effects and adherence issues
J. Develop, record and implement, as pertinent, a non-pharmacologic management plan to include as appropriate
   1. behavioral, psychosocial interventions, including individual and group therapy
   2. referrals to other health care providers
   3. referrals to community resources
   4. utilization of family resources
   5. plans for follow-up care
K. Monitor patients’ progress over time, to include
   1. reassessment of subjective and objective data
   2. reconsideration of differential diagnosis, as needed
   3. modification of management plan, based on patient’s health status and adherence issues
L. Chart progress notes following the SOAP format to include
   1. subjective data
   2. objective data
   3. assessment
   4. plan
M. Make verbal case presentations to the clinical preceptor to include pertinent elements listed above, in an organized and time-efficient manner.

II. PROFESSIONAL GROWTH OBJECTIVES

The student’s attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the clerkship. The student will demonstrate Professional Growth by
A. Developing and maintaining good interpersonal relationships with patients as demonstrated by
   1. encouraging discussion of problems and/or questions
   A. recognizing verbal and non-verbal clues
   B. offering support and reassurance
   C. listening attentively
   D. draping appropriately, offering explanations and displaying a professional demeanor during examinations and procedures
B. Seeking and maintaining competence by
   1. demonstrating evidence of inquiry (reading, research, utilizing principles of evidence based medicine)
   2. completing clerkship in accordance with assigned schedule, with punctuality
   3. adhering to the clerkship objectives as set forth
C. Demonstrating professionalism by
   1. recognizing one’s limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
   2. performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
   3. eliciting and demonstrating receptivity to constructive feedback
   4. forming and maintaining positive relationships with patients, peers, staff and supervisors
   5. maintaining a calm and reasoned manner in stressful and/or emergency situations
   6. showing respect for patients and maintaining appropriate confidentiality of the patient’s record
   7. demonstrating awareness and sensitivity to patients’ cultural beliefs and behaviors
   8. displaying a high level of motivation and interest
   9. dressing and grooming appropriately
  10. adhering to the AAPA Code of Ethics

III. COURSE REQUIREMENTS

   1. Completion of assigned clerkship as scheduled.
   2. Passing grade as outlined below.
   3. Students must log all patient encounters at the clinical site on the patient logging system and complete both a site and self-evaluation.

IV. STUDENT EVALUATION

    Preceptor evaluation of student performance, based on clinical competencies (assessment competencies, analytic competencies, and diagnostic competencies)…… 50%
    Written Examination ........................................................................................................... 50%
    Professionalism evaluation from Preceptor ................................................................. PASS/FAIL

If a student earns a grade below a 70% on any component, the student will be required to complete a remediation plan as designated by the PSPC (please refer to section on Clinical Year Testing and Evaluation).

PAEA/EOR EXAMS BLUEPRINT AND TOPIC LIST:
The student will demonstrate the knowledge and skills described in the above objectives pertaining to the following diagnoses in the problem list provided in link below.

http://www.endofrotation.org/exams/sample-exam/
CLINICAL YEAR TEXTBOOKS

All of the required texts are available online or have been previously required by the School of PA Studies. Each student may find additional books that suit his/her individual learning style, or texts that rotation sites recommend.

ONLINE CLINICAL INFORMATION RESOURCES

1. The University of Florida Health Sciences Library has links to a wide range of medical journals and free on-line textbooks (http://www.library.health.ufl.edu/).

2. **UpToDate** is an online resource that provides information on the diagnosis and management of a large number of diseases (http://www.uptodate.com/). As its name suggests, this information is reviewed and updated on a regular basis.

3. Access to the above sites requires a computer with a UFL.EDU IP address on campus, or via your GatorLink account. You can also access these sites from off-campus using EasyProxy and VPN software – both of which are available to UF students from the Health Science Center web page. Some databases available through the Health Science Center Library may be restricted to on campus access only.

COMPUTER REQUIREMENTS FOR COLLEGE OF MEDICINE STUDENTS

1. The following is the official UF policy (modified) on the student computer requirements: Access to and on-going use of a computer is required for all students to complete their degree programs successfully. The University of Florida expects each student, as well as each student new to the university, to acquire computer hardware and software appropriate to his or her degree program. Competency in the basic use of a computer is a requirement. Class assignments may require use of a computer, academic advising and registration can be done by computer, and official university correspondence is sent via e-mail. While the university offers limited access to computers through its computer labs, most students will be expected to purchase or lease a computer that is capable of dial-up or network connection to the Internet, graphical access to the World Wide Web, and productivity functions such as word processing and spreadsheet calculation.

2. The School of Physician Assistant Studies requires students to have laptops for classroom use and recommends a computer no older than 2-3 years. The College of Medicine does not endorse a specific operating system or computer brand. This requirement focuses on function and current open standards. Students should have a current, fully-patched operating system. The following list of capabilities is recommended at a minimum:

   **HARDWARE:**
   - Intel Core 2 Duo, or I series processor
   - 4GB of RAM or more
   - 256 Gigabyte Hard Drive or higher
   - DVD-R/RW Drive
• USB ports (at least 2)
• WiFi wireless networking on laptops
• Sound card, and speakers or headphones
• 1024 by 768 or higher resolution monitor
• Printer
• 100mbit or 1Gbit Ethernet Adapter for Broadband
• Broadband connection to the Internet and related equipment (Generally supplied by the service provider). Cable or DSL highly recommended.

Operating System
Because Windows 7 is the most widely supported operating system, it is currently recommended.

The Home basic and starter versions of Windows 7 not recommended.

Software

• Office suite (provided by the university)
• Antivirus (Microsoft Security Essentials recommended)
• Updated Java and Flash
• Firefox browser
• A media player

Apple Macintosh Computers running Windows 7
Late model Macs have the ability to run Windows 7 natively, either on a separate partition of the hard drive or in a virtual machine. Students planning on installing Windows 7 on their Macs should be aware that this will take up a minimum of 30GB of space or a recommended 60GB and should purchase a hard drive with this in mind. Once Windows 7 is installed the OSX disk that came with your Mac contains all the necessary drivers and applications to allow for Windows 7 to function properly with your hardware.

https://it.ufl.edu/policies/student-computing-requirements/
CLINICAL YEAR TESTING AND EVALUATION

A. UF School of PA Studies Grade Scale

1. The following grading system will generally be used for converting percentage grades into letter grades during the clinical year:

   - **A** = 90 – 100%
   - **B+** = 86 – 89%
   - **B** = 80 – 85%
   - **C+** = 76 – 79%
   - **C** = 70 – 75%
   - **D+** = 66 – 69%
   - **D** = 60 – 65%
   - **E** = ≤ 59%

   In the case where the grade is determined to be a fraction, averages will be rounded up to the next highest number when the fraction is 0.50 or greater.

B. End-of-Rotation Multiple Choice Examinations

1. At the end of the following rotations, the student will complete a 120-question, multiple-choice examination, based on the Problem List / EOR Exam Topic List for that rotation:
   - Emergency Medicine
   - General Surgery
   - Internal Medicine (after completing both Internal Medicine and Critical Care Medicine)
   - Women’s Health
   - Pediatrics
   - Family Medicine (after completing Primary Care II)
   - Psychiatry & Behavioral Health

   The examination will consist of 100 scored questions, with 20 un-scored experimental questions. As in the PANCE examination, the un-scored questions will not be specifically identified, and are used for evaluating and selecting future questions for these examinations.

2. When given, the multiple choice examination will count as 50% of your overall rotation grade.

C. Student Clinical Performance Evaluations

1. Each month clinical preceptors will evaluate a student’s performance based on the preceptors’ day-to-day observation of the student’s clinical work on rotation. Specific evaluation criteria to be considered include:
   - Proficiency in obtaining a clinical database
   - Clinical problem-solving skills
• Ability to formulate a rational management plan
• Proficiency in performing clinical procedures
• Clinical knowledge base
• Professional attitudes and behaviors

2. Clinical preceptor evaluations may be completed by licensed physicians (MD or DO), licensed NCCPA-Certified physician assistants, or licensed nurse practitioners that have worked with students for a reasonable time of supervision (at least 5 clinical shifts). **Nurses, first year residents (PGY-1), allied health professionals, or other PA students are NOT acceptable evaluators.** Although you may be working with these healthcare professionals, they cannot function as your preceptor or complete your final evaluation. Resident physicians of PGY-2 or higher, regardless of a “TRN” designation on their license, ARE acceptable.

• The School of PA Studies reserves the right to accept additional Contributing Evaluator Forms from any healthcare professional with whom the student worked over the course of the rotation.

3. In many rotations, the student will be observed by several providers, who may not be the actual preceptor. In order to give the preceptor the best possible input with which to evaluate the student's performance, these providers should be given a “Contributing Evaluator Input to Supervising Preceptor” form. This brief form is to be completed, preferably reviewed with the student, and then the contributing evaluator should submit it **directly to the preceptor**—not to the student. *It is never sent to the School.*

4. At the end of each rotation, ensure that the preceptor has received the EMEDLEY Student Clinical Performance Evaluation online.

5. The evaluation is normally completed online in EMEDLEY, but in exceptional cases, such as Internet access failures, the preceptor may FAX or scan and email the “**Contributing Evaluation Form**” directly to UF SPAS (352-294-8167 or keri.stone@pap.ufl.edu). It is NEVER given directly to the student.

6. Students are responsible for ensuring that the Student Clinical Performance Evaluation is submitted to the School of PA Studies in a timely manner. It is up to you to communicate with your preceptor appropriately and effectively to get this accomplished.

7. Clinical year students are expected to assume responsibility for their education while on rotation. Part of this responsibility includes frequently seeking performance feedback from clinical preceptors throughout the rotation so there are no “surprises” at the end of the month. At a minimum, students should sit down with their preceptor midway through each rotation, review their progress, and plan strategies for correcting any identified deficiencies. **THE END OF ROTATION IS NOT AN APPROPRIATE TIME**
FOR YOU TO FIND OUT THAT YOU HAVE NOT PERFORMED SATISFACTORILY!

9. Each student should review the Description of Evaluation Competencies found in this Manual to ensure they understand how they are to be evaluated.

10. The clinical performance evaluation will usually count as 50% of your overall rotation grade, but may be 100% of the grade in rotations that do not have an EOR examination.

11. The preceptor will also evaluate the student for professionalism. Ethics and professional behavior are the foundations of medicine and form an essential component of all clinicians’ interactions with their patients and colleagues. The student must pass this evaluation component in order to pass the rotation.

12. Each student must pass each component of their rotation (preceptor’s evaluation, professionalism evaluation, and examination (if given)) by the equivalent of 70% to pass the month’s rotation. A grade of less than 70% on any of the above components, regardless of the overall average, will result in an incomplete for the rotation and will remain as such until successful completion of a remediation plan as outlined below.
   a. The first time a student fails one or more components of a rotation, at minimum, a remediation plan will be developed by the Professional Standards and Promotions Committee.¹
   b. Failure of one or more components on a second occasion, at a minimum, will result in probation, additional remediation as determined by the PSPC, and the assignment of an elective that will strengthen the student’s area of weakness.²
   c. Failure of one or more components on a third occasion will result in appearance before the PSPC, at which point, appropriate remediation, deceleration, or dismissal will be considered by the committee.
      i. If a student solely fails an EOR exam, a remediation exam will be given and the 2nd EOR exam score will be graded on a “Pass/Fail” basis, but not replace the original EOR exam score.
      ii. If a student enters the clinical year on probationary status and fails their 1st component of a rotation, they will be assessed by the PSPC according to letter b., above.

13. Grades on the Student Clinical Performance Evaluation are given using a 100-point grading scale, with 70% as the minimum passing score.
D. Other Clinical Year Evaluation Instruments

PACKRAT

This is fundamentally a self-evaluation tool for both the student and the School. Performance that is lower than 1.5 standard deviations from the class mean may require clinical year adjustments to ensure an adequate educational experience.

Summative Evaluation

The Physician Assistant Student, in their second year of training, will be required to satisfactorily complete a comprehensive summative evaluation within the last four months of their training. The summative evaluation will consist of multiple components including but not limited to the following:

- Written Summative Examination, consisting of at least 100 multiple choice type questions, reflecting the NCCPA blueprint.
  - A minimum score of 70 percent or greater will be required to satisfactorily complete this item.

- OSCE, consisting of standardized patient cases.
  - The student must pass (with a 70 percent or greater) all major components of the OSCE to satisfactorily complete this item. Major components include: overall score, overall history score, overall physical exam score and individual case scores.

- Professionalism
  - The professionalism evaluation will be based on a collective sum of the following:
    - Faculty interactions during advisee group meetings, and classroom activities
    - Site visits
    - Review of preceptor comments/evaluation
    - Professionalism OSCE, if included

- Failure to satisfactorily meet professionalism standards will result in an appearance before the Professional Standards and Promotion Committee.

The Physician Assistant Student will be expected to successfully complete all components of the summative evaluation.

- If a student that fails one component of the comprehensive summative evaluation he/she will be required to remediate that component.

- If a student fails more than one component of the comprehensive summative evaluation, he/she may be required to meet with the Professional Standards and Promotions Committee at which point a remediation policy will be determined. The Professional Standards and Promotions Committee reserves the right to enforce any
and all actions that the committee deems appropriate for a given case up to and including deceleration and/or dismissal from the School of PA Studies.

- In addition to the summative examination, OSCEs, and professionalism components of the summative evaluation, consideration will be given to the student’s performance on patient write-ups and oral presentations.

E. **Testing Procedures**

1. End-of-rotation exams and other clinical year evaluation exercises are scheduled well in advance. Due to the fact that students are typically spread out across the State, and with end-of-semester grade reporting deadlines imposed on us by the University, postponing or making up exams will be very difficult to accomplish. Students must be on time for all scheduled end-of-rotation testing.

   a. In the event of illness or personal emergency on the day of an examination, contact the Clinical Director by phone. If you have not communicated directly with the Clinical Director or the School Director, you have not been excused from the end-of-rotation exam. Other faculty and clerical staff cannot excuse you from your exams. Documentation of the reasons for an excused absence (as directed by the Clinical Director) must be provided in all cases before exams will be rescheduled.

   b. Rescheduling of missed exams is at the discretion of the Clinical Director. If you are doing a rotation away from Gainesville, you may be required to take a day off and return to the UF Campus to make up a missed exam.

   c. Unexcused absences from end-of-rotation exams may result in a failing grade for the rotation. As mentioned in previous sections, unexcused absences may result in a hearing before the Professional Standards and Promotions Committee.

2. The allotted time for all end-of-rotation examinations is 120 minutes. Students shall adhere to the following policies while in the Testing Center:

   a. Students must turn off cell phones and place all personal belongings in the storage bins within the computer testing center.

   b. Once the exam has begun, the proctor will not answer any questions. Students should remain in their seats at all times until they have finished the examination. Students may be excused during the examination **one at a time** in order to use the rest room.
c. Keep in mind that all examinations conducted in the computer testing lab are subject to video monitoring. Do not communicate with other students during exams or do anything that could be construed as cheating.

3. Upon completing and submitting your exam, please leave the testing area.

F. End-of-Rotation Exam Review Policy

Upon completion of the examination, the student will be able to access a post-exam report from PAEA that outlines their performance by specific organ system and task area, as well as keywords of items missed. This is an excellent tool to guide your study. As in the PACKRAT®, PANCE®, and PANRE® exams, the PAEA does not allow review of specific examination questions or responses. It is very important that you access these reports to identify deficiencies in your knowledge base, so you will be able to improve these areas.

G. Student Evaluation of Rotation

1. Students are required to complete an evaluation of each rotation, one for the SITE and one for the PRECEPTOR. Evaluation forms will be posted online on EMEDLEY approximately one week prior to the end of each rotation and must be completed before the final grade for the rotation will be released.

2. These evaluations of the preceptor and clinical site must be completed sometime between the last Monday and the Clinical Day for each rotation.

H. Monitoring of Education During Clinical Year

1. The monitoring of clinical sites and the training experiences during the month is accomplished by a variety of methods. Logging of certain patient information and procedures into databases are used to insure an adequate and robust clinical educational experience is obtained by each student and is a requirement of each student. All students must log the relevant and required clinical data for each patient seen. Information regarding student logging will be presented in the Summer A term.

2. Site visits, both announced and unannounced, may occur during the month. During the site visit, a faculty member or other person designated by the PA program will visit a student in their clinical site and observe the student during the course of a patient encounter. The student will be evaluated on their performance, such as ability to gather an adequate history, perform a physical examination, presenting the patient to their preceptor, presenting a differential diagnosis, ordering and interpreting diagnostic testing, development of a management plan, or patient education. Feedback will be given each student and the site visit form will be placed in the student’s record.
3. The first time a student does a rotation in Primary Care, Internal Medicine, General Surgery, Pediatrics, Women’s Health and both elective rotations (a total of seven rotations), the student will submit a written H&P including assessment and plan to their preceptor before the end of the month’s rotation. This may be a separate written document or a copy of a chart entry but should not be a SOAP note or other abbreviated H&P. **THIS IS A FULL HISTORY AND PHYSICAL EXAM AND NOT ANY SORT OF PROGRESS NOTE, SOAP NOTE, OR CHART CHECKLIST.** Patient identifiers MUST be removed in accordance with HIPAA regulations prior to submission to the SPAS. Subject to fines and possible disciplinary action. This will be reviewed by a faculty member and a copy will be filed in the student’s records.

4. For each clinical day, each student will prepare a case presentation of a patient that they saw during the previous month. Selected students will be called upon to present their case during the meeting with their faculty advisor and colleagues. This case should be a different patient than the patient write-up discussed in #3 above. This presentation may be of an unusual presentation, an unusual disease or disorder, or a patient where the student learned a valuable lesson. The presentation will take the form of a standard oral case presentation, with a brief discussion at the end, including feedback from colleagues and advisor. This will be graded on a pass-fail basis by each student’s faculty advisor.

5. At the completion of each Elective rotation, and any rotation that does not have a scheduled end-of-rotation examination, the student will be required to turn in proof of completion of (3) Category I CME hours of instruction. (All CME activities MUST be AAPA/AMA-approved Category I hours) Two of these three hours will consist of CME topics, usually in the area of medicine in which the student was rotating that month, and may be assigned by the Clinical Team. If it is not assigned, you may choose topics related to that rotation. The remaining CME hour may be completed in an area of the student’s choosing. **THIS ASSIGNMENT SHOULD BE DONE DURING THE MONTH AND IS DUE ON CLINICAL DAY.**

6. Additionally, at the completion of each Elective rotation the student will submit a 1-2 page clinical discussion paper on any one of the following EPAPAs, and how your experience with that particular EPAPA furthered patient care:

   a. Gather a history and perform a physical exam
   b. Prioritize a differential diagnosis following a clinical encounter
   c. Recommend and interpret common diagnostic and screening tests
   d. Form clinical questions and retrieve evidence to advance patient care
   e. Collaborate as a member of an inter-professional team
   f. Recognize a patient requiring urgent or emergent care and propose an initial evaluation and management plan
   g. Identify system and practice failures and contribute to a culture of safety and improvement
J. **Additional Requirements**

In order to take advantage of educational opportunities as they present themselves throughout the course of the clinical year curriculum, there may be additional experiences required of all students, such as extra classroom sessions, on-line course modules, remedial coursework, quizzes, etc.
INSTRUCTIONAL ROLES

While it is recognized that many students may already possess skills/expertise in a given area taught in the academic year and may at the request and supervision of the course instructor help classmates to learn a given skill, at no time will students replace faculty/course instructors. Likewise, in the clinical year students may not be used to substitute for regular clinical or administrative staff.

PROFESSIONAL DEEMANOR AND STUDENT DRESS CODE

A. While you are on clinical rotation, patients and other health professionals will judge your professionalism by the your grooming and dress, your communication style, your conflict resolution skills, and your work ethic (showing up on time prepared and ready to work). The community of physician assistants and physician assistant employers in the State of Florida is relatively small. Impressions that you make on clinical rotation may influence future employment opportunities and professional licensure. You should all strive to project a positive image of the PA profession and the University of Florida.

B. The School of Physician Assistant Studies expects all students to be professional in their dealings with patients, colleagues, faculty, and staff and to exhibit caring and compassionate attitudes. These and other qualities will be evaluated in the Professionalism Evaluation form by each preceptor during your clinical year rotations. Professional behavior is defined as behavior appropriate to the circumstances. Professional behavior reflects on a student’s qualification and potential to become a competent clinician. **Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of, the student to participate constructively in learning or patient care; derogatory attitudes or inappropriate behaviors directed at patients, peers, faculty, preceptors, or staff; misuse of written or electronic patient records (i.e. accession of patient information without valid reason); substance abuse; failure to disclose pertinent information on a criminal background check; or other unprofessional conduct can be grounds for dismissal. Dismissal from the School of Physician Assistant Studies for unprofessional behavior may, subsequently, jeopardize the student’s eligibility for admission to any other college in the university.**

Examples of standards for professional behavior include, but not limited to the following: accepting personal responsibility for the care of one’s patients; demonstrating appropriate truthfulness and honesty with colleagues; communicating an attitude of caring (empathy) in the course of health care delivery; recognizes
personal beliefs, prejudices, and limitations; demonstrates respect for patients, families, members of the health care team, and colleagues; demonstrates initiative in patient care and a consistently good work ethic; and respects patient confidentiality at all times in verbal and written communication with others. Inadequate communication and/or failure to respond to communication initiated by the SPAS is also considered unprofessional, and may result in a substantial reduction in professionalism grade on any given rotation.

The conferring of the degree Master of Physician Assistant Studies certifies that the student is not only competent to undertake the career as a physician assistant but possesses the personal traits essential to the profession as judged by the faculty, preceptors, peers, and colleagues.

C. Students who are not in adherence with the professional standards set forth by the School will have a hearing of the Professional Standards and Promotions Committee. If the Committee determines that unprofessional behavior was demonstrated by a student, the following steps may be taken: Depending on the severity of the behavior, the student may be warned in writing that the behavior is unacceptable and that if the behavior is continued, it may lead to their dismissal from school. Such a letter will provide examples about what is or what is not acceptable, and may encourage the student to seek professional help from an appropriate resource. The letter may state that counseling, therapy, and anger management sessions may be considered as options. Some types of behavior may be so egregious as to justify immediate dismissal of a student. Such behavior might include criminal acts or substance abuse.

If there is a second documented case of unprofessional behavior, the student must appear before the Professional Standards and Promotions Committee and address why he/she should not be dismissed from school.

Appeals of any decisions of the Professional Standards and Promotions Committee must be made in writing to the Associate Dean/Director of the School of Physician Assistant Studies within two (2) business days of receiving official notification of the decision. The Associate Dean/Director will make a decision based on the facts and the written appeal within three (3) days of receiving the appeal. Official written notification will be made to the student of the decision of the appeal.

D. Appropriate dress for clinical rotations

1. A long white lab coat with a name tag identifying you as a University of Florida PA student is REQUIRED while on clinical rotation.

2. All clothing must be clean and appropriate to a professional working environment. Men should wear ties unless directed otherwise by clinical preceptors or when ties would be inappropriate (e.g., in an operating room).
3. Blue jeans, shorts, T-shirts, sandals, open-toed shoes, sneakers, and other casual dress are not appropriate to the clinical setting.

4. The University provides liability insurance for PA students ONLY if the student’s nametag is worn. Students not in compliance will be pulled off rotation until they have their badge. Nametags may be purchased at the HSC Gator 1 Card office.

CLASS (ROTATION) REGISTRATION IN THE CLINICAL YEAR

A. The School of PA Studies completes registration for clinical students each semester during the clinical year.

B. Students are responsible for insuring that all fees are paid to the University by the appropriate deadlines. Failure to pay registration fees on time may result in the cancellation of registration by the University and assessment of a late fee.

C. Failure to notify both the University and School of PA Studies of address/name changes may result in cancellation of registration and assessment of a late fee by the University. Students may update their current or permanent address at student.ufl.edu. A UFID and PIN number will be required.

D. All required immunizations and proof of current health insurance must be complete and on file prior to registering for clinical rotations. Without these requirements students will not be able to start their clinical rotation.

E. If registration is cancelled due to non-payment of fees, students are IMMEDIATELY terminated from their rotation; the University malpractice insurance program covers only registered students.

ACADEMIC STANDARDS

Any course grade below a “C” (or a failure in a pass/fail course) in the clinical year of the School of PA Studies may be grounds for dismissal for academic reasons, subject to the decision of the School of PA Studies faculty Professional Standards and Promotions Committee. If a student earning a grade below a “C” is retained in the School, he/she will be placed on probation for the duration of his/her time in the School of PA Studies and will be required to complete any remedial work prescribed by the faculty; this may result in the student’s delayed graduation and could affect the selection of elective rotations in the clinical year.

STUDENT ASSESSMENT PROCEDURES

The School of PA Studies faculty, meeting as the Professional Standards and Promotions Committee (PSPC), will evaluate issues of student compliance with School of PA Studies’ requirements, policies, and professionalism. The Committee will review the issue of concern and the circumstances surrounding it and may require the student to appear...
before the Committee to answer questions or address specific academic/professional concerns.

Students may have an advisor in attendance. The advisor cannot address the PSPC but may be consulted by the student. The student will be offered the opportunity to present an opening and closing statement and to take notes during the meeting. Students will be informed of PSPC action within twenty-four hours of the meeting.

The PSPC will then decide on the appropriate action, which may include dismissal from the School of PA Studies.

ACADEMIC HONESTY

The University of Florida expects students to be honest in all of their university class work. Therefore, students are required to commit themselves to academic honesty by signing the following statement as part of the admissions process.

"I understand that the University of Florida expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty, and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the University."

This statement serves to remind students of the obligations they assume as students at the University of Florida. Matters of pure violations of academic honesty are adjudicated pursuant to University regulation by the Health Science Center Student Conduct Committee.

GRIEVANCE / APPEALS PROCEDURE

After a decision of the Professional Standards and Promotions Committee has been established, a student has the right to appeal.

1. After the Professional Standards and Promotions Committee makes a decision, the student has the right to appeal. Appeals are made in writing – a personal appearance is made upon request of the person or persons hearing the appeal, and is not automatic. Typically, ground for an appeal include:
   a. The policies and procedures of the School were not properly applied.
   b. The findings of fact were incorrect.
   c. The action exceeded the authority of the PSPC.
   d. The PSPC demonstrated bias in its action.
   e. The PSPC considered evidence that should not have been considered, or failed to consider evidence they should have considered.
   f. The student requested an accommodation for a disability that was not provided.

2. Students may appeal a decision of the PSPC to the Associate Dean/Director of the School of PA Studies in writing within three days of the decision. Actions by the PSPC and the Associate Dean/Director will be final except in cases of dismissal and suspension.
3. In cases of dismissal and suspension actions, the decision may be further appealed to the Senior Associate Dean for Educational Affairs. A committee consisting of the Senior Associate Dean for Educational Affairs (chair), the Associate Dean for Medical Education, and the Associate Dean of Student Affairs will consider the appeal. Decisions of this committee will be final.

4. Grade Appeal Policy

After grades have been assigned the student may appeal the grade. Appeals are made in writing and a personal appearance is made only upon request of the person hearing the appeal and is not automatic.

1. The first appeal should be directly to the Director of Clinical Education/Assistant Director of Clinical Education. The appeal should include any documentation that explains why the grade should be changed.

2. The second line of appeal, which should only be sought if an agreement cannot be made between the Director of Clinical Education/Assistant Director of Clinical Education and the student, is to the Associate Dean and Director of the School of PA Studies. The Director may:
   - AFFIRM the decision of the Director of Clinical Education/Assistant Director of Clinical Education.
   - Uphold the appeal
   - Return the issue to the Director of Clinical Education/Assistant Director of Clinical Education for further consideration

1. For matters involving a question of academic honesty, if the student and School of PA Studies Director do not agree on an outcome, the student can exercise his/her right to a hearing with the Health Science Center Student Conduct Committee. This will be conducted through Student Conduct and Conflict Resolution in the Dean of Students office. Please visit http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php to view a copy of the violations and procedures that will be followed.

PROMOTION AND GRADUATION

A. Promotion from the academic to the clinical year and graduation from the School of PA Studies are based on the student’s mastery of essential competencies and readiness to assume a professional role, as well as his/her academic performance. While grades are important, the decisions for promotion and graduation are based on the composite picture of both academic performance and professional growth and development. If a student has failed to demonstrate an attitude of professionalism or if the Professional Standards and Promotions Committee does
The following criteria will be used by the Professional Standards and Promotions Committee as the basis for promoting academic year PA students to the clinical year and for recommending clinical PA students for graduation from the School of PA Studies. Students who fail to meet all promotion criteria may be either dismissed from the School of PA Studies or required to remediate any deficiencies deemed necessary by the faculty committee.

• Maintain a grade of “C” or higher (or a “pass” in a pass/fail course), and a minimum GPA of 2.0.
• Achieve an acceptable score on the summative evaluation at the end of the clinical year.
• Demonstrate acceptable levels of maturity, integrity, and other attitudes and behaviors normally expected of health professionals as determined by professionalism evaluations and observations by faculty.

C. If a student has failed to demonstrate an attitude of professionalism, or if the Professional Standards and Promotions Committee believes a student is not prepared to assume patient care responsibilities as based on preceptor comments and evaluations, a student may be dismissed from the School of PA Studies at any time prior to promotion or graduation.

RELEASE OF INFORMATION / REFERENCE LETTERS

A. Throughout the course of the clinical year, the School of PA Studies may have to release information about any student’s academic status to third parties (e.g., information relating to student loan verification, scholarship applications, rotation credentialing, licensure, etc.).

1. If you signed the universal release form at orientation, then no further releases are usually required.

2. If release of information is required, the student MUST fill out a release of information form prior to the School’s releasing any information.

3. The School of PA Studies will not release any information without the student’s signed consent in compliance with the Buckley Amendment. The form is available in the office and online at the clinical year website.

B. Reference letters and telephone employment recommendations by School of PA Studies faculty also require prior release from students. Remember to ask the individual first if he/she will be a reference for you. Fill out the UF FERPA Release form in the Appendix of this manual.
OUTSIDE EMPLOYMENT

Outside employment is strongly discouraged during enrollment in the School of PA Studies. Students are not permitted to work for the School in any manner, either for pay or volunteer status. The School will not consider any application for employment from any student in the program. Physician assistant education is a full time endeavor. However, while School approval is not required for a student to start work, it is essential that the work must not interfere with the student’s education. If, in the judgment of the faculty, outside employment is diminishing the student’s ability to be an effective learner, the student will be required to reduce or eliminate his/her work.

WITHDRAWAL

Students withdrawing from the School of PA Studies must submit a withdrawal letter to both the School of PA Studies and the UF Registrar’s Office, as well as complete any paperwork needed by either office, and settle any university obligations. UF may refund some portion of the tuition. For details see The University Record (the UF catalog), the section on “Fees and Other Fiscal Information,” the “Enrollment and Student Fees,” “Refund of Fees” subsections within it. Catalogs are available by year online at https://student.ufl.edu/

LEAVES OF ABSENCE

Any request for an extended leave of absence (one month or more) must be submitted to the Associate Dean & Director, UF School of PA Studies as a written letter, including the reason and justification for the request. Requests for leave will be considered on a case-by-case basis. An extended absence may require repeating a portion of a year, one entire year, or both years, depending on the individual educational situation. A leave of absence greater than two months may require reapplication to the School of PA Studies.

VISITING THE SCHOOL OF PA STUDIES OFFICES

In order to maintain a professional atmosphere appointments must be made with a faculty or staff member. This will ensure that academic and personal affairs of each student are kept confidential while abiding by federal and state laws. When arriving for appointments, please let the front desk know whom you need to see and he/she will inform the proper person. Appointments can be made at the discretion of the faculty/staff member.

IMMUNIZATIONS AND HEALTH HISTORY

A. University of Florida regulations require that all new students complete both the Immunization and Health History with the Student Health Care Center (SHCC). Students failing to meet this requirement will NOT be permitted to register. All required immunizations must be kept current throughout enrollment in the School of PA Studies. Failure to meet these requirements may result in dismissal.

B. Allergy to formaldehyde (previous and subsequent to enrollment) must be verified by a physician. The student must give this information to the College of Medicine
Americans with Disabilities (ADA) office in order for protective mask/cartridge charges to be paid. Otherwise, the student will be responsible for the cost.

C. **Hepatitis vaccination series** and **Tuberculin skin test** (e.g., PPD or equivalent) must be completed during the Summer A semester. Any student who has not completed this series will not be permitted to start clinical rotations.

**HEALTH AND DISABILITY INSURANCE**

As outlined in the orientation information, you must show proof of medical insurance prior to matriculation into the School of PA Studies. This must include both health and hospitalization and must be maintained throughout the duration of your matriculation in the School of PA Studies. Please read your policy carefully and note any exclusion for preexisting conditions, HIV infections, etc. Additionally, you are strongly encouraged to carry disability insurance to cover possible consequences in the event of a needle stick injury or other potential exposure to HIV infection. Currently, the College of Medicine does not have a group policy available. Student Health [http://shcc.ufl.edu/fees-and-insurance/health-insurance-options/](http://shcc.ufl.edu/fees-and-insurance/health-insurance-options/) offers coverage to students who are enrolled in a professional program and are taking at least 6 credit hours/semester. Since disability insurance carriers for students are limited, you are encouraged to explore this option through your own insurance carrier.

**CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING**

A. For any felony convictions that occur between the time of submission of the CASPA application and matriculation into the School of PA Studies, the specific details, including date of charge(s), type of offense, and disposition of the case, must be reported to the School Director's office immediately. After matriculation into the School of PA Studies, should you be convicted of any felonies at any time during your enrollment in the School, you must report the details (see specific details enumerated above) immediately to the School Director's office. Failure to comply will be grounds for dismissal from the School of Physician Assistant Studies.

B. During the course of the clinical phase of the School of Physician Assistant Studies, students will be required to undergo one or more national criminal background checks, which may include fingerprinting. In addition, certain clinical sites that are regularly used by the School of PA Studies may require additional drug screening in order for students to have practice opportunities at those institutions.

C. A criminal background check that reveals criminal activity or a failure to pass drug screening may impede clinical training or status in the School of PA Studies. By accepting admission to the School, students agree to submit to national criminal background checks and drug screening, and also agree to pay expenses associated with screenings.
NAME CHANGES

Any PA student who changes his/her name while enrolled in the School of PA Studies (i.e., marriage, divorce) is responsible for filing the appropriate forms with the University of Florida requesting a name change. The School of PA Studies will not be responsible for requesting the student's name change. Failure to complete this change may result in grade reports or a degree being withheld by the University of Florida until this process is complete.

ADDRESS / PHONE CHANGES

You may update your current and/or permanent address with UF online at https://student.ufl.edu/ You will need your UFID number and PIN. In addition, you must notify the School of PA Studies office of any address or phone number change.

FINANCIAL AID

Students in the College of Medicine are now able to handle all of their financial aid affairs in the Health Science Center (Room M-128). Ms. Eileen Parris is the Coordinator of Student Financial Aid and can be reached at 273-7939 or at eparris@ufl.edu. She is available for appointments or can be seen on a walk-in basis for counseling, check disbursement, etc. She has a detailed website at http://finaid.med.ufl.edu/.

STUDENT COUNSELING AND DEVELOPMENT

Students within the College of Medicine have the availability of confidential personal and academic counseling at the Health Science Center (Room M-135). The Program Director, Beverly L. Vidaurreta, Ph.D., can be reached at 352-273-8383, by pager at 352-413-6313, or by email at beverly@ufl.edu. Dr. Vidaurreta provides student counseling and student development workshops on topics such as effective study techniques, resume writing, stress management, etc.

SEXUAL HARASSMENT

It is the policy of UF that sexual harassment will not be tolerated at the university and should not be ignored. It is a violation of federal and state laws and university rules and policy. Sexual harassment is the inappropriate introduction of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where sex would otherwise be irrelevant. See the UF Sexual Harassment web page at If you believe you have been sexually harassed, report it at once to the School of PA Studies. http://www.ufsa.ufl.edu/faculty_staff/fees_resources_policies/sexual_harassment/
In addition, confidential counseling is available from Beverly L. Vidaurreta, Ph.D., Program Director of the College of Medicine Office of Student Counseling and Development. Dr. Vidaurreta can be reached at 352-273-8383, or by email at beverly@ufl.edu.
COMMUNICATING WITH THE SCHOOL OF PA STUDIES DURING THE CLINICAL YEAR

A. Student Status Changes

Students must immediately inform the School of PA Studies of any personal or professional circumstance that affects their standing in the University, the status of the clinical rotation, or the School of PA Studies itself. Students are also responsible for notifying both the University and the School of PA Studies of any address or name changes.

B. Email Policy

**IT IS ESSENTIAL THAT YOU CHECK YOUR UF EMAIL EVERY DAY.** Student communication with the School of Physician Assistant Studies is routinely accomplished via email communications. This is especially true during the clinical year of education when many students are away from Gainesville. Students will be expected to check their University of Florida (e.g. "@ufl.edu") email accounts every day for essential communications. These may also be accessed via UF Exchange email at [http://www.mail.ufl.edu/](http://www.mail.ufl.edu/). Email responses are expected in a timely manner.

In order to avoid problems with receiving important messages from the School due to exceeding your GatorLink email quota, delete old messages and clear your browser cache on a regular basis. You will be responsible for the inability of the School to deliver important email to you because of failure to manage your email account. Failure to do so reflects poorly on the student’s professional development.

When communicating with the School, it is SPAS policy that only University of Florida email accounts will be recognized for student communication. This is important because e-mails originating from third-party accounts/services, such as Yahoo, gmail, and others are frequently routed to quarantine folders. In these cases, the recipient may not be notified of the email until a later date when the quarantine folder contents are reviewed. University of Florida policy allows emails to be forwarded to on-campus or alternate e-mail addresses. If a student wishes to use such a service, please assure that when responding to emails the student’s GatorLink email account is displayed as the sender’s identification. If the sender’s identification does not reflect the student’s GatorLink account, it may be sent to a quarantine folder and not responded to within an appropriate timeframe. University of Florida policies pertaining to email forwarding and computing resources, including security and privacy issues, can be found at: [http://www.it.ufl.edu/policies/aupolicy.html](http://www.it.ufl.edu/policies/aupolicy.html)

C. Social Networking Sites

The School of Physician Assistant Studies subscribes to the policy pertaining to the use of social networking sites as adopted by the College of Medicine. This policy, reproduced below, can be found at: UF Gainesville- applies to everywhere, no matter the rotation: [http://hr.ufl.edu/manager-resources/policies-2/social/](http://hr.ufl.edu/manager-resources/policies-2/social/)

UF Health Jacksonville: [http://hscj.ufl.edu/resman/sectioni.aspx](http://hscj.ufl.edu/resman/sectioni.aspx)
The administration of the College of Medicine, School of PA Studies recognizes that social networking websites and applications, including but not limited to Facebook, Twitter and other related sites, are an important and timely means of communication. However, students and residents who use these websites and other applications must be aware of the critical importance of privatizing their web sites so that only trustworthy “friends” have access to the websites/applications. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from school or resident training.

The following actions are strictly forbidden:

- In your professional role as a caregiver, you may not present the personal health information of other individuals. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual.
- You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for the University of Florida College of Medicine.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.
- You may not utilize websites and/or applications in a manner that interferes with your official work commitments. That is, do not tie up a hospital or clinic computer with personal business when others need access to the computer for patient-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social networking.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
• Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
• Posting of potentially inflammatory or unflattering material on another individual’s website, e.g. on the “wall” of that individual’s Facebook site.

When using these social networking websites/applications, students and residents are strongly encouraged to use a personal e-mail address, rather than their ufl.edu address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these network sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful, and professional in your actions.

PROFESSIONAL STANDARDS

A. Physician assistant students, like students in any professional program, are expected to maintain high standards of honesty and personal integrity. Academic achievement alone will not assure successful completion of the School of PA Studies. PA students must also demonstrate professionalism, maturity, integrity, and those attitudes and behaviors expected of all health professionals.

B. The School of PA Studies expects all PA students to be professional in their dealings with patients, colleagues, faculty, and staff and to exhibit caring and compassionate attitudes. Professional behavior is defined as behavior appropriate to the circumstance. Attitudes or behaviors inconsistent with compassionate care; refusal by or inability of the student to participate constructively in learning or patient care; derogatory attitudes or inappropriate behaviors directed at patient groups, peers, faculty, or staff will not be tolerated by the School of PA Studies. Also see section on Professional Demeanor and Student Dress Code (page 94).

C. No alcoholic beverages are to be consumed during working hours or while on call.
D. Students are reminded that use of illicit drugs is incompatible with the professional role of the physician assistant. Students who use illicit drugs during the clinical year risk dismissal from the School of PA Studies as well as legal consequences.

E. Clinical year students are representatives of the UF School of PA Studies as well as the physician assistant profession as a whole. This should be kept in mind during all interactions with patients, physicians, and other health care personnel during rotations.

F. Students are expected to conduct all personal business and social activities after assigned hours of the rotation and end-of-rotation days.

G. Male students will obtain a female chaperone for female breast and pelvic examinations. Female students are encouraged to obtain chaperones for GU examinations on males.

H. Employment during the clinical year is strongly discouraged. If a student chooses to moonlight, it MUST NOT interfere with academic work or clinical rotation schedules.

I. Sexual Harassment:

1. In addition to being a violation of state and federal laws, behavior involving unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is incompatible with faculty, staff, and student status in the University of Florida School of PA Studies.

2. Dating individuals at your monthly rotation site (i.e., physicians, residents, support staff, etc.) is highly discouraged. This can be viewed as a form of sexual harassment.

3. Further information regarding sexual harassment policies is outlined in the sexual harassment policy section under the Administrative Policies and Procedures portion of this manual (see page 102).

4. Students should call the School of PA Studies immediately if they have felt as if they have been harassed while on clinical rotation.

J. Medical Records and Patient Confidentiality

1. During your training as a physician assistant student you will have occasion to review patients’ medical records and gather health information. All data gathered about a patient and his/her medical condition, including all items within a patient’s medical records or verbal communication from a patient, is privileged information. Students are not to discuss a patient’s medical record in any manner or situation that would reveal any information about that patient to any person not involved in the patient’s health care. Refrain from
discussing your patients in public places, such as cafeterias and elevators, where your conversations may be overheard. Remind those who may be inappropriately discussing patient information, about patient confidentiality.

2. If you are asked to present information about a patient’s condition while on rotation or as part of a Clinical Day activity, all identifying information (name, address, date of birth, and ID numbers) should be deleted from the records that are copied or presented. A patient may be identified according to initials or a fictitious name. Never discuss patients in a dehumanizing or insensitive manner. Although you are required by the School of PA Studies to complete HIPAA training, some practices and most hospitals will require you to sign a confidentiality statement or complete additional training.

3. All entries that you make in patients’ records must be signed with your name followed by PA-S (physician assistant student). The clinical preceptor must countersign all entries/orders before the end of each day during rotation. NO student should EVER leave the rotation for the day without orders or documentation signed off. Additionally no patient should ever be discharged without a physician co-signature. Non-compliance with these requirements could result in liability issues for the student, the site, and the School of PA Studies. All signatures MUST be legible. Therefore, it is recommended that in addition to your signature, you should BLOCK print your name and title under it.

K. Students will adhere to ethical principles and use practical reasoning when treating patients. Refer to the Guidelines for Ethical Conduct for the Physician Assistant Profession Policy of the American Academy of Physician Assistants Adopted May 2000 below (see page 130).

L. No student should medically treat other PA students, friends, or family members while a student in the UF School of PA Studies.

STUDENT HEALTH / RISK MANAGEMENT / UNIVERSAL PRECAUTIONS / ENVIRONMENTAL HAZARD EXPOSURE

The College of Medicine School of Physician Assistant Studies has a solid, long-standing commitment to protect the health and well-being of students, faculty, staff, patients, and the general public. Students in the School of Physician Assistant Studies are required to show proof of appropriate immunity, or documented immunization, prior to matriculation and prior to the onset of actual patient contact. Ultimately, each student is responsible for his/her health and safety in the clinical/educational setting. Therefore, it is the goal of the School of Physician Assistant Studies that all students learn appropriate policies and procedures to follow in the event that they are injured or potentially exposed to blood-borne pathogens or other communicable diseases, as well as exposure to environmental hazards. During the academic year of training, presentations are given on universal blood and body fluid precautions, infection control, and prevention of the spread of communicable disease. In
addition, the Student Advocacy Committee monitors student health policies and procedures, in order to insure compliance with institutional and state health requirements.

A. Health and Immunization Requirements. All health and immunization requirements must be up to date and documented in the School of PA Studies office. The following are the requirements of the University of Florida and the College of Medicine School of Physician Assistant Studies:

1. A screening health history form provided by the Student Health Care Center (SHCC).

2. Proof of current health insurance. Certification of current health insurance is mandatory for each year of enrollment in the School of Physician Assistant Studies.

3. Proof of two immunizations against measles, mumps, and rubella (MMR), or laboratory evidence of a positive (immune) titer against each of the three infections. In the absence of proof of either immunization or immunity, students will be re-immunized by the SHCC.

4. Proof of a negative PPD skin test for tuberculosis (by Mantoux) within the past year, and if positive, proof of a chest x-ray negative for active disease. Additionally, the TB skin test must be repeated in Summer A of the academic year and those who tested positive must complete a TB Surveillance Form.

5. Documentation of varicella (chickenpox). Either proof of positive (immune) varicella titer or two immunizations with varicella vaccine must be submitted. In the absence of proof of either immunization or immunity, students must be immunized; this can be done by the SHCC or your primary care physician.

6. Proof of the three-dose immunization against Hepatitis B, or completion of the three-dose immunization series prior to the completion of the first semester of the first year. Immunizations can be received at the SHCC. Proof of the completion of the Hepatitis B immunization series is required prior to patient contact.

7. Meningococcal meningitis vaccine.

8. Seasonal influenza vaccine.

9. Tdap within the last 2 years.

Remember that, as clinicians, you bear a responsibility to your patients and colleagues to reduce the transmission of disease, especially to the most vulnerable among us. Refusing vaccination, for whatever reason, puts these people at higher risk of nosocomial infection. Students are strongly advised to consider this when making a decision to not vaccinate.
In accordance with Florida Statutes, any student attending a public educational institution may decline any vaccination, based on religious beliefs/personal tenets. A formal UF Beliefs Exemption must be completed, and the student must meet with a registered nurse at the Student Health Care Center Immunization Clinic for counseling and information regarding risks associated with such an exemption. Furthermore, if a vaccine-preventable disease occurs on campus, or at a clinical site, students who have not been vaccinated may be excluded from attending classes or participating in other School activities.

While the Beliefs Exemption applies to Florida public institutions, private hospitals and clinics may not accept students for clinical rotations who cannot demonstrate either vaccination against or immunity from communicable diseases. As both public and private rotations are an essential part of the clinical curriculum, the loss of a rotation due to lack of vaccination/immunity may result in the student being unable to successfully complete the prescribed course of study for graduation, and may result in dismissal.

Contact the Clinical Coordinator at the School for specific forms and instructions for applying for a formal Beliefs Exemption.

B. Health and Disability Insurance. The School of Physician Assistant Studies requires all students to be covered by major medical insurance. It is not sufficient for the student to seek care through the Student Health Care Center, for the SHCC can offer only primary outpatient care. Insurance may be acquired through a family major medical policy, through a private insurance agency, or by purchasing the University of Florida Student Government Health Insurance Plan B. It is highly advisable that the insurance plan chosen, offer appropriate, comprehensive coverage throughout the State of Florida and not simply in Gainesville and Alachua County or at a distant city/county/state only. The student should check with his/her insurance company as to the coverage provided for accidental exposure. It is important for students to realize that medical expenses for care provided by Shands Hospitals and hospitals affiliated with the College of Medicine School of Physician Assistant Studies, including laboratory procedures and emergency care, are the responsibility of the student and not the College of Medicine School of Physician Assistant Studies or the University. Any injury or accidental exposure is NOT considered workmen’s compensation since the student is not an employee of the site.

The School of Physician Assistant Studies strongly advises all PA students to acquire disability insurance, to provide protection in the event of a long-term illness or injury.


FIRST, USE THE ACCIDENTAL NEEDLE-STICK CHECKLIST IN THE APPENDIX OF THIS MANUAL, THEN CAREFULLY READ THE POLICIES BELOW:
1. Policies and procedures concerning blood-borne pathogen exposures and exposures to communicable diseases are addressed during the academic year of training.

2. It is the responsibility of the student to report sharp injuries, needle sticks, or other potential exposure to blood-borne pathogens via blood or body fluids immediately to the supervisor at the facility where the accident occurs. The student must also notify the School of PA Studies in the event of an exposure incident within 24 hours of the exposure (see Report of Accidental Exposure form in the Appendix of this manual).

In the event that the student contracts a communicable disease which potentially poses a risk to patients or co-workers (e.g., tuberculosis, varicella), steps will be taken to prevent dissemination in accordance with Student Health, Public Health, and/or CDC protocols. Certain communicable diseases may also be reported to county or state health authorities, as required by law.

3. **Potential Blood-borne Pathogen Exposures.** It is the goal of the UF Student Health Care Center to offer timely, state-of-the-art care for students who have experienced potential blood-borne pathogen exposures in the UF/Shands Health System. Time is frequently of the essence in managing blood-borne pathogen exposures. For example, some treatment regimens must be started within two hours of exposure to be maximally effective. In the event of a potential blood-borne pathogen exposure, students should immediately contact a medical provider at the Student Health Care Center at (352) 392-1161; after hours, call 1-866-477-6824. A member of the medical staff is available for phone consultation 24-hours a day. The SHCC medical provider will make recommendations for immediate evaluation and care as follows:

a. If the student is within a one-hour radius of Gainesville (including Shands at UF Hospital and Clinics, the Gainesville VA Hospital, or other nearby clinical sites), the student should receive his/her care at one of the following Student Health Care Center facilities:

   - The Student Health @ Shands satellite clinic, (352) 392-0627, Room D2-52, located in the 2nd floor Dental Tower, open Monday through Friday 8:00 a.m. to 5:00 p.m., Fall & Spring semesters.

   - The Student Health Care Center (SHCC) at the main Infirmary Building on Fletcher Drive, located next to the Florida Gym, (352) 392-1161. During Fall and Spring semesters, the SHCC is open Monday through Friday 8:00 a.m. to 4:30 p.m. It is closed on weekends and university holidays. During Summer semester and semester breaks, please call the SHCC for hours.
b. If the student is at an off-site rotation more than one-hour from Gainesville (including UF Health Science Center in Jacksonville and rotations in Orlando), the student should notify his/her rotation supervisor and the UF SHCC (352-392-1161), and then seek care at the Emergency Department or Employee Health Clinic at his/her hospital, or at a nearby hospital emergency center. Subsequently, the student should call to make an appointment at the SHCC @ Shands or the main SHCC @ the Infirmary Building for appropriate follow-up care.

c. After hours, the student should seek immediate care for potential blood-borne pathogen exposures at the Shands at UF Emergency Department, (352) 395-0050, or at the local Emergency Department for distant off-site rotations. Once again, the student should call to make an appointment at the SHCC @ Shands or the main SHCC @ the Infirmary Building for appropriate follow-up care.

In the event of any potential blood-borne pathogen exposure, the student should obtain the name of the source patient, medical record #, room number, and diagnosis. This information is necessary to assist the medical provider in determining the potential severity of the exposure, and it must be protected in accordance with HIPAA and institutional rules. If initial care is provided outside the SHCC/Shands system, the student should inform the provider that UF physicians follow current CDC guidelines in determining the need for post-exposure HIV prophylaxis. If the provider has questions, he/she could call the SHCC at (352) 392-1161 or the Shands @ UF Emergency Department at (352) 395-0050. Appropriate first aid should be given for the injury and a tetanus booster when indicated.

If a student’s health insurance has finally determined that it will not cover a medically appropriate course of prophylactic treatment for the student’s potential exposure to HIV (which exposure occurred in the course of the student's college studies and activities), the College of Medicine may assist the student and pay for the treatment. A student may request the College of Medicine's assistance by discussing his/her situation with a representative of the Office of Student Affairs at 352-273-7971.

D. **Students Ill with Communicable Diseases.** By College of Medicine and Shands Hospital policy, students with communicable diseases or conditions may not be allowed patient contact. This restriction may be necessary to protect the health and safety of UF and Shands patients and staff. Persons with the following medical conditions will not be allowed patient contact without a medical clearance:

- Active chickenpox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis
- Oral herpetic with draining lesions
- Group A streptococcal disease (i.e., strep throat) until 24 hours of treatment received
- Diarrhea lasting over three days or accompanied by fever or bloody stools
• Draining or infected skin lesions
• Conjunctivitis

If an ill student is unsure whether he/she should participate in patient care, the student should contact the SHCC clinical staff at (352) 392-1161, or the Student Health @ Shands satellite clinic at (352) 392-0627.

E. Policies Regarding HIV/AIDS and Other Communicable Diseases. It is the policy of the University of Florida to assess the needs of students or employees with HIV infection or other communicable diseases on a case-by-case basis. If any such infection occurs in a College of Medicine student, any recommendations made or actions taken by the College of Medicine or the Shands Hospitals will respect the confidentiality and welfare of the student, while also recognizing and responding to issues regarding the welfare of patients, the College of Medicine/ School of PA Studies, and the hospital. The College on a case-by-case basis will evaluate each student’s situation. With the permission of the affected student, the Director of the Student Health Care Center (a physician) will assist in the coordination of resources and services.

1. Currently, the UF College of Medicine and the Shands Hospital do not recommend the routine HIV testing of patients, students, or healthcare workers. However, it is certainly prudent for individual healthcare workers, including students, to be aware of their own individual HIV status so that they can take appropriate precautions and measures. With current advances in HIV/AIDS treatment, early intervention can be crucial to maintaining well-being and delaying complications of the illness. If future state or federal legislation were to change guidelines or requirements for HIV testing of healthcare workers or healthcare students, the College of Medicine and Shands Hospitals would comply as required.

2. In the event of a potential blood-borne pathogen exposure in a student, the medical provider will recommend HIV testing as a baseline and also follow-up intervals of 6 weeks, 3 months, and 6 months. When testing is medically advisable, it is subject to informed consent and results are treated confidentially.

3. The best protection is prevention and adherence to Standard Universal Precautions (see below).

F. Standard Universal Precautions. When providing patient care, regardless of the real or perceived communicable disease status of the patient, all students and staff should follow Standard Universal Precautions:

• Wash hands before and after patient contact, according to hospital policy, even if gloves are used.
• Wear gloves when exposure to blood, body fluids, excretions, or secretions is likely.
• Use gloves appropriately according to aseptic and/or sterile techniques, and change gloves between patients.
• Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
• Wear masks, face shields, and eye protection when aerosolization of blood or body fluids may occur.
• Dispose of sharps in designated rigid sharps containers. Never recap by hand.
• Dispose of waste saturated with blood or body fluids in designated red-bag trash containers.

G. **Environmental Hazards/Hazardous Waste.** If exposure to environmental hazards of any kind occurs (either on campus or on clinical rotation), follow all appropriate reporting instructions at your clinical site (if on clinical rotations) and in all cases, the exposure should be reported immediately to the School. If deemed necessary, students should present for medical care at an appropriate facility. **Please refer to Appendix “D” of this Manual for specific procedures and guidance.**
Preamble
In 2003, the National Commission on Certification of Physician Assistants (NCCPA) initiated an effort to define PA competencies in response to similar efforts being conducted within other health care professions and growing demand for accountability and assessment in clinical practice. The following year, representatives from three other national PA organizations, each bringing a unique perspective and valuable insights, joined NCCPA in that effort. Those organizations were the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), the body that accredits PA educational programs; the Association of Physician Assistant Programs (APAP), the membership association for PA educators and program directors; and the American Academy of Physician Assistants (AAPA), the only national membership association representing all PAs.

The resultant document, *Competencies for the Physician Assistant Profession*, is a foundation from which each of those four organizations, other physician assistant organizations, and individual physician assistants themselves can chart a course for advancing the competencies of the PA profession.

Introduction
The purpose of this document is to communicate to the PA profession and the public a set of competencies that all physician assistants regardless of specialty or setting are expected to acquire and maintain throughout their careers. This document serves as a map for the individual PA, the physician-PA team, and organizations that are committed to promoting the development and maintenance of these professional competencies among physician assistants.

The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. Professional competencies\(^1\) for physician assistants include the effective and appropriate application of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, systems-based practice, as well as an unwavering commitment to continual learning and professional growth, and the physician-PA team, for the benefit of patients and the larger community being served. These competencies are demonstrated within the scope of practice, whether medical or surgical, for each individual physician assistant as that scope is defined by the supervising physician and appropriate to the setting.

\(^1\)In 1999, the Accreditation Council for Graduate Medical Education (ACGME) endorsed a list of general competencies for medical residents. NCCPA’s Eligibility Committee, with substantial input from representatives of AAPA, APAP and ARC-PA, has modified the ACGME’s list for physician assistant practice, drawing from several other resources, including the work of Drs. Epstein and Hundert; research conducted by AAPA’s EVP/CEO, Dr. Steve Crane; and NCCPA’s own examination content blueprint.
APPENDIX A: PHYSICIAN ASSISTANT COMPETENCIES/EPAPAs

The PA profession defines the specific knowledge, skills, and attitudes required and provides educational experiences as needed in order for physician assistants to acquire and demonstrate these competencies.

Medical knowledge
Medical knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigatory and analytic thinking approach to clinical situations. Physician assistants are expected to:

- Understand etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- Identify signs and symptoms of medical conditions
- Select and interpret appropriate diagnostic or lab studies
- Manage general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions, and adverse reactions of pharmacologic agents and other relevant treatment modalities
- Identify the appropriate site of care for presenting conditions, including identifying emergent cases and those requiring referral or admission
- Identify appropriate interventions for prevention of conditions
- Identify the appropriate methods to detect conditions in an asymptomatic individual
- Differentiate between the normal and the abnormal in anatomy, physiology, laboratory findings, and other diagnostic data
- Appropriately use history and physical findings and diagnostic studies to formulate a differential diagnosis
- Provide appropriate care to patients with chronic conditions.

Interpersonal & communication skills
Interpersonal and communication skills encompass verbal, nonverbal, and written exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients’ families, physicians, professional associates, and the health care system. Physician assistants are expected to:

- Create and sustain a therapeutic and ethically sound relationship with patients
• Use effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information
• Appropriately adapt communication style and messages to the context of the individual patient interaction
• Work effectively with physician and other health care professionals as a member or leader of a health care team or other professional group
• Apply an understanding of human behavior
• Demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
• Accurately and adequately document and record information regarding the care process for medical, legal, quality, and financial purposes.

Patient care
Patient care includes age appropriate assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, patient-centered, timely, efficient, and equitable for the treatment of health problems and the promotion of wellness. Physician assistants are expected to:

• Work effectively with physicians and other health care professionals to provide patient-centered care
• Demonstrate caring and respectful behaviors when interacting with patients and their families
• Gather essential and accurate information about their patients
• Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
• Develop and carry out patient management plans
• Counsel and educate patients and their families
• Competently perform medical and surgical procedures considered essential in the area of practice
• Provide health care services and education aimed at preventing health problems or maintaining health.

Professionalism
Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one’s own. Physician assistants must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency, or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

• Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
• Professional relationships with physician supervisors and other health care providers
• Respect, compassion, and integrity
• Responsiveness to the needs of patients and society
• Accountability to patients, society, and the profession
• Commitment to excellence and ongoing professional development
• Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
• Sensitivity and responsiveness to patients’ culture, age, gender, and disabilities
• Self-reflection, critical curiosity, and initiative.

Practice-based learning and improvement
Practice-based learning and improvement includes the processes through which clinicians engage in critical analysis of their own practice experience, medical literature, and other information resources for the purpose of self-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices. Physician assistants are expected to:

• Analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
• Locate, appraise, and integrate evidence from scientific studies related to their patients’ health problems
• Obtain and apply information about their own population of patients and the larger population from which their patients are drawn
• Apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
• Apply information technology to manage information, access online medical information, and support their own education
• Facilitate the learning of students and/or other health care professionals
• Recognize and appropriately address gender, cultural, cognitive, emotional, and other biases; gaps in medical knowledge; and physical limitations in themselves and others.

Systems-based practice
Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value. PAs should work to improve the larger health care system of which their practices are a part. Physician assistants are expected to:

• Use information technology to support patient care decisions and patient education
• Effectively interact with different types of medical practice and delivery systems
• Understand the funding sources and payment systems that provide coverage for patient care
• Practice cost-effective health care and resource allocation that does not compromise quality of care
• Advocate for quality patient care and assist patients in dealing with system complexities
• Partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve delivery of health care and patient outcomes
• Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
• Use information to support patient care decisions and patient education
• Apply medical information and clinical data systems to provide more effective, efficient patient care
• Utilize the systems responsible for the appropriate payment of services.

Entrustable Professional Activities for Physician Assistants (Associates) - EPAPA’s

1. Gather a history and perform a physical exam
2. Prioritize a differential diagnosis following a clinical encounter
3. Recommend and interpret common diagnostic and screening tests
4. Formulate and discuss orders and prescriptions
5. Document a clinical encounter in the patient record
6. Provide an oral presentation of a clinical encounter
7. Form clinical questions and retrieve evidence to advance patient care
8. Give and receive a patient hand-off to transition care responsibility
9. Collaborate as a member of an interprofessional team

APPENDIX B: NCCPA Content Blueprint

Link to NCCPA and exam content/blueprint
http://www.nccpa.net/ExamsContentBlueprint?mID=129
APPENDIX C:
Guidelines for Ethical Conduct for the Physician Assistant
Profession Policy of the American Academy of Physician Assistants

APPENDIX D:
UNIVERSITY OF FLORIDA SCHOOL OF PA STUDIES
CLINICAL ROTATION ABSENCE REQUEST FORM
*In eMedley student reference documents.*

- Complete Parts 1 & 2 and fax to School of PA Studies at 352-294-8167 *IN ADVANCE* of the requested absence.

- The Director of Clinical Education or Clinical Coordinator will approve or deny the request and inform the student.

<table>
<thead>
<tr>
<th>1.</th>
<th>To be completed by the <strong>student</strong>. Please print or type.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student’s Name: __________________________ Date(s) of Requested Absence: ________</td>
</tr>
<tr>
<td></td>
<td>Total Number of Days Absent: ________</td>
</tr>
<tr>
<td></td>
<td>Reason for Requested Absence (Be specific): __________________________</td>
</tr>
</tbody>
</table>

|    | Student Signature: __________________________ |
|    | Rotation Site: __________________________ Name of Preceptor: __________________________ |
|    | Medical Specialty: __________________________ City: __________________________ |

<table>
<thead>
<tr>
<th>2.</th>
<th>Preceptor <strong>Recommendation:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Approve student’s request</td>
</tr>
<tr>
<td></td>
<td>□ Deny student’s request</td>
</tr>
</tbody>
</table>

|    | Student will make up lost clinical rotation day(s) on the following dates and times: |

|    | Preceptor Name (please print or type) __________________________ |
|    | Preceptor Signature __________________________ Date __________ |
|    | Phone Number: __________________________ Fax Number: __________________________ |

<table>
<thead>
<tr>
<th>3.</th>
<th><strong>School of PA Studies</strong> Decision:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Absence request approved by School. Conditions:</td>
</tr>
<tr>
<td></td>
<td>□ Absence request not approved.</td>
</tr>
</tbody>
</table>

|    | Director of Clinical Studies Signature __________________________ Date __________ |
School of Physician Assistant Studies
University of Florida
Clinical Rotation Request Form
Phone: (352) 294-8150 Fax Number (352) 294-8167

Name ___________________________ Date ___________________________

Email ___________________________ UFID ___________________________

Initiated by:  □ STUDENT  □ PROGRAM  □ SITE

□ DROP Scheduled Rotation

Discipline: ___________________________ Site ___________________________ Location ___________________________

Reason for Rotation Change or Request: ____________________________________________________________

□ NEW Rotation Request

NEW Rotation Preferences:

Discipline: ___________________________ Site ___________________________ Location ___________________________

Discipline: ___________________________ Site ___________________________ Location ___________________________

Discipline: ___________________________ Site ___________________________ Location ___________________________

Selective □  Elective □  Housing Needed? □ YES □ NO

Additional information: ____________________________________________________________

__________________________ /
Director of Clinical Education Date

Reason for Denial: ____________________________________________________________

Date Requested: __________  Date Approved: __________  □ AA  □ PP  □ CV(s) # __________

Add/Drop Needed  □ Yes  □ No  □ Completed

Student Notified  □ Yes  □ No  □ Completed

New Site Notified  □ Yes  □ No  □ Completed

Old Site Notified  □ Yes  □ No  □ Completed

GRID Updated  □ Yes  □ No  □ Completed

eMedley Updated  □ Yes  □ No  □ Completed

Housing Requested  □ Yes  □ No  □ Completed

Drop Course / Section ___________________________  Add Course / Section ___________________________

Admin Notes ____________________________________________________________

________________________________________________________________________________________

S:\CLINICAL YEAR\Manuals and Forms\Clinical Rotation Request Form 2017.docx  Revised: 5/2/17
Core Required Rotations
Internal Medicine Selective Rotations (Adult or Pediatrics)
Elective Only Rotations (selective rotations can also be used for electives)

### Required Core Rotations

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAS 5100</td>
<td>Internal Medicine I</td>
</tr>
<tr>
<td>PAS 5125</td>
<td>Psychiatry</td>
</tr>
<tr>
<td>PAS 5200</td>
<td>General Surgery I</td>
</tr>
<tr>
<td>PAS 5300</td>
<td>Pediatrics I</td>
</tr>
<tr>
<td>PAS 5400</td>
<td>Primary Care I</td>
</tr>
<tr>
<td>PAS 5401L</td>
<td>Primary Care II</td>
</tr>
<tr>
<td>PAS 5510</td>
<td>Women’s Health</td>
</tr>
<tr>
<td>PAS 5600</td>
<td>Emergency Medicine I</td>
</tr>
<tr>
<td>PAS 5701L</td>
<td>Critical Care Medicine I</td>
</tr>
</tbody>
</table>

### Internal Medicine Selectives (Adult or Pediatric)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAS 5101L</td>
<td>Internal Medicine II</td>
</tr>
<tr>
<td>PAS 5110</td>
<td>Hem/Onc</td>
</tr>
<tr>
<td>PAS 5120</td>
<td>Neurology</td>
</tr>
<tr>
<td>PAS 5150</td>
<td>Nephrology</td>
</tr>
<tr>
<td>PAS 5160</td>
<td>Gastro</td>
</tr>
<tr>
<td>PAS 5170</td>
<td>Rheumatology</td>
</tr>
<tr>
<td>PAS 5180</td>
<td>Pulmonary</td>
</tr>
<tr>
<td>PAS 5181L</td>
<td>Endocrinology</td>
</tr>
<tr>
<td>PAS 5182</td>
<td>Cardiology</td>
</tr>
<tr>
<td>PAS 5184</td>
<td>Infectious Disease</td>
</tr>
<tr>
<td>PAS 5185</td>
<td>Geriatrics</td>
</tr>
</tbody>
</table>

### Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PAS 5102L</td>
<td>Internal Medicine III</td>
</tr>
<tr>
<td>PAS 5105</td>
<td>Rehab Medicine</td>
</tr>
<tr>
<td>PAS 5190</td>
<td>Dermatology</td>
</tr>
<tr>
<td>PAS 5201</td>
<td>General Surgery II</td>
</tr>
<tr>
<td>PAS 5210</td>
<td>Cardiovascular</td>
</tr>
<tr>
<td>PAS 5220</td>
<td>Plastic Surgery</td>
</tr>
<tr>
<td>PAS 5230</td>
<td>Trauma Surgery</td>
</tr>
<tr>
<td>PAS 5240</td>
<td>Orthopedic Surgery</td>
</tr>
<tr>
<td>PAS 5260</td>
<td>Neurosurgery</td>
</tr>
<tr>
<td>PAS 5270</td>
<td>Urology</td>
</tr>
<tr>
<td>PAS 5280</td>
<td>Otolaryngology</td>
</tr>
<tr>
<td>PAS 5301L</td>
<td>Pediatrics II</td>
</tr>
<tr>
<td>PAS 5302L</td>
<td>Pediatrics III</td>
</tr>
<tr>
<td>PAS 5402L</td>
<td>Primary Care III</td>
</tr>
<tr>
<td>PAS 5601L</td>
<td>Emergency Medicine II</td>
</tr>
<tr>
<td>PAS 5702L</td>
<td>Intensive Care II</td>
</tr>
<tr>
<td>PAS 5905L</td>
<td>Radiology</td>
</tr>
<tr>
<td>PAS 5940</td>
<td>Clinical Practicum</td>
</tr>
</tbody>
</table>
ACCIDENTAL NEEDLE-STICK/BLOOD-BORNE PATHOGENS CHECKLIST – FOLLOW ALL 3 STEPS

1. TAKE IMMEDIATE ACTION TO PROTECT YOURSELF!
   a. REMOVE YOURSELF from the site of injury.
   b. NOTIFY your site supervisor of your exposure, and follow local post-exposure protocols, if available.
   c. OBTAIN the name of the source patient, medical record #, room number, and diagnosis. This HIPAA-protected information is necessary to assist the medical provider in determining the potential severity of the exposure.
   d. GET TREATMENT ASAP - Appropriate first aid should be given for the injury and a tetanus booster when indicated. The student should inform the provider that UF physicians follow current CDC guidelines in determining the need for post-exposure HIV prophylaxis. If the provider has questions, he/she could call the SHCC at (352) 392-1161 or the Shands @ UF Emergency Department at (352) 395-0050.

2. WHAT IS YOUR LOCATION?
   a. If within a one-hour radius of Gainesville, use PROCEDURE A.
   b. If beyond the one-hour radius from Gainesville, use PROCEDURE B.

PROCEDURE A:

Call the UF Student Health Care Center (SHCC) at 352-392-1161 or after-hours at 866-477-6824. A member of the medical staff is available for phone consultation 24-hours a day. The SHCC medical provider will make recommendations for immediate evaluation and care, and will direct you to the closest SHCC facility.

PROCEDURE B:

Call the UF Student Health Care Center (SHCC) at 352-392-1161 or after-hours at 866-477-6824. A member of the medical staff is available for phone consultation 24-hours a day. Seek care at the Emergency Department or Employee Health Clinic at your hospital, or at a nearby hospital emergency center. Subsequently, you should call again to make an appointment at the SHCC for appropriate follow-up care.

3. COMPLETE “REPORT OF ACCIDENTAL EXPOSURE” FORM AND TRANSMIT TO UFSPAS.
Fax within 24 hours to SPAS 352-294-8167

Report of Accidental Exposure

Student Name: ________________________________  PAS II

Rotation Month/Dates: ____________________  Rotation Discipline: _______________________

Name of Site: ________________________________

Supervising Preceptor: ________________________________

Date and Time of Exposure (As precise as possible): ________________________________

Type of Exposure: ________________________________

NOTIFICATIONS (Note date / time / person contacted)

Rotation site’s contact person (immediate): ________________________________

PA Program (within 24 hours): ________________________________

Narrative description of exposure incident, inclusive of precautions taken (i.e., gloves, gowning, eye protection, cleanup, etc.) and extent of patient contact. Continue on back of form if needed:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Was treatment initiated? YES / NO / NA

If YES, list medications or prophylaxis given (amount/duration): ________________________________

_________________________________________________________________________

If NO, did student deny treatment? YES / NO  List reason: ________________________________

_________________________________________________________________________

If exposure incident (i.e., Tuberculosis) is student cleared for clinical rotation? YES / NO

Student MUST provide documentation of clearance to School

I have reviewed and understand the clinical year manual’s universal precaution / exposure incident policy.

Student Signature: ____________________________  Date: ___________
HAZARDOUS SUBSTANCES – PERSONAL CONTAMINATION PROCEDURES - CHECKLIST

IF YOU, OR ANOTHER ARE EXPOSED TO A HAZARDOUS SUBSTANCE:

✓ Do what is necessary to protect life. Remain calm.

✓ The MSDS (Material Safety Data Sheet) will contain special first aid information.

✓ Do not move an injured person unless they are in further danger.

✓ Get medical attention and decontamination advice promptly by dialing:

911
800-222-1222 (Nationwide number to poison control center)

For specific instruction regarding personal contamination, contact your rotation supervisor at the site.

✓ After following instructions of emergency resources (911 and/or Poison Control), the student should notify his/her rotation supervisor and the UF Student Health Care Center (352-392-1161), and then seek care at the Emergency Department or Employee Health Clinic at his/her hospital, or at a nearby hospital emergency center. Subsequently, the student should call to make an appointment at the SHCC @ Shands or the main SHCC @ the Infirmary Building for appropriate follow-up care.

✓ Notify the School of Physician Assistant Studies via email. Complete the “Report of Accidental Exposure” form, and image/FAX it to the School as soon as practicable.
Release for Letter of Recommendation

Instructions for Faculty and Staff: This form may be used when a student requests you, as a school official, to write a letter of recommendation. A signed release is necessary to document written consent from the student. Student consent should include: (1) a description of the information to be disclosed, (2) to whom the information will be disclosed, and (3) the student’s signature and date.

If a letter of recommendation contains non-directory information:
- A written release is recommended for letters sent to other educational institutions in which the student seeks to enroll, including professional school admission services.
- A written release is required for general letters of recommendation sent to an employer or for any other purpose.

Examples of non-directory information include: disciplinary status, GPA, UFID or social security number, grades/exam scores and standardized test scores.

Instructions for Students: Complete, sign and return to the faculty or staff member.

I give my permission to ________________________________ (Faculty or Staff Member Name) to write a letter of recommendation and/or to provide an oral reference to:

☐ All persons or entities listed here: ________________________________

I give my permission for ________________________________ (Faculty or Staff Member Name) to include the following non-directory information in this letter of recommendation or oral reference:

☐ Any information on my UF transcript including my grades and courses taken.
☐ Any information on the attached curriculum vitae or résumé.
☐ Any information included in my attached personal statement.
☐ Any educational and other records to which the recommender has (or has had) access in making academic and/or employee evaluations and decisions, (including but not limited to examinations, essays, terms papers, teaching evaluations, graduate committee evaluations, and so forth.)
☐ Other (please specify)

__________________________________________

I hereby
☐ Waive
☐ Do Not Waive

my right to review this recommendation letter or to know the contents of any oral communication.

Student’s Name (please print) ________________________________ UFID: ____________

(Optional) Student’s Phone: ________________________________ Student’s Email: ________________________________

Student’s Signature: ________________________________ Date: ____________

Office of the University Registrar

Rev. 1/15/2013
### Patient Care

#### a. Medical Interview & Physical Exam: Student synthesizes essential, accurate information to define patient’s clinical problem. [PCI, EPA 1,10]

<table>
<thead>
<tr>
<th>Critical Deficiencies</th>
<th>Improvement Needed -60%</th>
<th>Proficient: Meets Expectations for Level of Training -80%</th>
<th>Ahead of Expectations for Level of Training – 90%</th>
<th>Exceptional: Special Skill Demonstrated -100%</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to collect accurate history or physical exam</td>
<td>Inconsistently able to acquire history or exam accurately</td>
<td>Consistently acquires accurate &amp; relevant histories</td>
<td>Acquires H&amp;P in a prioritized, &amp; hypothesis-driven fashion</td>
<td>Obtains historical subtleties, that improve diagnostic accuracy</td>
<td></td>
</tr>
</tbody>
</table>

#### b. Written Patient Record and Decision Making: Can synthesize a patient care plan and justify why urgent or emergent care is needed? [EPA 7,10]

| Care plans are often incomplete or inaccurate | Inconsistently develops appropriate care plan | Consistently develops appropriate care plan | Modifies care based on clinical cues & patient preference | Role models & comprehends complex, patient-centered care | |

#### c. Procedures: Possesses technical skill to successfully complete procedures relevant to the clinical rotation [PC, PBL, EPA 11]

| Attempts procedures without sufficient skill or supervision | Insufficient technical skill or knowledge for safe completion | Possesses technical knowledge for indicated procedures | Possesses good technique & has successfully performed indicated procedures | Maximizes comfort and safety while successfully performing procedures | N/A |

### Medical Knowledge

#### a. Clinical Knowledge/Problem Solving/ Critical Thinking: Synthesizes & analyzes data correctly, correlates clinical & lab data, determines active problems; distinguishes normal from abnormal [MK8, EPA 3, 7, 10]

| Lacks sufficient scientific, social, clinical or lab knowledge; leading to misdiagnosis | Unable to demonstrate improved understanding when faced with a scenario a 2nd time | Posesses scientific & behavioral knowledge required for common conditions. Acceptable analysis of clinical data | Posesses scientific, social & behavioral knowledge for complex conditions. Able to correlate data with minimal input lab data; improving care | Has knowledge to Dx & treat complex/conflicting conditions. Independently correlates H&P w/ lab data; improving care | |

#### b. Differential Diagnosis (DDx): Formulates differential diagnosis, prioritizes it based on knowledge gathered [MK9, EPA 2]

| Unable to form a DDx or forms a DDx not justified by clinical data | Typically able to only come up with a rudimentary DDx | Able to consistently form a small but correct DDx (3-4 reasonable possibilities) | Able to form a broad based and correctly prioritized DDx | Needs no direction making an accurate & prioritized DDx w/ supporting evidence from H&P | |

#### c. Knowledge of diagnostic testing & procedures [MK2, EPA 3]

| Lacks foundation to apply tests & procedures to patient care | Inconsistently interprets basic diagnostic tests | Consistently interprets basic diagnostic tests accurately | Chooses testing wisely & accurately interprets complex diagnostic tests | Anticipates & accounts for pitfalls & biases when interpreting tests or procedures | |

Edited 4/2/16
### Interpersonal & Communication Skills

<table>
<thead>
<tr>
<th>Critical Deficiencies</th>
<th>Improvement Needed</th>
<th>Proficient: Meets Expectations for Level of Training</th>
<th>Ahead of Expectations for Level of Training</th>
<th>Exceptional: Special Skill Demonstrated</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conveys inaccurate data that may pose detrimental issues</td>
<td>-60%</td>
<td>Adequate presentation with minimal prompting; typically accurate with history &amp; exam</td>
<td>Able to adapt style &amp; length of presentation according to specialty &amp; complexity of case</td>
<td>Accurately &amp; succinctly communicates in all situations – (admit, consultation &amp; hand-offs)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

b. Communicates effectively with patients & caregivers and contributes in interprofessional teams (peers, nurses, other professions) [EPA 8, 9, 11, IPCS 1, 2, 4]

<table>
<thead>
<tr>
<th>Critical Deficiencies</th>
<th>Improvement Needed</th>
<th>Proficient: Meets Expectations for Level of Training</th>
<th>Ahead of Expectations for Level of Training</th>
<th>Exceptional: Special Skill Demonstrated</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doesn’t take patient’s preference into account. Communication strategies hamper teamwork</td>
<td>-60%</td>
<td>Engages patients in shared decision making in uncomplicated scenarios. Often collaborative with team members</td>
<td>Incorporates patient’s preference &amp; shared decision making across complex scenarios. Consistently engages in collaboratively</td>
<td>Role models collaborative communication and fosters therapeutic relationships in both routine &amp; challenging situations</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Practice-Based Learning & System Based Practice

<table>
<thead>
<tr>
<th>Critical Deficiencies</th>
<th>Improvement Needed</th>
<th>Proficient: Meets Expectations for Level of Training</th>
<th>Ahead of Expectations for Level of Training</th>
<th>Exceptional: Special Skill Demonstrated</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unwilling to self-reflect on practice or performance</td>
<td>-60%</td>
<td>Sometimes reflects on practice performance &amp; acts upon reflections</td>
<td>Regularly self-reflects on practice performance &amp; consistently acts upon those reflections</td>
<td>Regularly self-reflects and seeks external validation to maximize practice improvement</td>
<td>N/A</td>
</tr>
</tbody>
</table>

b. Learns and improves via feedback [PBL 3, EPA 9]

<table>
<thead>
<tr>
<th>Critical Deficiencies</th>
<th>Improvement Needed</th>
<th>Proficient: Meets Expectations for Level of Training</th>
<th>Ahead of Expectations for Level of Training</th>
<th>Exceptional: Special Skill Demonstrated</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Never solicits feedback</td>
<td>-60%</td>
<td>Solicits feedback only from supervisors, typically incorporates</td>
<td>Solicits feedback from all members of the team &amp; patients</td>
<td>Performance enhanced by integration of feedback</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Professionalism

<table>
<thead>
<tr>
<th>Critical Deficiencies</th>
<th>Improvement Needed</th>
<th>Proficient: Meets Expectations for Level of Training</th>
<th>Ahead of Expectations for Level of Training</th>
<th>Exceptional: Special Skill Demonstrated</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacks empathy or compassion for patients &amp; caregivers</td>
<td>-60%</td>
<td>Consistently respectful with patients, caregivers &amp; members of the team</td>
<td>Demonstrates empathy, compassion &amp; respect for patients &amp; caregivers in all situations</td>
<td>Role models compassion, empathy &amp; respect for patients &amp; caregivers even when challenged</td>
<td>N/A</td>
</tr>
</tbody>
</table>

b. Exhibits Integrity & ethical behavior in professional conduct [Prof, EPA 9]

<table>
<thead>
<tr>
<th>Critical Deficiencies</th>
<th>Improvement Needed</th>
<th>Proficient: Meets Expectations for Level of Training</th>
<th>Ahead of Expectations for Level of Training</th>
<th>Exceptional: Special Skill Demonstrated</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sometimes dishonest in documentation or scholarly activity</td>
<td>-60%</td>
<td>Honest in clinical interactions, documentation &amp; scholarly activity</td>
<td>Demonstrates integrity, honesty, &amp; accountability to patients, society &amp; the profession</td>
<td>Assists others in adhering to ethical principles of integrity, honesty &amp; responsibility</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Summary Comments

(Please include at least one area where student needs improvement; include specific examples of corrective actions to be taken):

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Edited 4/2/16
Addendums:

Student Mistreatment & Grievance

The University of Florida School of Physician Assistant Studies is committed to treating all members of the college community fairly with regard to both personal and professional concerns. The student mistreatment policy ensures that concerns are promptly dealt with and resolutions reached in a fair and just manner. The School's procedures enable students to bring problems to the attention of the administration in a timely manner. The College of Medicine and the School of Physician Assistant Studies forbids any retaliatory action against students who present concerns and complaints in good faith.

A mistreatment grievance is defined as dissatisfaction occurring when a student believes that any decision, act or condition affecting her or him is illegal, unjust or has created unnecessary hardship. Mistreatment grievances may concern, but is not limited to, the following:

- academic problems (excluding grades, except when there is an allegation of illegal discrimination or where a grade penalty has been imposed without proper authority)
- mistreatment by any university employee;
- wrongful assessment of fees;
- errors in records and registration; and
- discrimination in student employment because of race, national origin, gender, sexual orientation, marital status, religion, age, or disability.

Mistreatment may take the form of verbal or physical abuse, discrimination for any reason, or a requirement for individual service activity that is independent of requirements for other team members. When such an incident is believed to occur, the student should first discuss the problem with the individual responsible for the perceived negative action or with the Associate Dean for Physician Assistant Studies, Associate Dean for Medical Education, Associate Dean for Student Affairs, or one of the Assistant Deans for Diversity and Health Equity. The individual contacted by the student will then address the concern with the appropriate faculty member who is responsible for the educational activity in which the incident occurred. If the perceived negative action occurred on the Jacksonville Campus, students may also discuss the matter with the Associate Dean for Students Affairs-Jacksonville, who will follow the same plan outlined above. A written record of incidents reported to one of the Associate or Assistant Deans will be maintained by the Associate Dean for Physician Assistant Studies. Once the allegation of mistreatment is elevated beyond the level of the individual responsible for the incident, the reviewing authority should provide a written response to the student within ten business days of being notified of the incident. If the student is not satisfied with the response of the reviewing official, he/she may appeal first to the Senior Associate Dean for Educational Affairs and, subsequently, to the Dean of the College of Medicine.

At any point in the process outlined above, the student also may address his/her concern about mistreatment with the Program Director for Student Counseling and Development. This official may provide counseling to the student but will not be responsible for attempting to redress the grievance.