Master of Science in Physician Assistant Studies
Student Clinical Year Handbook
Academic Year 2024–2025

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PACE UNIVERSITY-LENOX HILL HOSPITAL MASTER IN PHYSICIAN ASSISTANT STUDIES PROGRAM
(MSPAS)

STUDENT CLINICAL YEAR HANDBOOK

ACADEMIC YEAR
2024–2025

INTRODUCTION

Congratulations on your upcoming promotion to clinical year! You should all be extremely proud of yourselves as you have just completed an extremely vigorous didactic course load.

The clinical year is the critical link between the student and graduate physician assistant. Your preceptors, as well as other instructors, will provide a number of opportunities for you to apply your newly acquired knowledge and skills to actual patient activities. Seize this opportunity to enhance your education to its fullest by committing 100% to this experience. Take advantage of each and every opportunity available. Making the most of clinical rotations depends primarily on you and how much effort, work and dedication you are willing to put in. All clerkships will not be perfect but remember that learning experiences can and do exist under all circumstances. This year will provide you with tremendous growth, both personally and professionally.

This handbook was designed to provide students with most of the information necessary to keep you on track in completing your requirement for clerkship assignments. Please keep this information where it will be easily accessible. If you have a question, please refer to the information in this handbook, then contact the program for assistance.

Please know that the faculty and staff are available to support and to help guide you through this most exciting period. You will be representing our program and the PA Profession while out on clinical rotations. Continue to conduct yourself in a professional manner. We are all very proud of you and wish you the very best as you begin this most important component of your clinical education.

—PA Program Clinical Faculty

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CLINICAL YEAR COURSE OF STUDY

PAS 620	Research Methods/Master's Project	fall semester	3 credit
PAS 701	Clerkship in Internal Medicine	5 weeks	3 credits
PAS 702	Clerkship in Pediatrics	5 weeks	3 credits
PAS 703	Clerkship in Women's Health	5 weeks	3 credits
PAS 704	Clerkship in Behavioral Medicine	5 weeks	3 credits
PAS 705	Clerkship in Family Medicine	5 weeks	3 credits
PAS 706	Clerkship in Emergency Medicine	5 weeks	3 credits
PAS 707	Clerkship in Surgery	5 weeks	3 credits
PAS 708	Clerkship in Selected Elective	5 weeks	3 credits
PAS 709	Clerkship Selected by the Program	5 weeks	3 credits
PAS 799C	Clinical Year Capstone Course	summer 1&2	3 credits
	Clinical Year Total		***33 credits***

CLERKSHIP IN INTERNAL MEDICINE (PAS 701)
Course Instructor: Hayley Kovner, MS, PA-C
See course syllabus
CLERKSHIP IN PEDIATRICS (PAS 702)
Course Instructor: Hayley Kovner, MS, PA-C
See course syllabus
CLERKSHIP IN WOMEN'S HEALTH (PAS 703)
Course Instructor: Alyssa Burnham, MS, PA-C
See course syllabus
CLERKSHIP IN BEHAVIORAL MEDICINE (PAS 704)
Course Instructor: Hayley Kovner, MS, PA-C
See course syllabus
CLERKSHIP IN FAMILY MEDICINE (PAS 705)
Course Instructor: Alyssa Burnham, MS, PA-C
See course syllabus
CLERKSHIP IN EMERGENCY MEDICINE (PAS 706)
Course Instructor: Shannon North, MS, PA-C
See course syllabus
CLERKSHIP IN SURGERY (PAS 707)
Course Instructor: Alyssa Burnham, MS, PA-C
See course syllabus
CLERKSHIP IN SELECTED ELECTIVE (PAS 708)
Course Instructor: Shannon North, MS, PA-C
See course syllabus

International Elective Rotation
Students may choose to do their student selected elective rotation abroad through Child Family Health International (CFHI). Please contact Pace International at studyabroad@pace.edu or visit the Study Abroad website for further information about available programs. Detailed information about international elective rotations will be presented during the student's didactic year.

International travel may require additional healthcare clearance requirements. *International elective placements will be subject to faculty approval.*

CLERKSHIP SELECTED BY PROGRAM (PAS 709)
Course Instructor: Shannon North, MS, PA-C
See course syllabus
CLINICAL YEAR CAPSTONE COURSE (PAS)
Course Instructor: Alison Ismael, MS, PA-C
See course syllabus
RESEARCH METHODS/MASTER'S PROJECT (PAS 620)
Course Instructor: David Jackson, DHSc, PA-C
See course syllabus

In case of an emergency after normal office hours: Please contact the Clinical Faculty via email addresses given above.

CLINICAL YEAR CLERKSHIP SCHEDULE 2024–2025

****All dates are subject to change****

Clerkship 1 (fall 2024)	September 4–October 3	**Call Back**: October 4 EOR Remediation: October 11
Clerkship 2 (fall 2024)	October 7–November 7	**Call Back**: November 8 EOR Remediation: November 15 **NYSSPA**: **PAEA**: TBD
Clerkship 3 (fall 2024)	November 11–December 12	**Call Back**: December 13 EOR Remediation: January , 2025
	OFF: December 18–January 3	
Clerkship 4 (spring 2025)	January 6–February 6	**Call Back**: February 7 EOR Remediation: February 14
Clerkship 5 (spring 2025)	February 10–March 6	**Call Back**: February 28 and March 7 *(2 separate Fridays, both are required) EOR Remediation: March 15
Clerkship 6 (spring 2025)	March 10–April 10	**Call Back**: April 4 and April 11 *(2 separate Fridays, both are required) EOR Remediation: April 19
Clerkship 7 (spring 2025)	April 14–May 15	**Call Back**: May 16 EOR Remediation: May 23
Summative Evaluations (summer 2025)	**May 19–24: Clinical OSCE / End of Curriculum Exam**	Dates are tentative and **subject to change** **AAPA**: **Pace Graduation**:
Clerkship 8 (summer 1 2025)	May 27–June 26 **CFHI Arrival Date TBD**	**Call Back:** June 20 and June 27 EOR Remediation: July 7
	OFF: June 30–July 4	
Clerkship 9 (summer 2 2025)	July 7–August 6 **August 1 Clinical Packrat #2**	**Call Back:** August 1 and August 7 **Program Graduation (tentative):** August 8 EOC Remediation July 25 EOR Remediation: Aug 12
	ALL CBDs are Mandatory, including 2-day CBD* Please refer to Clinical HB for attendance/absence policy.	

***Time off is scheduled only as noted above.**

CLINICAL POLICIES

***The policies in this handbook are intended to augment the policies in the program Student Policy and Procedure Handbook**

CLINICAL YEAR PROGRESSION

Progression and continuance in the Pace University-Lenox Hill Hospital Physician Assistant Program is not based solely upon scholastic achievement. It is also based on the personal qualities described in the Program Technical Standards and Standards of Professional Conduct for the Physician Assistant Student.

Requirements for Completion of Clinical Year (A3.15b)

A physician assistant student must complete the following requirements to successfully complete the clinical year and graduate the Physician Assistant Program.

1. Students are required to maintain a cumulative QPA of 3.0 or higher to continue and/or graduate from the PA Program.
2. Students must obtain a minimum grade of "B-" in all letter graded PAS courses and a "P" in all PAS pass/fail graded courses and must successfully complete all other requirements for each specific course.
3. Follow all policies and procedures published by the Pace University-Lenox Hill Hospital Physician Assistant Program.
4. Successfully complete clinical healthcare clearance including annual medical clearance, annual mask fit testing and maintaining up-to-date immunization requirements. Please reference the Healthcare Clearance Policy section and requirements detailed in Exxat for further information.
5. Fulfill all tenets of policy set forth in the Student Program Policy and Procedure and Student Clinical Handbook.
6. Maintain a professional demeanor as a physician assistant student and assume responsibility for learning as evidenced by attendance and active participation in clerkships, call back days, lectures and clinical experiences.
7. Satisfactory completion of a summative written comprehensive examination (EOC) at the end of the clinical phase with a grade of 80% or higher.
8. Satisfactory completion of a summative comprehensive OSCE examination at the end of the clinical phase with a grade of 80% or higher.
9. Completion of the student self-assessment Packrat exam during the clinical year.
10. Satisfactorily complete all 9 clinical clerkships with a grade of 80% or higher.
11. Demonstrate successful completion of program specific competencies.

GENERAL GUIDELINES FOR HOSPITAL PRACTICE

1. General tenets of learning in hospital sites:

   1.1 Students are not employees of the hospital and, therefore, work under the preceptor's supervision.

   1.2 Learning is best achieved by student participation under guidance.

1.3 Learning by “trial and error” without supervision is unacceptable as it jeopardizes patient care and threatens all professional persons (physicians, nurses, administrators, and other technical workers).

2. Learning “under supervision” is defined in the following manner:

2.1 Eliciting a meaningful history – in this situation, the preceptor is in the institution or a nearby office.

2.2 Doing the physical examination – the preceptor is nearby, the nurse is on hand to give assistance if necessary.

2.3 Progress notes – dependent on policies of individual clinical sites.

2.4 Technical procedures – the appropriate professional support person will be at the student’s side or within immediate reach.

3. Supervising preceptor responsibilities:

3.1 Indicate clearly to the medical staff, the administration, and the nursing staff which doctor, PA or NP will be responsible for the activities of the student.

3.2 Respond to any and all questions as to the scope of the activities of the student.

4. Student responsibilities:

4.1 Learn unobtrusively from all hospital persons and hospital activities.

4.2 Make the patient the beneficiary of all the above activities.

4.3 Do not pose as a primary medical provider or advisor/counselor to the patient- except to relay information as directed by authorized professionals. Students may not misrepresent themselves as a MD, PA, RN or other health care provider other than a physician assistant student.

4.4 Fulfill all academic and behavioral obligations to the PA Program.

5. PA Program responsibilities:

5.1 Provide the preceptor with a set of learning objectives.

5.2 Provide the preceptor with a student fact sheet.

5.3 Maintain the official affiliation agreement.

5.4 Provide the preceptor with the health requirements required for the students in the clinical year.

5.5 Provide the preceptor with a copy of the liability insurance policy

5.6 Continuous monitoring of students throughout their clinical year.

5.7 Evaluation and recruitment of new clinical sites.

ATTENDANCE POLICY

Attendance during all rotations and activities during the clinical year are mandatory.

Motivation, enthusiasm and commitment to the study of medicine are directly reflected by regular attendance, punctuality and preparation for clerkships. Attendance and timeliness are important aspects of professionalism. Physician assistants, like all health care professionals, are required to be punctual and report to rotations as scheduled. A minimum of forty hours per week for each rotation is required.

The program has an important obligation to maintain a positive rapport with clerkship sites, preceptors, visiting physicians and other health care professionals who make an essential contribution to the curriculum of the program. These relationships are vital to the ongoing success and development of the Program and the support of the clinical rotation experiences. The program will not allow individuals to jeopardize these relationships by displaying unprofessional and discourteous behaviors. Attendance and preparation for all classes, labs, seminars, small group discussions, clerkships, and any other activities designated by the program faculty is required.

ABSENCE POLICY

The program recognizes that life events may occur and it may not be possible for a student to attend his or her clerkship on a particular day. The program's policy is any missed time is required to be made up. Students are strongly encouraged to schedule any anticipated clerkship absences around given clinical schedule.

The below are examples of **acceptable anticipated excused absences:**

- Religious observances
- Professional events, such as AAPA, NYSSPA, presentation of research or other activities authorized by the PA Program.
- Health care to maintain their physical and mental well-being

A student must notify the course instructor prior to requesting time off from a clinical clerkship. Once the anticipated absence has been approved by the course instructor, **the student must then alert the clinical site prior to the anticipated absence**. Once the absence has been approved by both the course instructor and the clinical site, **the student must document the absence, including how the student plans to make-up their missed rotation time, under the**

'Time Off" section of Exxat. The clinical site and course coordinator reserve the right to deny requests other than religious observances.

The below are examples **of acceptable unanticipated excused absences:**

- An acute personal illness/injury or acute exacerbation of a chronic medical condition
- An acute illness, personal emergency or death of an immediate family member
- Quarantine

In such circumstances, the student **must notify the course instructor and the clinical program** coordinator **by 9:00 a.m. via email**. The student must provide an explanation of the circumstances of the absence, but are not obligated to reveal any medical conditions. **Additionally, the student must contact the clinical preceptor prior to the beginning of their next scheduled shift.** The absence **must be documented under the 'Time Off' section of Exxat including the schedule make-up dates.** If a student **misses more than two days** of a rotation due to illness, **they will need to provide a note and/or medical clearance from an appropriate health care provider.** The note should not contain any personal medical information, just dates of absence due to illness.

The below are **examples** of unexcused absences and other potential reasons **that would violate the Standards of Professional Conduct** (please see Program Policy & Procedure Handbook for further information) and/or cause failure of a clinical course:

- Absence, or partial absence, from a scheduled clinical clerkship day that does not qualify as an excused absence (examples include, but are not limited to, family events, weddings, vacation)
- Absence, or partial absence, from a Call Back Day or required session (examples include, but are not limited to, case presentations and simulation activities)
- Failure to communicate with the course coordinator about rotation absences, including partial absences
- Failure to complete the online absence documentation in Exxat
- Trend in number of absences across courses and/or excessive absences

If an alternate rotation work schedule needs to be arranged, it needs to be pre-approved by the course instructor *before* presentation to clinical site/preceptor. Students must get pre-approval for time off from the Program first before requesting time off from a clinical site. If a student has an anticipated absence, please email your course instructor for approval prior to requesting the time off from the site. The clinical site reserves the right to decline schedule accommodations.

*Violations of attendance during the clinical year are subject to disciplinary actions administered by the Physician Assistant Program.

REMOTE LEARNING CONTINGENCY PLAN (subject to change)

If a student is unable to continue a rotation at assigned clinical site due to a required quarantine, the student will continue the course online until end of quarantine, and if needed, complete the course online. A remote clinical course syllabus will then be followed.

If clinical rotations are placed on pause, courses will be administered online and remote clinical course syllabi will be followed until further notice.

For further information please refer to the Leave of Absence Policy in the Student Policy and Procedure Handbook.

In the event of exposure, students should follow clinical education site policies and CDC guidelines.

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SAFETY AND SECURITY CLINICAL SITES

All students must complete the work schedule and submit to the program by Friday of the first week. See the Work Schedule section. Please notify site preceptor immediately of any personal safety concerns that may arise while on-site. Additionally, please contact course coordinator immediately with any issues or concerns. Refer to Pace University safety and security guidelines posted on Security and Emergency Management website for safe travel tips to and from clinical sites, which includes instructions to download the Pace Safety App and to sign up for Emergency Alerts.

SAFETY AND SECURITY INTERNATIONAL ROTATION

All Pace University–Lenox Hill Hospital related international travel should be arranged in conjunction with Pace Study Abroad and Child Family Health International. All students should consult these websites regularly for information regarding safety, insurance and health information. Additionally, international travel may require additional healthcare clearance requirements. Immunization requirements are based on the country you are going to and can be found at the CDC Travelers Health International elective placements will be subject to faculty approval.

UNIVERSITY HOLIDAYS AND INCLEMENT WEATHER

Clinical year students receive clinical experiences that **parallel** that of practicing physician assistants. Therefore, they are expected to attend clerkships according to the Clinical Year Clerkship Schedule, not according to the University Calendar. Students will be expected to attend clerkships on all designated dates including University holidays. Should a clinical site be closed or a preceptor permits a student to be off on a particular holiday, the protocol for

anticipated absences must be followed. If it is not followed, the student may incur an unexcused absence.

Students are not obligated to attend clerkships when Pace University is closed for inclement weather or emergency closings. Closings are also posted on the University's website at www.pace.edu and are sent via text message and email for those who sign up for Emergency Notifications at Pace Emergency Alerts.

Follow absences protocol and contact the clinical preceptor and course coordinator prior to the beginning of scheduled shift. Students must document absence in Exxat and make-up missed clerkship hours.

REVIEW OF PROTOCOL FOR ABSENCES

1. If anticipated, contact the course instructor for approval before contacting the site.
2. If unanticipated, contact course instructor, clinical program coordinator AND clinical preceptor via email by 9:00 a.m. for each day of absence
3. Circumstances of the absence must be explained
4. Students must contact the program and the clinical preceptor prior to the beginning of the scheduled shift each day of the absence.
5. This protocol applies to anticipated absences, unanticipated absences, snow days and holidays not designated as off by the program.
6. Should this protocol not be followed, the student is subject to unexcused absences and their consequences.

PATIENTS' RIGHT AND CONFIDENTIALITY OF MEDICAL RECORD HEALTH HISTORY INFORMATION

1. **All data gathered about the patient and the patient's illness, including all items within a patient's history, is CONFIDENTIAL information.**

2. **Students should not discuss a patient's record in a manner or a situation which would reveal any information about that patient or the patient's records to persons not involved in the patient's healthcare.**

3. **Charts or contents, e.g., lab reports, etc., are not to be removed from the hospital or clinical setting. If photocopies of work are to be submitted to the program for evaluation, *all specific references to the patient (i.e., name, address, and identification number) must be deleted. Anything handed into the Program with any type of identifying information with result in a "0" (zero) grade for that assignment.***

4. **The American Health Insurance Portability and Accountability Act of 1996**

(HIPAA) is a federal law that took effect on April 14, 2003. It established standards for privacy and security of patient information. Anyone involved in patient care must protect the confidentiality and privacy of patient information. Students are required to receive HIPAA training in order to be compliant with the regulations prior to beginning their rotations. Certificates documenting compliance with this requirement must be in the student file prior to beginning the clerkships.

Reference to a patient in a dehumanizing or insensitive manner is not professional and will not be tolerated. Please see Program Policy & Procedure Handbook for further information.

PATIENT RECORDS, PHYSICIAN REVIEW, COUNTERSIGNATURE

All patients evaluated by the PA student must be evaluated by the supervising health care provider. It is the student's responsibility to ensure that the supervising health care provider also evaluates all the student's patients. The supervising health care provider is required to review all student notes written in medical records and countersign these documents. If there is any doubt as to the correct format, students must consult with their preceptor.

CHARTING

Program policy permits students to document in charts, **however hospital policy may differ**. If students are not permitted to document in charts, they are required to practice documentation on a separate sheet and have them reviewed by preceptors. Students are reminded that the medical record is a legal document.

Whenever a student makes an entry into a patient's medical record (i.e., H&P, progress notes, etc.), the student must indicate that the student is a physician assistant student **after** signing the entry. Either of the following is acceptable:

JOHN/JANE DOE, P.A. – S

JOHN/JANE DOE, P.A. – STUDENT

PRESCRIPTIONS AND HOSPITAL ORDERS

Program policy doesn't allow students to write prescriptions or orders. Students are encouraged to practice writing prescriptions and orders on a separate sheet and have them reviewed by preceptors. Students may not sign a prescription for the physician and then write your initials after the physician's name. Students may not write on prescriptions already signed by preceptors.

Identification Policy

Physician assistant students should be identified by a clearly marked Program identification badge while in Lenox Hill Hospital or on clinical experiences at other institutions. At minimum, students will introduce themselves as physician assistant students and sign all documentation with their legible full signature followed by 'PA-S' or 'PA student'. Students should clearly display their current Pace identification on campus.

At no time should a student, either by virtue of his or her skills or knowledge attained while progressing through the Program, misrepresent him or herself as being other than a physician assistant student. While in the Program, students may not use previously earned titles (i.e. RN, MD, DC, PhD, etc.). Failure to identify oneself appropriately or misrepresenting oneself will result in immediate dismissal from the Program.

Clerkship Assignment Policy

Students are not required to provide or solicit clinical sites or preceptors. Clerkships are assigned by the program according to availability. Due to situations beyond the Program's control, the program is unable to guarantee specific rotation site requests including electives. Additionally, it is not unusual for changes in the clinical rotation schedule to occur during the clinical year. It is necessary that you maintain flexibility when these situations arise.

The student is required to attend clerkships where they are assigned. The cost of possible temporary housing, meals and transportation remains the responsibility of the student. All clerkship schedule decisions rest with the program.

Once the final clerkship schedule is complete, student requests for changes cannot be honored.

DROP/ADD POLICY

Prior to University drop/add deadline, it is the student's responsibility to log into their pace portal account to drop/add courses as necessary. After University deadline, the program will assist student in drop/add with Student Accounts as needed.

CLERKSHIP SCHEDULE TEMPLATE

In order to maximize the physician assistant student's experience, it is strongly recommended that the student use the Clerkship Schedule Form located on Exxat under the "clinical year forms" section to outline rotation attendance expectations with their preceptor. This should be done the first week of rotation.

ASSIGNMENT SUBMISSION POLICY

Assignments during the clinical year include, but are not limited to, clinical documentation (SOAPs and H&Ps), patient education projects, case/CFHI presentations, Aquifer cases, mid-clerkship evaluations, patient logs and PAS 799C module assignments, must be submitted on required date and time. If a student anticipates a late assignment, the student is responsible for contacting their course instructor and copying the Clinical Program Coordinator **prior** to due dates of assignments for authorization. **Unless prior authorization is given by clinical faculty or staff, late assignments will result in an automatic zero for the professionalism** component of corresponding clinical course.

Professionalism
The professionalism course component is worth 5% of the final course grade. Students who incur any of the following infractions will receive 0% for this course component. Students who do not have any such infractions will receive the full 5%. Ongoing professionalism issues will be addressed at the discretion of the course coordinator, program director and/or your faculty advisor.

Any of the following:

- Late submission of an assignment or any other course component
- Unexcused absence (*please refer to the Clinical Handbook)*
- Report of unprofessional behavior
- PSC form completed during a rotation or call back day *(refer to Student Policy and Procedure Handbook)*

EXXAT SYSTEM

Exxat is the program used to manage the clinical year. Clinical course syllabi, rotation schedule, preceptor of record and clinical site contact information, clinical handbook and clinical assessment tools are all listed here. The instructional faculty member, designated as the preceptor of record, will assess and supervise your progress in achieving course specific learning outcomes. Instructions listed in Exxat also include how to contact the preceptor, when to contact the preceptor, credentialing requirements of the site, including health care clearance and any other pertinent information.

Additionally, the Exxat system is where you will submit all clinical assignments, log patient encounters, document absences and access all grades. Course, preceptor, site, and lecture evaluations will be complete in Exxat as well.

Please login and update your profile for clinical year preceptors.

EVALUATIONS COMPLETED BY STUDENT IN EXXAT

(To Be Completed on Call Back Day (CBD))

Student Evaluation of Clinical Site and Preceptor

The student evaluation of the clinical site and preceptor are designed to provide the program with student feedback regarding each clinical site and preceptor. It is used to evaluate and improve the

student's clinical experience. All evaluations are expected to be completed in a professional and constructive manner as they are reviewed at the Clinical Committee Meeting annually and are shared with the site and preceptor.

The Student Evaluation of the Clinical Site and Preceptor will be completed in Exxat on Call Back Day.

Student Evaluation of the Course

The student evaluation of the course is designed to provide the program with student feedback regarding the structure and components of each course. It is used to evaluate and improve the course and syllabi. All evaluations are expected to be completed in a professional and constructive manner as they are reviewed at the Clinical Committee Meeting annually and are shared with the site and preceptor.

The Student Evaluation of the Course will be completed in Exxat on Call Back Day.

Student Evaluation of a Site Visitor/Virtual Rounds

The student evaluation of a site visit is designed to provide the program with student feedback regarding site visits that occur during Family Medicine, Pediatrics, and Emergency Medicine course/rotation. It is used to evaluate and improve the student's clinical experience. All evaluations are expected to be completed in a professional and constructive manner as they are reviewed at the Clinical Committee Meeting annually and are shared with the site and preceptor.

The Evaluation of the Site Visit will be completed in Exxat on Call Back Day.

Student Evaluation of Clinical Year Lectures

The student evaluation of the clinical year lectures is designed to provide the program with student feedback regarding each lecture and lecturer. It is used to evaluate and improve the course and syllabi. All evaluations are expected to be completed in a professional and constructive manner as they are reviewed at the Clinical Committee Meeting annually and are shared with the site and preceptor.

The Student Evaluation of the Course will be completed in Exxat on Call Back Day.

EXAMINATION POLICIES

Examinations are scheduled throughout the professional phase of the Physician Assistant Program and students are required to take examinations when they are scheduled. Due to extenuating circumstances a student may be unable to take an examination at the time it is scheduled. If a student is unable to take a scheduled exam, they must notify and receive approval from the course instructor to be absent from the scheduled examination prior to the time the examination is scheduled to begin. Students who receive prior approval to be absent from an examination are required to take a make-up examination at a date and time to be determined by the course instructor. The format of the make-up examination may differ from that of the original examination.

Students will be tested on the content of the course as described in the course syllabus. The formats of examinations may be varied and can include multiple choice, true and false, matching, short answers, essays, oral presentations, practical's, simulated patient counters, and/or a combination of formats. A proctor or faculty member will administer each examination, give the instructions for taking the examination, and keep track of the time permitted for taking the examination.

All examinations (including make-up examinations) are subject to the following conditions:

Remote Examination Policy

All remote multiple-choice examinations are administered utilizing an online format on a desktop or laptop equipped with a webcam. If a student logs in late, no additional time will be granted to take the exam.

Examinations are designed to simulate the PANCE experience. Students are required to follow the procedures outlined below:

- **Students should log into their computer 15 minutes prior** to the scheduled exam time and be prepared to begin the exam at the scheduled start time with your Pace University identification available for review.
- If students are having trouble with technology, they MUST contact the proctor IMMEDIATELY and preferably prior to the examination. The proctor will contact necessary personnel (IT, didactic/clinical administrator, course coordinator, etc.).

End of Clerkship Examination Policy

The End of Clerkship Exam is a 120-question exam from PAEA with two hours (120 minutes) allotted and is administered on Call Back Day. No breaks are permitted during the exam as per program policy. Questions on these exams are based on the PAEA exam blueprint and topic list. **Students must receive a grade of 80% or higher to pass clinical year exams (see chart below to convert PAEA scaled score to percentage score).** Students who do not receive a passing grade will be required to complete a remediation assignment as per each individual syllabus and retake the exam. Competency is demonstrated as determined by the course instructor(s), the initial exam grade will be entered for tabulation of final course grade.

If a student receives a failing grade (z-score of less than -1.00% = score below 80%) on their End of Clerkship Exam, they should meet with their advisor to review areas for improvement identified by the score report provided by PAEA. Test questions are not provided by PAEA for the End of Rotation Exams. It is the student's responsibility to contact their academic advisor within 2 business days of receiving their grade to schedule an exam review if they do not successfully pass the examination.

The student will be required to complete a remediation assignment which will be due on Exxat one week following the initial EOR exam at 9:00 a.m. Successful completion of the remediation assignment is required to pass the course.

The student will then be required to retest with another exam. If the student does not successfully pass the retest exam, they fail the PAEA EOR exam component and therefore fail the course/rotation.

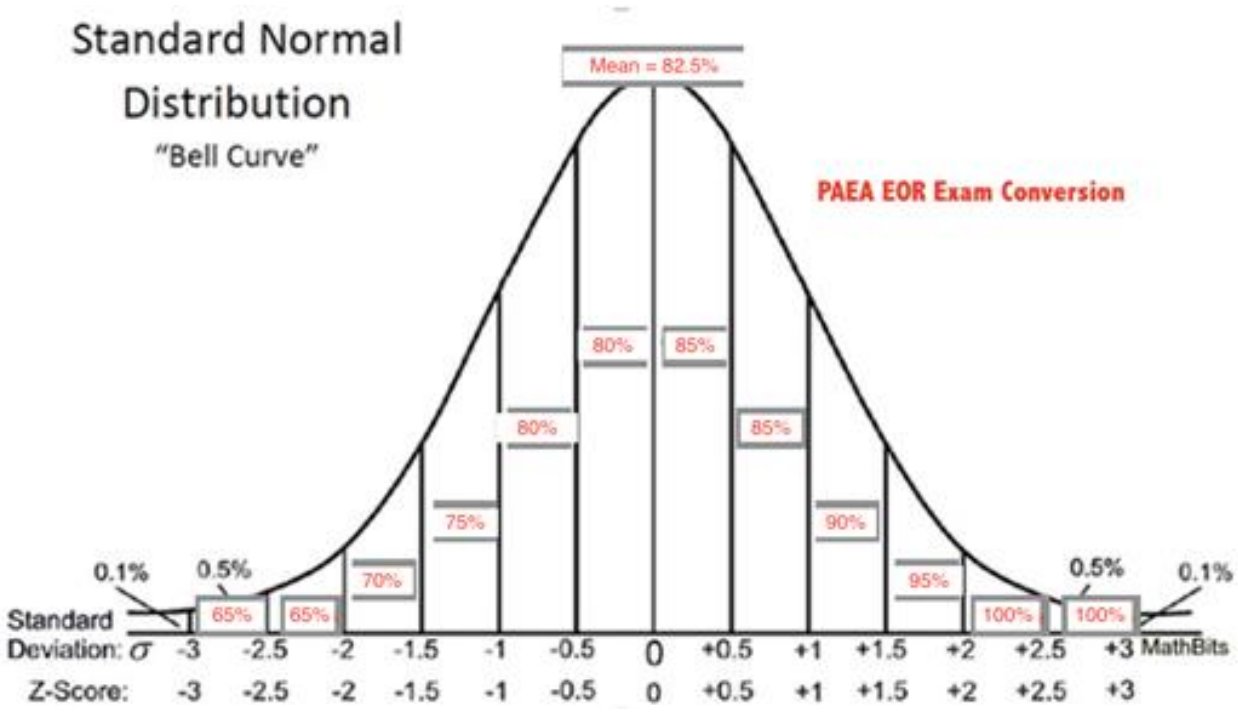
Students who miss exams due to illness or other unexpected circumstances must comply with the policy regarding absenteeism in the Clinical Handbook and contact the course instructor immediately to arrange for an alternate examination. Alternative administration and format of the examination is at the discretion of the course instructor.

If the retest exam is passed, the initial exam grade will be entered for tabulation of final course grade.

To calculate your PAEA EOR Exam grade please utilize the below process:
A Z-score less than -1.00 (80%) is failing:

Z-score = (Student Scale Score - National Mean)/National SD

100% = +2.01 to +3.0 SD+ above the PAEA national average
95% = +1.51 to +2.0 SD above the PAEA national average
90% = +1.01 to +1.5 SD above the PAEA national average
85% = +0.01 to +1.00 SD above the PAEA national average
82.5% = PAEA national average
80% = -0.01 to -1.00 SD below the PAEA national average
75% = -1.01 to -1.50 SD below the PAEA national average (fail)
70% = -1.51 to -2.0 SD below the PAEA national average (fail)
65% = -2.01 SD or -3.0, below the PAEA national average (fail)



PAEA Exam Honor Code

I am aware that the content of PAEA PACKRAT and End of Rotation exams is confidential and that this content is being disclosed to me today in a limited context to permit me to test and for no other purpose. I have been informed that the exams and exam questions are copyrighted and protected by US and international copyright and trade secret laws.

I agree that in the interest of honoring the legal rights of PAEA and the integrity of this testing process, I will not discuss or disclose PAEA Assessment exam content orally, in writing, on the internet, or through any other medium. I agree that I will not copy, reproduce, adapt, disclose, or transmit exams or exam questions, in whole or in part, or assist anyone else in doing the same, for any reason. I further agree that I will not reconstruct exam content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity.

I understand that prohibited acts include, but are not limited to: describing questions, passages, or graphics from the exam; identifying terms or concepts contained in exam questions; sharing answers to questions; referring others to information I saw on the exam; reconstructing a list of topics on the test; and discussing exam questions, answers, passages, graphics, or topics on internet chat rooms, message boards, forums, or through other means.

Furthermore, I agree to abide by all rules set forth by the proctors to ensure proper administration of the exam. This includes:

- All papers, preparation materials, and personal effects (including, but not limited to: notes, textbooks, electronic devices, phones, calculators, purses, and translation devices) must be powered down and stowed away now. No items, other than those provided to you, are allowed to be used for any purpose during the exam.
- All other computer programs, applications, and web browsers must be closed before and during the exam. The ExamDriver system will notify proctors with an alert if you access other material.

PAEA Exam Policies

- Do not take photos or screen captures of the exam, per your student exam agreement. The ExamDriver system will notify the proctor with an alert if you do so.
- Talking is not permitted during the testing process.
- No assistance may be provided to you regarding any exam content. Please raise your hand if you are experiencing an issue with the exam portal or your computer. If a violation of this honor code is suspected or reported, I agree to cooperate with any investigation, and I understand that the violation will be reported to my institution and that my exam score will be withheld until investigation of the violation is completed and PAEA has made a determination, in its discretion, whether a violation was committed. **AT THE END OF THE EXAM** As part of the student honor code that you assented to before beginning this exam, you agreed that, in the interest of honoring the legal rights of PAEA and the integrity of this testing process, you will not discuss or disclose PAEA exam content orally, in writing, on the internet, or through any other medium. You agreed that you will not copy, reproduce, adapt, disclose, or transmit exams or exam questions, in whole or in part, or assist anyone else in doing the same. You further agreed not to reconstruct exam content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity. If a violation of this honor code is suspected or reported, you agreed to cooperate with any investigation and understand that the violation will be reported to your institution, and your exam score will be withheld until investigation of the violation is completed and PAEA has made a determination, at its discretion, whether a violation was committed.

Call Back Day Exam

There will be a cumulative Call Back Day exam at the end of clinical year that tests the student's knowledge from specific required Call Back Day lectures. Please see the PAS 799C syllabus for further details about the Call Back Day exam.

Students must receive a grade of 80% or higher to pass the Call Back Day Exam. Students who do not receive a passing grade will be required to remediate the exam until a passing grade is

achieved or as determined by the course instructor(s). Once competency is demonstrated, the initial exam grade will be entered for tabulation of final course grade.

PACKRAT Examination

The PACKRAT (Physician Assistant Clinical Knowledge Rating and Assessment Tool) examination is a **student self-assessment tool** administered at the beginning and end of the clinical year and is a requirement for graduation. The results of the examination provide students with a report of their areas of strength and areas for improvement. The report may be utilized in formulating study plans for success in the PANCE exam. The report also allows the program to compare student performance with national scores.

COURSE COMPONENT POLICIES

Mid Clerkship Evaluation

The Mid Clerkship Evaluation will be given a Pass/Fail grade. Submission of the Mid Clerkship Evaluation will result in a passing grade. If a Mid Clerkship Evaluation is not submitted, the student will not pass this component of the course. The mid-clerkship evaluation should first be completed by the student and then completed by the preceptor unless instructed otherwise. The purpose of this formative assessment is to help identify and address any student deficiencies in a timely manner prior to final end of clerkship assessment.

End of Clerkship Preceptor Evaluation of Student

The program has adopted course specific evaluation forms, which each preceptor completes online through the Exxat system. The preceptor is responsible for assessing student performance and progress in achieving course specific learning outcomes. The preceptor evaluation is a weighted grading process that assesses student professionalism and clinical performance. The preceptor reserves the right to refuse to complete the evaluation, which will result in a zero '0' and failure for this component and the course.

Please keep in mind that preceptors may request information from multiple other clinicians with whom you have interacted, in order to complete a composite evaluation.

The student evaluation should be completed by the designated preceptor online through the Exxat system. All evaluations must be completed by the end of the clerkship. It is the student's responsibility to ensure the preceptor evaluation is completed by Call Back Day. If there are extenuating circumstances that cause a delay, the clinical administrative assistant must be notified prior to Call Back Day.

A student must achieve an 80% or higher on the overall Preceptor Evaluation. A Likert scale of (1-5) is used and 3.0 is equivalent to a grade of 80, which is a passing grade for the program. Preceptors assess the learning outcomes using the preceptor evaluation of students. Learner outcomes are assessed in their entirety. Course coordinators review preceptor evaluations of students every rotation and if a student does not receive a passing grade, each failed component will be remediated. It is the student's responsibility to contact their course instructor within 1 week of receiving their grade to schedule the remediation if they do not successfully pass. Once competency is demonstrated, the initial preceptor grade will be entered for tabulation of final course grade.

Clinical Documentation

The student must receive a grade of 80% or higher to pass the clinical documentation

assignment. If a passing grade is not achieved, the student must remediate by writing another note at the course coordinator's discretion, until passing grade of 80% or higher is achieved. Once competency is demonstrated, the initial grade will be entered for tabulation of final course grade.

Aquifer Cases

Completion of designated cases is required to pass this clerkship. The assigned cases have been selected to include instruction related to the development of clinical reasoning and problem-solving abilities and cover emergent and acute patient encounters commonly seen when caring for patient in emergency medicine, with special consideration for social determinants of health. These must be completed by Friday at 9:00 a.m. of the designated week (This assignment is not uploaded to Exxat but checked within Aquifer). The student is encouraged to complete more than the assigned four cases if they so choose. (ARC-PA Standards, 5th ed, B2.05, B2.06, B2.08)

All students must achieve a 100% completion (blue bar on case list) for each Aquifer case in this course to receive a passing score for this component. Anything less than 100% completion for this component will result in a failing score for this component in the course. If a student receives a failing score, they must remediate the assignment at the discretion of the course instructor.

Please log the case(s) you complete in Aquifer as a virtual patient in Exxat's patient logging component.

Virtual Rounds / Site Visit

A student must achieve an 80% or higher on the faculty preceptor evaluation. If a passing grade is not achieved, a remediation assignment as determined by the course instructor must be completed in order to demonstrate competency and pass that component of the course. Once competency is demonstrated, the initial grade will be entered for tabulation of final course grade.

Simulation

Simulation is based on unit participation and will be Pass/Fail. Attendance is mandatory. Students who attend and actively participate in their assigned cases, including completing the assigned reading and active participation in the debriefing exercises will receive a passing grade. Students who do not receive a passing grade will be required to remediate. Remediation assignments will be determined by the course instructor.

Professionalism

The professionalism course component is worth 5% of the final course grade. Students who incur any of the following infractions will receive 0% for this course component. Students who do not have any such infractions will receive the full 5%. Ongoing professionalism issues will be addressed at the discretion of the course coordinator, program director and/or your faculty advisor.

Any of the following:

- Late submission of an assignment or any other course component
- Unexcused absence (*please refer to the Clinical Handbook)*
- Report of unprofessional behavior
- PSC form completed during a rotation or call back day *(refer to Student Policy and Procedure Handbook)*

POLICY FOR FAILURE OF CLINICAL CLERKSHIP

Passage of PAS 701-709 requires a final average grade of 80% or greater. Additionally, passage of PAS 701-709 requires a passing grade of 80% of all individual course components, or successful passage (80% or higher) of any remediated course components. Method of Student Evaluation/Assessment subject to change.

If a student fails a clinical clerkship:

- The student will be placed on academic probation.
- The student will be required to successfully repeat the failed clerkship. (Note: This can affect the student's graduation date)
- If a student fails a second course/rotation they will automatically be dismissed from the PA Program.

Please see the PA Student Program Policy & Procedure Handbook for further information regarding dismissal policies.

PATIENT AND PROCEDURE LOGGING

Exxat has an online patient tracking system that will be used to log patient encounters and procedures. Students are required to log information regarding **every** patient seen daily. Every Friday at 9:00 a.m., patient logs in Exxat will be reviewed for the previous week's encounters. Students must log their patient experiences prior to this time.

At the end of each rotation, the "case log totals (graphical)" in the Exxat system must be printed, **signed off on by preceptors** and uploaded to Exxat by 9:00 a.m. on the Friday of Call Back Day week. (See section of this handbook titled "Submitting Call Back Day Materials").

Please refer to the individual clinical course syllabus for further information on patient encounters and exposures specific to each clerkship.

Failure to upload patient logs into Exxat on time without prior approval from the course instructor or Clinical Program Coordinator will result in a zero for the professionalism component of the corresponding course.

Patient Exposure Category	PAS 701 IM	PAS 702 PEDS	PAS 703 WH	PAS 704 BM	PAS 705 FM	PAS 706 EM	PAS 707 SX	Total
Encounter Type (B3.03a)								
Preventive	5	5	10	-	20	5	-	45
Emergent	-	-	-	-	-	20	-	20
Acute	20	15	40	10	20	40	40	185
Chronic	20	10	-	10	10	5	-	55
Lifespan Care (B3.03b)								
Infants (<1y)	-	10	-	-	-	-	-	10
Children (1-10y)	-	40	-	-	-	-	-	40
Adolescents (11-17y)	-	20	-	-	-	-	-	20
Adult (18-64y)	30	-	50	20	80	60	70	310
Elderly (>65y)	20	-	-	-	-	10	5	35
Women's Health (B3.03c)								
Prenatal	-	-	15	-	-	-	-	15
Gynecologic Care	-	-	30	-	-	3	-	33
Surgical Management (B3.03d)								
Preoperative Care	-	-	-	-	-	3	5	8
Operating Room	-	-	-	-	-	-	20	20
Postoperative Care	-	-	-	-	-	-	30	30
Psychiatry (B3.03e)								
Behavioral and Mental Health Conditions	3	3	-	25	5	5	-	41
Setting (B3.04)								
Emergency Department	-	-	-	-	-	70	-	
Inpatient	50	-	-	-	-	-	40	
Outpatient	-	-	-	-	80	-	-	
Operating Room	-	-	-	-	-	-	20	

Minimum # of patient exposures								867

Multiple categories may be chosen for a single visit if applicable. For example, many chronic disease visits are also preventative.

1. **Preventative:** Protect, promote, and maintain health and well-being and to prevent disease, disability, and death (ex: immunizations, colonoscopy, screenings, well-baby visit, height/weight pre-natal monitoring, contraceptive counseling, all annual exams – pediatric, women's health, family medicine.)
2. **Emergent:** Needing *immediate* action or treatment of possible life-threatening conditions (ex: any unstable patient, ACS, DKA, CVA, PE, Sepsis, respiratory distress, fractures requiring neurovascular intervention, anaphylactic reaction, acute abdomen like appendicitis etc.)
3. **Acute:** Having rapid onset, severe symptoms, and a short course (ex: many medical visits are acute ranging from viral syndrome, respiratory infections, pharyngitis, ear infections, ingrown toenail, to laceration repair, stable fractures, STI, UTI's, gastritis/gastroenteritis, etc.)
4. **Chronic**: Of long duration; long-lasting. Referring to a disease or condition lasting longer than 3 months (Visits for evaluation of HTN, Hyperlipidemia, Diabetes, AFIB, mental health conditions, psoriasis, rheumatologic condition etc. etc.)

Clerkship Procedure Logging Requirements

Students are required by graduation, to perform the following diagnostic procedures indicated below under adequate supervision. The below table defines the minimum requirements to be completed by end of clinical year. Please perform and log , (rather than observe or assist), as many procedures as possible, as credit is given only for those logged "done". It is the student's responsibility to log in Exxat the number of procedures completed. Difficulty in meeting these requirements should be brought to the attention of the course instructor, so arrangements can be made for successful completion.

Procedure	Minimum Number
ABG	3
EKG	10
Foley Catheter Placement: Female	1
Foley Catheter Placement: Male	1
Intramuscular injections	10
IV/Hep-lock insertion	10
NG Tube Placement	3
Pelvic Examinations	10
Splinting	3
Surgical Dressing Change	5
Surgical Scrubbing	10
Suturing	10
Stapling	5
Venipuncture	20
Rectal Examinations	5

If there is concern about the appropriateness of any clinical procedure, contact the course instructor.

During a clinical clerkship, physician assistant students shall perform and/or assist in the following procedures **only** under direct MD/DO/PA/NP supervision **(but these are not required):**

1. Endotracheal and/or naso-tracheal intubation
2. Paracentesis
3. Thoracentesis
4. Lumbar puncture
5. Joint aspiration or injection
6. Insertion of a central line
7. Peritoneal dialysis
8. Incision and drainage of abscess
9. Resuscitative measures
10. Assist in deliveries
11. Bone marrow biopsy

SUMMARY OF CLINICAL COURSE REQUIREMENTS

In addition to clinical documentation, Aquifer Virtual Patient Cases, Patient/Procedure Logs, Mid-Clerkship Evaluation, Drug Cards, End of Clerkship Preceptor Evaluation of Student, Student Evaluation of Clinical Preceptor and Site, Student Evaluation of Clinical Course, Student Evaluation of Site Visitor (if applicable,) Exam review questions (Rosh/Exammaster), the below components are *unique* to each course:

PAS 701 Internal Medicine	**Full H&P Note, Virtual Rounds, PAEA EOR Exam**
PAS 702 Pediatrics	**Simulation Experience, PAEA EOR EXAM**
PAS 703 Women's Health	**Simulation Experience, PAEA EOR Exam**
PAS 704 Behavioral Medicine	**Yale Coursera Course, Oxford MMSE, PAEA EOR Exam**
PAS 705 Family Medicine	**Virtual Rounds, PAEA EOR Exam**
PAS 706 Emergency Medicine	**Site Visit, Simulation Experience, PAEA EOR Exam**
PAS 707 PAS Surgery	**PAEA EOR Exam**
PAS 708 Clerkship in Selected Elective	**Case/CFHI Presentation**
PAS 709 Clerkship Selected by Program	**Virtual Rounds**

SURVIVAL TIPS

ASSESS THE CLINICAL SITE:

- You must contact the preceptor at least two weeks prior to starting a new clerkship, unless otherwise specified.
- Every effort has been made to maintain and update appropriate contact information for clinical sites. Nevertheless, minor errors may occur. It is necessary to maintain professionalism and flexibility when faced with such changes. First, try to resolve any discrepancies on your own. Contact the program if this is not possible. Notify the program of any errors in supplied instructions so corrections can be made.
- Find out what available conferences you might attend (grand rounds, daily/weekly conferences, CME presentations, etc.)

THINGS TO DISCUSS INITIALLY WITH YOUR PRECEPTOR:

- Confirm your work schedule and specific duties (when to report to your clerkship, on-call schedule, rounds, weekend hours, etc.)
- Identify special procedures or particular cases of interest relevant to the clerkship
- Talk to preceptors about technical procedures required and your eagerness to complete them
- Ask what is expected of you, where you are to be and at what time

If any concerns arise during clinical clerkships, please notify the course instructor as soon as possible.

PACE UNIVERSITY-LENOX HILL HOSPITAL PHYSICIAN ASSISTANT PROGRAM

Student Attestation of Understanding

I have reviewed the Pace University-Lenox Hill Hospital Physician Assistant Student Program Policy and Procedure Handbook 2020–2021 and the Student Clinical Year Handbook 2020–2021. I have read the policies and procedures concerning the Physician Assistant Program. I understand my obligation to fulfill all requirements of the Program in the outlined time frame. I fully understand the information, have had an opportunity to have any questions answered and hereby agree to abide by the information concerning Physician Assistant Program policies and procedures contained within these documents, specifically the progression standards, as listed below. Additionally, I agree to abide by the University rules and regulations as set forth in the University Graduate Catalog and Student Handbook.

Grade Point Progression Standards for the
Pace University-Lenox Hill Hospital Physician Assistant Program

Progression and continuance in the Pace University-Lenox Hill Hospital Physician Assistant Program is not only based upon scholastic achievement. It is also, necessarily, based on the qualities described in the Standards of Professional Conduct for the Physician Assistant Student and Academic Integrity.

PROGRESSION STANDARDS:

1. Students are required to maintain a cumulative QPA of 3.0 or higher to continue and/or graduate from the PA Program.
2. Students must obtain a minimum grade of "B-" (80%) in **all** PAS letter graded courses and a "P" in all PAS pass/fail graded courses.
3. Students must adhere to the Standards of Professional Conduct for the Physician Assistant Student. Please refer to the sections entitled "Standards of Professional Conduct for the Physician Assistant Student and Academic Integrity" of this handbook.

Students who fail to achieve a cumulative QPA and cumulative science QPA of 3.0, a grade of "B-" in letter graded PAS courses or "P" in pass/fail graded PAS course may present his/her case before the Academic Appeals Committee. Please refer to the Standards of Professional Conduct and Academic Integrity Compliance Policy, Probation, Dismissal and Appeals sections of this handbook for further information.

_____ _____

Student Name (PRINT) Student Signature Date

_Alison Ismael 7/2024

Faculty Witness Date