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# Clinical Student Manual

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# INTRODUCTION

The Master of Physician Assistant Studies Program (MPAS) at Chatham University is a 24-month program accredited by the National Commission on Certification of Physician Assistants (NCCPA). Clinical training for Chatham's PA program involves a 12-month period of clinical rotations across core specialties. These required



# CLINICAL FACULTY AND STAFF

## Clinical Faculty and Staff Contact Information

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## CLINICAL CURRICULUM **A3.12d**

### PAS 610 Introduction to Clinical Experiences I (2)

This course will introduce the student to various types of medical documentation and medical terminology. It will address HIPAA and OSHA regulations, as well as Universal Precautions. Professional comportment while on rotations will also be introduced.

### PAS 611 Introduction to Clinical Experiences II (2)

This is a continuation of PAS 610. Students will continue to explore various types of medical documentation and issues surrounding cultural sensitivity in medicine. Professional comportment and communication skills will be addressed. Students will be introduced to billing and coding. Policies and procedures for clinical rotations will also be introduced. Prerequisite: PAS 610

### PAS 640 through PAS 648 Clinical Experiences I through IX (3 credits each)

These are clinical courses designed to provide students with supervised medical and surgical clinical practice experiences enabling them to meet program expectations and acquire the competencies needed for clinical PA practice.

## Clinical Courses Description

Clinical courses designed to provide students with supervised medical and surgical clinical practice experiences enabling them to meet program expectations and acquire the competencies needed for clinical PA practice.

## Clinical Course Sequence **A3.12d**

Course Number	Course Title	Credits
Fall Year 1		
PAS 610	Introduction to Clinical Experience I	2
Spring Year 1		
PAS 611	Introduction to Clinical Experience II	2
Summer 1 Year 2		
PAS 640	Clinical Experience I	3
PAS 641	Clinical Experience II	3
Fall Year 2		
PAS 642	Clinical Experience III	3
PAS 643	Clinical Experience IV	3
PAS 644	Clinical Experience V	3
Spring Year 2		
PAS 645	Clinical Experience VI	3
PAS 646	Clinical Experience VII	3
PAS 647	Clinical Experience VIII	3
PAS 648	Clinical Experience IX	3



# CLINICAL COURSE POLICIES AND PROCEDURES **A3.02**

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- x Emergent (medical, personal or military leave) - written documentation must be given to clinical coordinators as soon as emergent situation arises
- x Failure of CE rotation - failure to meet criteria for passing grade in the syllabus will result in an “F” on the student’s transcript.
- x Fall semester following the clinical year will be reserved for making up rotations as a result of a slow down or need to repeat a failed rotation. Students may incur additional expense for make-up rotations and the student’s graduation date may subsequently be delayed.

### Additional Rotation Policies

- x You are not permitted to copy patient records even if they are de-identified under ANY circumstance. This includes using cell phones to take pictures of records, photocopying, scanning, etc.
- x Taking pictures of anyone or anything while at clinical sites under ANY circumstance is STRICTLY PROHIBITED.
- x Students cannot do rotations at the same site twice unless approved by the clinical staff.
- x You are expected to be at your site as your preceptor/site schedules you a

- x Students may propose clinical sites to the clinical coordinators but are not required to do so. Specific guidelines regarding proposals are addressed during the first fall semester. **A3.03**
- x Students MAY NOT solicit sites/preceptors for placements for themselves or others during their clinical year. **A3.03**
- x Students may not fraternize with preceptors, site staff, or site administrators.
- x Accessing your personal health or anyone's records other than a person you are responsible for treating using any health system's EMR software is STRICTLY PROHIBITED.
- x All significant exposures must be reported to your site and your clinical advisor within two hours of the exposure. Follow the policy posted on page 18 of this manual. (It is also posted in Brightspace).
- x Students are strongly discouraged from receiving medical care from preceptors unless the student was an established patient of the site prior to the rotation, or it is an emergency situation.
- x Students do not substitute for clinical or administrative staff while on site at clinical rotations. New sites are informed of this via the initial contact and continuing sites are reminded of this in the letters they receive prior to the start of each rotation.
- x No student shall engage in the use of tobacco while at clinical sites. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes.
- x No chewing gum is permitted in the clinical setting.
- x The use of cell phones, iPads, notebooks, etc. should only be used as needed for work and personal emergency situations during clinical activities. Cell phones should never be used in a patient room, areas visible by patients, in a procedure room, or in the operating room.

[Professionalism -see Student Manual for the complete policy](#)

#### Unprofessional Behavior

Any evidence of documented unprofessional behavior may lead to failure of the course and/or academic probation.

Examples of unprofessional behavior include, but are not limited to:

1. Falsifying data
2. Falsifying or omitting application information
3. Impersonating a certified PA or other health professional
4. Breach of patient confidentiality
5. Inappropriate conduct of a sexual nature
6. Refusal to see a patient when requested to do so
7. Performing under the influence of drugs or alcohol during patient or professional encounters
8. Tardiness or failure to attend mandatory classes, labs, seminars, clinical rotation days or other professional sessions
9. Plagiarism
10. Inappropriate body language or non-verbal communication including but not limited to eye rolling, mumbling under one's breath, or taking an argumentative tone when dealing with staff, faculty, or preceptors
11. Speaking negatively about or using inappropriate language with faculty member, fellow classmate, clinical preceptor or clinical precepting office staff
12. Fraternization with a faculty member, including clinical preceptors or clinical site staff
13. To avoid a conflict of interest, the appearance of a conflict of interest, or the need to examine the ethics of acceptance, students may not accept gifts of any kind from preceptors
14. Lack of following documented program procedures including syllabi

15. Posting of information related to any program evaluation mechanism (anything for which students receive a grade) on any public network including, but not limited to: LinkedIn, Facebook, Instagram, Snap chat, Googledocs, Twitter, DropBox, YouTube, Vine, etc.)

Such behaviors need not occur exclusively in the classroom but include any behaviors related to a course (e.g. in the library, bookstore, cafeteria, or any official program activity on or off campus, or within social media (e.g. Facebook).

Depending on the individual offense, the first episode of unprofessional behavior may result in a verbal or written warning or referral to SPAC as discussed below. Individual syllabi may provide guidelines that vary slightly from the procedure below for academic violations. See Student Manual for the Professionalism Policy.

### Professional Comportment

Comportment encompasses all academic and professional experiences. Every individual has the right to learn and work in an environment free of threats, harassment, retaliation, or other risks. All students, faculty, staff, and clinical preceptors are always expected to act in a respectful and professional manner. All violations of professional comportment must be addressed. Individuals should immediately remove themselves from the situation and report the incident to the Program Director.

### Dress Code

The following guidelines are meant to give a general overview of what the program and profession considers professional dress. Students are responsible for being knowledgeable of and adhering to the requirements and standards of the clinical site and Chatham University with regard to dress code. Some specific restrictions are present due to safety reasons in the health care setting, and these will be pointed out. The program recognizes that cultural, ethnic, religious, and other differences among our student body help us to better represent the population which we serve. The program will make reasonable accommodations for dress or

the Associate Director of Clinical Education for clarification. \*\*\*

- x Tattoos are to be covered by clothing, gloves, make-up (for head and neck), or other reasonable means.

#### Perfumes

- x Students are not permitted to wear fragrant products in the patient care setting (i.e., cologne, perfume, lotion, etc.).

#### Nails

- x Nails are to be unpolished, clean, and short (fingernail must not be visible from the ventral view).
- x Artificial nails are prohibited. Artificial nails include, but are not limited to, acrylic nails, all overlay tips, bonding, extensions, tapes, inlays, wraps, dip and gel.

### Identification(A3.06):

Students must introduce themselves as a PA student from Chatham University at the beginning of all patient encounters and during competencies. Students shall be identified as follows:

- x Nametags and Chatham University photo identification tags are to be worn at all off-campus special seminars, all clinical experiences, and all research activities. Nametags and photo identification tags shall be worn on the left pocket or lapel not below the waist. If the site requires another form of identification, the student must wear both identifications.
- x The lab coat must be short, white (blazer-style) with the Chatham University patch on the left upper sleeve at the shoulder with the identifying rocker sewn directly beneath.

### Exam Policies

- x Use of any electronic devices other than a laptop as required during any program evaluation is strictly forbidden. Failure to follow this policy will be considered a professionalism violation. If this occurs, the incident will be handled in accordance with the procedure found in the student manual.
- x During every program examination on campus, the only items allowed in the testing room will be:
  - Laptop and associated power cord as needed for the examination
  - Writing utensil if needed for the exam
  - Snack open and lying on the table in front of the student
  - Drink
- x If a specific instructor requires other items in the room for the exam, students will be notified
- x No backpacks, bags, lunch bags, or purses are permitted in the room.
- x No cell phones or other electronic equipment except laptop as previously noted are allowed.
- x If there is an urgent or emergent issue for which a student needs a cell phone, that student must leave the phone with the exam proctor (on silent) who will notify the student if an urgent message is received.
- x Proctors will have their personal cell phones available in case of an emergency in the exam room.
- x All valuables should be placed in an assigned locker (for first year students) or will be locked in the physical diagnosis lab (for second year students). Students are not permitted to access their

Safety modules and OSHA training must also be completed per the Introduction of Clinical Experience and the Clinical Experience courses. Refer to individual course syllabi for more information.

[Hazardous Exposure Policy](#) **A3.08**

This policy includes exposure to any body fluids by needle stick, cut, splash, etc., or exposure to active tuberculosis, meningitis, or other potentially life-threatening diseases.

Student Responsibilities:

1. Report to Employee Health at the rotation site within 2 hours of the exposure for initial testing. If not in a hospital setting, then go to the local emergency department.

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- o If a student tests positive for TB with the skin-test or serology, then follow-up with their medical provider is required to determine appropriate next steps and upload a TB Clearance Reporting Form completed and signed by the medical provider.
  - o Individuals who have had the BCG (Bacillus Calmette–Guérin) Vaccine need to have the serology IGRA Blood test. No chest x-ray or skin test is required by the program.
  - o You may have this done by the Allegheny County Health Department, your own state's health department or your health care provider. The date must be within one year from admission to campus.
- x Prior to Clinicals: Negative 2-step PPD test (will be scheduled on campus prior to start of .5 (m)d7r2 0.007 0







