



MARQUETTE
UNIVERSITY

COLLEGE OF HEALTH SCIENCES

***DEPARTMENT OF
PHYSICIAN ASSISTANT STUDIES***

**JUNE 2021 – MAY 2022
STUDENT CLERKSHIP HANDBOOK**

TO: PA III Students, Class 2021
FROM: Mary Jo Wiemiller, PA-C,
MS
Chair, Department of Physician Assistant Studies
RE: Clerkship Handbook

Please carefully review the Student Clerkship Handbook for the PA Program. It is yours to keep for reference. Sign the form below and return it to the office for your file by Friday May 7, 2021.

I have reviewed the Clerkship Handbook for the Marquette University Department of Physician Assistant Studies in its entirety. I have familiarized myself with these materials and understand the policies as outlined.

I have had the opportunity to obtain additional explanation and discussion of those policies which I did not understand, and that the explanation(s) were satisfactory.

I understand the Marquette Student Handbook can be accessed on D2L in PHAS 7887 Summative Clinical Assessment Course each semester.

I agree to remain in compliance with these policies.

Print Name: _____

Signature: _____

Date: _____

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SECTION I: GENERAL INFORMATION

DEPARTMENT CONTACT INFORMATION

| Name | Email | Phone Number | Clinical Day |
|---|---------------------------------|--------------|--------------|
| Mary Jo Wiemiller, PA-C, MS Chair, Clinical Associate Professor | maryjo.wiemiller@marquette.edu | 288-7180 | Wed |
| Paul Coogan, MD Medical Director | paul.coogan@aurora.org | 288-5688 | N/A |
| Robert Paxton, PA-C, MPAS Associate Chair, Director of Didactic Education, Clinical Professor | robert.paxton@marquette.edu | 288-0602 | Fri |
| Jessica Grusnick, PA-C, MPAS Director of Clinical Education, Clinical Assistant Professor | jessica.grusnick@marquette.edu | 288-1661 | Fri |
| Sarah Misustin, PA-C, MPAS Clinical Assistant Professor | sarah.misustin@marquette.edu | 288-0793 | Thurs |
| Andrew Holmes M.Ed., Ph.D. Candidate Clinical Assistant Professor, Education Specialist | andrew.holmes@marquette.edu | 288-0605 | N/A |
| Jean Fischer, PA-C, MPAS Clinical Coordinator, Clinical Assistant Professor | jean.fischer@marquette.edu | 288-0611 | Wed |
| Cathy Bril, PA-C, MPAS Clinical Associate Professor | cathy.bril@marquette.edu | 288-0609 | Fri |
| Patrick Loftis, PA-C, MPAS, RN Clinical Associate Professor | patrick.loftis@marquette.edu | 288-0603 | Wed |
| Joshua Knox, PA-C, MA Clinical Associate Professor | joshua.knox@marquette.edu | 288-8483 | Thurs |
| Jeremy Barrett, PA-C, MPAS Clinical Assistant Professor | jeremiah.barrett@marquette.edu | 288-8482 | Wed |
| Danielle Leranath, PA-C, MPAS Clinical Assistant Professor | danielle.leranath@marquette.edu | 288-8570 | Fri |

| Name | Email | Phone Number | Clinical Day |
|---|---------------------------------|--------------|--------------|
| Brigitte Schaefer, PA-C, MPAS Clinical Assistant Professor | brigitte.juppe@marquette.edu | 288-7734 | Thurs |
| Alyssa Truong, PA-C, MMS Clinical Assistant Professor | alyssa.truong@marquette.edu | 288-7739 | Thurs |
| Nicole Winchester, PA-C, MPAS Clinical Assistant Professor | nicole.winchester@marquette.edu | 288-2136 | Thurs |
| Captain Amie Billstrom, PA-C, MMS Clinical Assistant Professor | amie.billstrom@marquette.edu | 288-5684 | Thurs |
| | lori.kazaks@marquette.edu | 288-0610 | |
| Lori Kazaks, MLS Program Specialist | | | |
| Peter Kovichich Administrative Assistant | Peter.kovichich@marquette.edu | 288-0607 | |
| Mary Workman Assessment Coordinator | Mary.workman@marquette.edu | 288-2310 | |

SECTION II: ACADEMIC & ADMINISTRATIVE POLICIES & REGULATIONS

Students in the Department of Physician Assistant Studies are participants in a professional training program whose graduates assume positions of high responsibility as providers of health care. Students must have exceptional academic and clinical skills but also must demonstrate interpersonal skills, reliability, professional appearance and conduct. Deficiencies in any of these areas will be brought to the student's attention. Continued deficiencies may result in disciplinary actions including dismissal.

MARQUETTE UNIVERSITY PHYSICIAN ASSISTANT PROGRAM CLINICAL YEAR HONOR CODE

In order to represent myself and the program in the best light, I will abide by the following honor code:

Attendance

I know that attendance is mandatory. I will arrive and be ready to work at least five minutes before the required time. I understand if I am reported tardy (more than 10 minutes) on clinical rotation, or if I don't report for rotation that day, that my final grade for that clinical rotation will be reduced 3% for each occurrence.

Schedule

I understand that the clinical rotation schedule is at the discretion of the clinical rotation Preceptors. I understand that I am expected to be available for clinical rotations from 8:00am until 5:00pm Monday-Friday, at a minimum. Due to the nature of clinical rotations however, exceptions to this time frame may require early morning, evening, overnight, holiday, call responsibilities, and weekend involvement. I may be expected to participate in clinical assignments in the remote capacity.

Electronics

During clinical rotations cell phones will be turned off and out of sight during the workday. Computers may be used only for clinical rotation purposes and will not be used to surf the internet. **If phones are used for Exxat purposes or to access medical resources I will notify and request permission from my preceptor first. I will adhere to the Social Media Policy.**

Attire

I recognize that I am a student in a professional program and represent Marquette University. As a representative of this program, I am aware that my outward appearance should be reflective of my personal desire to be perceived as a competent health care professional, cast the PA profession in a positive light, and promote Marquette University's positive image.

My attire will always be neat, clean, and properly fitting. I understand that the following attire is considered inappropriate:

- Revealing clothing (any sleeveless shirts, see-through or lace shirts/clothing, spaghetti straps or sleeveless tops, (must have cap sleeve), visible cleavage, short skirt/shorts, tight-fitting tops, yoga pants/workout pants, or skin showing between the shirt and pants)
- Hats/scarves unless worn for religious purposes
- Clothes/tattoos displaying inappropriate language or graphics or political views or jargon
- Low-riding pants that potentially show my underwear or skin in the midriff area
- Facial/oral piercings – single ear piercing worn in the earlobe is acceptable for men/women
- Bare feet or open-toed shoes in the clinic/hospital setting
- Sweatpants, leggings as pants, yoga pants, workout attire

Community Behavior

I understand that I represent not only myself but additionally the MU PA Program in public. Any inappropriate behaviors at MU sponsored events or informal gatherings where I am known to be from the program reflect poorly on me and the perception of the program in general. I am proud to be associated with the MU PA Program and all its class members.

Clinic Behavior

I will abide by the rules of the office, clinic, or hospital that I am placed in. I understand that I am a guest in the facility and appreciate the opportunity to participate in patient care and learn. I understand the absolute importance of patient confidentiality in the community.

Cheating

I know that if one person cheats, the integrity of the whole program is compromised. I will neither give nor receive aid in examinations or assignments unless expressly permitted by the instructor. I will report anyone I see or hear of cheating on a test or an assignment. I will not share information about examinations with peers or underclassmen. I will abide by the outlined test-taking policies for Respondus/D2L.

Communication with the Program

I will check my MU email account daily for communication from the program. I understand the faculty is available to me as a resource throughout my clinical year. I understand I am expected to reply to emails related to my clinical year within 2 business days.

ACADEMIC INTEGRITY

Students, faculty, and staff at Marquette University developed a [Statement on Academic Integrity](#) that recognizes the importance of integrity, both personal and academic, and includes an Honor Pledge and Honor Code applicable to all.

The Honor Pledge

I recognize the importance of personal integrity in all aspects of life and work. I commit myself to truthfulness, honor and responsibility, by which I earn the respect of others. I support the development of good character and commit myself to uphold the highest standards of academic integrity as an important aspect of personal integrity. My commitment obliges me to conduct myself according to the Marquette University Honor Code.

Student Obligations Under the Honor Code

1. To fully observe the rules governing exams and assignments regarding resource material, electronic aids, copying, collaborating with others, or engaging in any other behavior that subverts the purpose of the exam or assignment and the directions of the instructor.
2. To turn in work done specifically for the paper or assignment, and not to borrow work either from other students, or from assignments for other courses.
3. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to academic work.
4. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
5. To complete individual assignments individually, and neither to accept nor give unauthorized help.
6. To accurately represent their academic achievements, which may include their grade point average, degree, honors, etc., in transcripts, in interviews, in professional organizations, on resumes and in the workplace.
7. To report any observed breaches of this honor code and academic honesty.

MATRICULATION TO CLINICAL YEAR

Students may not enter the final year of the PA program unless their undergraduate degree has been awarded and they have successfully completed the didactic curriculum and passed all instructional objectives.

CLINICAL EDUCATION OVERVIEW

The faculty working in clinical education are responsible for developing and maintaining clinical sites and facilitating the selection of clinical placements.

A student's performance on his/her clinical rotation is judged on evaluation of learning outcomes and competencies on the basis of technical skills and professional behavior, both of which are critical to the education of an entry level PA. The students learn early in the curriculum the importance of professional behaviors in clinical practice and how these essential skills augment clinical skills. Students are assessed on professional behaviors in the classroom, as well as, the clinic setting to promote the development of effective student performance in both arenas. The Program's experience with student performance in the clinical setting suggests that failures in the clinical practicum experiences are predominantly due to inappropriate professional behaviors or conduct rather than a lack of technical knowledge or skill.

Marquette University and the affiliating clinical rotation facilities have specific requirements for health insurance, BLS, ACLS certification, immunizations, background checks, and health screening (TB/Drug Screening, etc.). Students are required to provide documented proof of their compliance, in keeping these requirements up-to-date, to the PA Department and their clinical sites. Also, some clinical sites have additional requirements for clinical rotation participation that are documented in their designated file. Students are required to obtain the appropriate procedures and/or documentation if going to any of these sites. Some of the affiliations provide the student with amenities such as housing or meals. Students are responsible for travel, housing, meals, transportation, etc., where not provided.

GENERAL CLINICAL YEAR REQUIREMENTS

1. Students are required to participate in the care of patients at a level identical to that required by the clinical faculty preceptor (Staff, Resident, PA, MD, NP).
2. Students are required to be in attendance for hours beyond the usual classroom/clinical schedule as required for full participation in all patient care activities. These are not 8am to 5pm experiences during the clinical year.
3. "On-call" assignments (typically nights and/or weekends) are at the discretion of the clerkship preceptor or the designated clinical faculty and are expected as a requirement of the clerkship.
4. Mandatory attendance for clinical related work is required.
5. Students are required to complete each clerkship with a final grade of C or better. This also includes passing the final preceptor evaluation with a minimum score of 70% and no areas/marks of "fail" or "unsatisfactory."
6. The clinical year does not follow the Marquette University calendar as it relates to scheduled breaks and holidays. Please see the outlined dates of clinical rotations in this handbook, subject to change at the discretion of the Program Chair and Department of Physician Assistant Studies.

REMEDICATION OF PHYSICIAN ASSISTANT STUDIES COURSES

Within a course, an instructor may use several evaluation tools to determine a course grade. Within this framework, a student may perform below the required academic standards in certain content areas. In such circumstances, specific content areas may require remediation.

Remediation will occur whenever a student achieves less than a score of 70% on any particular assessment. Once remediation is required for an assessment, the clinical faculty will contact the student to discuss study strategies with the course director and/or academic advisor. Additional academic resources include the Office of Student Educational Services: <https://www.marquette.edu/oses/>

Remediation requirements will be determined by the course directors, and the content needed to remediate is at the discretion on the course directors. Remediation requirements should be completed within 1-2 weeks from the initial faculty-student meeting or as directed by the course director.

When the course directors require remediation of a student, it does not affect the exam grade, nor does it improve the clinical rotation grade. Remediation is required to ensure that the course learning objectives clearly missed based on assessment results are accomplished by the student before graduation. Upon successful completion of the remediation, a note of completion will be added to the student's record, however the initial grade will stand. All remediation outcomes will also be reported to the Assessment Committee and reviewed by the Progress and Promotion Committee.

To successfully remediate, the student must achieve at least 70% on the reassessment tool. If the remediation score is less than 70%, a student will come before the Progress and Promotion Committee and the student may be placed on Academic Probation and College Academic Alert (CAA). Additionally, the clinical faculty will place the student on a study action plan with assignments based on deficient areas.

If a student fails a first remediation assignment (<70%), the earned grade will not change, s/he will be required to meet with the Progress and Promotion Committee and the student will be placed on College Academic Alert (CAA). (See conditions of academic probation below). Students must pass a second remediation assessment of the failed material or will be given a zero for the grade on the initial assessment. Subsequent failed remediations (<70%) of future assessments in that course will result in a zero for each assessment. Any student who fails to complete a remediation assignment will receive a zero regardless if it is the first remediation of the course or semester.

Total PHAS 7986 Remediations Allowed Per Clinical Year:

A student may remediate 2 of the 7986 course assessments in the clinical year. Course assessments include EOR exams, Preceptor Evaluations, Clinical notes, and Exxat Logs.

If a third failure/remediation occurs during the clinical year on any 7986 assessment the student will come before the Progress and Promotion Committee. The Committee has the discretion to dismiss the student or delay graduation and require the student to successfully complete additional, program-selected, clinical rotations before granting the student a degree in Physician Assistant Studies. Students will be placed on College Academic Alert (CAA) at this point and at the conclusion of the semester may be dismissed, decelerated, or placed on conditional academic probation.

Total PHAS 7887 Remediations Allowed Per Clinical Year:

A student may remediate 3 of the 7887 course assessments in the clinical year. Course assessments include any OSCE section (history, physical, note), Case Presentations, participation grade, clinical case modules, and the Summative Exam. If a fourth failure of a 7887 assessment occurs the student will come before the Progress and Promotion Committee. The Progress and Promotion Committee has the discretion to dismiss the student or delay graduation and require the student to successfully complete additional, program-selected, clinical rotation before granting the student a degree in Physician Assistant Studies. Students will be placed on College Academic Alert (CAA) at this point and at the conclusion of the semester may be dismissed, decelerated, or placed on conditional academic probation.

Total PHAS 7997 Remediations Allowed Per Clinical Year:

A student may remediate 1 Master's Capstone assessment (Annotated Bibliography, Intro through Review of Literature, Final Paper, Presentation) in the clinical year. If there is a second failure, the student will come before the Progress and Promotion Committee, and students will be placed on College Academic Alert (if not previously done). The Progress and Promotion Committee has the discretion to dismiss the student, assign a zero for the assignment, or place the student on academic probation with conditional promotion. Additionally, one's graduation may be delayed until the student successfully completes additional, program-selected, research activities. Failure to successfully complete the additional requirements, may lead to dismissal from the program (CAA with dismissal)

Total Aggregate Remediations in PHAS 7986, 7887, and 7997 Allowed Per Clinical Year:

A student is allowed to remediate up to four aggregate assessments within the clinical year for PHAS courses. After four remediations, the student will be required to meet with the Progress and Promotion Committee. The Progress and Promotion Committee has the discretion to dismiss the student or delay graduation and require the student to successfully complete additional, program-selected, clinical rotation before granting the student a degree in Physician Assistant Studies. Students will be placed on College Academic Alert (CAA) at this point and at the conclusion of the semester may be dismissed, decelerated, or placed on conditional academic probation.

Conditions of Promotion on Academic Probation:

1. Must pass any pending remediation. Remediation content, format and timeline will be determined by the course instructor. If the remediation is not successful (70% or greater) the student will be immediately dismissed.
2. Must maintain a term and cumulative GPA of 2.800 or higher at the conclusion of the semester.
3. Must pass all courses with grade of C or better.

If conditionally promoted to the following semester:

1. The student is allowed one failed assessment (<70%) and one remediation in each course.
2. All remediations must be successful, and if not, the student will be immediately dismissed.
3. Students on academic probation will be allowed **one** remediation in each PHAS course, not to exceed **three** total remediations within the semester. If any additional assessment grade earned is less than 70%, beyond the three allowed in the semester, or one per each course, the student will be immediately dismissed.

Once remediation is required for an assessment, it is encouraged that the student discuss study strategies with the course director and/or academic advisor. Additional academic resources include the Office of Student Educational Services:

<https://www.marquette.edu/oses/>

| Capstone (PHAS 7997) (Allowed one remediation in the clinical year) | Summative Clinical Assessment (PHAS 7887) (Allowed 3 remediations in the clinical year) | Clerkships (PHAS 7986) (Allowed 2 remediations in the clinical year) |
|--|---|--|
| <ul style="list-style-type: none">• Annotated bibliography + Outline• Intro to ROL• Final Paper• Presentation• Professionalism | <ul style="list-style-type: none">• OSCE History• OSCE Physical• OSCE Note• Case Presentation• Summative Exam• Summative Skills Assessment• Clinical Note | <ul style="list-style-type: none">• Preceptor Evaluation• EOR exam• Exxat logs• Professionalism |

ALLOWED 4 TOTAL REMEDIATIONS ACROSS THE 3 COURSES

ATTENDANCE EXPECTATION

Students in the Department of Physician Assistant Studies are participants in a professional education program whose graduates assume positions of high responsibility as providers practicing medicine. New to some students is the fact that attendance at all clinical activities is mandatory.

Mandatory attendance is required in all clinical course activities in order to completely obtain the knowledge and skills necessary to practice complete and competent patient care. The mandatory attendance requirement is drawn from the combined experiences of the faculty and is structured from their experiences practicing as PAs in today's healthcare environment. Like the work environment where attendance and timeliness are highly expected, we have modeled an identical expectation for every clinical experience.

Absences due to illness or any other reason must be reported to the Department of Physician Assistant Studies office on the morning of EACH day of absence.

Clinical Year students will gain no benefit from the clinical phase unless they are present at the times scheduled by their preceptors. Therefore, while every effort will be made to assist students with an **excused** absence for an illness or family situation, anyone who misses **more than 2 scheduled days** in a rotation will need to work with the program. The program may require an extension of training time or a repeat of the **entire** clerkship. This may result in being assigned to a different preceptor, based on the Program's scheduling needs. In any case, such a repeat would necessitate delaying the student's graduation until all learning outcomes and competencies have been successfully completed.

Attendance will be tracked by the program. **If an unreported absence is discovered, the final grade of the clerkship will be reduced by one full letter grade.** More than one day of unreported absences in a year will result in review by the Progress and Promotion Committee, with possible dismissal from the program. Attendance before and beyond the usual "8 to 5 day" does occur with regular frequency. Students are expected to remain and participate in all instances. There are a few excused absences that are acceptable.

Excused Absences: Must be emailed to Amie Billstrom, PA-C amie.billstrom@marquette.edu or called the Program office by 9:00am the day of absence, 414-288-5688. They should additionally be input into the student leave tab in Exxat.

1. Student's own personal health concerns (Each day of absence must be reported.)
2. Immediate family (parent, spouse, sibling, grandparent, children) death (Each day of absence must be reported.)

Unexcused Absences:

1. Car, traffic, alarm clock issues
2. Employment conflicts
3. Travel arrangements
4. Child/elder care conflicts

DISCRETIONARY DAY POLICY

The PA Program recognizes that important family or personal events may occasionally necessitate a student's absence from rotation. Each student is allotted **FOUR** discretionary days of absence which may be used at any point in the clinical year, approved by the clinical faculty.

A discretionary day **may not** be taken on a Return to Campus Day. **All discretionary days must be approved at least seven days in advance by the student's preceptor and the clinical faculty.** You **may not** take discretionary days the last week of your final clinical rotation. Discretionary days may not be taken during the first two days of a rotation as orientation may be affected. You may not take more than two in a row or miss a total of more than two days in any given rotation (between discretionary days and excused illnesses).

Procedure for absences

The student is to complete a Student Leave Request in Exxat and upload a signed Discretionary Day form. The PA Program is to make the determination to grant or disallow within 48 hours of receipt and send notification of decision to the student via Exxat.

Example of discretionary day use:

- Weddings
- Family vacations
- Illnesses/death of non-immediate family persons and pets
- Interviews

The form must be signed by the preceptor.

HEALTH INSURANCE & HEALTH MAINTENANCE POLICIES

HEALTH INSURANCE POLICY

Students are required by Marquette University Physician Assistant Program to carry personal health insurance throughout the duration of their studies. You are not covered by Marquette University or a rotation site's employee health policy in the case of an injury, needle stick, or illness during your didactic or clinical year experiences.

If you do not have health insurance, you will not be eligible for placement at clinical rotation sites, as this is a condition of your placement. The inability to provide health insurance, or a lapse in your coverage, may result in a delay of graduation.

As a result of the Affordable Care Act, most Marquette students are entitled to coverage through age 26 under health care policies purchased by their parents. Marquette students who otherwise lack access to health insurance may purchase policies through health insurance exchanges.

A Health Insurance verification form must be signed and on file with Castle Branch. Faculty are not available to answer or evaluate personal healthcare issues of individual students except in the case of an emergency.

IMMUNIZATIONS AND HEALTH MAINTENANCE POLICY

All clinical year students **MUST** be up to date with all immunizations and health maintenance requirements. **Failure to comply will result in the inability to begin or continue the clerkship experience and may delay graduation.**

*****Disclosure of Medical Information Release form must be signed and on file with Castle Branch.**

IMMUNIZATIONS AND HEALTH MAINTENANCE POLICY REQUIREMENTS:

The Students are required to provide proof of their up-to-date immunizations, titers, and annual health maintenance assessments for all of the following:

1. Titer Requirements: (Hard copy of titers required)
 - Hepatitis B
 - Varicella* (If applicable – see Varivax below)
 - MMR* (If applicable – see MMR below)
2. Immunization Requirements:
 - Adult Tdap
 - **MUST** have received 1 dose of Tdap in adult life. If Tdap not previously received as an adult – must obtain Tdap, regardless of date of last Td booster. Thereafter, Td every 10 years.
 - Td

- **IF** Adult Tdap \geq 10 years ago
- Polio Series
- Measles, Mumps, Rubella Series
 - Immunization record must show: 2 doses of Measles, Mumps, Rubella (MMR) vaccinations after 1 year of age, given at least 1 month apart.
 - State Immunization Registry is also accepted.
 - If unable to provide documented immunization record/registry, a Measles, Mumps, and Rubella titer is required.
- Hepatitis A Series
- Hepatitis B Series
- Varivax
 - Two (2) doses required.
 - If you have not had 2 doses of vaccine, you must obtain a titer.
 - History of the disease is not accepted as proof of immunity.
- COVID-19 vaccination
 - Strongly recommended.

For individuals known to have an elevated susceptibility to infections (including, but not limited to, persons with anatomic or functional asplenia, persistent complement component deficiencies, or HIV), see the CDC's recommendations for **Immunization of Health-Care Personnel/Recommendations of the Advisory Committee on Immunization Practices (ACIP)** for additional detailed immunization recommendations.

3. Annual Requirements:

- TB Test Requirements:
 - Students are required to have a TB test **ANNUALLY** and provide the PA Studies Department with a hard copy of the results.
 - If the Quantiferon Gold or Mantoux skin TB Test is Positive, you must provide the date the test was positive and a negative chest x-ray report. Thereafter an **ANNUAL** Periodic Health Assessment Form must be completed, signed by a health care provider, and forwarded to the Department of Physician Assistant Studies for your file.
- Annual Physical Examination
 - A Required Annual Physical Screening Form must be completed, signed by a health care provider and uploaded to Certified Background by the published due dates. Failure to comply with the deadlines will result in discontinuation of your clinical rotation.
- Annual Influenza Vaccination
 - To ensure adequate immune response to the vaccine prior to a community outbreak, seasonal influenza immunizations

MUST be received between **September 1st** and **November 15th**. This must be obtained **ANNUALLY**.) Documentation of receiving the influenza vaccination must be forwarded to the Department of Physician Assistant Studies for your file.

Students must check Exxat for annual TB and Annual Physical due date alerts.

4. 10 Panel Drug Screen
 - Required prior to the start of clinical year rotations.
5. Students may need to complete additional site-specific requirements as determined by clinical sites, and if applicable, the student will be individually instructed on requirements.

Note: Students are responsible for the above associated costs.

INTERNATIONAL TRAVEL

IMMUNIZATIONS AND HEALTH MAINTENANCE POLICY REQUIREMENTS

Students who choose to participate in the International Medicine rotation in Belize, will have additional financial, health/immunization, and safety requirements. These include:

1. **Fees:** Each student is required to pay their airfare costs to/from Belize, a participation fee to Hillside Health Care International (covers the student housing costs, work-related transportation, utilities, educational experiences, and defrays the cost of providing free health care services to the poorest people in Belize), and purchase the Marquette University mandated comprehensive medical insurance plan through HTH Worldwide insurance for the duration of the international rotation.
2. **Immunizations:** Each student must obtain all required immunizations recommended by the Center for Disease Control (CDC) for travel to Belize.
3. **Safety:** Students traveling to Belize must travel in pairs. Students are also required to complete a database with Marquette University's Office of International Education (OIE) and attend their Pre-Travel meeting, which provides information on:
 - Country specific travel security information and travel warnings based on current United States State Department and International SOS information.
 - Immunization requirements for the destination country based on current CDC recommendations and medication prophylaxis recommendations. Applicable immunizations/medication prophylaxis can be provided through Marquette University's Student Health Services, a Travel Medicine Clinic, or a private physician.
 - Information on prescription medications, including individualized information on medications the student is taking, including whether they are available in Belize and what the name of the medication is in that country.
 - Information regarding the mandated HTH Worldwide comprehensive medical insurance package and University-provided SOS International travelers' assistance with enrollment instructions.
 - Mandatory attendance of an international travel seminar put on by Marquette University's Office of International Education with documentation of attendance in Exxat.

4. Disclosure of **Medical Information Release form** must be signed and on file

Note: Students are responsible for the above associated costs.

EXPOSURE POLICY

Anytime a student is exposed to any health hazard that might compromise or put them at risk (eg. blood contamination, infectious diseases) a report needs to be filed in the student's record in the program department.

This is an OSHA requirement. A student must report **any** possible exposure to the preceptor or delegate, however insignificant you might think it is. **The Program Director or Director of Clinical Education must also be contacted as soon as possible.**

All students with exposures **MUST** go to employee health/occupational health or the Emergency Room or Primary Care Physician and follow their instructions. The CDC has published recommendations regarding Bloodborne Infectious Diseases: HIV/AIDS, Hepatitis B, and Hepatitis C. <https://www.cdc.gov/niosh/topics/bbp/default.html>

Marquette University's Medical Clinic on campus has offered to be a resource for questions.

The student will have a copy of each form in their folders before going out to any clinical site.

The student is to make a copy of the forms for their own personal records. Any costs incurred are the responsibility of the student.

Any questions or concerns are to be directed to the Director of Clinical Education, Clinical Coordinator, or PA Program Chair.

Send a copy of the Exposure Incident Report to PA program staff: Mary Workman
mary.workman@marquette.edu

LATEX ALLERGY

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. These include local reaction, eye/nose itching or watering eyes, gastrointestinal symptoms (pain, nausea, vomiting, diarrhea), constricted sensation in the throat, dyspnea (difficulty breathing), generalized urticaria with angioedema (tissue swelling) and/or anaphylaxis (cardiovascular collapse).

Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. Any student found to be latex allergic must determine whether or not to continue with clinical training, acknowledging the risk of becoming ill even if after reasonable precautions are taken and accommodations are made.

If such a student elects to continue in training, the student must realize that he/she assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death. In the event such an allergy is present, either intentional or inadvertent exposure to latex and related products may lead to these consequences.

INFECTIOUS DISEASE POLICY

Due to the nature of Physician Assistant training, there is the potential of exposure to infectious or environmental contacts that may lead to disease while on clerkship. Students should employ risk mitigation and prevention strategies such as performing hand hygiene, wearing personal protective equipment when there is an expectation of possible exposure to an infectious disease or material, following cough etiquette (covering your cough), proper handling of sharps, proper and regular cleaning of stethoscope, white lab coat, scrubs, and fabric face coverings. CDC standard precautions should be followed: <https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

If a student considers himself/herself high risk for exposure, contraction, or complications from contact with patients who have infectious diseases or patients for whom high clinical suspicion for infection exists, the student needs to bring forward concerns to the program and clinical education team who will then help to guide the student on proceeding forward. The student will be expected to work with the clinical team and preceptors on setting expectations for specific rotations.

Acquisition of an infectious or environmental disease may impact student learning activities during the didactic or clinical phase of training. Should a student contract an infectious disease, he/she may need to be cleared by his/her health care provider prior to continuing with the PA program course of studies, and additionally, the student must be able to meet

MU PA technical standards. Based upon the degree and outcomes of any infectious exposure or disease, a student's continued participation in clinical activities may be delayed or prevented. This may delay graduation from the program.

The student is financially responsible for any costs incurred secondary to infectious exposures or disease.

COVID-19 Specific Policy

The student should employ risk mitigation and prevention strategies for COVID while on clerkship such as performing hand hygiene, wearing personal protective equipment when caring for patients with potential COVID symptoms or as directed by the clinical site, proper and regular cleaning of stethoscope, white lab coat, and scrubs. Students should wear level 1-3 masks and N95s as directed by the clinical sites.

While on clerkship, if an unvaccinated student is notified as being exposed to a COVID-19 positive patient or employee and/or if the student tests positive for COVID-19 from a patient or employee contact, the student must:

1. Notify the Director of Clinical Education
2. Notify the preceptor and work with the clinical site to follow the site's COVID-19 specific guidelines and recommendations.
3. Follow the recommendations of the local health departments of the city/state.
4. Contact his/her primary care provider or the Marquette University Medical Clinic for guidance on testing.

If an unvaccinated student is identified through contact tracing as being exposed to a COVID-19 positive person in the community, or if the student tests positive for COVID-19 from a presumed exposure outside of the clerkship, the student must:

1. Notify the Director of Clinical Education
2. Notify the preceptor and clinical site of the exposure that occurred externally to the site or the student's positive test results, and the student must not report to clinic until further guidance is given. The student must immediately leave the clinical site if informed while on site participating in patient care.
3. Follow the guidance and recommendations of the local health departments of the city/state.
4. Contact his/her primary care provider or the Marquette University Medical Clinic for guidance on testing and quarantining/isolation.

In addition to the above scenarios and steps, a student with a COVID-19 positive test at any time must contact the MU Medical Clinic for guidance, recommendations, and testing.

If a student needs to self-quarantine due to being diagnosed with COVID-19, having symptoms of the disease, or exposed to someone who is positive for COVID-19 when the student is unvaccinated or not fully vaccinated (i.e. a member of the household), the student should complete the COVID-19 voluntary disclosure form found on Marquette University's Coronavirus web page. <https://www.marquette.edu/coronavirus/covid-19-employee-and-student-voluntary-disclosure.php>

Vaccinated students who encounter a known exposure or who have COVID -19 symptoms should follow the CDC and CDC health care guidelines as communicated by Marquette University. Note, these guidelines frequently change, and the Physician Assistant Studies program will communicate frequent updates. In the event of an exposure or illness, please contact the Director of Clinical Education for guidance.

COVID-19 - opt out:

In accordance with the Marquette University policy on clinical placements during the COVID-19 Pandemic, while on clerkship, a student can choose at any time to not participate in a situation that he/she believe puts him/her at risk of infection of COVID-19 or in which he/she are not comfortable participating in due to increased health risk. The student can also request to step out of a facility if he/she perceive that any of the COVID-19 related precautions or screenings are not being followed.

If a student selects to opt-out of a rotation due to the above concerns, or if a clinical site cancels a student placement due to COVID-19 reasons, the program, as an academic institution, will make an effort to find an alternative clinical placement. However, if unable to replace the student, then graduation may be delayed.

COVID-19 - student, professional, and social responsibilities:

Students should understand and follow the state and local policies and guidelines on social distancing and other risk mitigation strategies during the clinical year in order to safeguard themselves from infection and need for quarantine. Quarantine will affect clerkship time and may affect the ability to progress within the program and may delay graduation. Students are expected to adhere to such policies in order to safeguard the patients, preceptors, and all other clinical staff at clerkship sites from potential exposure due to the student's behaviors and choices outside of the clerkship working hours. In the event that a student is placed in a location where less strict orders, including social distancing parameters and mask wearing, the student is encouraged to practice orders that the City of Milwaukee has in place. Students will be moving from city to city across multiples states throughout the clinical year, and each student has a duty and responsibility to mitigate the risk of infection to protect patients and other healthcare workers.

SECTION III: Clinical Year Clerkships and Curriculum

CLINICAL YEAR DATES & TIMELINES

Students should be aware that during this time their patient contact experiences will not only involve the usual time commitment of Monday through Friday during normal business hours, but also include additional involvement as assigned by the Preceptor. This time is understood to include evenings on call, weekends on call, emergency case management after hours, and other patient contact experiences as deemed appropriate by the Preceptor. Time is not counted day for day or hour for hour across rotations and missed time that must be made up will be assigned at the discretion of the Director of Clinical Education.

Clerkships consist of six-week rotations in the fields of Internal Medicine Hospital-Based, Primary Care, Emergency Medicine, and Surgery. Behavioral Medicine, Pediatrics, and Women's Health experiences are completed within and across the required rotations, however, some students, may have a separate three-week rotation in these fields scheduled. Electives may be either three or six-weeks in duration. **The length of clerkships is subject to change by the program and clinical education team as needed to achieve student completion of clinical learning outcomes, competencies, and skills.** The program's learning outcomes, competencies, and technical skills that are necessary for graduation are obtained over the course of the clinical year throughout the rotations. Students should be aware that patient encounters, particularly women's health and behavioral health encounters, are obtained and evaluated over the course of all rotations and are evaluated regularly and throughout the clinical year. The clerkship timeline is as follows:

Clerkship Calendar 2021 – 2022

| 2021-2022 Clerkship Dates | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|----|----|----|----|----|----|--|----|----|----|----|----|----|--------|----|----|----|----|----|----|--------|----|----|----|----|----|----|---|
| May-21 | | | | | | | Jun-21 | | | | | | | Jul-21 | | | | | | | Aug-21 | | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep-21 | | | | | | | Oct-21 | | | | | | | Nov-21 | | | | | | | Dec-21 | | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | | |
| Jan-22 | | | | | | | Feb-22 | | | | | | | Mar-22 | | | | | | | Apr-22 | | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May-22 | | | | | | | <p>JULY RTC: July 12-14th, 2021</p> <p>SEPTEMBER RTC: September 27-30th, 2021</p> <p>DECEMBER RTC: EOR Exams and PACKRAT</p> <p>FEBRUARY RTC: February 14-18th, 2022</p> <p>MAY RTC: May 9-11th, 2022</p> | | | | | | | | | | | | | | | | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|--|---|-----------------------------------|
| | Clerkship 1: 06/01/21-07/09/21 (1A 06/01-06/18, 1B 06/21-07/09) | End of Rotation Exam Dates |
| | Clerkship 2: 07/15/21-08/19/21 (2A 07/15-07/30, 2B 08/02-08/19) | Clerkship 1: 7/12/2021 |
| | Clerkship 3: 08/23/21-09/24/21 (3A 08/23-09/03, 3B 09/06-09/24) | Clerkship 2: 8/2021 |
| | Clerkship 4: 10/01/21-11/05/21 (4A 10/01-10/15, 4B 10/18-11/05) | Clerkship 3: 9/28/2021 |
| | Clerkship 5: 11/08/21-12/15/21 (5A 11/08-11/26, 5B 11/29-12/15) | Clerkship 4: 12/16/20 |
| | Clerkship 6: 01/03/22-02/11/22 (6A 01/03-01/21, 6B 01/24-02/11) | Clerkship 5: 12/16/20 |
| | Clerkship 7: 02/21/22-04/01/22 (7A 02/21-03/11, 7B 03/14-04/01) | Clerkship 6: 2/14/2022 |
| | Clerkship 8: 04/04/22-05/06/22 (8A 04/04-04/15, 8B 04/18-05/06) | Clerkship 7: 5/9/2022 |
| | RTC | Clerkship 8: 5/9/2022 |
| | Winter Break: 12/18/21 - 01/02/22 | |

*The dates and lengths of Clerkships and the dates of Return to Campus dates are subject to change by the program and clinical education team as needed to achieve student completion of clinical learning outcomes, competencies, and skills.

CLERKSHIP COURSES AND REGISTRATION INFORMATION

All students in the clinical phase must remember that their clinical experiences are academic courses. In order to receive a grade and have this course (clerkship) count toward graduation, students must register for their clerkships in the same fashion as they register for other academic on-campus courses.

| Third Year (PA3 Clinical Year) - May to May | | | | | |
|--|---|------------------------|--------------|-------------------------------|------------|
| A Master's degree in Physician Assistant Studies requires successful completion of 30 credits of Clinicals and 2 credit Capstone Project | | | | | |
| | | Cr. | Sect. | Description (weeks) | Rot |
| PHAS 7986 | PC Across the Ages | 6 | 155 | PC Ped- Geri (9 weeks) | Core A+B |
| | PC-Adult | 4 | 150 | PC Adol- Geri (6 weeks) | Core A |
| | PC-Peds | 2 | 130 | PC Newborn-Adol (3 weeks) | Core B |
| | PC-Peds Extended | 4 | 135 | PC Newborn-Adol (6 weeks) | Core |
| | Surgery | 4 | 140 | Core Surg Rotation (6 weeks) | Core C |
| | Emergency Medicine | 4 | 120 | Core EMG at ED site (6 weeks) | Core D |
| | Hosp Based Med | 4 | 110 | Core inpatient IM (6 weeks) | Core E |
| | Clinical 4-Cr elective | 4 | 210 | (6 weeks) | Elect |
| | Clinical 4-Cr elective | 4 | 220 | (6 weeks) | Elect |
| | Clinical 2-Cr Beh Med | 2 | 230 | (3 weeks) | Elect |
| | Clinical 4-Cr Beh Med | 4 | 235 | (6 weeks) | Elect |
| | Clin 2-Cr WMN's Hlth | 2 | 250 | (3 weeks) | Elect |
| | Clin 4-Cr WMN's Hlth | 4 | 255 | (6 weeks) | Elect |
| | Clin 2-Cr Elective | 2 | 260 | (3 weeks) | Elect |
| | Clin 2 Cr Elective | 2 | 265 | (3 weeks) | Elect |
| | Clin 2 -Cr Elective | 2 | 270 | (3 weeks) | Elect |
| | Clin 4-Cr Elective | 4 | 280 | (6 weeks) | Elect |
| PHAS 7997 | Master's CAPSTONE | Sum. or Fall. or Sprng | | 2 credits total | |
| PHAS 7887 | Summative Clinical Assessment (2 cr x sem) | | | 6 credits total | |

*S/U (unsatisfactory/satisfactory) are pass/fail

PHYSICIAN ASSISTANT STUDIES (PHAS) 414-288-5688

All PHAS course registrations require a PHAS major and enrollment in the Physician Assistant Studies Program

CLINICAL COURSE DESCRIPTIONS

7986 Courses (Summer/Fall/Spring): Clinical Clerkships

These courses include various sections that comprise core and elective clinical rotations. The core rotations required are family practice, general surgery, internal medicine, pediatrics, women's health, emergency medicine, and behavioral medicine. The core clinical rotations provide students with experience refining their skills in performing history and physical exams, ordering and interpreting laboratory/diagnostic tests, synthesizing information in establishing a diagnosis, and developing treatment plans for the diversity of patients in the various clinical settings. The elective rotations allow the student to develop skills in managing patients in a medical specialty/subspecialty of their choice with guidance from the PA Program. The students' rotations may include, but are not limited to, psychiatric/AODA, orthopedic, oncology, endocrinology, dermatology, OB/GYN, cardiology, rehab medicine, ENT, infectious disease, nephrology, occupational medicine, pain management, interventional radiology, international medicine, or multiple subspecialty medicine and surgical rotations. The elective rotations are intended to offer the student a greater breadth and depth of clinical exposure in various specialties/subspecialties of medicine and surgery. The course syllabi outlines learning outcomes and objectives for each course.

7887 Course (Summer/Fall/Spring): Summative Clinical Assessment 1, 2, 3

This course is a summative assessment course offered every semester of the clinical year which utilizes several evaluation tools throughout the clinical year to collectively provide a comprehensive appraisal of the student's eligibility for graduation readiness for clinical practice. The evaluations take place during the return to campus events. The student will complete two PowerPoint case presentations based on actual patient encounters experienced during their clinical rotation. These are to include the pertinent history and physical examination findings, differential diagnosis, diagnostics/work-up, and therapeutic intervention/plan. Additionally, the student will provide a detailed presentation of the disease process discussed in the Case Presentation, with special attention paid to the medical condition's epidemiology, pathophysiology, typical disease course, interpretation of diagnostics, mechanism of action of evidence-supported treatment plan, and follow-up care. In one of the case presentations, the student will also present a public health barrier that is identified in the case and how to address it. The student will complete two comprehensive (New Patient & Summative) OSCEs. Each OSCE will include direct observation of the student with a standardized patient, which will allow for assessment of interpersonal skills, professionalism, as well as the student's ability to obtain a complete history and perform an accurate physical examination and provide patient education. The OSCE notes are graded to assess the students' assessment and treatment plans for the case. Lastly the student will complete a comprehensive multiple choice (summative) examination based on the NCCPA examination PANCE blueprint topics.

7997 Masters Research Capstone (MRC) Course (Summer/Fall/Spring)

The Masters Research Capstone must be completed by each Master of Physician Assistant Studies (MPAS) student prior to graduation. It is the final requirement for the MPAS degree. Students must propose a clinical question that can be developed into a research paper or identify a public health or clinical problem to be addressed through a student-directed project. With the guidance of the advisor, the student will write a formal paper of publishable quality that will become part of the Marquette University Physician Assistant (MU PA) archives. All students will deliver a formal presentation of the project to students, faculty and other invited guests.

Please see the individual course syllabi for the above courses for the learning outcomes and objectives for these courses.

CLERKSHIP EVALUATION AND GRADING:

Preceptor End of Rotation Evaluation:

The preceptor observes and evaluates the student as he/she obtains subjective and objective data from patients, assesses the patient's problems, formulates plans for treatment, and performs any ancillary diagnostic and therapeutic procedures.

Preceptors may utilize input from all physicians and PA-Cs who have direct educational interactions with the student, but the primary preceptor is ultimately responsible for completing the evaluation form and reviewing the assessment with the student. The student is responsible for making sure the preceptor has completed the evaluation and for doing any necessary follow up for outstanding evaluations.

The student must pass the preceptor end of rotation evaluation to successfully pass the rotation. If the student does not pass the preceptor end of rotation evaluation, the student will come before the Progress and Promotion Committee.

End of Rotation Exams:

Exams are specific to each required discipline (Internal Medicine – Hospital Based, Emergency Medicine, Primary Care, Surgery). Women's Health, Behavioral Medicine, and Pediatric topics are integrated into all the required clerkship EOR exams. A topic list is provided to help guide studying and exam preparation and students are encouraged to review didactic materials as well as PANCE study materials to prepare for EOR exams. Questions are PANCE style questions to challenge the student in preparing for the NCCPA national board exam. The PANCE blueprint is utilized to develop EOR exams that are consistent in topics, systems areas, and task areas. The PANCE blueprint can be found on the D2L clerkship course site.

The exam is not based on the direct patient care experiences of the student during clerkship. The examination is based on the objectives and topics stated for that clerkship.

To be successful with these examinations' students must use non-clerkship time to review these topics and be current on the outlined diseases and respective treatments.

If a student obtains a score of less than 70% on the End of Rotation (EOR) examination, the student will have the opportunity to remediate in accordance with the Remediation Policy. The student may be brought before Progress and Promotion as outlined in the Remediation Policy.

If a student requires remediation of 3 or more end of rotation examinations, the student will come before the Progress and Promotion Committee to determine further action. The student may be dismissed from the program or graduation may be delayed.

Exxat Logs:

The clinical faculty team reviews each student's Exxat patient logs and skills twice during each 6-week clerkship time to monitor each student's progress towards meeting the program defined learning outcomes and competences which must be completed prior to graduation. It is the expectation that each student is seeking out direct patient care experiences and skills as noted below. If a student's Exxat logs are deficient and/or inaccurate, clinical faculty will reach out via email with an action plan for the student. If a student needs repeated faculty involvement with action plans, the Exxat log grade will be lowered which may impact the students' final clerkship grade.

Patient Case Logs:

Students are required to log each patient encounter during their clinical rotations. The patient tracking software will allow students to enter their clinical encounter data including the patient demographics, location where care was provided, medications prescribed, diagnosis codes, procedure codes, skills, and required clinical competencies. At the completion of each rotation students will be required to print a report generated from their patient encounter log that details the required competencies completed. Preceptors will review the document for accuracy and verify its accuracy during the online final evaluation of the student.

It is the expectation that each student is having direct patient experience and logging those experiences in the following categories:

- **Pre-operative**
- **Intraoperative**
- **Post-operative**
- **Outpatient primary care**
- **Inpatient internal medicine**
- **Emergency department**
- **Surgical setting**
- **Across the lifespan** – Newborn \leq 6-8 weeks; Infant $<$ 1 year; Child 1-10 years; Adolescent 11-18 years; Adult 19-64 years; Geriatric $>$ 65)
- **Provided prenatal care.**

- Provided gynecological care.
- Provided behavioral health care.
- Obtained history and performed PE.
- Ordered/Interpreted diagnostic test.
- Implemented A/P for the diagnosis, treatment, and/or follow-up.
- Implemented A/P for preventative care.
- Provided patient and/or caregiver education/counseling on the diagnosis, treatment, and/or follow up plan.
- Provided patient and/or caregiver education/counseling on health.

Further, students must log a **minimum of 30 patient cases per week into Exxat**. Each student's progress will be reviewed regularly. **Logging must be completed by return to campus. Live data will be locked at the end of each return.**

The student must pass Exxat logging with a score of $\geq 70\%$. If the student score is less than 70% the student will come before the Progress and Promotion Committee.

Required Clinical Skills:

All required clinical skills must be completed by the end of the clinical year. Skills may be completed in any rotation. Students are responsible for ensuring completion of these skills or contacting the program if they do not feel as though they will have the ability to complete the required skills based on their unique and individualized clinical clerkship schedule. All skills **must be recorded as assisted or performed**, observed will not fulfill the requirement for graduation.

In total, the following are all the required skill-based competencies for the clinical year:

| | | | | |
|---------------------------------------|-------------------------------------|---|--|--|
| Biopsy | Breast Exam | Fetal Heart Tones | Male Straight or Foley Cath Insertion | Female Straight or Foley Cath Insertion |
| Fundal Height Measurement | IM Injection | I&D | Informed Consent | Mental Status Exam |
| Newborn Exam | Oral Presentation of Patient | Male GU (testicular and penile) Exam | Female GU (pelvic) Exam | Peripheral IV Placement |
| Throat/Naso-pharyngeal culture | Female or Male Rectal Exam | Superficial Suture Placement | Well Child Exam | Wound Management |
| Xray Interpretation: Abdomen | Xray Interpretation: Chest | Xray Interpretation: Limb | | |

Professionalism:

Students and faculty must have a professional and respectful relationship with each other. Faculty will evaluate student's professionalism during clerkships by way of student's communication with the clinical education team throughout each clerkship with timely communication that follows appropriate netiquette. Student professionalism will also be assessed during Return to Campus days by way of student's timeliness and communication.

Successful completion of the professionalism requires that students maintain their health-related clinical requirements as noted on Castle Branch up to date and abide by the attendance policy and professional conduct as outlined in the didactic student handbook.

REQUIRED ROTATION:

1. Preceptor Evaluation: 30%
2. End of Rotation Exam: 40%
3. Exxat Logs: 20%
4. Professionalism: 10%

OTHER AND ELECTIVE ROTATIONS:

1. Preceptor Evaluation: 70%
2. Exxat Logs: 20%
3. Professionalism: 10%

OTHER CLERKSHIP -YEAR REQUIREMENTS (NON-GRADED)

Midterm Preceptor Evaluation of the Student

For 6-week clerkships, the preceptor must complete an evaluation of the student at 3 weeks in Exxat. The student is responsible for making sure the preceptor has completed the evaluation. Failure to do so will result in a 10-point deduction of professionalism points.

Student Evaluation of Preceptor

At the end of each clerkship, the student is **required** to fill out a PA Student Clerkship Evaluation in which they are able to provide subjective and objective information regarding the preceptor and the preceptor site. This information is collected by the Program and a summary is sent to the preceptor periodically. This needs to be completed on Exxat by the end of each rotation. Failure to do so, will result in an "Incomplete" recorded in CheckMarq. Feedback to Preceptor must be professionally worded and constructive in nature.

Clerkship Goal Setting

During the first week of a clerkship, the student is responsible for identifying 3-5 learning goals. These goals will be reviewed by the clinical education team to assure learning and professional growth of the student through the clinical year. Failure to complete learning goals will result in a 10-point deduction in professionalism points.

PA Clinical Knowledge Rating and Assessment Tool (PACKRAT)

All students will take the PACKRAT examination during a Return to Campus day. The PACKRAT is 225 question examination developed by the Physician Assistant Education Association (PAEA). Per the PAEA, it is an “objective, comprehensive self-assessment tool for student and curricular evaluation.” The exam has a blueprint, topic list, and objectives that are available for student review:

<https://paeaonline.org/assessment/packrat>

Students will be provided with individualized detailed results with a score breakdown by content and task area as well as keyword feedback on concepts missed. Results will be reviewed and addressed as required with students on an individual basis.

Periodic Site Visits:

Students can expect site visits by faculty either in person or virtually during clerkships. These visits may be scheduled or unscheduled. A site visit may include:

- An interview with the preceptor.
- An interview with auxiliary personnel.
- An interview with the student.
- A chart/note review.
- Observation of a patient/student interaction.

Students may request a site visit at any point and it will be accommodated as possible.

RESPONSIBILITIES OF THE PRECEPTOR AND THE PHYSICIAN ASSISTANT STUDENT

THE PRECEPTOR

The preceptor provides a central role in the clinical education of physician assistant students. They are responsible for monitoring the students' progress and for general supervising the students' activities. Students look to the preceptor for answers to clinical questions and direction in patient management problems.

Specific guidelines for the various clinical experiences are included in the clinical education objectives section of this manual. The preceptor should ensure that the student accomplishes those objectives which are appropriate for their particular practice. The preceptor evaluates the clinical acumen of the student and documents this through use of the Clinical Evaluation Form.

Responsibilities of a Preceptor

1. The **preceptor** is responsible for providing an orientation to the preceptor's area and introducing the PA student to the people they will be working with on a regular basis.
2. The **preceptor** is responsible for the organization and administration of local resources to meet the goals and objectives of the Physician Assistant Program.
3. The **preceptor** will provide patients (both ambulatory and in the hospital) and associate preceptors to share and assist in the teaching program, and other resources available in the community that might strengthen the program.
4. The **preceptor** is responsible for supervising all diagnostic and therapeutic procedures carried out by the PA student.
5. The **preceptor** is responsible for making sure that H&P's, SOAP notes, orders, prescriptions, etc., written by the PA student are cosigned by the preceptor prior to being carried out by nurses, technicians, or pharmacists.
6. The **preceptor** is responsible for providing adequate feedback to the PA student based on the quality of their work. The preceptor is required to complete a formal evaluation of the student's abilities for grading purposes.
7. The **preceptor** will be the channel for communication and collaboration with the Program and will serve as the liaison between local health care facilities and the Program.
8. The **preceptor** will assist with arrangements for housing and meals when possible.
9. The **preceptor** will participate in the overall evaluation of the Marquette University

Physician Assistant Program. The **preceptor** will, in the event of any potential medical liability incident, confer immediately with the Physician Assistant Program. The **preceptor** must never use PA students to substitute for clinical or administrative staff.

THE PHYSICIAN ASSISTANT STUDENT

The physician assistant student will be required to adhere to the regulations and policies as stated in the **Didactic Student Handbook and Health Sciences Professional Bulletin**. Policies are established by the Physician Assistant Studies Program. Failure to comply with the policies and procedures will impact the student's promotion within the program. In the event of failure to comply, the faculty of the program will determine appropriate action and progress criteria for individual students.

Responsibilities of the Physician Assistant Student

1. Be responsible for providing their own transportation to and from clinical sites.
2. Be responsible to the preceptor for attendance and satisfactory performance on each learning activity, as well as local stipulations regarding housing and other amenities.
3. Contact the preceptor 7-10 business days before the start of clerkship.
4. Begin the first day of each clinical rotation at 8:00 a.m. (or earlier if the preceptor so states). The student will report daily at the exact time assigned. Students are encouraged to arrive ahead of schedule.
5. Report all unscheduled absences from rotation/site by email to clinical team and the preceptor must also be notified by the student:
 - Clinical Assistant Professor, Amie Billstrom amie.billstrom@marquette.edu
6. Maintain current personal healthcare insurance.
7. Students must log onto Exxat and enter patient encounters weekly.
8. Physician Assistant Student Tracking. See Exxat Policy.
9. Students must check eMarq email daily and respond within 48 hours.

10. Wear new identification badge bearing her/his name and picture and the words, "Physician Assistant Student" during all working hours and during all patient contact experiences. There is a \$20 replacement fee for a lost nametag.
11. Comply with all clerkship's dress requirements. The Program requires white coats and name tags in all clinical situations.
12. Conduct yourself in a professional manner at all times. This includes verbal and written communication with patients, preceptors, clinical staff, peers, and Marquette University Physician Assistant program faculty and staff.
13. Sign all notes written in patients' charts with their legal name and "PA Student or PAS" following the student's signature. The notes must be legible. Do not add any other professional initials.
14. Write prescriptions when directed to do so by the preceptor. The preceptor will review and sign all such prescriptions.
15. Respect patient confidentiality at all times. Care is to be taken to exclude identifying information in discussions outside the clinical setting. Identifying information must be deleted prior to case presentations.
16. Confer immediately with the preceptor and the program if you become aware of any potential medical liability incident.
17. Be certain that all personal and financial obligations with individuals or institutions at the clinical preceptor site are satisfied prior to leaving.
18. Be respectful to the clerkship and follow rules and regulations of the hospital or other institutions in which they work.
19. Successfully complete the requirements of preceptor as outlined in this manual.
20. Students are responsible for all housing and travel costs not provided by the preceptor. Students understand that they are responsible for travel arrangements and costs of transportation to the site, including voluntary placements to distant sites.
21. Contact Program ASAP regarding changes to student contact information (i.e. address, phone- including cell, e-mail, and official name change).
22. Will keep TB current, yearly, and give copy of documentation to Program; as well as annual physical exams and receive annual flu shots. Urine drug screen must be completed prior to beginning clinical year and student must

submit to criminal background checks.

23. All required immunizations and titers must be current.
24. Must use eMarq accounts, not personal email addresses.
25. Must make up days of absence.
26. Students are responsible for contacting the Clinical faculty immediately regarding any concerns or changes involving their clerkship.

RESPONSIBILITIES OF THE PHYSICIAN ASSISTANT DEPARTMENT

THE DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES

The Director of Clinical Education and PA clinical faculty are responsible to the Chair of the Department of Physician Assistant Studies. The policies and procedures set forth by the Physician Assistant Program must be followed.

Responsibilities of the Department of Physician Assistant Studies

1. Clerkship assignments are made by the clinical faculty. Information is solicited during the didactic year from both the students and preceptors and is taken into consideration when assignments are made. Final clerkship assignments are made solely by the program to ensure students acquire all the required medical experiences for graduation.
2. Maintain an office file on each student.
3. Be responsible for assignment of students to preceptors.
4. Provide information about the student including a biographical sketch prior to the beginning of each rotation. This includes the immunizations, titers, background check and confidentiality statement.
5. Be responsible for maintaining open lines of communication with students.
6. Be responsible to excuse students' absences from preceptor sites and after consultation with the preceptor, determine action and progress criteria for individual students.

7. Communicate with the preceptors at appropriate intervals regarding student progress as well as present status of the preceptor site.
8. Determine the final grades for each student.
9. Provide feedback to clerkship from the Student Evaluation Form.
10. Determine eligibility for graduation based on successful completion of clinical year courses.

SECTION IV: RESOURCE INFORMATION

SCHOLARSHIPS

WISCONSIN PHYSICIAN ASSISTANT ASSOCIATION (WAPA) SCHOLARSHIP OPPORTUNITIES

The mission of the Wisconsin Academy of Physician Assistants Foundation is to serve the needs of the healthcare consumer in Wisconsin, support quality physician assistant education and meet the professional needs of practicing physician assistants.

Created in 1990 as a 501 © (3) corporation, the Foundation was established to provide a charitable organization to pursue educational and research programs for students and PAs. Directed by a Board of Trustees, each Board member has extensive experience in the PA profession and is dedicated to the importance of education and research in health fields. The promotion of service and leadership were added by the trustees as fundamental components of the Foundation's purpose in 2006. The renaming of the scholarships took place in 2012.

[Norine Friell Service Award](#)

The Norine Friell Service Award is an award of \$1000 to celebrate her life and dedication to the PA profession and to her service to others. One of her core beliefs was that we are all put on earth for the purpose of serving others and using our gifts for the benefit of others. The scholarship will be awarded to a final year PA student who demonstrates exemplary service to their community.

[Paul S Robinson Leadership Award](#)

The Paul S. Robinson Award is an award of \$1000 to celebrate the life and commitment to the PA profession, His leadership was important to the success of WAPA and the PA profession in Wisconsin, as well as AAPA. This scholarship will be awarded to a final year PA student who demonstrates outstanding leadership in their community, profession, program, or campus.

[The Robert T. Cooney M.D. Scholarship \(Awarded to Recent Graduates\)](#)

The Robert T. Cooney M.D. Scholarship is an award of \$1000 to celebrate his life and commitment to the PA profession. Dr. Cooney practiced family medicine in Portage, WI. for five decades. The scholarship opportunity is for a recent graduate of one of the three Wisconsin PA Programs who will practice Family Medicine in a small town or rural setting (population of <10,000). Applicants must be WAPA student members and submit a personal statement of less than 500 words, a letter of job commitment/offer from their employer, and one letter of recommendation. Applications are available at www.wapa.org

NATIONAL SCHOLARSHIPS/GRANTS

Physician Assistant Foundation (PAF)

The PAF is the charitable arm of the American Academy of Physician Assistants. The PAF provides funding for physician assistant students scholarships and develops and supports the research agenda of the PA profession. Scholarships in \$2,000 denominations are distributed by the PA Foundation. For further information, contact the foundation, (703) 519-5686.

National Health Service Corps Scholarship Program

This program provides payment of tuition and fees, payment toward books, supplies, and equipment and monthly stipend. For each year of support, recipients will serve 1 year in a health profession shortage area with a minimum service obligation of two years. Contact National Health Service Corps, 5600 Fishers Lane, Room 8A-55, Rockville, MD 20857. Phone: 301-443-0603. Fax: 301-480-4577.

PA SCHOLARSHIP INFORMATION

Jared Vangheem Marquette University Scholarship: Sponsored by Aurora Health Care
Awarded to a Physician Assistant student who demonstrates resilience in the face of adversity during the completion of their Physician Assistant education.

Dr. Krishna S. Neni Scholarship: Sponsored by Aurora Health Care

A scholarship award is given to a graduating senior(s) in honor of Dr. Neni for exceptional dedication to scholarly and clinical work.

Faculty Student Leadership Award

Recognition is given to a graduating PA student for leadership, professionalism and character.

Faculty Student Service Award

Recognition is given to a graduating PA student for their service contributions while in the PA program.

Real Scholarships: Sponsored by Dan and Susan Real, Friends of College of Health Sciences

Awarded to diverse candidates from Milwaukee or Chicago and surrounding areas who want to work in medically underserved areas or with disadvantaged population. (\$6000* variable)

WISCONSIN STATE EDUCATION AID AGENCIES

Wisconsin Higher Educational
Aids Board Suite 902
131 West Wilson
Street Madison,
WI 53703
Phone: (608) 267-2206
Fax: (608) 267-2808
Email: cassie.weisensel@wisconsin.gov or heabmail@wisconsin.gov
Website: <http://www.heab.state.wi.us>

PROFESSIONAL AND STUDENT PHYSICIAN ASSISTANT ORGANIZATIONS

There are several PA professional organizations that you may wish to join. These organizations will provide you with information regarding the development of the profession. Students usually find it very worthwhile to become a member of the following organizations:

AAPA: The American Academy of Physician Assistants

WAPA: Wisconsin Academy of Physician Assistants

SAPA: Student Association of the Physician Assistants

MUSA: MU Student Association

THE AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS

The American Academy of Physician Assistants (AAPA) was established in April, 1968, by the first graduating class of the Duke University PA Program. Since that time, the staff has grown in response to membership needs and now comprises the divisions of research and evaluation, conventions and meetings, membership, finance, communications, and administration.

The Academy has a federated structure with constituent chapters in almost every state as well as chapters representing the interests of member Physician Assistants in armed services. Physician Assistant programs have also formed student societies which are chapters of the Academy. Each of these groups, the constituent chapters and students, send representatives to form the House of Delegates which meets annually to carry out legislative and policy making activities under the Academy's bylaws.

The AAPA has quickly grown from modest beginnings into a national organization with considerable influence in the medical community as well as the legislative arena and is today the organization most representative of the physician assistant profession at the

national level.

The American Academy of Physician Assistants
950 North Washington Street
Alexandria, VA 22314-1552
(703) 836-AAPA (2272)
www.aapa.org

STUDENT ASSOCIATION OF THE AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS

SA is the student organization within the American Academy of Physician Assistants. Your membership provides you with access to all AAPA publications and conferences. An annual conference is held each Spring at which the Student Assembly of Representatives meets to plan for the following year's activity. MUSA is to be represented at this meeting. There are a variety of offices and other positions within SAAAPA which are elected by the students at the annual meeting.

Student Association of
PAs 950 North
Washington Street
Alexandria, VA 22314-
1552
(703) 836-AAPA (2272)

WISCONSIN ACADEMY OF PHYSICIAN ASSISTANTS

The Wisconsin Academy of Physician Assistants (WAPA) was founded in 1975 as the official professional organization for PAs in this state. The Academy has been recognized as a charter chapter of the American Academy of Physician Assistants.

The Wisconsin Academy has grown from a small group of founding members and currently represents 90% of all certified PAs in Wisconsin. The Academy promotes the PA concept in Wisconsin as well as providing services to its members such as continuing medical educational opportunities, employment listings, health insurance, and a monthly newsletter.

The Wisconsin Academy of Physician Assistants
www.wapa.org

PHYSICIAN ASSISTANT NATIONAL CERTIFICATION EXAM (PANCE)

This information is from the website: <https://www.nccpa.net/pance-registration>

Please review for latest information as well as FAQs.

To become a certified PA, you must pass the Physician Assistant National Certifying Exam (PANCE), a computer-based, multiple-choice test comprising questions that assess basic medical and surgical knowledge.

Registration:

You must submit an application and \$475 payment **in advance** to take PANCE. You may schedule your exam anytime (depending on testing center availability) within the 180-day timeframe established for you based on your expected graduation date and the successful submission of all required materials to NCCPA.

- **NCCPA does not accept applications until 90 days prior to your expected program completion** date (as provided by your program director). (As used here, "program completion date" is the date all requirements for graduation are completed as deemed by your program.)
- **The earliest date you will be able to test is seven days after your program completion** (provided your program director has confirmed your program completion date.) This date will be reflected in your exam application acknowledgement e-mail.
- You have 180 days from the beginning of your exam timeframe to take the exam. These dates will be reflected in your exam application acknowledgement e-mail.
- You may only take PANCE once in any 90-day period or three times in a calendar year.
- **There will be no testing between Dec. 19-31**

WISCONSIN STATE LICENSURE/ TEMPORARY STATE LICENSURE

If you need to apply for a TEMPORARY Wisconsin license, i.e. you wish to expedite the credentialing process for employment, you can receive it about 1-2 weeks and before your NCCPA board scores are reported. You should also do the paperwork for your regular Wisconsin license. At that time, your paperwork for your regular Wisconsin license can be processed. All of this information can be done on the website

<https://dsps.wi.gov/Pages/Professions/PhysicianAssistant/Default.aspx>

There is one form that will ask your school to notarize and send in-please fill out

this form and bring to the PA office. It will not be processed until after you graduate which would be Monday after the ceremony. The rest of the Wisconsin state license forms should be sent in separately when complete.

SECTION V: FORMS

MARQUETTE UNIVERSITY PHYSICIAN ASSISTANT STUDIES PROGRAM
CLINICAL PHASE STUDENT ENCOUNTER FORM

Student _____ Date _____

Faculty _____ Time _____

Mode of Contact:

- | | |
|---|---|
| <input type="checkbox"/> Student called | <input type="checkbox"/> Faculty called student |
| <input type="checkbox"/> Note left in faculty mailbox/email | <input type="checkbox"/> Note left in student mailbox/email |
| <input type="checkbox"/> Student made an appointment | <input type="checkbox"/> Faculty made an appointment |

Message left on program VM/Faculty VM: Date _____ Time _____
 Preceptor called; preceptor's name _____

Rotation No: I, II, III, IV, V, VI, VII, VIII
Rotation Type: EM, FP, IM, Peds, Surgery, Behavioral Health,
 Elective: _____

This encounter is a site visit follow-up
 Other _____

Reason for Contact:

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine Advisor Meeting | <input type="checkbox"/> Academics | <input type="checkbox"/> Student Emergency |
| <input type="checkbox"/> Financial Problem | <input type="checkbox"/> Family Problem | <input type="checkbox"/> Health Problem |

Professional Issue:

- | | |
|--|---|
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Professional Conduct |
| <input type="checkbox"/> Dress | <input type="checkbox"/> Late to Class |
| <input type="checkbox"/> Late Assignment | <input type="checkbox"/> Missed Exam |
| <input type="checkbox"/> Missed Lecture(s) | <input type="checkbox"/> Missed Seminar/Lab |

Other _____

Describe the Reason(s) for this Encounter:

Plan and/or Recommendations to Student (Choose all that apply)

- Referred to Faculty Advisor – Advisor Name: _____
- Referred to Student's Personal Healthcare Provider
- Referred to Financial Aide
- Referred to Program Director
- Referred to Course Director – Director's Name: _____
- Referred to University Resources for:
 - Tutoring Services
 - Counseling Center
 - Other
- Counseling was given to the student for the issue(s) listed in Reasons for Contact above
- Student was made aware of the Appeals Process
- Student submitted letter to Progress & Promotion Committee
- Other _____

Follow-Up:

- Student to meet with faculty PRN
- Student to meet with faculty via scheduled appointments. How often _____
- Other _____

Copies of this form given to:

- Faculty Advisor
- Program Director
- Director of Didactic Education
- Director of Clinical Education
- Other _____

This form **MUST** go to Progress & Promotion Committee and to student file.

Faculty Signature _____ Date _____

Student Signature _____ Date: _____

MARQUETTE UNIVERSITY PHYSICIAN ASSISTANT STUDIES PROGRAM
CLINICAL YEAR DISCRETIONARY DAY OFF REQUEST FORM

STUDENT NAME: _____

PRECEPTOR NAME: _____

CLERKSHIP: _____

DISCRETIONARY DATE(S) REQUESTED: _____

Approved Not Approved

Student Signature: _____
Date

Preceptor Signature: _____
Date

Clinical Faculty Signature: _____
Date

INSTRUCTIONS: Upload into Exxat under request student leave.

MARQUETTE UNIVERSITY COLLEGE OF HEALTH SCIENCES
PHYSICIAN ASSISTANT STUDIES PROGRAM

Required Annual Physical Screening Exam

Student Name _____

I verify that the above student is:

- **in good health and free of any communicable diseases**
- **able to meet the physical, mental, and emotional health demands of a Physician Assistant student the student has the following ADA requirements:**

(N/A if Not Applicable OR Attach Documentation if Applicable)

PLEASE PRINT

Health Care Provider: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

I attest the above information is correct and truthful.

Student Signature: _____

MARQUETTE UNIVERSITY COLLEGE OF HEALTH SCIENCES
PHYSICIAN ASSISTANT STUDIES PROGRAM

Periodic Health Assessment Form for PA students with Positive Reaction to TB Screening already having a documented negative chest x-ray.

To be filled out annually

The Centers for Disease Control and Prevention (CDC) recommend persons with positive tuberculin tests be reminded periodically about the symptoms of TB and the need for prompt evaluation of any pulmonary symptoms suggestive of TB.

Take this form to your healthcare provider and return the bottom portion to the PA Program office.

Do you experience any of the following symptoms? Circle if YES.

- | | |
|---|--|
| <input type="checkbox"/> Chronic cough (\geq two weeks duration) | <input type="checkbox"/> Difficulty breathing |
| <input type="checkbox"/> Blood in sputum | <input type="checkbox"/> Low-grade fever |
| <input type="checkbox"/> Night sweats | <input type="checkbox"/> Appetite loss/weight loss |
| <input type="checkbox"/> Abnormal fatigue | |

I certify that despite positive reaction to TB skin test, student continues to be asymptomatic and free of communicable TB. Student may participate in clinical year experiences without restrictions.

Student Name: _____
(Please Print)

Healthcare Provider Name: _____

Healthcare Provider Signature: _____

Date signed: _____

MARQUETTE UNIVERSITY COLLEGE OF HEALTH SCIENCES
PHYSICIAN ASSISTANT STUDIES

Exposure Incident Report

To Be Completed by Student and Reviewed with the Preceptor

Student _____ Date _____
Home Phone _____ Date of Birth _____

Exposure Date _____ Exposure Time _____
Where did the incident occur? _____

Nature of incident: Check appropriate box.

Pathogen: Blood Chemical
 Body Fluid Airborne

Describe details of incident: _____

Describe what task(s) were being performed when the exposure occurred: _____

Were you wearing Personal Protective Equipment (PPE)? Yes _____ No _____
If yes, list _____

Did the PPE fail? Yes _____ No _____ If yes, explain how: _____

To what fluids were you exposed? _____

What parts of your body became exposed? _____

Was this a puncture wound? Yes _____ No _____
If yes, what was the object? _____
Where did it penetrate your body? _____

Was any fluid injected into your body? Yes_No _____
If yes, what fluid? _____ How much? _____

Did you receive medical attention? Yes_No _____
If yes, where? _____
When? _____
By whom? _____

Explanation of source individual(s) _____

Student Signature _____ Date _____

Preceptor Signature _____ Date _____

MARQUETTE UNIVERSITY COLLEGE OF HEALTH SCIENCES
PHYSICIAN ASSISTANT STUDIES

Exposure Follow-up Record – For student use

Student _____ Facility/Department _____

Date of Exposure _____ Date Reported _____

Source Individual Follow-up:

Request made of _____ Date _____

Student Follow-up:

Student's file reviewed by: _____ Date _____

Information given on source individual's blood test results by the appropriate healthcare provider only! Yes _____ Not obtained _____

Referred to healthcare professional with required information:

Name of healthcare professional _____

Blood Sampling/Testing Offered:

Sample obtained by _____ Date received _____

Testing consent given: Yes _____ No _____

Vaccination Offered/Recommended:

By whom _____ Date _____

Student advised of need for further evaluation of medical condition/treatment:

By whom _____ Date _____

Follow-up required:

By whom _____ Date _____

Student Signature _____ Date _____

Preceptor Signature _____ Date _____

Department of Physician Assistant Studies Email: Jessica.grusnick@marquette.edu

MARQUETTE UNIVERSITY HONOR CODE

The Honor Pledge

I recognize the importance of personal integrity in all aspects of life and work. I commit myself to truthfulness, honor and responsibility, by which I earn the respect of others. I support the development of good character and commit myself to uphold the highest standards of academic integrity as an important aspect of personal integrity. My commitment obliges me to conduct myself according to the Marquette University Honor Code.

Student Obligations Under the Honor Code

1. To fully observe the rules governing exams and assignments regarding resource material, electronic aids, copying, collaborating with others, or engaging in any other behavior that subverts the purpose of the exam or assignment and the directions of the instructor.
2. To turn in work done specifically for the paper or assignment, and not to borrow work either from other students, or from assignments for other courses.
3. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to academic work.
4. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
5. To complete individual assignments individually, and neither to accept nor give unauthorized help.
6. To accurately represent their academic achievements, which may include their grade point average, degree, honors, etc., in transcripts, in interviews, in professional organizations, on resumes and in the workplace.
7. To report any observed breaches of this honor code and academic honesty.

Please sign and return to the PA office by Friday May 7th, 2021

I agree to abide to the MU PA Clinical Year Student Honor Code.

Student Name: _____

Student Signature: _____

Date

MARQUETTE UNIVERSITY
Authorization for Disclosure of Medical Information

Student Name: _____
(Please Print)

Address: _____

City, State, Zip: _____

Date of Birth: _____

I, the above-named student, hereby grant permission to and authorize Marquette University, through its Physician Assistant Program personnel, to maintain and provide copies of any or all of my medical records, (limited to immunizations, vaccinations, and titers) to **clinical placement facilities** at which I will, or may, be placed, for evaluation and confirmation.

This information is authorized to be released for purposes related to my studies at Marquette University. This authorization is valid until my graduation date. I agree that a photocopy of this authorization is as valid as the original. My signature hereunder indicates that I have read, fully understand, and agree to the terms contained in this authorization form.

Please return to the PA Office by Friday May 7th, 2021.

Date Signed Signature of Student

MARQUETTE UNIVERSITY
Clinical Year Physician Assistant Student Release

I authorize the Faculty and Program of Marquette University Department of Physician Assistant Studies to release my class schedule, grade point average, clinical year student evaluation comments and/or transcripts for the purposes of serving as a reference on academic performance or to endorse a letter of recommendation on my behalf for employment, graduate/professional schools, post graduate work, and scholarships.

Please return to the PA Office by Friday May 7th, 2021.

Clinical Year PA Student - Printed

Clinical Year PA Student - Signature Date

TECHNICAL STANDARDS

Candidates for the physician assistant profession generally must have somatic sensation and the functional use of the senses of vision and hearing. Candidates' diagnostic skills may also be lessened without the functional use of the senses of equilibrium, smell and taste. Additionally, they must have sufficient exteroceptive sense (touch, pain, and temperature), sufficient proprioceptive sense (position, pressure, movement, stereognosis, and vibratory) and sufficient motor function to permit them to carry out all the activities described in the sections that follow. They must be able to integrate all information received by whatever sense(s) employed, consistently, quickly, and accurately, and they must have the intellectual ability to learn, integrate, analyze and synthesize data.

- I. **Observation:** The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiologic and pharmacologic demonstrations in animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation generally necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
- II. **Communication:** A candidate should be able to communicate with and observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
- III. **Motor:** Candidates should have sufficient motor function to elicit information from patients by palpation, percussion, auscultation, and other diagnostic maneuvers. A candidate should be able to do basic laboratory tests, carry out diagnostic procedures and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment of patients. Examples of emergency treatment generally and reasonably required of physician assistants are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions generally require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.
- IV. **Intellectual-Conceptual, Integrative and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physician assistants, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three dimensional relationships and to understand the spatial relationship of structures.

- V. **Behavioral and Social Attributes:** a candidate must possess the emotional stability required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and education process.

Curriculum Requirements

In addition to the abilities specified above, candidates must be able to successfully complete with or without accommodation, all required components of the curriculum.

Tests and Evaluations

In order to evaluate the competence and quality of candidates, Marquette University employs periodic examinations as an essential component of the Physician Assistant training curriculum. Successful completion of these examinations is required of all candidates as a condition for continued progress through the curriculum. If required by the Americans with Disabilities Act, reasonable accommodation will be made in the form or manner of administration of these evaluations.

Clinical Assessments

Demonstration of clinical competence is also of fundamental importance to career and curriculum progression of the candidates. Therefore, the process of faculty evaluation of the clinical performance of candidates throughout the program is an integral and essential part of the medical curriculum. If required by the Americans with Disabilities Act, reasonable accommodation will be made, however, participation in clinical experiences and the evaluation of that participation is required.

Conclusion

The Admissions Committee of Marquette University Physician Assistant Program will consider any qualified applicant who demonstrates the ability to acquire the knowledge necessary for the practice of medicine, as well as the ability to perform, or to learn to perform, the skills as described in this document. Applicants will be judged on their scholastic accomplishments and on their ability to meet the requirements of the school's curriculum and to graduate as skilled and effective practitioners of medicine. Marquette University is fully committed to policies of equal opportunity and nondiscrimination. University policy prohibits any form of discrimination, harassment, or prejudicial treatment on the basis of age, race, gender, sexual orientation, color, national origin, religion, disability and status as a veteran or disabled veteran.

Procedures

1. In order to establish the existence of a disability and to request accommodation, candidates must contact the Office of Disability Services at 414-288-1645. The candidate must then follow the procedures of the Office of Disability Services to document the existence and nature of the disability.
2. Once the need for and availability of the reasonable accommodations have been established, the Office of Disability Services and Marquette University Physician Assistant Program, in consultation with the candidate, will decide on appropriate accommodations and these accommodations will be specified in a written document, signed by all parties. All documents relating to the candidate's disability will be placed in a confidential file separate from his/her academic record. Marquette University will then direct the Faculty and Staff to provide the appropriate accommodation.
3. If Marquette Physician Assistant Program offers a candidate a reasonable accommodation and he/she refuses it and subsequently experiences academic difficulty, the candidate will be treated as any other candidate who experiences academic difficulty.
4. A candidate may seek to establish a disability and request reasonable accommodation at any time before or after matriculation.
5. In general, a candidate should claim and establish the existence of a disability prior to the onset of academic problems. If a candidate comes forward after failing a course or courses, and maintains that the reason for the failure was a disability not previously claimed, Marquette University will consider the information as appropriate in making its decision as to what remediation if any must be made. However, the committee is not obligated to consider this information unless the candidate establishes the existence of a disability through the Office of Disability as described above.
6. All claims and proceedings under this provision will be kept confidential to the extent provided by law and University policies. Dissemination of information related to the existences of a disability will be restricted to Marquette University administrators with a legitimate need to know this information. Except as provided by law, no mention of the candidate's disability will appear in any Marquette University correspondence with external agencies unless the candidate specifically requests such disclosures in writing.

Student Name: _____

Student Signature: _____

Date