



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

Pace University – Lenox Hill Hospital
Physician Assistant Program – NYC
Department of Physician Assistant Studies

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CLINICAL YEAR COURSE OF STUDY

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

Clinical Year Total 33 credits

CLERKSHIP IN INTERNAL MEDICINE (PAS 701)

Course Instructor: Hayley Kovner, MS, PA-C

See course syllabus

CLERKSHIP IN PEDIATRICS (PAS 702)

Course Instructor: Hayley Kovner, MS, PA-C

See course syllabus

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Course Instructor: Alyssa Burnham, MS, PA-C

See course syllabus

CLERKSHIP IN BEHAVIORAL MEDICINE (PAS 704)

Course Instructor: Hayley Kovner, MS, PA-C

See course syllabus

CLERKSHIP IN FAMILY MEDICINE (PAS 705)

Course Instructor: Alyssa Burnham, MS, PA-C

See course syllabus

CLERKSHIP IN EMERGENCY MEDICINE (PAS 706)

Course Instructor: Shannon North, MS, PA-C

See course syllabus

CLERKSHIP IN SURGERY (PAS 707)

Course Instructor: Alyssa Burnham, MS, PA-C

See course syllabus

CLERKSHIP IN SELECTED ELECTIVE (PAS 708)

Course Instructor: Shannon North, MS, PA-C

See course syllabus

International Elective Rotation

Students may choose to do their student selected elective rotation abroad through Child

Family Health International (CFHI). Please [V H Q G D P H V V D J H](#) [Pace International](#)

[W K H 6 W X G \ \\$ E U R D G Z H E V W H](#) for available programs. Detailed

information about international elective rotations will be presented during the student's

didactic year. International travel may

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

CLERKSHIP SELECTED BY PROGRAM (PAS 709)

Course Instructor: Shannon North, MS, PA-C

See course syllabus

CLINICAL YEAR CAPSTONE COURSE (PAS 799C)

Course Instructor: Alison Ismael, MS, PA-C

See course syllabus

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Course Instructor: David Jackson, DHSc, PA-C

See course syllabus

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

CLINICAL POLICIES

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

- 1.3 Learning by “trial and error” without supervision is unacceptable as it jeopardizes patient care and threatens all professional persons (physicians, nurses, administrators, and other technical workers).
2. Learning “under supervision” is defined in the following manner:
 - 2.1 Eliciting a meaningful history – in this situation, the preceptor is in the institution or a nearby office.
 - 2.2 Doing the physical examination – the preceptor is nearby, the nurse is on hand to give assistance if necessary.
 - 2.3 Progress notes – dependent on policies of individual clinical sites.
 - 2.4 Technical procedures – the appropriate professional support person will be at the student’s side or within immediate reach.
3. Supervising preceptor responsibilities:
 - 3.1 Indicate clearly to the medical staff, the administration, and the nursing staff which doctor, PA or NP will be responsible for the activities of the student.
 - 3.2 Respond to any and all questions as to the scope of the activities of the student.
4. Student responsibilities:
 - 4.1 Learn unobtrusively from all hospital persons and hospital activities.
 - 4.2 Make the patient the beneficiary of all the above activities.
 - 4.3 Do not pose as a primary medical provider or advisor/counselor to the patient

μ 7 L 2Hf section of Exxat. The clinical site and course coordinator reserve the right to deny requests other than religious observances.

The below are examples of acceptable unanticipated excused absences:

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

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

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

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

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

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

REMOTE LEARNING CONTINGENCY PLAN (subject to change)

Identification Policy

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

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

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

Professionalism

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

Any of the following:

- x Late submission of an assignment or any other course component
- x Unexcused absence (please refer to the Clinical Handbook)

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

Students who miss exams due to illness or other ~~the PEA (the T) 2gr (9) niscam 438 417 de~~ (1)3.1 (mus not

PAEA Exam Honor Code

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

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

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

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

- x All papers, preparation materials, and personal effects (including, but not limited to: notes,

to complete the evaluation, which will result in a zero '0' and failure for this component and the course.

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

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

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

Clinical Documentation

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

Aquifer Cases

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

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

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

the below components are unique to each course:

PAS 701 Internal Medicine	Full H&P Note, Virtual Rounds, PAEA EOR Exam
PAS 702 Pediatrics	Simulation Experience, PAEA EOR EXAM
3 \$ 6 : R P H Q ¶ V + H D O W K	Simulation Experience, PAEA EOR Exam
PAS 704 Behavioral Medicine	Yale Coursera Course, Oxford MMSE, PAEA EOR Exam
PAS 705 Family Medicine	Virtual Rounds, PAEA EOR Exam
PAS 706 Emergency Medicine	Site Visit, Simulation Experience, PAEA EOR Exam
PAS 707 PAS Surgery	PAEA EOR Exam
PAS 708 Clerkship in Selected Elective	Case/CFHI Presentation
PAS 709 Clerkship Selected by Program	

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

PACE UNIVERSITY-LENOX HILL HOSPITAL PHYSICIAN ASSISTANT PROGRAM

Student Attestation of Understanding

I have reviewed the Pace University-LenoX Hill Hospital Physician Assistant Student Program Policy and Procedure Handbook 2020-2021 and the Student Clinical Year Handbook 2020-2021. I have read the policies and procedures concerning the Physician Assistant Program. I understand my obligation to fulfill all requirements of the Program.

