



MARQUETTE
UNIVERSITY

COLLEGE OF HEALTH SCIENCES

***DEPARTMENT OF
PHYSICIAN ASSISTANT STUDIES***

**AUGUST 2023 - AUGUST 2024
CLINICAL HANDBOOK**

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SECTION I: GENERAL INFORMATION

DEPARTMENT CONTACT INFORMATION

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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 (see-through or lace shirts/clothing, spaghetti straps, visible cleavage, short skirt/shorts, tight-fitting tops, or skin showing between the shirt and pants).
- Hats/scarves unless worn for religious/cultural purposes.
- Facial, including tongue piercings, unless small piercing for religious/cultural purposes.
- Clothes/tattoos displaying inappropriate language or graphics.
- Clothes displaying support of any political group, movement or views, or jargon that associates the student with support of any such group.
- Low-riding pants that potentially show my underwear or skin in the midriff/waist area.
- Bare feet.

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 not solicit aid or provide aid for in-person or online exams and assessments including AI generated responses. I will report anyone I see or hear of cheating on a test, OSCE, lab, or an assignment. I will not share information about examinations with peers or undergraduates. I will abide by the attached test-taking guidelines for D2L and Respondus. Please see the [HESP Bulletin](#) for the process in the event of a violation.

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 academichonesty.

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 according to the Academic Progress Protocol and including all successful remediations of major assessments and second challenges of the MUPA learning outcomes and 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. The clinical team considers the student requests for elective placements, however the MU PA Program holds final discretion in the formation of the clinical year schedule. Care is taken to balance placing each student at academically strong clinical sites and providing elective experiences. Locations where students have housing are also taken into account for placing students when it is feasible for the overall scheduling. Once the schedule is released to students, changes are not made due to new preceptor sites or requests unless it is to accommodate the preceptor schedule. The program occasionally will receive cancelled rotations or a change in preceptors requiring changes to the students' clinical schedules. All changes are at the discretion of the clinical team. Care is taken to provide a fair and equal process across all student schedules.

A student's performance on his/her clinical rotation is judged on evaluation of learning outcomes, instructional objectives 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 Castle Branch site 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. Failure to meet the

required health screening and immunizations may result in delayed graduation or dismissal from the program.

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 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 two of the 7986 course assessments in the clinical year. Course assessments include EOR exams, Preceptor End of Rotation Evaluations, Professionalism, 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 three of the 7887 course assessments in the clinical year. Course assessments include any OSCE section (history, physical, note), Case Presentations, Professionalism, Clinical Notes, and the End of Curriculum Exam (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 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 7997 Remediations Allowed Per Clinical Year:

A student may remediate one Master's Capstone assessment (Rough Draft, Final Draft, 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 Allowed Clinical Year Remediations in PHAS 7986, 7887 & 7997:

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.
4. No further failed assessments allowed. Failure of assessments will result in dismissal from the program.

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"> • Rough Draft of CAT • Final CAT • Presentation 	<ul style="list-style-type: none"> • OSCE History (3) • OSCE Physical (3) • OSCE Note (3) • Case Presentations (2) • End of Curriculum Exam (1) • Summative Skills Assessment 	<ul style="list-style-type: none"> • Preceptor Evaluations • EOR exams • Exxat logs

ALLOWED 4 TOTAL REMEDIATIONS ACROSS THE 3 COURSES

ATTENDANCE EXPECTATION

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 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 students' attention. Continued deficiencies may result in disciplinary actions, including dismissal. The PA Program follows the Office of the Provost's Undergraduate Attendance Policy (see handbook) and has adopted the same rules for the Professional PHAS courses. A withdrawal from a course may result if too many absences/tardiness are accrued. Any withdrawal from a course in any year of the PA curriculum may result in automatic dismissal from the program. There is not sufficient time to repeat coursework as makeup.

Attendance and participation are mandatory for **all** components of the clinical year including clerkship days and return to campus events including the case presentations, OSCE's, and capstone presentations. If a student has an unexcused absence for any of these sessions, the student will be brought before the Progress and Promotion Committee. This may result in delayed graduation or dismissal from the program.

Students who are ill or anticipate absence for a family emergency must immediately contact the Director of Clinical Education, Program Director, or PA's main office. All students must consult with the course instructor(s) missed for makeup, if necessary. All missed labs and OSCEs must be made up on scheduled makeup days to progress in the program. Faculty have scheduled makeup days for students to complete missed work that is mandatory to progress. Absences due to illness will be reviewed on a case-by-case basis.

While every effort will be made to assist students with an **excused** absence for an illness or family situation, anyone who misses **more than two 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 3%.** 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.

Absences: Must be emailed to MissedDaysMUPA@marquette.edu or call the Program office by 9:00am the day of absence, 414-288-5688. They should additionally be put into the student leave tab in Exxat.

There are excused absences that are acceptable such as:

- 1) Immediate family illness/death or of the spouse/significant other: (Parents, siblings, grandparents, children, spouse).
- 2) Students own personal health concerns. (Each day of absence must be reported).

Unexcused absences include the following:

- 1) Leaving clerkship before being excused by the preceptor
- 2) Weddings
- 3) Family vacations/engagements
- 4) Illnesses/death of non-immediate family persons
- 5) Car/traffic problems
- 6) Alarm clock problems
- 7) Employment conflicts
- 8) Travel arrangements
- 9) 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 in the clinical year, approved by the clinical faculty.

Example of discretionary day use: Weddings, Family vacations, Illnesses/death of non-immediate family persons and pets, Interviews etc.

A discretionary day **may not** be taken on a Return to Campus Day. **All discretionary days must be submitted for approval at least two weeks in advance.** The student has to gain approval from **the preceptor and the clinical faculty**. You may not take discretionary days the last week of your final clinical rotation (clerkship 8). Discretionary days may not be taken during the first two days or the last two days of a rotation. 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 taking a discretionary day:

Discretionary days requests must be emailed to misseddaysMUPA@marquette.edu and cc: Heidi Toth at Heidi.Toth@marquette.edu **two weeks in advance** for approval. The student should attach the Discretionary day sheet with preceptor's signature indicating preceptor approval. This document should additionally be uploaded into the student leave tab in Exxat once clinical faculty has granted approval. Either clinical faculty signature on the form, or the response email can serve as approval from the clinical team.

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 email.

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 (two doses required)
- Hepatitis B Series
 - Childhood series and positive titer
 - If negative titer, repeat 3 dose series or Heplisav (2) dose series and repeat titer
- 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 and booster
 - Must be fully vaccinated
 - Must be compliant with CDC recommendations for annual booster

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 immunization. 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.
 - **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. <https://wwwnc.cdc.gov/travel/destinations/traveler/none/belize>. The program encourages students to review and discuss immunization requirements with their primary care provider or a travel medicine provider.
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 (e.g., 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.

Note: Students are responsible for any associated costs

The student will fill out and complete the **MU PA Exposure Incident Report** and the **MU Non-Employee Incident Report**. The student is to make a copy of the forms for their own personal records and send a copy of the reports to PA program: mupaclinical@marquette.edu.

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

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.

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-isolate 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](#).

SECTION III: CLINICAL YEAR CLERKSHIPS AND CURRICULUM

MU PA PROGRAM LEARNING OUTCOMES

MU PA Learning Outcome #1: General Physical Exam:

Students will perform a comprehensive physical examination on the geriatric patient; adult patient; and pediatric patients including toddlers and newborns. The physical examination system components include: Vital signs, General appearance, Skin, Head/Eye/Ear/Nose/Throat, Neck, Cardiac, Pulmonary, Abdominal, Genitourinary including rectal examination, pelvic examination in women and prostate examination in men, Peripheral Vascular, Neurologic, Musculoskeletal, and Psychiatric.

MUPA Learning Outcome #2: Complete History

Students will demonstrate the ability to obtain a complete medical history on pediatric, adult and geriatric patients including the following components: Complete History, Medications, Allergies with Reaction, Family History, and Health Maintenance.

MUPA Learning Outcome #3: Documentation of Complete History and Physical Exam

Students will demonstrate the ability to properly document a complete medical history and physical exam on pediatric, adult and geriatric patients inclusive of the above components.

MU PA Learning Outcome #4: Differential Diagnosis:

Students will formulate an appropriate differential diagnosis based on information obtained through a focused history and physical examination.

MU PA Learning Outcome #5: Interpersonal Communication - Patient Education:

Students will verbally communicate patient educational information. They will do so with clarity and accuracy at a level appropriate for the patient's health literacy.

MU PA Learning Outcome #6: Interpersonal Communication - Health Care Team Member:

Students will communicate effectively and work collaboratively with other members of the health care team.

MU PA Learning Outcome #7: Professionalism:

Students will demonstrate professionalism in their clinical interactions with patients, faculty and mentors and colleagues.

MU PA Learning Outcome #8: Practice Based Learning:

Students will demonstrate oral and written proficiency in the presentation, critique, and synthesis of evidence based medical and scientific data for the purpose of practice – based improvements.

MU PA Learning Outcome #9: Systems Based Practice:

Students will demonstrate proficiency in knowledge of patient safety and procedural safety while partnering with supervising physicians and other health care providers. They will promote a safe environment for patient care recognizing systems based factors that may negatively impact patient care.

MU PA Learning Outcome #10: Patient Care:

Students will demonstrate sound clinical decisional making skills in their abilities to order and interpret diagnostic studies and to formulate patient management plans across the lifespan using current evidence-based medicine.

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 must demonstrate incremental competence in the 10 measured learning outcomes each semester to progress in the program, and for all 10 learning outcomes in summation for graduation requirements. This is evaluated at departmental assessment meetings each semester. 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 2023-2024

2023-2024 Clerkship Dates																																
Aug-23						Sep-23						Oct-23						Nov-23														
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	5						1	2	1	2	3	4	5	6	7				1	2	3	4					
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11					
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18					
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25					
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30							
Dec-23						Jan-24						Feb-24						Mar-24														
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		1	2	3	4	5	6					1	2	3						1	2					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23					
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30					
31																					31											
Apr-24						May-24						Jun-24						Jul-24														
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	5	6				1	2	3	4							1		1	2	3	4	5	6					
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13					
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20					
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27					
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31								
														30																		
Aug-24						RTC DATES																										
Su	Mo	Tu	We	Th	Fr	Sa	OCT RTC: 10/02/23-10/04/23 DEC RTC: 12/15/23 FEB RTC: 02/12/24-02/16/24 MAY RTC: 05/06/24-05/10/24 JUN RTC: 06/21/24-06/25/24 AUG RTC: 08/05/24-08/08/24																									
				1	2	3	Graduation CO2024** tentative																									
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: 08/21/23 - 09/29/23 (1A 08/21-09/08; 1B 09/11-09/29)
 - Clerkship 2: 10/05/23 - 11/10/23 (2A 10/05-10/20, 2B 10/23-11/10)
 - Clerkship 3: 11/13/23 - 12/14/23 (3A 11/13-11/24, 3B 11/27-12/14)
 - Clerkship 4: 01/02/24 - 02/09/24 (4A 01/02-01/19, 4B 01/22-02/09)
 - Clerkship 5: 02/19/24 - 03/29/24 (5A 02/19-03/08, 5B 03/11-03/29)
 - Clerkship 6: 04/01/24 - 05/03/24 (6A 04/01-04/19, 6B 04/22-05/03)
 - Clerkship 7: 05/13/24 - 06/20/24 (7A 05/13-05/31, 7B 06/03-06/20)
 - Clerkship 8: 06/26/24 - 08/02/24 (8A 06/26-07/12, 8B 07/15-08/02)
- RTC EVENTS**
- Winter Break: 12/16/23-01/01/23
- ***Calendar subject to change based on programmatic needs

End of Rotation Exam Dates
Clerkship 1: 10/03/23
Clerkship 2: 12/15/23
Clerkship 3: 12/15/23
Clerkship 4: 02/13/24
Clerkship 5: 05/07/24
Clerkship 6: 05/07/24
Clerkship 7: 08/06/24
Clerkship 8: 08/06/24

*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.

CLINICAL YEAR 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.

PA2 Clinical Phase- August to August				
<i>A Masters degree in Physician Assistant Studies requires successful completion of 30 credits of Clinicals, 6 credits of the Summative Course series and a 3 credit Capstone project.</i>				
Course	Sect.	Description	Weeks/Credits	Rot.
PHAS 7986	110	Internal Medicine	6 weeks (4 credits)	CORE
	120	Emergency Medicine	6 weeks (4 credits)	CORE
	140	Surgery	6 weeks (4 credits)	CORE
	150	Family Medicine (with Women's Health, Pediatrics, Behavioral Health)	6 weeks (4 credits)	CORE
	155	Family Medicine (with Women's Health, Pediatrics, Behavioral Health)	9 weeks (6 credits)	CORE
	136	Pediatric CORE	6 weeks (4 credits)	CORE
	133	Pediatric CORE	3 weeks (2 credits)	CORE
	236	Behavioral Health CORE	6 weeks (4 credits)	CORE
	233	Behavioral Health CORE	3 weeks (2 credits)	CORE
	336	Women's Health CORE	6 weeks (4 credits)	CORE
	333	Women's Health CORE	3 weeks (2 credits)	CORE
	106	Medical Elective A	6 weeks (4 credits)	ELECTIVE
	206	Medical Elective B	6 weeks (4 credits)	ELECTIVE
	306	Medical Elective C	6 weeks (4 credits)	ELECTIVE
	103	Medical Elective D	3 weeks (2 credits)	ELECTIVE
	203	Medical Elective E	3 weeks (2 credits)	ELECTIVE
303	Medical Elective F	3 weeks (2 credits)	ELECTIVE	
116	Surgical Elective A	6 weeks (4 credits)	ELECTIVE	
216	Surgical Elective B	6 weeks (4 credits)	ELECTIVE	
316	Surgical Elective C	6 weeks (4 credits)	ELECTIVE	
113	Surgical Elective D	3 weeks (2 credits)	ELECTIVE	
213	Surgical Elective E	3 weeks (2 credits)	ELECTIVE	
313	Surgical Elective F	3 weeks (2 credits)	ELECTIVE	
399	General Elective	3 weeks (2 credits)	ELECTIVE	
PHAS 7887	101	Summative Clinical Assessment (2cr per semester)	6 credits total	REQUIRED
PHAS 7997	101	Masters Capstone (occurs once during clinical year)	3 weeks (3 credits)	REQUIRED

*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): Supervised Clinical Practice Experiences (SCPEs)

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 case presentations based on actual patient encounters experienced during their clinical rotation as well as complete three comprehensive 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. 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 syllabus for the above courses' learning outcomes, instructional objectives and other specifics.

PHAS 7986 SCPE 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.

Midterm Preceptor Evaluation of the Student

For 6-week clerkships, the preceptor should complete an evaluation of the student at 3-weeks in Exxat. The student is responsible for making sure the preceptor has completed the evaluation.

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 Pediatrics). PAEA developed topic lists are provided on D2L to help guide studying and exam preparation. Students are encouraged to review didactic materials, recommended texts, 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 also 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. Due to the unique nature of each students individualized schedule in the Clinical year, the EORs for Behavioral Health, Pediatric Medicine and Women's Health will be assessed in the Summative Course, PHAS 7887, and thus will be administered to the entire cohort at a designated Return to Campus Day.

To be successful with these examinations' students must use non-clerkship time to review the provided topic list for each medicine area 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, instructional objectives 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 it on 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** –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**
- **Provided emergent care**
- **Provided acute care**
- **Provided chronic care**
- **Provided preventive 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 caseload into Exxat**. Based on the last three years of cohort data on SCPEs, MUPA encourages students meet the following number of cases per week into Exxat:

30 patients/week for:

Internal Medicine
Emergency Medicine
Family Medicine
Medicine Electives

20 patients/week for:

General Surgery
Surgery Electives
Pediatrics
Women's Health
Behavioral Health

Each student's progress will be reviewed regularly. Logging must be completed weekly and will case logs will be tabulated each **Monday morning**.

The following are special circumstances:

- Low Volume Rotation: Any student who is in a low volume rotation (i.e. ICU, CV surgery, etc.) is expected to email ExxatMUPA@marquette.edu within the first week of their SCPE to report the typical patient census.
- Any student who has a justifiable reason for not meeting the 20 or 30 patient minimum, i.e. sick day, clinic closed, etc., should also email ExxatMUPA@marquette.edu prior to the following Monday, indicating the reason for not meeting the minimum.

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 **technical-based** and **encounter-based** skills must be completed by the end of the clinical year. **Competencies may be completed in any rotation** and students are responsible for seeking out opportunities to ensure completion of these competencies at their individual clinical rotations. If a student does not feel as though they will have the ability to complete the required skills based on their unique and individualized clinical clerkship schedule, they need to reach out to their clinical advisor to discuss possible alternative experiences or participation in a gap lab at return to campus events. All competencies **must be recorded as assisted or performed**, observed will not fulfill the requirement for graduation.

CLINICAL YEAR SKILLS

The following are all the required technical-based skills for the clinical year:

Technical-Based Skills						
EM	Surgery	Family Medicine	Internal Medicine	Pediatrics	Women's Health	Behavioral Health
Assist or perform rapid swab testing (COVID, strep, etc.)	Assist or perform wound evaluation and management	Provide education and counseling on adult immunizations	Assist or perform IV/IM/ Subcutaneous Injections	Assist or perform infant exam	Assist or perform pelvic exam	Provide mental health counseling
Assist or perform IV insertion	Assist or perform IV insertion	Provide education and counseling on child immunizations	Interpret x-rays (abdominal/ chest/extremity)	Plot and interpret growth percentile charts	Assist or perform breast exam	
Assist or perform suture/staple closure	Assist or perform suture/staple closure	Provide counseling on fall prevention		Provide education and counseling on child immunizations	Assist or perform prenatal exam	
Interpret x-rays (abdominal/ chest/ extremity)	Assist or perform foley catheter placement	Provide counseling on blood pressure monitoring and evaluation		Rapid swab testing (COVID, strep, etc.)	Assist or perform fetal heart tone auscultation	
Assist or perform splint application	Utilize techniques to maintain a sterile field in the OR	Assist or perform digital rectal exam			Assist or perform fundal height measurement	
Assist or perform incision & drainage	Utilize surgical instruments in the OR	Provide health maintenance counseling (i.e., cancer screening, diabetes screening, lipid management)				
Assist or perform digital rectal exam	Interpret abdominal x-ray	Assist or perform male GU exam				

The following are all the required encounter-based competencies for the clinical year:

Clinical Encounter-Based Skills						
EM	Surgery	Family Medicine	Internal Medicine	Pediatrics	Women's Health	Behavioral Health
<i>Evaluate, manage, and document an adult acute problem-focused encounter</i>	<i>Perform and document pre-operative encounter</i>	<i>Evaluate, manage, and document an adult acute problem-focused encounter</i>	<i>Evaluate, manage, and document an adult acute problem-focused encounter</i>	<i>Perform and document pediatric wellness /preventative care encounter</i>	<i>Evaluate, manage, and document an acute women's health encounter</i>	<i>Evaluate, manage, and document a psychiatric encounter</i>
<i>Evaluate, manage, and document an adult emergent encounter</i>	<i>Perform and document post-operative encounter</i>	<i>Perform and document adult preventative care encounter</i>	<i>Evaluate, manage, and document a psychiatric encounter</i>	<i>Evaluate, manage, and document an acute pediatric problem-focused encounter</i>	<i>Evaluate, manage, and document a chronic women's health encounter</i>	
<i>Evaluate, manage, and document an acute women's health encounter</i>		<i>Evaluate, manage, and document a chronic disease follow-up encounter</i>		<i>**Experiences can also be found in EM and FM</i>	<i>**Experiences can also be found in EM and FM</i>	<i>**Experiences can also be found in EM, FM and IM</i>
<i>Evaluate, manage, and document a chronic women's health encounter</i>		<i>Perform and document pediatric wellness/ preventative care encounter</i>				
<i>Evaluate, manage, and document a psychiatric encounter</i>		<i>Evaluate, manage, and document an acute pediatric problem-focused encounter</i>				
<i>Evaluate, manage, and document an acute pediatric problem-focused encounter</i>		<i>Evaluate, manage, and document an acute women's health encounter</i>				
		<i>Evaluate, manage, and document a chronic women's health encounter</i>				
		<i>Evaluate, manage, and document a psychiatric encounter</i>				

Professionalism

Successful completion of the professionalism in PHAS 7986 requires that students do the following:

1. Keep their health-related clinical requirements as noted on Castle Branch, up to date.
2. Complete their rotation onboarding requirements as listed in Exxat in a timely fashion.
3. Communicate professionally with their Preceptor to review and complete their mid-rotation (if applicable) and end-of-rotation evaluations.
4. Complete the student Evaluation of Preceptor **within one week** of the rotation.
5. Abide by the attendance policy as outlined in the clinical year student handbook.

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 within one week of the conclusion of each rotation. Failure to do so, will result in deduction of the student PHAS 7986 professionalism grade for the clerkship. Feedback to Preceptor must be professionally worded and constructive in nature. If a student anticipates giving a low evaluation mark for a preceptor ≤ 2 (out of 5), they must reach out to clinical faculty during the rotation so an intervention and/or site visit can be done.

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 can also request a site visit at any point, which will be accommodated if possible.

PHAS 7986 SCPE Grading Breakdown

REQUIRED ROTATION:

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

OTHER AND ELECTIVE ROTATIONS:

2. Preceptor Evaluation: 70%
3. Exxat Logs and Assignments: 20%
4. Professionalism: 10%

PHAS 7887 SUMMATIVE COURSE EVALUATION AND GRADING

Return to Campus Items and Assessments per Semester

Fall

	PHAS 7887	PHAS 7986	PHAS 7997
August	<ul style="list-style-type: none"> PACKRAT #1 NONGRADED (8/28/2023 8am REMOTE) 		
October RTC	<ul style="list-style-type: none"> Clinical OSCE #1 	<ul style="list-style-type: none"> C1 EOR Exam 	<ul style="list-style-type: none"> C1 Capstone Presentations
December RTC		<ul style="list-style-type: none"> C2 & C3 EOR Exams 	
Semester	<ul style="list-style-type: none"> Clinical Note- Discharge Summary Goal Setting Submission/Reflection Uworld question completion Scope of Pain online course NIHSS online course Literary presentation 		

Spring

	PHAS 7887	PHAS 7986	PHAS 7997
February RTC	<ul style="list-style-type: none"> Clinical OSCE #2 Case Presentation #1 PACKRAT #2 (non-graded) 	<ul style="list-style-type: none"> C4 EOR Exam 	<ul style="list-style-type: none"> C2, C3, C4 Capstone Presentations
May RTC	<ul style="list-style-type: none"> Technical Skills Assessment MU PA Summative Exam (graded) 	<ul style="list-style-type: none"> C5 & C6 EOR Exams 	<ul style="list-style-type: none"> C5, C6 Capstone Presentations
Semester	<ul style="list-style-type: none"> Peds Well-Child Note NCCPA Exam #1 (non-graded) Goal Setting Uworld question completion 		

Summer

	PHAS 7887	PHAS 7986	PHAS 7997
June RTC	<ul style="list-style-type: none"> Summative OSCE PAEA End-of-curriculum Exam (graded) BH/Peds/WH EOR Exams (graded) 		
August RTC	<ul style="list-style-type: none"> Case Presentation #2 	<ul style="list-style-type: none"> C7 & C8 EOR exams 	<ul style="list-style-type: none"> C7 & C8 Capstone Presentations
Semester	<ul style="list-style-type: none"> Uworld question completion 		

Goal Setting

During the Fall Return to Campus, students will participate in a Goal Setting workshop, where they will select 1 clerkship each term (Fall, Spring, Summer) to complete a Goal Setting Exercise. The exercise will consist of goal development, peer review, goal monitoring while on clerkship, and completed with a reflection paper. The clinical education team will review these components to ensure learning and professional growth of the student through the clinical year. Given the longitudinal progression of this activity, it will be assessed in the Summative Course. Activity requirements and grading rubric will be posted in D2L under PHAS 7887.

Case Presentations

During the Spring and Summer Return to Campuses, students will demonstrate their clinical acumen and public speaking skills by developing and delivering two clinical case presentations. Each will contain an Evidence-Based Medicine component, citing primary articles related to the case, while the final case presentation will also include a Public Health component.

PA Clinical Knowledge Rating and Assessment Tool (PACKRAT)

All students will take TWO PACKRAT examinations during the clinical year. These will be ungraded assignments but are critical for the student to gauge their current level of clinical knowledge and test-taking endurance. 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.

End-of-Curriculum Exam

All students will take an End of Curriculum Exams within four months of graduation during the clinical year. It is a 300-question exam, delivered in vignette format, and will be a graded assessment in the Summer Semester. Per the PAEA, the purpose of this exam is to “assess a PA student’s general medical knowledge” as well as their “capacity for problem-solving and critical thinking.” The exam has a blueprint, topic list, and objectives that are available for student review: <https://paeaonline.org/assessment/end-of-curriculum/content>

Professionalism

Students and faculty must have a professional and respectful relationship with each other. Faculty will evaluate student’s professionalism during the clinical year by way of student 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 students’ timeliness and communication.

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 [Program 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. Complete onboarding prior to the start of each rotation in a timely manner (start ~six weeks prior is recommended) and keep Castle Branch records up to date throughout the clinical year.
4. Contact the preceptor two weeks or 10 business days before the start of clerkship.
5. 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.
6. Report all unscheduled absences from rotation/site by email to the preceptor as well as the clinical team via email at MissedDaysMUPA@marquette.edu.
7. Maintain current personal healthcare insurance.
8. Students must log onto Exxat and enter patient encounters weekly.
9. Physician Assistant Student Tracking. See Exxat Policy.
10. Students must check eMarq email daily and respond within 48 hours.
11. 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 \$50 replacement fee for a lost nametag. Student must identify themselves at all times as a PA-S – by name badge, introduction of themselves, and by signature on notes and emails.
12. Comply with all clerkship's dress requirements. The Program requires white coats and name tags in all clinical situations.
13. 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.

14. 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.
15. Write prescriptions when directed to do so by the preceptor. The preceptor will review and sign all such prescriptions.
16. 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.
17. Confer immediately with the preceptor and the program if you become aware of any potential medical liability incident.
18. Be certain that all personal and financial obligations with individuals or institutions at the clinical preceptor site are satisfied prior to leaving.
19. Be respectful to the clerkship and follow rules and regulations of the hospital or other institutions in which they work.
20. Successfully complete the requirements of preceptor as outlined in this manual.
21. 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.
22. Contact Program ASAP regarding changes to student contact information (i.e. address, phone- including cell, e-mail, and official name change).
23. 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.
24. All required immunizations and titers must be current.
25. Must use eMarq accounts, not personal email addresses.
26. Must make up days of absence.
27. 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. Students may not get all their requested rotations.
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. Communicate with the preceptors at appropriate intervals regarding student progress as well as present status of the preceptor site.
7. Determine the final grades for each student.
8. Provide feedback to clerkship from the Student Evaluation Form.
9. Determine eligibility for graduation based on successful completion of clinical year courses.

SECTION IV: RESOURCE INFORMATION

MARQUETTE UNIVERSITY CAREER SERVICES

Career Services at Marquette University supports both undergraduate and graduate students through individual career counseling meetings, reference guides for resume and cover letter writing, as well as offering resources for diverse populations

[Cover Letter and Resume Resource Link](#)

[Diverse Populations and Affinity Groups Resources](#)

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.

WAPA Diversity Student Scholarship

A \$1,000 scholarship is available each year for a PA student attending a Wisconsin PA Program, who is a WAPA member, and a member of racial or ethnic groups that are traditionally underrepresented in the PA profession. This includes students who identify as Black, Indigenous, or a Person of Color, students who identify themselves as LGBTQ+, or students with disabilities who have overcome adversity to become a PA student. A one-page statement is required of the applicant, in addition to a reference letter from a faculty member of a Wisconsin PA Program.

Norine Friell Service Award

The Norine Friell Service Award is an award of \$1,000 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 local, state, or global community. A one-page statement is required of the applicant, in addition to a reference letter from a faculty member of a Wisconsin PA program.

Paul S Robinson Leadership Award

The Paul S. Robinson Award is an award of \$1,000 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, the PA profession, and/or a Wisconsin PA program. A one-page statement is required of the applicant, in addition to a reference letter from a faculty member of a Wisconsin PA program.

The Robert T. Cooney M.D. Scholarship (Awarded to Recent Graduates)

The Robert T. Cooney M.D. Scholarship is an award of \$1,000 to celebrate his life and commitment to the PA profession. Dr. Cooney practiced family medicine in Portage, WI. for five decades. A \$1,000 scholarship in memory of Dr. Cooney will be awarded to a Wisconsin PA student from a rural area who plans to practice in a rural community. A one-page statement is required of the applicant, in addition to a reference letter from a faculty member of a Wisconsin PA program.

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 denominations are distributed by the PA Foundation. For further information, [website link here](#).

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 one year in a health profession shortage area with a minimum service obligation of two years. For further information, [website link here](#).

PA SCHOLARSHIP INFORMATION

Jared Vangheem Marquette University Scholarship:

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:

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. (\$6,000* 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
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 \$550 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 180 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/graduation** (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 unless for remediation.**

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 you 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, ___ Surgery, ___ Beh. Health ___ WH, ___ Peds
___ 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 |
| <input type="checkbox"/> Incidental Finding (Lab) | | |

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 |
| <input type="checkbox"/> 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
- Educational Specialist
- 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: mupaclinical@marquette.edu

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 (see-through or lace shirts/clothing, spaghetti straps, visible cleavage, short skirt/shorts, tight-fitting tops, or skin showing between the shirt and pants).
- Hats/scarves unless worn for religious purposes.
- Facial, including tongue piercings, unless small piercing for religious/cultural purposes.
- Clothes/tattoos displaying inappropriate language or graphics.
- Clothes displaying support of any political group, movement or views, or jargon that associates the student with support of any such group.
- Low-riding pants that potentially show my underwear or skin in the midriff area.
- Bare feet.

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 not solicit aid or provide aid for in-person or online exams and assessments including AI generated responses. I will report anyone I see or hear of cheating on a test, OSCE, lab, or an assignment. I will not share information about examinations with peers or undergraduates. I will abide by the attached test-taking guidelines for D2L and Respondus. Please see the [HESP Bulletin](#) for the process in the event of a violation.

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

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 August 18, 2023**.

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 August 18, 2023**

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 August 18, 2023**

Clinical Year PA Student - Printed

Clinical Year PA Student - Signature

Date

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 August 18, 2023**

Clinical Year PA Student - Printed

Clinical Year PA Student - Signature

Date

MARQUETTE UNIVERSITY IMMUNIZATIONS/HEALTH MAINTENANCE POLICY

All students MUST be up to date with all immunizations and health maintenance requirements.

Failure to comply will result in the inability to begin the program or participate in the experiential learning components of the program which start in the didactic year. If unable to participate, students will receive an incomplete in the class and be unable to progress in the program, and thus will be dismissed. Students must keep up to date on annual requirements to continue in the program and for the clerkship experiences in the clinical year. Failure to keep up to date may delay graduation or result in dismissal from the program. Please note, some immunization requirements change, and the program will provide timely updates of the necessary requirements.

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

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. All documentation should be uploaded to CastleBranch. More instructions regarding CastleBranch will be provided.

1. Titer Requirements:
 - Hepatitis B
 - Varicella* (If applicable – see Varivax below)
 - MMR* (If applicable – see MMR below)

2. Immunization Requirements

COVID-19	<ul style="list-style-type: none"> ▪ MUST be fully vaccinated ▪ MUST be compliant with CDC recommendations for annual booster
Adult Tdap	<ul style="list-style-type: none"> ▪ MUST have received 1 dose of Tdap in adult life. <p>If Tdap not previously received as an adult – must obtain Tdap, regardless of date of last Td booster. Thereafter, Td every 10 years.</p>
Td	IF Adult Tdap \geq 10 years ago
Polio Series	Complete series
Measles, Mumps, Rubella Series (MMR)	<p>Immunization record must show: 2 doses of Measles, Mumps, Rubella (MMR) vaccinations after 1 year of age, given at least 1 month apart.</p> <ul style="list-style-type: none"> ▪ 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	Two (2) doses required
Hepatitis B Series	<ul style="list-style-type: none"> ▪ Childhood series and positive titer ▪ IF negative titer, repeat three (3) dose series or Heplisav (2) dose series, and a repeat titer.
Varivax	<ul style="list-style-type: none"> ▪ 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.

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	<p>Students are required to have a TB test ANNUALLY</p> <ul style="list-style-type: none"> ▪ 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 uploaded to CastleBranch.
Annual Physical Examination	<p>A Required Annual Physical Screening Form must be completed, signed by a health care provider, and uploaded to CastleBranch by the published due dates.</p>
Annual Influenza Vaccination	<p>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.)</p>

4. 10 Panel Drug Screen
5. Required prior to the start of clinical year rotations, students do not need prior to matriculation.

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.

IMMUNIZATIONS AND HEALTH MAINTENANCE POLICY STUDENT ACKNOWLEDGEMENT

I understand my acceptance to the Marquette Physician Assistant Studies Program is contingent upon my full compliance with the above health and immunization requirements. I will create a CastleBranch account to upload my documentation of proof of immunizations and health screening.

Name (Printed)

Date

Signature

Date

Please submit to the front office by **Friday August 18th, 2023**.

Marquette University Physician Assistant Program Technical Standards

Purpose

Delineation of technical standards is required for the accreditation of U.S. physician assistant programs by the Accreditation Review Commission on Education for Physician Assistants (ARC-PA).

Overview

Physician assistants (PAs) are academically and clinically prepared to practice medicine on collaborative medical teams. The collaborative medical team is fundamental to the physician assistant (PA) profession and enhances the delivery of high-quality health care. Within the collaborative medical team, PAs are medical professionals who diagnose illness, develop and manage treatment plans, prescribe medications, and may serve as a patient's principal healthcare provider. PA education requires thousands of hours of general medical training, emphasizing versatility and collaboration. PAs practice in every state and every medical setting and specialty, improving healthcare access and quality.

Practicing medicine as a PA requires intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills, and the capacity to respond to emergencies quickly and calmly. Essential attributes of the graduate PA include an attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient's welfare.

The essential abilities and characteristics embodied in these technical standards require Marquette PA applicants and students to possess specific necessary physical and cognitive abilities and sufficient mental and emotional stability. Doing so assures that candidates for admission, promotion, and graduation can complete the entire course of study and fully participate in all aspects of medical training. Marquette University PA program intends for its graduates to become medically competent and compassionate PAs capable of entering clinical practice and meeting all medical licensure requirements.

Nothing in these technical standards is meant to deter the application or participation of any student who might be able to complete the requirements of the PA curriculum with reasonable accommodations. Per Marquette policies, which, in turn, embody applicable federal, state, and local laws, the Marquette PA program does not discriminate in admissions or educational programs against any individual based on his/her disability. No otherwise qualified individual with a disability will be excluded from admission. However, the use of an intermediary that would, in effect, require a student to rely on another individual's power of observation and/or communication is not considered a reasonable accommodation.

ETHICAL AND LEGAL STANDARDS

Students must meet the highest standards of ethical and moral behavior. Applicants and current students must meet the legal standards to be licensed to practice medicine in the U.S., the State of Wisconsin, and the Marquette University Physician Assistant Program's standards. Upon application to Centralized Application System for Physician Assistant (CASPA), candidates for admission must disclose and provide a written explanation to the Marquette University PA program of any felony offense(s), misdemeanor offense(s), and institutional action(s) taken against them before matriculation. This disclosure is required of all charges and convictions, including expunged and diverted offenses.

Institutional actions include, but are not limited to, Title IX or Title VII violations, and all disciplinary actions. Further, after matriculation, students enrolled in the Marquette PA program must immediately notify the program chair of any arrest, charge, conviction, or institutional investigation or action occurring thereafter. A felony conviction or failure to disclose prior or new offenses may lead to disciplinary action, including dismissal.

ESSENTIAL SKILLS

COMMUNICATION

Students must communicate effectively, in English, in multiple formats, including verbal, written, reading, and electronic, to understand and complete the curriculum. Students must use effective verbal and nonverbal communication when interacting professionally and during patient care. Students must be able to receive and understand information and ideas as well as express and exchange ideas. Relevant skills include the ability to acquire a medical history promptly; interpret non-verbal information; establish a therapeutic rapport with patients; record information accurately and clearly in medical records; and communicate effectively and efficiently with other health care professionals.

BEHAVIORAL, EMOTIONAL, AND SOCIAL ATTRIBUTES

Students must possess specific emotional attributes such as compassion, empathy, integrity, interpersonal skills, and self-motivation / regulation. These attributes are necessary qualities to develop into effective and caring physician assistants. Students must also be aware of their beliefs and biases that can affect personal, professional, and patient relationships. Students must have the willingness to work towards cultural competency. In addition, students must have self-awareness of their limitations and a desire to address these limitations. Notably, students must demonstrate a commitment to lifelong learning through study and self-assessment as a core aspect of providing quality care during their career as a PA. Throughout the student process, from admission onward, students must display truthfulness, strong interpersonal skills, and respectful behaviors towards all individuals. The PA students must be able to tolerate physically and mentally taxing workloads, effectively carry out responsibilities, and function effectively under stress in academic and clinical environments.

COGNITIVE, INTELLECTUAL-CONCEPTUAL, INTEGRATIVE, AND QUANTITATIVE ABILITIES

Students must be able to demonstrate academic maturity and be able to comprehend, interpret, and synthesize, and apply technically detailed and complex medical knowledge from formal lectures, small group problem-based and active learning environments, and individual study of the medical literature. Students must be able to measure, calculate, reason, analyze, synthesize, and apply information across modalities, appreciate three-dimensional spatial relationships, and think critically to learn to effectively diagnose and treat patients as an integral part of a health professions team.

Students must meet the required physical and mental essential abilities in the areas of observation and motor function.

OBSERVATION

Observation requires the functional use of visual, auditory, and somatic sensations (i.e., touch, pressure, pain, motion, temperature).

Students must be able to observe and actively participate in didactic and clinical environments, including demonstrations and experiments in the basic sciences; visual and oral presentations in

lectures and labs; laboratory diagnostic and microbiologic testing, technical skills-based training; simulations; patient encounters both at a distance and close at hand.

Students must be able to perceive essential structures and signs of disease as presented in the basic science / clinical courses and clinical rotations. PA students must also be able to assess and distinguish normal from abnormal physical examination findings.

MOTOR FUNCTION AND COORDINATION

Students must be able to demonstrate sufficient motor function and coordination that require both gross and fine motor movements, equilibrium, and functional use of tactile, visual, and auditory senses. Students must be able to obtain information from patients by palpation, percussion, auscultation, or other diagnostic maneuvers; document information elicited from patients in written histories and clinical notes; perform fundamental laboratory tests such as urinalysis, wet mounts, fecal occult blood testing, and other rapid diagnostic testing; execute motor movements required to provide general care and emergency treatment for patients including cardiopulmonary resuscitation, application of pressure to bleeding wounds, suturing, insertion of intravenous catheters, splinting of fractures, injections, urinary catheters, lumbar puncture, endotracheal intubation, removal of foreign bodies and abscess drainage; attend and participate in all classes, groups and activities requiring a motor component including anatomic dissections; read and write to record, interpret or complete lecture presentations, textbooks, ECGs, diagnostic imaging, case presentations, and Capstone papers; complete timed demonstrations of skills and competencies by Objective Structured Examination (OSCEs) or technical assessments; provide patient care within a reasonable time period appropriate to the patient care setting; competently function in outpatient, inpatient, surgical and other procedural venues with reasonable independence or as an assistant for surgeons, specialists and generalists as needed; participate in on-call responsibilities; and possess sufficient stamina to endure demanding physical and mental workloads.

ACCOMMODATIONS

The faculty and administration of MU PA believe that a diverse student body enhances the educational opportunities for all students and is beneficial to the profession at large. Students with an existing or newly diagnosed disability who wish to establish accommodations must contact the Office of Disability Services (ODS) at ODS@marquette.edu. Candidates may seek to document a disability and request reasonable accommodation at any time before or after matriculation. Candidates must follow the procedures of the ODS to document the existence and nature of the disability. Marquette ODS and PA will engage in an interactive process with the student to determine the necessity and reasonableness of the requested accommodation. Students may voluntarily share disability information with the program to best identify a reasonable accommodation. Once the need for and availability of a reasonable accommodation has been established, the ODS and the student will engage in an interactive process to determine the reasonableness of the requested accommodation. Some standard accommodations are communicated to faculty through an accommodation letter; non-standard or uniquely applied accommodations may require additional coordination, and will be specified in written communication between ODS, the student, and appropriate program administrators. It is the student's responsibility to request clarification of, or adjustments to, the accommodations they have been granted.

If a student in the Marquette Physician Assistant Program is approved for the use of a reasonable accommodation and they decline to utilize it or have exhausted the exploration of reasonable accommodations and subsequently experiences academic difficulty, the candidate will be treated as

any other candidate who experiences academic difficulty.

In general, candidates should establish the existence of a disability prior to the onset of academic problems. The accommodations process is not retroactive. If a candidate comes forward after failing a course(s) and maintains that the reason for the failure was a disability not previously claimed, Marquette University may consider the information, as appropriate, in making its decision regarding remediation, if any must be made. It is in the student's best interest to explore necessary accommodations in a timely manner so that any barriers to access may be addressed prior to any difficulties being realized.

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 existence of a disability will be restricted to Marquette University administrators with a 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. If a disability-related need for accommodations exists in the clinical environment, the student will need to approach the program faculty well before clinical rotations, allowing time for discussion with clinical partners to identify what reasonable accommodations can be applied, and what limitations to reasonable accommodations may exist.

The Marquette PA program is extremely rigorous and fast-paced. Accommodations that may have been appropriate in an undergraduate program may no longer be appropriate in this program or its clinical components. There are limitations to what accommodations can be approved, taking into consideration the essential elements of the program itself, reasonableness of the requested accommodations and the fundamentals of clinical practice. Students who need accommodations to meet the technical and academic standards of the program are responsible for engaging in the interactive accommodations process.

I have received the MU PA Technical Standards and understand what's required of me for success in the PA program. I have had the opportunity to address any questions with PA Program Leadership or Marquette University. Signature of the handbook implies acceptance.

Signature

Date

Please submit to the front office by **Friday August 18th, 2023.**

TO: PA 2 Students, Class of 2024
FROM: Mary Jo Wiemiller, PA-C,
MS
Chair, Department of Physician Assistant Studies
RE: Clinical Handbook

Please carefully review the Clinical Handbook for the PA Program. It is yours to keep for reference. Sign the form below, and the MUPA Honor Code, and return it to the office for your file by **Friday, August 18th, 2023.**

I have reviewed the Clinical 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 Program 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: _____