	<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b> <b>Department of Physician Assistant</b>	<i>Policy Number</i>	PHAS - 007
		<i>Effective Date</i>	08/01/2022
<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b>	<b>Supervised Clinical Practice Experience Site Acquisition Policy (A3.03)</b>		

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**I. PURPOSE**

To establish the process of clinical site acquisition for supervised clinical practice experiences for physician assistant students.

To establish the practice that physician assistant students are not required to provide or solicit clinical site locations or clinical preceptors for the Howard University Physician Assistant Program.

**II. POLICY**

It is the practice and procedure of the Howard University Physician Assistant Department to evaluate and secure supervised clinical practice experience (SCPE) preceptors and clinical sites through the institution approved process for clinical site acquisition.


The program assumes the responsibility of identifying and acquiring clinical site placements for matriculating physician assistant students.

*\*\*Students with exemptions for COVID-19 vaccination and/or booster, should be aware this could jeopardize the program's ability to find clinical placements and jeopardize program completion successfully and safely. This may also impede future employment after matriculation from the program, in which the university is not liable. \*\**

All approved clinical sites are required to have current and fully executed clinical affiliation agreement between the clinical site and Howard University, approved by Howard University General Counsel.

**III. DEFINITIONS**


N/A

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#### **IV. PROCEDURES**

##### **New Clinical Sites**

1. The Clinical Education Coordinator or administrative assistant contacts the prospective preceptor. Preceptors are identified by program faculty or staff. Students may request a clinical preceptor or site; however, students are not required to provide or solicit their own clinical preceptors/sites.
  - a. Students may submit a SCPE request form to the Clinical Education Coordinator for review. The submission of a request form is not permission or an approval for the requested clinical site or preceptor.
2. Prospective preceptors fill out the **Clinical Site Profile Form**, which provides information about the clinical learning environment, including location, physical space and facilities, staffing, prior precepting experience, and patient volume and demographics. The preceptor also provides information about licensure, residency training (if applicable) credentials, board certification and experience in specialty.
3. The Clinical Education Coordinator reviews the **Clinical Site Profile Form**, verifies the prospective preceptor's licensure and board certification status, and reviews for any sanctions/actions or malpractice history via state medical board website. The Clinical Education Coordinator may contact the prospective preceptor for additional information, if necessary.
4. During the initial recruitment of all clinical site and preceptors, the Clinical Education Coordinator or member of the principal faculty visits the site, conducts an in-person meeting with the preceptor and completes the site visit/preceptor profile form. For distant sites, this is accomplished via virtual meeting(s). Follow-up site visits occur throughout the clinical year when faculty performs visits to assess the student assigned to the site.
5. Once approved by the Clinical Education Coordinator, an institution clinical site affiliation agreement is generated for signature of all required parties for execution. All clinical site affiliation agreements require signature from the Office of General Counsel for execution and completion.
6. Approved clinical preceptors are provided with the Howard University Physician Assistant Preceptor Handbook, which outlines program policies and expectations, clinical year calendar, institution liability insurance certificate, student learning outcomes, and the methods and instruments for student evaluation.

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7. The clinical preceptor is provided the current course syllabi specific for the supervised clinical practice experience.

**Established Clinical Sites**

1. Students will receive on-site or virtual clinical evaluation visits throughout the clinical year by the Clinical Education Coordinator or designated program faculty.
  - a. The purposes of site visits are:
    - i. Evaluation of student performance and adjustment to clinical practice.
    - ii. Evaluation of the clinical site and preceptor and the meeting of program learning outcomes and expectations.
    - iii. Maintain the program relationship with the preceptor and to provide preceptor feedback as needed.
2. Preceptors will evaluate student clinical performance. Students will complete evaluations of their clinical rotation site experience and preceptors at the conclusion of each rotation.
3. Students return to campus at the completion of every clinical rotation for end of rotation activities, which provide an additional measure of the ability of clinical sites and preceptors to meet expectations for learning outcomes.

**V. APPROVAL**

<b>Electronic Signature(s)</b>	<b>Position/Title</b>	<b>Date</b>
<i>Dionne M. Soares, MPAS, PAC</i>	<b>Chairperson/Program Director</b>	