	Howard University College of Nursing and Allied Health Sciences Department of Physician Assistant	<i>Policy Number</i>	PHAS - 007
		<i>Effective Date</i>	08/01/2022
		<i>Revision Date</i>	10/26/22
Howard University College of Nursing and Allied Health Sciences	Supervised Clinical Practice Experience Site Acquisition Policy (A3.03)		

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

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 Office of General Counsel.


III. DEFINITIONS

N/A


IV. PROCEDURES

New Clinical Sites

1. Prior to contacting any potential clinical preceptor, the Clinical Education Coordinator or administrative assistant will verify the current board certification, current state licensure for the provider and reviews for any sanctions/actions or malpractice history via state medical board website.

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2. Once verified, 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.
3. 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. This form is reviewed by the Clinical Education Coordinator.
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 clinical safety checklist to ensure student access and safety while at the facility.
 - a. For distant sites, this may be 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 scheduled for a preceptor orientation (in-person or virtual) with the Clinical Education Coordinator, 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.
7. The clinical preceptor is provided the current course syllabus specific for the supervised clinical practice experience.

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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.

***COVID Vaccine Policy Statement for Students at Howard | Howard University**

Howard University will require all students who are in person to be fully vaccinated (two or more weeks have passed since receipt of the second dose in a two-dose series or since receipt of one dose of a single-dose vaccine) against COVID-19 prior to being on campus. This policy went into effect on August 1, 2021. There is only one exception for students to come to campus if they have not been fully vaccinated, and that is to receive a vaccine.

- Please note that while students with approved medical or religious exemptions for the COVID vaccination requirement will be allowed to attend classes on campus (following appropriate safety protocols), they will **NOT** be permitted to live in on-campus housing.

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In the event of a documented (University approved) exemption, the PA program will not require the COVID-19 vaccine. However, the program is required to adhere to all clinical site policies, rules, and regulations.

Policies of clinical affiliate sites continually change, and sites may require students to have the COVID-19 vaccine to attend the clinical rotation.

The program may not be able to assign students who have not received the COVID-19 vaccine to clinical sites. This may result in a delay of program completion and incur additional tuition and fees.