



RED ROCKS
COMMUNITY COLLEGE
PHYSICIAN ASSISTANT PROGRAM

**PHYSICIAN ASSISTANT
PROGRAM MANUAL
2011-2012**

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INTRODUCTION

The Physician Assistant Program manual is a resource to guide Physician Assistant (PA) students and preceptors through the didactic and clinical components of the Program. The manual contains specific policies and procedures pertinent to the Program. In addition to the policies and procedures of the Red Rocks Community College Student Handbook, the nature of Physician Assistant education requires that PA students be governed by additional policies and procedures that may not be applicable to non-PA students. After reading this manual thoroughly, each student will sign the Physician Assistant Student Contract in the appendix to be filed in each student's official record.

PROGRAM MISSION, VALUES AND GOALS

Mission

The mission of the Red Rocks Community College Physician Assistant Program is to train clinically competent and compassionate PAs to provide primary care to the medically underserved.

Values

- The program values competency leading to quality patient care
- The program values compassion as the appropriate approach to all people
- The program values service to humanity
- The program values creative and innovative teaching methods that promote the mission of the program

Goals

The program will achieve its mission by accomplishing the following goals:

1. The Competent Physician Assistant

- The Program will provide a high quality curriculum that addresses all ARC-PA accreditation standards for curriculum content, PANCE Blueprint curriculum content and current, and evidence based guidelines for quality care.
- The Program will assess student competency through formative and summative evaluations in order to ensure successful completion of the program, successful PANCE performance, and successful entry into the PA profession.
- The Program will monitor the satisfaction of graduate employers and will modify the program appropriately to maintain high employer satisfaction.
- The Program will encourage lifelong learning that promotes quality care.

2. The Compassionate Physician Assistant

- The Program will provide policies and curriculum content that identify, develop and reinforce compassion in applicants, students, and graduates.
- The Program will monitor and promote professional behaviors during didactic and clinical years.
- The Program will emphasize patient-centered care.

3. The Primary Care Physician Assistant

- The Program will provide curriculum content and clinical experiences emphasizing primary care.
- The Program will provide curriculum content and clinical experiences across the lifespan.
- The Program will encourage graduates to practice in primary care.

4. The Serving Physician Assistant

- The Program will provide curriculum content and clinical experiences that address the care of underserved and special populations.
- The Program will encourage participation in community service through faculty mentorship and example.

PHYSICIAN ASSISTANT PROGRAM OFFICES

The Red Rocks Community College Physician Assistant Program offices are located in room 1535. The address is Campus Box 38, 13300 West 6th Avenue, Lakewood, CO 80228-1255, telephone (303) 914-6386, fax (303) 914-6806. In order to protect confidentiality and ensure efficient operation of the Program, the following office policies are in effect:

1. Unscheduled time in the offices should be kept to a minimum.
2. Students must respect the confidentiality of letters, forms, and other materials located in the PA Program offices and are prohibited from accessing any of these items.
3. Office telephones should not be used for personal calls.
4. The majority of faculty members have an “open-door” policy for student meetings, but an appointment is preferable.

REGISTRATION

All official transcripts, health forms, immunization records, verification of health insurance, completed background check, and verification of current certification in cardiopulmonary resuscitation (CPR) must be submitted to the Program no later than the end of the first day of orientation to the Program.

Acceptable CPR certification includes either a “Professional Rescuer CPR/AED” card from the American Red Cross or a “BLS for Healthcare Providers” card from the American Heart Association.

CRIMINAL BACKGROUND CHECKS

A background investigation will be performed on all applicants accepted into the Program. Clinical clerkship sites used by the PA Program require a background check prior to student placement. The site may disqualify a student from participation based on the results of the background investigation and the site’s specific policies.

Each accepted applicant must release the background investigation results to Red Rocks Community College Human Resources Department and to the PA Program. Prospective students who refuse to comply with the background investigation will not be allowed to matriculate into the Red Rocks Community College PA Program.

An applicant may be disqualified from the RRCC PA Program based on the following guidelines:

- Any conviction for a felony criminal offense
- Any conviction for a criminal offense, regardless of its designation, which involved a crime of moral turpitude (prostitution, public lewdness/exposure, etc.)
- Any conviction for a crime against a child

Any applicant who believes that the background investigation is inaccurate may request further review.

TECHNICAL STANDARDS

The following technical standards have been formally adopted by the Program and apply to all candidates for admission and students throughout their enrollment in the Program:

1. Students must be able to observe lectures, demonstrations, experiments, computer-assisted instruction, and waveform readings, and must be able to use vision, hearing, and somatic senses to accurately observe patients both near and at a distance.
2. Students must communicate effectively with faculty members, patients, preceptors, and other members of the health care team. Students must be able to communicate accurately and clearly in spoken and written formats, and must be able to use speech, hearing, reading, and writing to effectively elicit patient histories, record data, and interpret data related to patient care.
3. Students must have sufficient motor and tactile skills to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Students must be physically able to perform standard patient care activities, including but not limited to the suturing of skin and other tissues, the performance of lumbar punctures, and performance of retraction and instrument usage necessary to assist the primary surgeon during surgical operations.

4. Students must have sufficient intellectual, conceptual, reasoning, and problem-solving abilities to assimilate and integrate historical information, physical findings, diagnostic test results, and other patient-related data to form a diagnostic impression and a therapeutic plan for patients.
5. Students must have the capacity and willingness to develop sound clinical and personal judgment, mature professional relationships, and the ability to tolerate physically and emotionally stressful situations and circumstances. Students must have and maintain a sufficient degree of physical and mental health to provide effective, compassionate, and safe health care, and must be able to respond appropriately and effectively in emergency situations.
6. Students must have the capacity and willingness to recognize limitations of their skills, legal authority and authorization, and must be willing to seek appropriate supervision and direction.
7. Students must develop and demonstrate ethical behaviors with respect to faculty, staff, co-workers, preceptors, patients, the families of patients, and other stakeholders in health care training and delivery.

DISABILITY SERVICES

Red Rocks Community College, in compliance with federal guidelines, is committed to equal educational opportunity by assuring otherwise qualified students with disabilities equal access to RRCC programs and activities that are provided to students without disabilities. An otherwise qualified person with a disability is a student who meets the academic and technical standards required for admission or participation in all educational programs and activities.

To ensure the provision of reasonable and appropriate accommodations and services at Red Rocks, students with disabilities must identify themselves in a timely manner to the Office of Disability Services (ODS), Room 1182, Learning and Resource Center, 303-914-6733., in order to be eligible for the requested accommodation(s). Current and comprehensive documentation must be on file with the office prior to approval of the accommodation. An Accommodation Certificate will be presented, if deemed necessary, following the evaluation with ODS.

It is strongly encouraged that students self-disclose their disabilities at the beginning of their academic experience because accommodations are not retroactive.

To request accommodations, contact the Office of Disability Services Director, Jacquie Stanton at 303.914.6731 V/TDD or email jacquelyn.stanton@rrcc.edu. The Office of Disability Services located in the Learning and Resource Center (LARC) in Room 1185.

The Program will provide accommodations for qualified students with disabilities following the presentation of an Accommodation Certificate to the instructor of record for each course for each semester.

REQUIRED EQUIPMENT

Each PA student should own, at minimum, the following equipment as soon as possible after matriculation into the Program:

1. A high-quality stethoscope, (i.e. Littman, Classic or Cardiology)
2. A reflex hammer
3. A tape measure or clinical ruler
4. An oto-ophthalmoscope with insufflation bulb (i.e. Welch-Allyn with rechargeable battery)
5. A sphygmomanometer
6. Tuning forks – 512 and 256
7. Pen light

Each student will make use of universal precautions and personal protective equipment (gloves, gown, protective eyewear, etc.) during every clinical contact. Training in universal precautions will be provided during orientation to the Program and again during orientation to the clinical year. A student who is uncertain about the proper use of such equipment should contact the activity coordinator for additional instruction prior to any further clinical experience or patient contact. Students should notify the activity advisor immediately if an off-campus service-learning or clinical site appears to have inadequate universal precaution policies, equipment or protocols.

Any student with a known latex allergy, or having symptoms consistent with latex allergy, should notify the Program immediately. It is advised to avoid any latex product and consult a qualified allergist for evaluation at the student's expense. Any student found to be latex allergic must determine whether to remain in the Program, acknowledging the risk of becoming ill even after reasonable precautions are taken and accommodations are made. If the student elects to continue his/her education in the Program, the student must realize that he/she assumes any responsibility and risk posed by the allergy.

PROGRAM SCHEDULE

The dates of semester courses and other learning experiences are posted in each individual course syllabus. If the general college calendar and the PA Program dates differ, the PA dates will take precedence. Vacation times for students are reflected in the syllabi. No other scheduled vacations or extended leaves are authorized without an approved leave of absence (see below).

PA students should expect to be present in academic activities approximately 40 hours per week, Monday through Friday, throughout the Program. For some courses and clerkships, it will be necessary to begin classes or rotations before 8:00 a.m. or continue later than 5:00 p.m. Required academic activities, clinical learning experiences and rotation days may also be scheduled on nights and/or weekends. In general, didactic curriculum follows more closely with the RRCC academic calendar while the clinical curriculum is independent of the RRCC academic calendar.

ATTENDANCE POLICY

Students are expected to be present and on time for all academic and clinical activities. Students who are habitually tardy for academic activities are subject to disciplinary action.

Students may request a leave of absence from the Program for exceptional circumstances. The request must be made in writing to the Chair of the Student Assessment Committee (SAC) or the

Program Director specifying the reason. The SAC may authorize a leave of up to one calendar year. Upon return to the Program, the student will resume didactic or clinical training in accordance with the policies, regulations, and requirements in effect at the time the student returns. Failure to return to an active status within one year will be considered a voluntary and permanent withdrawal from the Program. The provisions of the Red Rocks Community College Student Handbook and semester bulletins in effect at the time of the student's withdrawal will govern any eligibility for tuition refund.

A rare circumstance may make it necessary for the student to be absent from or leave early from an academic activity or rotation site. The Course Director or Clinical Coordinator must be notified in advance unless the circumstance is emergent and advance notification is impossible. Absence from an assigned academic activity or clinical rotation without justifiable cause or Program notification may be considered a serious violation of Program policy and may result in failing the activity/rotation.

In case of inclement weather, please observe the policies of the College or Institution. Students should make every effort to be present for academic activities and rotations. However, it is the policy of the Program that each student must make an individual decision regarding his/her own personal safety. Please refer to the individual course/clerkship syllabi for the specific attendance policy. The Program Director or Clinical Coordinator must be notified in the event of any absence.

HEALTH INSURANCE, IMMUNIZATIONS, AND HEALTH STATUS

INSURANCE

It is the responsibility and the requirement of all PA students to present proof of health care coverage at orientation and maintain this until graduation. The Student Life desk has information on companies offering student health insurance. International students needing insurance can obtain application forms from the Coordinator of International Student Services at (303) 914-6536.

IMMUNIZATIONS & HEALTH STATUS

The Program follows CDC guidelines for healthcare workers. Written proof of immunization is required for all PA students and must be presented to the PA Program at matriculation and maintained until graduation.

Each student must present a completed "Health Care Provider's Certification of Student's Health" to the PA Program at matriculation and again at the end of the first 12 months in the Program. This is to be performed at the student's expense.

If a student is found to have a condition that could endanger the health or well-being of patients, faculty, staff or other students, the Program Director will refer the student to an appropriate health consultant for a confidential review and evaluation. The health consultant will review the student's condition, obtain other referrals or consultations as necessary, and make a recommendation to the Program Director regarding whether the student is able to proceed with his/her training, with or without reasonable accommodation.

If the health consultant determines the student cannot safely proceed, the student may withdraw from the Program or may choose to appeal to the Red Rocks Community College Vice President of Student Services. Appeals must be made in writing and must be received by the Vice President of Student Services no later than 5 business days after the notification by the health consultant.

CONTACT INFORMATION

Students must have an RRCC e-mail address throughout enrollment. This will serve as the official method of communication from the Program. During the clinical year, students must keep the Clinical Coordinator advised of their current physical address, telephone number, and any other e-mail address. Students should check the RRCC e-mail preferably every day, but at least every other day and are responsible for knowing the content of all e-mails.

DIVERSITY

In compliance with the mission and objectives of the College, students will be expected to treat peers, faculty, staff, and all other individuals with respect. The Program will facilitate discussions designed to sensitize PA students to the preferences, needs, and beliefs of others.

PROFESSIONAL ATTIRE

PA students should be aware that guest lecturers from the medical community are frequently invited to campus by the Program and attire for these lectures should be professional. For on-campus academic activities requiring specific clothing (such as casting lab or anatomy lab), faculty members will specify the appropriate attire. Students should always dress professionally for all off-campus academic activities. RRCC prohibits dress that is generally considered indecent, fails to meet the safety or health standards of specific classes or that displays indecent or unacceptable language of an offensive nature.

All students must dress in a professional manner during all encounters with patients and other medical personnel. Accordingly, all students are expected to maintain the highest standard of personal grooming and hygiene. There should be no visible body piercing other than small ear rings. Other facial piercings including tongue piercings should be removed. Tattoos should be covered.

Students on clinical rotations should discuss appropriate attire with both the Clinical Coordinator and the preceptor. In the absence of a specific clinical need or preceptor preference, students are advised to dress in clean, neat clothes in the following manner:

Male students should wear a pressed dress shirt with a collar, pressed slacks, socks and shoes, and a short white lab coat with RRCC ID badge.

Female students should wear a pressed shirt or blouse, pressed slacks or skirt, and closed-shoes, and a short white lab coat with RRCC ID badge. Consider the examination techniques that may be most prevalent in the clinical setting and dress appropriately (short skirts, low-cut tops are not appropriate for any clinical setting).

The thigh, chest, or abdomen must not be visible during any examination maneuver.

Students may not wear any of the following items on any clinical rotation:

Denim jeans
Shorts or shorts-skirt combinations
Running shoes, sandals, or any open-toe shoes
Excessive jewelry
T-shirts or sweatshirts as an outer layer of clothing.

For the sake of patients who may have allergies or sensitivities, scented products, perfumes and colognes should be avoided. Males may wear appropriately trimmed facial hair. Fingernails should be clean and trimmed short.

STUDENT ASSESSMENT AND PROMOTION

Students enrolled in the Red Rocks Community College Physician Assistant Program must successfully complete all requirements to be awarded a certificate from Red Rocks Community College. Courses beginning with the prefix "PAP" will be assigned a letter grade or pass/fail as reflected in each course syllabus. Successful completion is defined as a grade of at least a "C" or a "pass" in all courses.

The Student Assessment Committee (SAC) meets regularly to evaluate the performance and progress of each individual student.

In its review of an individual PA student's progress, the SAC will consider the following criteria:

1. The grades earned by the student in each academic activity.
2. Reports from assigned academic advisors and other appropriate persons regarding the academic, clinical, ethical, and social performance and professional behaviors of the student.
3. The student's compliance with the requirements of this manual.
4. The student's standing with the Red Rocks Community College Business Office.
5. The student's disciplinary status with the Program and the institution.

After review of an individual PA student's progress, the SAC will forward one of the following findings to the Program Director: satisfactory progress, at risk for failure to progress, failure to progress, or recommendation for dismissal. The criteria listed below are not meant to imply that these actions are necessarily required by the findings but are meant as notification of the possible actions that could be taken.

1. Satisfactory progress

- The student has passed all academic courses, skills exams, clinical rotations, and professional and ethical standards and should be promoted to the next semester or rotation.

2. At risk for failure to progress

- The committee finds trends in the student's academic and/or clinical performance which may indicate that he/she is at risk for failing a course or is failing to meet professional or ethical standards.

3. Failure to progress

- The student has failed one or more specific skills-based exams during the didactic year. A PA student who must undergo additional skills-based testing shall not proceed with other coursework (didactic or clinical training) until these requirements have been successfully completed.
- The student has failed to meet professional or ethical standards.
- The student has failed to progress toward clinical competency as observed by clinical preceptors and/or Program faculty.
- The student has failed to achieve the grade of "C" or higher or a "pass" in one or more courses or rotations.
- The Committee may recommend a leave of absence for any student who has failed to progress. The committee may suggest a remediation plan to prepare the student for repeating the course(s) the next year.

4. Recommendation for dismissal

- The student has failed to obtain a grade of "C" or higher or a "pass" in one or more courses and should be dismissed from the Program.
- The student has failed to demonstrate the professional and ethical behaviors necessary for safe and competent clinical practice as a PA. Such a recommendation requires a specific explanation of the reasons for the finding.
- The student has repeatedly failed a required skills-based practicum.
- The student has refused to participate in a required activity or rotation.
- The student has repeatedly failed the summative evaluation
- The student has failed to progress toward clinical competency.

Findings other than satisfactory progress will be forwarded to the Program Director immediately. The Committee will issue a letter to any student at risk for failure to progress. A finding of failure to progress or a recommendation for dismissal will require further investigation by the student's advisor and/or Program Director which will include an interview with the student. The Program Director will then determine whether, by clear and convincing evidence, the student has failed to progress and warrants either a leave of absence or dismissal from the Program. If such a determination is made, the Instructional Dean will be consulted and the student will be notified of the determination.

A student has five business days from the date of notification to appeal in writing to the appropriate Instructional Dean. The Dean shall have the discretion to determine whether further investigation is warranted or whether the matter may be concluded based upon the prior determination. Further

appeals, if any, shall be made in accordance with any applicable provisions of the current Red Rocks Community College Student Handbook.

DECELERATION

DIDACTIC CURRICULUM

In the event a student fails one or more didactic courses, the SAC and the Program Director may recommend a leave of absence. This process is called deceleration and allows the student to repeat the didactic curriculum. Since the PA Program is a “lockstep” curriculum that requires all skills and knowledge be maintained, decelerated students must start the didactic curriculum again and repeat all Program courses. The student is responsible for all tuition costs incurred by a deceleration. A second failure in a didactic course after deceleration may result in a recommendation for dismissal from the Program.

CLINICAL CURRICULUM

Failure to successfully complete a clinical rotation will necessitate repeating the rotation. The student will be responsible for all tuition costs incurred by repeating a failed rotation. A second failure of a rotation or failing two rotations may result in a recommendation for dismissal from the Program.

INTERVENTION AND REMEDIATION

Intervention is defined as any process or interaction between a student and instructor which assists the student in improving academic performance or professional behavior. This includes, but is not limited to, tutoring, small group study, or additional assignments. Intervention is not a formal process or procedure. It occurs on an individual basis for individual needs. Formal documentation of an intervention is not required (although it may be desirable), and it is not a part of the student's permanent record.

Remediation is defined as a formal plan or process in which a student must correct an academic or professional deficit. The remediation plan will be based upon individual student deficits as suggested by an instructor, the faculty, and/or the program SAC. A remediation plan will include: definition of the deficiency, outline of the plan to remediate the deficiency, timeline for the plan, and measurable outcome for successful/unsuccessful completion of the plan. Remediation for didactic or clinical courses is only allowed during a Program approved leave of absence. The timing of remediation for a summative evaluation is individualized and may or may not require a leave of absence. Program faculty members are not required to participate in remediation. It is the student's responsibility to secure the resources needed to complete the remediation plan.

CODES AND STANDARDS OF BEHAVIOR

PA Program policies are congruent with institutional rules, regulations, and policies presented to all incoming students as outlined in the *Red Rocks Community College Student Handbook*. It is the students' responsibility to familiarize themselves with the rules, regulations, and policies of the College and the PA Program.

STUDENT CONDUCT/PROFESSIONALISM

Professionalism is the expression of positive values and ideals. Foremost, it involves prioritizing the interests of those being served above one's own. PA students, as well as practicing PAs, must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician Assistants must demonstrate a high level of responsibility, ethical practice, and adherence to legal and regulatory requirements. Guidelines for Ethical Conduct for the Physician Assistant Profession can be found at <http://www.aapa.org/manual/22-EthicalConduct.pdf>. Evaluation of professional behaviors will be evaluated by the Program, and the student will receive feedback by the individual student's advisor (see Appendix form- Student Progress Report).

STANDARDS OF PROFESSIONALISM

Appropriate behavior includes, but is not in any way limited to honesty, trustworthiness, personal accountability, and concern for the welfare of patients.

Honesty - Being truthful in communication with others.

Trustworthiness – Being dependable; following through on responsibilities in a timely manner; maintaining the confidentiality of patient information.

Personal Accountability – Participating responsibly in patient care to the best of one's ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if something interferes with one's ability to perform clinical tasks effectively; complying with the Program's Policies and Procedures in an honest and forthright manner.

Concern for the Welfare of Patients – Treating patients and their families with respect and dignity both in their presence and in discussions with others; discerning accurately when supervision or advice is needed and seeking this prior to acting; recognizing when one's ability to function effectively is compromised and asking for relief or help; not using alcohol or drugs in a way that could compromise patient care or one's own performance.

PA students shall conduct themselves with dignity and discretion and with respect for faculty members, staff, adjunct instructors, preceptors, fellow students, patients, and other members of the College and medical communities.

PROFESSIONAL BEHAVIORS IN THE CLASSROOM

1. Arrive on time and return from breaks on time.
2. Stay seated during the class session.
3. Use cell phones, PDAs, computers, or iPads during class only if specifically allowed by the course instructor.
4. Direct all comments and questions to the instructor, not classmates. The instructor is the only one who should be answering questions unless otherwise directed by the instructor.
5. Question the course instructor/lecturer appropriately.

Questions should be designed to gain further knowledge or clarification of the topic being discussed AND should benefit the entire class.

Questions should not include personal or identifiable information about self or others.

Questions from a student on a particular topic should be limited to one with a possible follow-up if really necessary. If further follow-up on the topic is necessary, it should be conducted outside of the class session.

6. Use respectful language at all times during class sessions.
7. Display attitudes consistent with learning and respect at all times.
8. In testing situations, leave immediately after finishing the test and do not re-enter the room until all classmates are finished testing.
9. Do not come to class under the influence of alcohol or recreational drugs.

A PA student is considered habitually disruptive if he/she persistently interrupts with irrelevant, hostile or disrespectful conduct that interferes with the academic activity.

Should an academic concern arise, protocol dictates that the student discuss the problem with the individual course instructor in an attempt to resolve the problem before it is brought to the attention of the PA Program Director.

STUDENT CONDUCT IN A CLINICAL SETTING

EXAMINATION OF PATIENTS

PA students may not interview, examine, test, diagnose, treat or counsel any patient without the consent of the preceptor and the patient or the patient's guardian. The assigned preceptor shall be on the premises of the health care facility where the patient is being seen. Students may not perform an invasive examination or perform an examination of the breasts of a female or the rectum or genitalia of any person without the presence of the preceptor/chaperone and prior informed consent from the patient, or the patient's guardian, as appropriate.

SUPERVISION

The preceptor is responsible for the evaluation and treatment of the patients in his/her care at all times. All PA student activities will be under the direction of a preceptor. Under no circumstances is a student to question preceptor decisions in front of the patient or patient's family or bystanders. Students must avoid open disagreement with preceptors and other health care workers during rotations.

PRECEPTOR AND PATIENT COMMUNICATION

Students should avoid inappropriate familiarity with preceptors, especially in the presence of other health care workers and patients and their families. A collegial or informal relationship between students and preceptors is sometimes encouraged by preceptors and can be an important and enjoyable part of the learning process. However, the use of physicians' first names, inappropriate banter with preceptors, and other inappropriate familiarity of any type detracts from both the learning environment and the patients' therapeutic environment and should be avoided.

Students shall avoid inappropriate familiarity with patients and their families and refer to every patient over the age of 18 years old as "Mr." or "Ms."

MEDICATION PRESCRIBING

Students shall not possess, use, or distribute sample medications for personal or family use. Students may distribute a sample medication to a patient with authorization of the preceptor. Any prescription written by a student must be cosigned by a preceptor.

PATIENT PRIVACY

PA students have an ethical obligation to safeguard a patients' privacy during encounters. Congress enacted the Health Insurance Portability and Accountability Act (HIPAA) in 1996 and became effective on April 14, 2003. Under HIPAA, all practice settings are required to develop and implement a written privacy policy. Appropriate training will be provided to students during orientation to the Program and again during orientation to the clinical year. Failure to adhere to the privacy policy or a breach of confidentiality is grounds for termination for a health care provider (or staff member) in a clinical practice setting and grounds for removal of a Red Rocks Community College PA student from a service-learning activity, a clinical experience, a clinical rotation, and/or dismissal from the Program. Copies of the HIPAA rules are on file with the Program and can also be obtained from the Department of Health and Human Services website at www.hhs.gov/hipaa.

STUDENT GRIEVANCE

In the event that a student has a grievance against another student, faculty or staff, the student should first try to resolve the dispute with that party. The PA program adheres to the student grievance policy and procedure noted in the Red Rocks Community College Student Handbook.

PEER ASSISTANCE SERVICES

The Colorado Physician Health Program (CPHP) is a nonprofit organization, independent of other medical organizations and the government. CPHP provides the peer assistance services for licensed physicians and physician assistants of Colorado. CPHP also has training program contracts to serve Physician Assistant Students. CPHP clients are assured confidentiality as required by law or regulation. Peer assistance services aid individuals who have any problems that would affect ones' health such as emotional, psychological or medical problems. For example, CPHP assists its clients with medical and/or psychiatric conditions (e.g. Alzheimer's disease, HIV infection, depression or substance abuse) as well as psychosocial conditions (e.g. family problems or stress related to work or professional liability difficulties).

CPHP provides diagnostic evaluation, treatment referral as well as treatment monitoring and support services. CPHP believes that early intervention and evaluation offer the best opportunity for a successful outcome and preventing the health condition from needlessly interfering with medical practice.

Students who are found to have emotional, psychological or medical problems that potentially impact academic success or ability to safely treat patients will be referred to CPHP for further evaluation. Students may also self-refer to CPHP. Following an evaluation, the determination of further ability to progress in the program will be done on an individual basis by the Program Director. An appeal of this decision must be made in writing to the RRCC Vice President of Student Services within 5 days of notification to the student.

THE IMPAIRED STUDENT POLICY

The Program's Impaired Student Policy is meant as an adjunct to, and to be congruent with, the Red Rocks Community College policy found in the Student Handbook. Cognitive impairment from alcohol or drug abuse interferes with personal relationships with fellow students, family dynamics, the ability to learn and retain vital information, as well as the ability to demonstrate and maintain standards of professionalism and patient care. One's professional reputation is carefully built, beginning during PA education and continues throughout one's professional life. It can also be gravely damaged if the ideals and standards of being a health care provider are not fully understood and embraced.

1. Any student who believes that drugs or alcohol abuse is interfering with his/her academic experience may self-refer to CPHP for a confidential evaluation.
2. A didactic student suspected of being impaired will be removed from class and referred to the Program Director for disposition.
 - a. For an initial episode a referral to the Colorado Physician Health Program (CPHP) for confidential evaluation will be made for the student.
 - b. The program will arrange transportation from campus to the student's home.
 - c. For subsequent episodes of impairment on campus disciplinary action up to and including dismissal from the Program may be considered.
3. A clinical student suspected of being impaired will be removed from the clinical site and receive a failing grade for that rotation.
 - a. For an initial episode a referral to the Colorado Physician Health Program (CPHP) for confidential evaluation will be made for the student to assess, among other issues, his/her ability to safely practice in a clinical setting.
 - b. The program will arrange transportation from the clinical site to the student's home.
 - c. For a subsequent episode of impairment disciplinary action up to and including dismissal from the Program will be considered.

ACADEMIC INTEGRITY

Physician assistants are responsible for the health, well-being, and privacy of patients. Therefore, RRCC PA students must hold themselves to the highest level of personal and professional integrity during their tenure in the Program. Many instructors in the RRCC PA Program use the "honor system" for examinations and assignments as reflected in each course syllabus. Students must always uphold these standards and responsibilities. Please refer to the Red Rocks Community College Student Handbook for the College policies on academic integrity. Any breach of academic integrity may result in failure of an assignment to dismissal from the Program as determined by the Course Director, SAC and/or the Program Director.

STUDENT EMPLOYMENT

Experience has shown that students are not capable of achieving the expected level of knowledge and commitment needed to complete the Program if they engage in outside employment. Students should refrain from outside employment during the full twenty-five months of the Program.

PROGRAM-RELATED STUDENT INJURY OR ILLNESS

A student who becomes ill or injured while on a clinical rotation may be eligible for workers' compensation coverage. The student should immediately seek medical attention for any acute injury or illness. By contract, all institutional facilities at which program activities are scheduled have agreed to either provide or arrange for emergent care for injured students. If the injury to a student is by "needle stick", or by other exposure to potentially contaminated bodily fluids, the student is instructed to follow the CDC recommended protocol which states to immediately follow these steps:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to your supervisor
- Immediately seek medical treatment

(<http://www.cdc.gov/niosh/topics/bbp/emergnedl.html>)

A needle stick/workers' compensation card will be provided to each student (see Appendix forms). If the injury to a student occurs at a site outside an institutional facility, the student shall proceed to an authorized referral site for Red Rocks Community College workers' compensation. If there is no authorized referral site within a reasonable distance, or if the injury or illness is immediately life-threatening, the student should be evaluated at the nearest appropriate hospital emergency department.

As soon as possible, the injured student shall notify the Clinical Coordinator, Jeanne Bird, (303) 914-6284, Jeanne.bird@rrcc.edu or the Clinical Learning Experience Coordinator, Christa Dobbs (303) 914-6285, Christa.dobbs@rrcc.edu of the occurrence by telephone or email.

Any injury or illness that occurs during, and as a result of a clinical rotation must also be reported to the Red Rocks Community College Human Resources Department (303)914-6297 no later than four days following the incident.

Students who become ill or injured outside of a clinical rotation, but within a Program-related exercise or activity will not be covered by the state workers' compensation coverage, and therefore, must maintain personal health insurance for the duration of enrollment in the PA program.

EVALUATION OF THE PROGRAM

Students will routinely be asked to evaluate the Program in any of the following areas:

1. Guest lecturers and lectures
2. Each course and the instructor
3. Skills based learning activity and instructor
4. Clinical Learning Experiences and preceptor
5. A didactic evaluation of the Program
6. Evaluation of each preceptor and clinical rotation
7. An exit survey an interview just prior to graduation
8. Post-graduation surveys

STUDENT LEARNING OUTCOMES

The learning outcomes for the Program are derived from the Accreditation Review Commission on Education for the Physician Assistants (ARC-PA) standards, the National Commission on the Certification of Physician Assistants (NCCPA), Physician Assistant National Certifying Exam (PANCE) blueprint, and the Competencies for the Physician Assistant Profession (adopted in 2005 by the American Academy of Physician Assistants). These learning outcomes should serve as an academic outline for studies.

CLINICALLY INTEGRATED CURRICULUM

The clinically integrated curriculum is a sequencing of curriculum that allows the student to experience clinical rotations earlier in the first year of PA training and then return back to campus for a 10 week didactic session.

DIDACTIC CURRICULUM

The didactic curriculum begins on campus in August of each year with of two consecutive semesters of full-time coursework and academic activities. The primary classroom for didactic students is room #1529 on the Lakewood campus. All didactic courses will be held in this classroom unless otherwise noted.

Students begin and continue through the Program as a cohort in the order scheduled by the Program. All courses and academic activities are required. There is no provision for exemption of classes, part-time participation, advanced placement, or transfer of academic credit. Only those students who have been formally accepted by, and matriculated into, the Red Rocks Community College Physician Assistant Program can take courses with the prefix of PAP.

The nature of PA education is such that students must consider themselves full-time professional students. Accommodations or excused absences are not available for non-emergent family needs, childcare, employment, transportation, or other personal issues.

Below is a list of the required courses within the PA Program curriculum. The PA Program faculty is continually reviewing and evaluating the overall curriculum, individual course content, and course sequencing. Therefore, course titles, credit hours, and sequencing may be changed without prior notice.

PAP 201, 202,203	Professional Seminar I,II, III
PAP 204, 205, 206	Problem-Based Learning I, II, III
PAP 207, 208,209	Clinical Medicine I,II,III
PAP 210, 211, 212	History and Physical I,II,III
PAP 214	Behavioral Medicine
PAP 220	Human Anatomy with Lab
PAP 221	Biochemistry
PAP 222	Human Physiology
PAP 223	Pathophysiology
PAP 224, 225,226	Pharmacology I,III,III

In addition to the required PAP courses, students must successfully complete HPR 120 and HPR 130 (ACLS and PALS) prior to starting clinical rotations.

Each PA student will also be required to participate in clinical/service learning experiences (CLEs- Clinical Learning Experiences) which include time spent with various community preceptors in various disciplines and specialties and participation in local health fairs. Such experiences will allow PA students to correlate what is learned in the didactic setting to a clinical setting.

CLINICAL CURRICULUM

Progression from didactic training to clinical training requires evidence that the student is prepared to begin the clinical curriculum. Clinical education provides the opportunity to integrate theory and practical skills in the treatment of patients. It allows for observation of expert clinical practice, communication with patients and other members of the health care team, determination of diagnoses by using clinical decision-making, and development of treatment plans. Clinical preceptors are the primary resource during the clinical curriculum and will reinforce didactic knowledge and technical skills and evaluate student performance.

SELECTION OF CLINICAL TRAINING SITES AND ASSIGNMENT TO CLINICAL ROTATIONS

Clinical training sites and preceptors are selected on the basis of the following factors:

1. The willingness and ability of the individual training site and preceptor to provide a student with supervised clinical experiences leading to demonstrable professional competencies in accordance with clinical rotation objectives.
2. The expertise of the designated preceptors in the subject matter of the rotation's professional competencies.
3. The interest of the designated preceptor in teaching and his/her ability to teach and adequately supervise a student.

4. The ability of the training site to provide an adequate number of relevant patient contact experiences.
5. The ability of the training site to provide both physical space for the student to interview and examine patients and appropriate universal precautions equipment for the protection of the student and the patient.
6. An understanding of the PA role.
7. An understanding that the student should not be used as replacement manpower for other health care providers in the clinical rotations setting. ARC-PA Standards do not permit students to perform duties which might otherwise be performed by regular staff members unless those duties are reasonably part of the educational process and the student has been appropriately oriented and can be supervised.
8. The absence of relevant adverse regulatory agency action against the training site or preceptor.

Placement will be contingent on student performance, program approval and site requirements. Student suggestions and requests for a specific preceptor or rotation site are welcome and may be considered but are not guaranteed. Clinical training sites are formally arranged by the Program, and students are not to contact preceptors or their office staff to arrange a rotation. Students may not attend a clinical rotation site or work with a preceptor until that site or preceptor has been approved by the Clinical Coordinator. It is acceptable for a student to work with the clinician partners or associates of the designated preceptor in a group practice if the partner/associate has accepted this responsibility. It is unacceptable for students to be supervised by persons who have not been approved in advance by the Program. Students should contact the preceptor no later than one week prior to the start of the rotation.

THE ROLE OF THE PRECEPTOR AND CLINICAL COORDINATOR

The clinical preceptor helps the student make the transition from the classroom to the field. In the clinical setting, the preceptor is defined as a physician, physician assistant, nurse practitioner, or nurse midwife. The clinical preceptor serves as a student advocate and role model for professional practice. The preceptor should have strong clinical skills, teaching ability, working knowledge of the scope of practice, and demonstrate professionalism. The preceptor works with the student by observing assessments and technical skills and providing constructive feedback. The preceptor is asked to critique student performance, reinforce appropriate behavior/actions and correct inappropriate behavior/actions in a timely manner. The Program has specific objectives for each clinical rotation. The goal is for students to achieve as many of these objectives as possible under the guidance of the preceptor and the Clinical Coordinator. Achievement of the objectives is ultimately the responsibility of the student. Although the Clinical Coordinator plays an important role in student instruction and coordination, it is the preceptor who serves as the clinical expert. The Clinical Coordinator is responsible for scheduling clinical rotations, insuring that student objectives are clear to both students and preceptors, monitoring student progress, and troubleshooting during the rotation.

During clinical rotations, Program faculty will visit clinical sites to observe and evaluate each student. These site visits are routine and allow the Program to monitor each student's progress. Site visits may also be performed at any time in the case of any concerns with student progress.

ASSIGNMENT OF STUDENTS TO CLINICAL ROTATIONS

The Clinical Coordinator is not required to take into account the personal circumstances of a student in making assignments to clinical rotation sites. *Students who decline to proceed to an assigned clinical rotation site will be deemed to have voluntarily withdrawn from the Program.*

If a PA student is removed from a rotation for any reason, the Clinical Coordinator will find a replacement for that rotation as soon as possible. If a replacement for that rotation is not possible, the student will receive an incomplete grade and will complete the rotation when it can be rescheduled by the Program.

There are rare circumstances in which a student may be justified in requesting removal from a rotation or reassignment to a different clinical site. If a student believes he/she is unable to meet the requirements of an assigned rotation, the student must notify the Clinical Coordinator within three days of the commencement of the rotation. The Clinical Coordinator will investigate the circumstances and will either reassign the student, arrange for reasonable accommodation of the student within the rotation, or deny the student's request for removal and reassignment. If the student still believes he/she is not able to meet the requirements of the rotation, the student may appeal to the Program Director. The decision of the Program Director is final.

If a student believes he/she has been the victim of alleged physical abuse, emotional abuse, or sexual harassment, he/she will notify the Clinical Coordinator immediately. The Clinical Coordinator will investigate the circumstances, and will either reassign the student or deny the student's request. If denied, the student may appeal to the Program Director. The decision of the Program Director is final.

ROTATION SCHEDULES AND ABSENCES

Rotation days and work hours are governed by the schedule of the training site or preceptor. Students are expected to receive a minimum of 36 hours of clinical exposure during each week. Students are not to work more than 70 hours in a calendar work week during a rotation.

Students should be present during each required day of the rotation. In the event of a preceptor illness or absence, the Clinical Coordinator must be contacted immediately. Arrangements should be made to work with another preceptor within the facility or make up the time missed.

CLINICAL ROTATIONS

Core clinical rotations at Red Rocks Community College consist of:

1. Family Medicine (2 rotations)
2. Internal Medicine (2 rotations)
3. Pediatrics
4. Women's Health
5. Surgery
6. Emergency Medicine
7. Long Term Care/ Geriatrics
8. Behavioral Medicine
9. Primary Care Elective I
10. Elective II

Professional seminar (PAP 231, 232, 233) and Advanced Problem Based Learning (PAP 234, 235,

236) are also taken during the clinical curriculum.

The mission of the Program will be fulfilled by placing each student in frontier, rural or urban medically underserved settings for core clinical rotations. This may be fulfilled in any of the above rotation types and is to be determined by the Clinical Coordinator.

The Primary Care Elective I rotation may be chosen from Family Medicine, Internal Medicine, or Pediatrics. Elective II may provide additional experience in any of the core rotations or in an area of interest which would not otherwise be available through any of the required rotations. These rotations must be clinical in nature with substantial patient contact in a clinical setting. The Clinical Coordinator must approve these rotations in advance in the same manner as all other rotations. Students who decline or fail to select either of these rotations will be placed in a rotation of the Clinical Coordinator's choice.

HOUSING FOR NON-LOCAL ROTATIONS

Students will be placed in clinical sites outside of the Denver metro area for some required rotations. Each student must set up an account with the Colorado Area Health Education Center's (AHEC) at <https://hschealth.uchsc.edu/ahec/htmls/finaid>. AHEC has housing available to students outside of a 50 mile radius of Denver and on a first-come, first-serve basis. Housing may vary from location to location and is provided for the student only (no guests or pets). It is the responsibility of each student to register and request housing. It is recommended that a 6-8 week advance notice be given to AHEC to secure housing for the student. Likewise, it is the responsibility of each student to notify AHEC in the event of the cancellation of a rotation that would negate the need for housing. Failure to secure housing may result in the student having full responsibility for locating and paying for the housing. A student's failure to cancel housing will be the financial responsibility of the student. Preceptors may not be involved in the housing of a student.

MALPRACTICE INSURANCE

All students are fully covered through the State of Colorado's malpractice insurance policy, a copy is provided to each preceptor and rotation site before the student's arrival. Students are also covered by the College's State of Colorado Workers' Compensation insurance for injury or illness arising out of any rotation activity.

INTERNATIONAL ROTATIONS

Students may consider international rotations as an elective rotation only. As soon as site is confirmed, the student will be given:

1. Red Rocks Community College Indemnity Release Form
2. Journal Article: Hale, W. Preparing for an International Experience
3. International Time Line and Check List
4. RRCC International Rotation Check List

The RRCC International Rotation Checklist is due back no later than the EOR preceding the planned rotation.

In order to promote the safety and security of students participating in international rotations, the Clinical Coordinator will check the following website at least 1 week in advance of the rotation:

http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html. At any time, if the program believes the student may be at risk, the rotation will be cancelled. The program strongly encourages each student to have health insurance that covers them in the country they are visiting and evacuation insurance in the event conditions change and the student needs immediate removal. The costs of an international rotation, rotation cancellation or postponement will be the sole responsibility of the student. This includes but is not limited to airline tickets, health insurance, evacuation insurance, room and board, etc.

The same Preceptor Evaluation of the Student and Student Evaluation of the Preceptor will be used. As elective rotations are extremely varied, the student and preceptor will develop a minimum of 3-5 learning objectives during the first week of the rotation. These objectives should be e-mailed to the Clerkship Director by Friday of the first week of the rotation for review and acceptance. Students should reference the Elective clerkship syllabus for guidance. The student is required to do an independent study prior to leaving regarding the country, health care systems and customs of the country to which they are visiting. Upon return, the student is encouraged to present an EOR talk to their peers in order to enhance understanding of cultural beliefs pertaining to medicine and medical systems in other countries.

END-OF-ROTATION ACTIVITIES

Students must attend the regularly scheduled End-of-Rotation (EOR) activities. If circumstances dictate that an EOR activity is missed, the Clinical Coordinator must be contacted. Unapproved absences may result in probation or dismissal from the Program. In the event of an approved leave of absence from EOR activities, other EOR assignments are scheduled at the discretion of the Program.

Preceptor evaluations must be completed by the instructor of record and originals must be hand-carried by the student to the Program and given to the Clinical Coordinator during the EOR activities. The Program must have original preceptor evaluations in each student file.

Each clerkship director has determined how the student performance on a rotation will be evaluated. Each rotation syllabus will specify the evaluation of performance and should be reviewed thoroughly prior to the commencement of the rotation.

SUMMATIVE EVALUATION

Students will undergo a Summative Evaluation of cumulative knowledge and skills prior to completing the Program. This includes, but is not limited to, a summary evaluation of professional behaviors, board simulation/cumulative exams, and clinical case simulations. Satisfactory completion of the Summative Evaluation is required for graduation. Failure to complete any portion of the Summative Evaluation will result in, at minimum, a remediation process and repeating the Evaluation. If a student fails multiple attempts of the Summative Evaluation, the SAC may recommend dismissal from the Program. No student will graduate from the Program if he/she has been determined to have deficient knowledge or ability to safely treat patients.

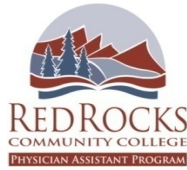
NATIONAL CERTIFICATION

Upon successful completion of the Program, students are eligible to take the Physician Assistant National Certification Examination (PANCE) offered by the National Commission on Certification of Physician Assistants (NCCPA). Successful completion of the PANCE is required for state licensure and medical practice.

PROGRAM ACCREDITATION

The Red Rocks Community College PA Program is fully accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) as of March 2009.

APPENDIX: PHYSICIAN ASSISTANT STUDENT CONTRACT



Physician Assistant Student Contract

Student conduct reflects upon the individual, the clinical site, Red Rocks Community College PA Program, and the PA profession. Therefore, I will conduct myself in a professional and mature manner at all times. I will adhere to all policies in this manual, the RRCC Student Handbook, and any additional policies applying to service-learning and clinical sites. I understand that failure to comply with policies will result in disciplinary action and possible dismissal from the Program.

I will uphold the highest level of academic integrity. I understand that I must abide by the academic integrity policies of the RRCC Student Handbook and the PA Program manual and dishonesty in any aspect of the didactic or clinical year will result in disciplinary action and possible dismissal from the program.

I will not see, treat, or dismiss a patient without consultation with the responsible community-based preceptor. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between healthcare professionals about patients are confidential under the law and this agreement.

I understand that I may not remove any record from the clinical site without written authorization of the site. Additionally, I understand that before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must exclude personal and identifying information. I understand that any patient information may only be used or disclosed for health care training and educational purposes at RRCC and must otherwise remain confidential.

I will not discuss any preceptor or my interactions with preceptors outside of the Program. I understand that denigration of any preceptor could result in dismissal from the Program or other legal consequences.

I authorize the Program (including the Clinical Coordinator, Program Director, Program Assistant) to access, store, and release the following information to clinical sites as necessary: a copy of my immunizations, TB status, health statement form, personal information, social security number, driver's license number, background check, certificates of training (HIPPA, BBP, BLS/CPR), CV/resume, photograph, and health insurance information.

I authorize the Program to provide to any community-based preceptor/institution relevant information concerning my academic progress and professional development.

I understand and agree that I will be expected to go to any clinical or service learning site within the state of Colorado as assigned by the Program.

As a physician assistant student in the Red Rocks Community College Physician Assistant Program, I acknowledge that I have received, read, understand, and will comply with the rules, standards, and policies contained in this manual. I understand that signing this agreement and complying with its terms is a requirement for my studies and enrollment in this program.

Student Signature

Date

Printed Student Name

RRCC PA Program Witness

APPENDIX: STUDENT INCIDENT REPORT

APPENDIX: NEEDLESTICK/ WORKERS' COMPENSATION INSTRUCTIONS

Needlestick/Workers' Compensation Instructions

If you are injured during a rotation or sustain a needlestick with a contaminated or potentially contaminated instrument, please follow the step-by-step guidelines below:

1. If the injury is a threat to life or limb, **or you are not in the Denver metro area**, notify your preceptor and proceed to the nearest ED.
2. If the injury is a needlestick with **any** potential for blood-borne pathogen exposure, proceed to Concentra Medical Center or Midtown Occupational Medicine immediately. Your injury may be time sensitive.
3. Call or email Jeanne Bird, Clinical Coordinator at 303-914-6284 (Jeanne.bird@rrcc.edu) or Christa Dobbs, CLE Coordinator at 303-914- 6285 (christa.dobbs@rrcc.edu) ASAP to report the injury.
4. Contact Cathy O'Connell at 303-914-6297 to file an incident report. This should be done ASAP but no later than 4 days post-injury.

Concentra Medical Centers- 14 locations in Denver, Ft. Collins, and Colorado Springs.
(check local listings for the closest clinic)
After Hours and Weekend #- 303-370-0454

Midtown Occupational Health Services
(Downtown Denver)
2420 West 26th Ave
Denver, CO 80211
303-831-9393

APPENDIX: PHYSICIAN ASSISTANT STUDENT PROGRESS REPORT

Physician Assistant Student Progress Report

Name _____

Class of _____ Semester _____

Midterm

Final

PROFESSIONAL STANDARDS	Unsatisfactory	Satisfactory
Attendance		
Attends all classes as required		
Punctuality		
Comes to class on time		
Submits assignments on time		
Completes other activities on time		
Preparation and Participation		
Comes to class/activity prepared		
Contributes effectively to class/activity		
Attire		
Classroom and activity attire is appropriate		
Clinic attire is professional		
Rapport with faculty and peers		
Demonstrates respect to instructors/faculty/staff		
Demonstrates respect of classmates		
Intellectual curiosity		
Has insights into own abilities; able to assess own learning needs		
Accepts responsibility for learning		
Feedback		
Accepts and gives constructive feedback		
Personal Responsibility		
Demonstrates ability to work and function on a team		
Follows through on tasks and commitments		
Professional Responsibility		
Conducts him/herself in an honest, ethical, and professional manner		
Demonstrates flexibility, adaptability, and tolerance for change		
Adheres to program and school policies and procedures		
Demonstrates academic integrity		
ACADEMIC STANDARDS	At risk for failure	Pass
COMMENTS		
Student signature and date	Advisor signature and date	

**APPENDIX: RRCC PHYSICIAN ASSISTANT STUDENT CLERKSHIP
PERFORMANCE EVALUATION**

RRCC Physician Assistant Student Clerkship Performance Evaluation

Student Name _____

Preceptor Name _____

Clerkship Dates _____ Clerkship _____ [] Mid evaluation [] Final evaluation

I. Professional Standards ("Unsatisfactory" for any item in the professional standards will result in a failing grade for the clerkship)

	Unsatisfactory	Satisfactory
Truthfulness	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>
Patient rapport	<input type="checkbox"/>	<input type="checkbox"/>
Professional relations	<input type="checkbox"/>	<input type="checkbox"/>
Aware of professional limitations	<input type="checkbox"/>	<input type="checkbox"/>
Maintains patient confidentiality	<input type="checkbox"/>	<input type="checkbox"/>

II. Clinical Skills

Assess clinical skills at the level of a newly graduated, **PRACTICING** primary care physician assistant. The program will take into account the student's expected progression through the clinical year. (n/ob= not observed)

1. Understands the pathophysiology of disease	DEFICIENT	DEVELOPING	COMPETENT	n/ob
2. Takes an appropriate comprehensive or focused history	DEFICIENT	DEVELOPING	COMPETENT	n/ob
3. Performs an appropriate comprehensive or focused exam	DEFICIENT	DEVELOPING	COMPETENT	n/ob
4. Selects and interprets tests appropriately	DEFICIENT	DEVELOPING	COMPETENT	n/ob
5. Develops a reasonable differential diagnosis	DEFICIENT	DEVELOPING	COMPETENT	n/ob
6. Develops an appropriate treatment plan	DEFICIENT	DEVELOPING	COMPETENT	n/ob
7. Selects appropriate pharmacotherapeutics	DEFICIENT	DEVELOPING	COMPETENT	n/ob
8. Makes an appropriately concise/complete oral case presentation	DEFICIENT	DEVELOPING	COMPETENT	n/ob
9. Performs appropriately comprehensive patient documentation	DEFICIENT	DEVELOPING	COMPETENT	n/ob
10. Communicates appropriately with patients and colleagues	DEFICIENT	DEVELOPING	COMPETENT	n/ob
11. Displays intellectual curiosity	DEFICIENT	DEVELOPING	COMPETENT	n/ob

III. Student has satisfactorily completed the technical skills objectives for this clerkship (It is understood that performance of some procedures may not be possible on every clerkship) YES [] NO []

IV. Comments (continue on reverse)

The PA program invites your comments regarding any improvements to the program's curriculum. Please check here [] if you have suggestions and describe them on the reverse of this form. Thank you.

Signature of Preceptor _____ Date _____ Names of others contributing to this evaluation _____

RRCC Physician Assistant Student Clerkship Performance Evaluation

Information for Preceptors

1. Please conduct a mid-clerkship evaluation as well as a final evaluation. The mid-clerkship evaluation provides valuable feedback to the student which allows them to correct or improve upon their performance prior to the final evaluation.
2. The RRCC PA program takes professional behavior seriously. Please note that an unsatisfactory evaluation on any item in the professional standards section will result in a failing grade for the clerkship.
3. Please assess the items under clinical skills as compared to a *newly graduated, practicing primary care physician assistant*.

Deficient: does not perform this skill at the level of a newly graduated, practicing primary care physician assistant.

Developing: inconsistent performance of this skill but is making acceptable progress toward competence when compared to a newly graduated, practicing primary care physician assistant.

Competent: performs this skill at the level of a newly graduated, practicing primary care physician assistant.
4. Please refer to the technical skills objectives on the clerkship syllabus for completing Section III.
5. Your comments about the student are the most valuable feedback for the student and the program.
6. If you have general suggestions for the curriculum, please provide them on the back of the evaluation
7. If more than one person contributed to the evaluation, please provide this information.
8. Don't hesitate to contact us via email or phone if you have any concerns about a student's performance or if you have questions about program policies. We prefer to address concerns early in the rotation rather than later when corrective options may be more limited.
9. The student is **REQUIRED** to hand carry the completed final evaluation to the program on the last day of the rotation.

Thank you for your ongoing support of the Red Rocks Physician Assistant Program. We could not do it without you.

Debra F. Nickell, Ph.D., PA-C, Program Director
Debra.nickell@rrcc.edu 303.914.6287

APPENDIX: ACCOMODATIONS CERTIFICATE



ACCOMODATIONS CERTIFICATE

Student's Name _____

CLASS: _____ INSTRUCTOR: _____

TO EQUALIZE THIS STUDENT'S CHANCES FOR ACADEMIC SUCCESS THE FOLLOWING ACCOMMODATIONS ARE NECESSARY:

- | | |
|---|---|
| <input type="checkbox"/> Captioned Videos in the classroom | <input type="checkbox"/> Interpreter in the Classroom |
| <input type="checkbox"/> Texts and Tests in an alternate format | <input type="checkbox"/> Preferred seating |
| <input type="checkbox"/> Testing in an alternate testing environment | <input type="checkbox"/> Frequent breaks |
| <input type="checkbox"/> Academic Coach/Note Taker in the Classroom | <input type="checkbox"/> DRAGON Naturally Speaking |
| <input type="checkbox"/> Access to Instructors' lecture notes | <input type="checkbox"/> Kurzweil |
| <input type="checkbox"/> Use of a recorder/ Laptop in classroom | |
| <input type="checkbox"/> Use of technology to complete assignments, quizzes and tests | |
| <input type="checkbox"/> Medical absences with a physician's note and prior instructor notification | |
| <input type="checkbox"/> Extended time quizzes and tests (1 ½) | |
| <input type="checkbox"/> Extended Time on assignments and projects | |
| <input type="checkbox"/> Other: Click here to enter text. | |

Comments:

STUDENT'S SIGNATURE: _____

DATE: _____

DIRECTOR'S SIGNATURE: _____

DATE: _____

INSTRUCTOR'S SIGNATURE _____

DATE: _____

Student: Please download form; sign it, have your Instructor sign it and return it to the ODS Office.

Instructor: Please retain a copy for your records. Return the signed copy to the ODS Office.

Please contact the Director of Disability Services with any questions concerning this student's accommodation. **THIS FORM CERTIFIES THAT THE FOLLOWING STUDENT HAS PRESENTED THE NECESSARY DOCUMENTATION TO AUTHENTICATE THE DISABILITY.**

APPENDIX: STUDENT HEALTH AND IMMUNIZATION RECORD



Student Health and Immunization Record

Instructions for students:

Health screening and immunization requirements for the Physician Assistant Program are based on current Centers for Disease Control recommendations for health professionals and are designed to promote the health and safety of students, faculty, patients and other health care providers.

Twice during enrollment in the program (prior to matriculation and again at the end of the didactic year), students must:

1. Document required immunizations (see form).
2. Document a negative TB test (PPD) or other acceptable evidence of negative TB status (see form).
3. Document a health screening exam. The exam is performed at the student's expense by a licensed physician, a physician assistant practicing with a licensed physician or an advanced practice nurse whose training is in adult or family practice.
4. Personally deliver the completed forms to the Program. All forms must contain original signatures (no photocopies or stamps).

Students may not attend classes or begin clinical rotations unless all required forms are completed and delivered to the Program.

Any student who believes they have a condition which may be contagious or present a potential health hazard to patients, faculty, students or other health care providers, should contact the Program Director for instructions on how to have their situation reviewed by a designated Health Consultant.

Instructions for providers:

In order to matriculate and continue in the Red Rocks Physician Assistant Program, it is necessary for the student to demonstrate that he or she is free of any medical conditions which could endanger the health or well-being of patients, faculty, other health care providers, or students.

At the expense of the student, please conduct an appropriate history, physical and complete the form attached. In the event that you feel the student does have a health condition which could endanger the health or well-being of patients, faculty, other health care providers or students, please discuss that condition with the student. The student should contact the Program for further instructions. Please contact the Program Director with any questions at 303-914-6287.



Immunization and Disease Record

Last Name: _____ First Name: _____ MI: _____

Waivers of immunizations due to documented allergies or declined as allowed by state law must be presented to the Program on a signed and notarized form. Please contact the Program for specific instructions.

Tuberculosis

Student must have a negative tuberculosis test (PPD) within 90 days of matriculation and within 12 months prior to the beginning of any clinical rotation. Any student with a positive tuberculosis test (PPD) or with contraindications for TB skin testing must have documentation of a recent chest x-ray showing no indications of active TB. (Attach verification document signed by an authorized health care provider.)

Measles, Mumps, Rubella and Varicella

Documentation of immune titers may be presented in lieu of records of these immunizations.

Student born after 1957

Dates of two **MMR** vaccinations at least one month apart at age 12 months or older:

Date of **Varicella** vaccination: _____ OR

Varicella Titer: _____ positive _____ negative

Student born before or during 1957:

Age contracted/exposed:	Measles	_____
	Mumps	_____
	Rubella	_____
	Varicella/Chickenpox	_____

Influenza

CDC recommends yearly influenza vaccines for healthcare workers. Students are expected to receive an influenza vaccine yearly and may be asked to present documentation to a clinical site based on facility requirements.

Last Name: _____ **First Name:** _____ **MI:** _____

Tetanus

Student must document tetanus toxoid immunization within 10 years of the beginning of any individual rotation. Persons who have a documented allergy to tetanus toxoid immunization are waived. The CDC recommends a single Tdap for anyone whose Td was > 2 years ago. (Attach verification document signed by an authorized health care provider.)

Date of most recent immunization: _____

Hepatitis B

Student must document Hepatitis B series of three immunizations or titers demonstrating Hepatitis B immunity. (Attach verification of immunization or titers, signed by an authorized health care provider.)

Dates of vaccinations: _____

HBSAb titer if Hepatitis B series was > 10 years ago: _____

Health Care Provider's Certification of Student's Health

I have conducted an appropriate history and physical examination and find that

_____ (name) **DOES NOT** have a health condition which could endanger the health or well-being of others.

Printed name of provider: _____ **Date:** _____

Provider's signature: _____ **Degree:** _____
(MD, DO, PA, NP)

Telephone : _____

I have conducted an appropriate history and physical examination and find that

_____ (name) **MAY** have a health condition which could endanger the health or well-being of others. I have provided counseling regarding the condition.

Printed name of provider: _____ **Date:** _____

Provider's signature: _____ **Degree:** _____
(MD, DO, PA, NP)

Telephone : _____