

## **Policy on Supervised Clinical Practice Experiences Solicitation and Assignments**

### **Associated ARC-PA Standards:**

*ARC-PA Standard A3.03 - The program must define, publish, make readily available and consistently apply a policy for prospective and enrolled students that they must not be required to provide or solicit clinical sites or preceptors.*

**Background and Purpose:** This policy outlines the expectations and procedures for clinical rotations, ensuring consistent and fair site assignments.

### **Policy Statement:**

#### **1. Site Initiation**

- Students are not required to arrange clinical placements.
- Students are prohibited from contacting and making arrangements for their own clinical placement sites beyond the requirements of this policy.
- Students may suggest potential new preceptors and/or clinical sites to program faculty, that are not already affiliated with program; however, there is no direct or implied guarantee on the part of the program that the student will be assigned a rotation with any requested preceptor or clinical site, including those already affiliated with the program.
- It is important for students to understand that not all recommendations will be pursued or implemented beyond the initial evaluation of the merits of the proposed site or preceptor.
- Requests for specific sites/preceptors will be obtained for up to two clinical placements in the six months preceding the clinical year, with requests not implying that the placement will occur.
- It is ultimately up to the Program and Director of Clinical Education to decide whether the preceptor and/or clinical site are deemed appropriate for use in Supervised Clinical Practice Experiences.
- A student may not begin with any clinical site/preceptor if all required Program and Site documents and visits are not completed.

#### **2. Site Assignments:**

- The PA Program acquires, evaluates, and coordinates all supervised clinical practice experience (SCPE) sites and preceptors for the learners. This is to ensure that all clinical sites and preceptors meet program expectations and policies.
- Supervised Clinical Practice Experience (SCPE) sites are considered local up to within 60 miles of the campus and may also be in rural and urban areas across the region.

- Clinical sites may also be at more distant locations, including other states, when necessary.
- Students are responsible for any costs associated with clinical placements, including but not limited to travel, accommodations, food, gas, parking, and child/animal care.
- Assignment of SCPE sites is determined by the Clinical Coordinator through a lottery system utilizing Exxat.
- Exxat will be used to place all students, with entered preferences not guaranteed. This process is utilized to place students fairly and evenly without bias and to achieve the educational objectives of the clinical phase for all students.
- Clinical sites are assigned based upon site and preceptor availability, student educational needs, and program requirements.
- Considerations such as student personal demographics (home location, children, marriage status, etc.) will not guarantee any alterations in the clinical rotation placement of students but will be ascertained as part of the planning process.
- Any provided schedule is subject to change during the clinical year for a variety of reasons, some of which may not be controlled by the PA Program.
- The elective rotation may be changed if the student is not meeting minimum patient encounters in a designated category
- Any repeat placement or completion placement due to any circumstance must be repeated at the end of the rotation sequence or as determined by the Clinical Team, delaying the completion of the program.
- Additional placements will be dependent on preceptor and site availability.
- The student is responsible for any costs associated with a delayed completion.
- Students are not allowed to use Elective rotations in lieu of a placement requiring to be repeated.