

Supervised Clinical Practice Guidebook

2020-2021

Pathologists' Assistant Program

EASTERN VIRGINIA MEDICAL SCHOOL | NORFOLK, VIRGINIA

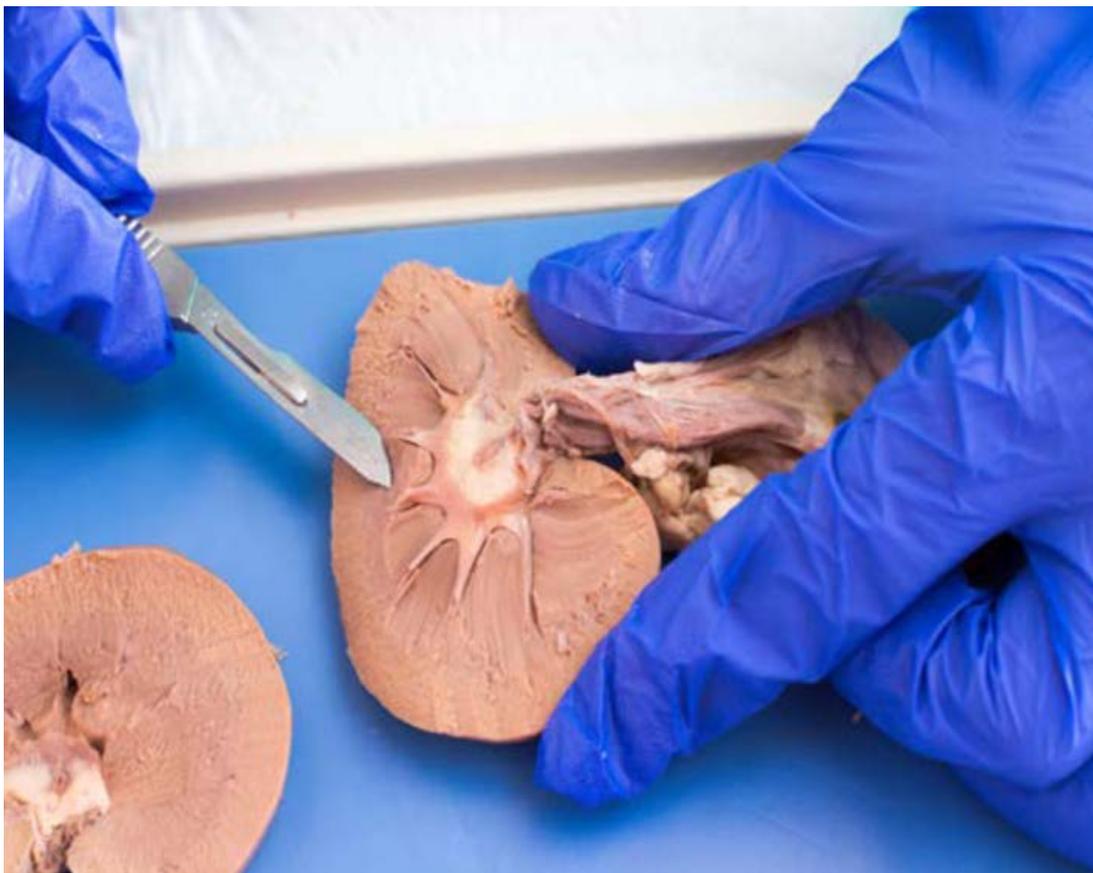
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INTRODUCTION

SUPERVISED CLINICAL PRACTICE (SCP)

Following the successful completion of the pre-clinical year (GPA ≥ 3.0), students advance into the clinical education phase of the program where they will complete 6 Supervised Clinical Practice (SCP) rotations. The Fall Semester will include two, 8-week SCPs with an average expected 40 hours per week commitment. The Spring Semester will include two, 8-week SCP rotations with an expected 40 hours per week commitment. The Summer Semester will include a single 8-week SCP rotation with an expected 40 hours per week commitment. These SCPs represent clinical education opportunities (field placements) that enable students to actively participate in the practice of Pathology including surgical pathology specimen grossing, hospital-based (medical) autopsies, forensic autopsies, and frozen section intraoperative consultations. Additionally, experience may be gained in histotechnology, biobanking, and laboratory management, as the clinical environment at individual SCP sites allow.

All students will enroll in six supervised clinical education field placements during the clinical year of the PathA Program. Each student will complete a program total of approximately 1,600 hours. These rotations shall include experience in Forensic Autopsy Pathology (Medical Examiner), High-Volume/High Specimen Complexity Surgical Pathology (such as an academic medical center with a Pathology Residency Program), and Surgical and/or Autopsy Pathology at community hospitals or government medical centers. Due to these requirements and in order to provide the best clinical educational experience, rotations at clinical sites outside the Eastern Virginia area (>60 miles) will be a requirement of the program. Electives may be scheduled based on availability and student preference as well as authorization of clinical site and preceptor, and will be at the discretion of the Educational Coordinator(s) (EC) and/or Program Director (PD). Electives with special emphasis on areas of student interest are encouraged.

The clinical year is the opportunity to learn and acquire the essential skills necessary to be a practicing PathA. This is the time when students refine the life-long, self-directed learning skills that will serve them throughout their professional career. Students are encouraged to take full advantage of the preceptor's knowledge, skills and willingness to teach as well as any additional educational opportunities that are present at a given clinical site (Grand Rounds, educational sessions, lectures, research opportunities, administrative meetings, etc.).

Students are expected to grow in their knowledge and skill base. Preceptors expect students to ask questions, know their limitations, never place a patient at risk and to abide by the rules, regulations and protocols of the site to which they have been assigned.

On the first day of every rotation, students are required to do the following:

1. **Introduce self to the staff and wear student ID badge visibly at all times.**
2. **Ask about accessing patient records, dictating gross findings and interfacing with the electronic medical records (EMR).**
3. **Determine how to contact the site during non-office hours if unable to be at the site as scheduled.**
4. **Determine expected schedule and discuss expected conduct requirements.**
5. **Discuss with the preceptor those areas in which the student will be required to focus on during the rotation. Use Activity logs and Validations to assist in this discussion and to set specific goals for the rotation.**
6. **Determine how the preceptor would like to integrate the student into the practice setting.**
7. **Contact the EC via email to provide a synoptic feedback of the first day experience.**

Student performance at the clinical site and in all components of the clinical year, is deemed to be suggestive of subsequent behavior and performance as a practicing PathA. Students who fall below the standards set or who are found to have demonstrated a lack of academic integrity or honesty can expect to be at risk for dismissal from the PathA Program.

Preceptors are NOT responsible for covering all topics in the goals and objectives. It is the responsibility of the student to ensure each topic in the syllabus is covered by clinical experience and/or directed reading, that all skills expected of a Pathologists' Assistant are practiced, and that educational outcomes are met during SCPs. The student should communicate with their assigned Preceptors and the EC to ensure this outcome.

CLINICAL SITE PLACEMENT POLICY IN THE EVENT OF SITE UNAVAILABILITY

In the event that a site becomes unavailable after a student has been previously scheduled to complete a clinical experience at that site (due to unforeseen circumstances), the student will be reassigned to a different clinical site in such a manner as to minimize the impact on the student (e.g. in the same geographic area, if feasible), while also minimizing the introduction of disruptive scheduling changes that have the potential to adversely affect other students (a “ripple effect”). In the selection and scheduling of an alternate site, an attempt will be made to provide the student with a similar clinical experience with respect to sample volume and complexity. In the event that a straightforward reassignment is not feasible, or if the total number of available sites is less than the number of students needing placement, then more than one student may be assigned to the same clinical site, as permitted by the available resources at the particular clinical site. Any implemented changes in clinical site assignment requires approval by the clinical site liaison (preceptor), Educational Coordinator and the EVMS Pathologists' Assistant Program Director.



CLINICAL YEAR CONTACT INFORMATION

DIRECT CONTACT NUMBER: 757-446-5640

DIRECT FAX NUMBER: 757-446-5719

Program Director

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Associate Professor

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Carlee N. Demeter MHS, MLS (ASCP)^{CM} PathA (ASCP)^{CM}

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demetecn@evms.edu

CLINICAL EDUCATION STANDARDS

CLINICAL YEAR PROFESSIONAL STANDARDS

Students should attempt to integrate themselves into the team or practice to which they are assigned.

Students are expected to be present 40 hours per week (total of 320 hours/8-week SCP) at each assigned clinical education site unless otherwise stipulated by the Educational Coordinator (EC) or Program Director (PD). Certain sites may require extended hours due to the nature of the practice. Alternate schedules must be approved by the EC/PD prior to student placement at a site and shall be done so only under exceptional circumstances. Due to preceptor and/or program expectations, there is no guarantee that these requests will be approved. **Students ARE NOT TO NEGOTIATE the rotation schedule directly with clinical sites.** If a student attempts to negotiate his/her schedule, the student may face disciplinary action and will be required to meet with the EC and the overall rotation grade may be affected. In such a case, the student will also be barred from performing a rotation at the site involved.

ALL ISSUES INVOLVING CLINICAL YEAR EVENTS SHOULD BE DIRECTED FIRST TO THE EDUCATIONAL COORDINATOR (EC). The Program Director (PD) should be notified only in the absence of the EC, or if the EC cannot be contacted or the issue cannot be resolved between the EC and the student.

ATTENDANCE

Students will be present during day, night and/or weekend hours when required by the preceptor. Additionally, students will attend **all** learning activities (grand rounds, lectures and other assignments) as instructed by their preceptor in correlation with PathA objectives. Failure to fulfill these requirements may result in overall grade deductions. Attendance at all scheduled SCP dates is **mandatory** and a part of the student's Total Composite Performance Score (see Clinical Setting Performance Standard).

The clinical phase of the program will parallel the EVMS School of Health Professions academic calendar. Program approved holidays during the clinical year include the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, a Winter holiday break, and a break between the Spring and Summer Semester rotations (SCP 4 & SCP 5). Students are expected to be present at the assigned site on any and all additional holidays, provided that site is operational.

There are certain situations (doctor's appointments, weddings, births, unexpected illnesses, emergencies, etc.) that occur throughout the year that may necessitate time off. For this reason, you are allotted **a total of five personal absences over the course of your ENTIRE clinical year.** No more than 3 days may be missed in one single rotation. When circumstances necessitate a longer absence, (i.e. protracted illness or emergencies), a leave of absence status will be required (see Leave of Absence Policy). Requests for excused personal absences (aside for those unforeseen circumstances), must be received in writing prior to the start of the rotation the requested date falls within. See dates below for deadlines for personal absence requests. **UNDER NO CIRCUMSTANCES SHOULD STUDENTS NEGOTIATE THEIR SCHEDULE WITH THE PRECEPTOR WITHOUT FIRST DISCUSSING THEIR SITUATION WITH THE EC.**

Any student who is absent > 5 days over the course of the Clinical Year will be required to make up all absent days under the discretion of the EC/PD. This may entail delaying the graduation date, based on preceptor/site availability.

**3 or more missed days in a single rotation will require input from the EC/PD regarding make up hours and possible extension of the rotation. It is the student's responsibility to contact the EC/PD in these situations.*

Deadline for requesting personal absences for each SCP are:

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| July 27th, 2020 | deadline for excused absences during SCP 1 |
| September 21st, 2020 | deadline for excused absences during SCP 2 |
| December 14th, 2020 | deadline for excused absences during SCP 3 |
| February 8th, 2021 | deadline for excused absences during SCP 4 |
| April 19th, 2021 | deadline for excused absences during SCP 5 |

For unplanned absences requested for the purpose of attending a job interview, students must give at least two weeks' notice to the Preceptor and the EC. If less than two weeks' notice is given, it will be up to the Preceptor to grant permission for the absence. (Documentation of the interview such as an interview invitation letter and itinerary, may be required.)

In the event that an absence is requested after the above deadlines (for reasons other than a job interview, illness or emergency), the student must seek permission from the clinical site Preceptor as well as the EC. It will be at the discretion of the Preceptor to approve or deny this request.

In the event that a Preceptor denies an absence, the student may appeal to the EC. The EC will initiate a meeting with the Preceptor to explore the matter, prior to making a final determination.

It is expected that all students attend the first day of each rotation (as some sites only conduct orientation on certain days as well as EMR training). Any student who is not able to attend their first day of an SCP will be required to contact the EC/PD.

The EC/PD must be notified of any additional absences (to include illness, emergencies, preceptor schedule change, preceptor absence, etc.) during the SCP for purposes of establishing makeup time and/or assignments. The placement and timing of makeup days will be at the discretion of the EC/PD. This may result in an extension of the SCP or repeating the rotation in its entirety. Additionally, the student's rotation grade may be adversely affected.

In the event of illness or emergency necessitating absence from the clinical education site, students MUST personally notify the clinical site by 8:00 A.M. via personal communications AND written communication copied to the EC. The PathA Program Office (via email or direct communication with Program staff) must also be contacted no later than by 8:30 A.M., or as soon thereafter as possible. Voicemail messages are NOT considered appropriate communication. Failure to notify the Program will result in clinical point deductions and potential disruption of the current rotation. Preceptors and sites will contact the Program to verify an absence when it occurs. The student should be aware that late arrivals and absences may affect the final rotation grade, as attendance is one of the graded elements of the Preceptor Evaluation of the Student.

Students absent from an SCP for more than three consecutive days due to illness will require a written medical note for the student file. The note must indicate that you are cleared to return to your clinical rotation and must be signed by the provider.

Inclement Weather

Students participating in local Supervised Clinical Practice rotations in the Hampton Roads area (within 60 miles from EVMS) should follow EVMS instructions regarding inclement weather, school closure, and implementation of liberal leave policy.

Students participating in distant clinical rotations (either assigned or student-initiated), should adhere to instructions provided by the clinical site and should observe closures and delayed openings as directed. In the event of dangerous conditions, students should use good judgement and prioritize their safety. If a student is not able to safely attend the SCP due to weather conditions, they are to notify their preceptor and the EVMS PathA Program Educational Coordinator (notify PD when EC cannot be reached) by phone and email. This absence will be recorded, but will not count against the student's five personal absences. Prolonged absence may result in extension of the rotation or additional assignments.

Abuse of this policy will result in disciplinary action.

BEREAVEMENT POLICY

In the event that a student experiences the death of an immediate relative (Mother, Father, Sister, Brother, or Grandparent) during the clinical year, excused absences will be granted to allow the student to mourn and attend to family affairs, including attending funeral/memorial services. The number of days allowed under this policy will be determined in consultation between the student, PD, and EC(s). Allowed absences under this policy will not count toward the student's five personal absences for the clinical year, however absences for more than 3 days will require the student to make up the absences. In this case, the affected rotation(s) will be graded as "Incomplete" until required make-up days have been completed. In this case, graduation/program completion will be delayed until the rotations are completed.

LEAVE OF ABSENCE POLICY

For circumstances that necessitate an extended absence (**a work week or more**), a leave of absence may be initiated. Any leave of absence from EVMS requires a documented Change of Status Form with approval from the Dean and Program Director. A leave of absence requires a meeting with the EC/PD. This will result in an extension of your clinical year and a delayed graduation date.

STUDENT SAFETY

Supervised Clinical Practice rotations will require that students travel to a variety of sites in different geographical locations and various settings (rural, urban, etc.). It is incumbent upon the student to become familiar with their surroundings and to plan appropriately to navigate the setting to which they have been assigned. It is also the student's responsibility to exercise caution and to take all reasonable safety precautions to ensure their well-being. Since your safety is the top priority, additional safety information and training will be provided by EVMS Police and Public Safety during SCP Orientation.

STUDENT HOUSING

Students are required to attend supervised clinical practice experience at a variety of locations, both within the Hampton Roads area and at more distant sites, including out of state rotations. For assigned rotations (not student-initiated elective rotations) outside of the local Hampton Roads area, housing is currently being provided by the EVMS Pathologists' Assistant Program. The ability of the Pathologists' Assistant program to pick up lodging costs for students is contingent upon available budget and could change in short notice to meet program needs. These properties are fully furnished and are located, as possible, with access to public transportation. Students may also bring their own vehicles and this may be preferable, depending upon the clinical site and location. Provided housing may be shared with other EVMS students and is for student use only (no families, friends, etc.). **No pets are allowed** in shared housing (service animals may be allowed – all

requests must be made through the EVMS Office of Disability). If a student violates the pet policy, then the student will be responsible and charged any cleaning fees imposed by the management of the premise. Attempts are made to keep each apartment occupied by individuals of the same gender, but this is not always possible. Even in mixed-gender apartment assignments, students assigned to share a bedroom will be assigned a same-gender roommate.

The Pathologists' Assistant program only provides lodging accommodations for students conducting a "core" clinical clerkship rotation at the assigned location. The program provides students with reasonable lodging accommodations depending on availability. The program will make a singular attempt to secure appropriate lodging for the student(s) at the assigned location. If for any reason the student wishes to have a different accommodation from that which has been provided by the program, then the student will be required to secure their own accommodations independent from any support from the program. Additionally, the student will be responsible for incurring all expenses associated with a self-selected lodging accommodation while they attend a core clinical clerkship rotation.

Accommodations

Special requests regarding housing will only be fulfilled in the case of documented medical or religious requirements. If such specific housing requests are necessary, additional documentation must be provided so that accommodations may be granted. For all disability and health-related issues, requests must be made through the EVMS Office of Disability. To make a request for religious accommodations, contact the Educational Coordinator or Program Director, for the Religious Accommodation Request Form. Once completed, this will be submitted to Student Affairs. The decision reached by Student Affairs will be final.

Students are not required to utilize housing provided by EVMS, and have the right to obtain housing of their own choosing and at their own expense, for which they will not be reimbursed.

All requests for accommodations should be made prior to the scheduling of the clinical year, except where circumstances (such as a documented medical condition) arise after this period, and which necessitate accommodation. Medical and/or religious requirements will not be fulfilled without proper documentation and approval from the Student Affairs Office.

STUDENT TRANSPORTATION

Students will be reimbursed by EVMS for actual gas expenses (only upon presentation of appropriate receipt(s)) for travel to commence a rotation and upon completion of the experience, to clinical rotation sites outside of the Hampton Roads area (>75 miles from EVMS) (one trip to and one trip back). All anticipated expenditures such as gas and lodging must be pre-approved by the PD or EC prior to incurring the expenditure. If pre-approval has not been formally granted the student will not be eligible for reimbursement of any expenditures.

For rotations at distant sites where the distance from Norfolk to the site is greater than 700 miles, the student shall be reimbursed for one night of lodging. The travel lodging expenditure is capped at \$100 per night plus tax for each student, and must not exceed \$180 in total charges (tax inclusive) for shared double occupancy. Only lodging will be reimbursed, and other charges such as room service, tips & entertainment will not be covered. Additionally, if two students of the same gender are traveling to the same site together, lodging will

have to be shared to qualify for reimbursement. A student traveling by personal vehicle, that opts not to share transportation with another student, is eligible for gas reimbursement only at a 50% level. Students that share transportation by personal vehicle are eligible for 100% reimbursement on actual gas expenditures upon presentation of original receipts. The students may choose various means of transportation to reach the assigned clinical site, but reimbursement level will be based on the least expensive mode of transportation. For instance, air versus ground transportation will be reimbursed for the best assessed expenditure of either choice of transportation and the reimbursement maximum based on the cheaper of the two modes of transportation.

Subsequent travel to and from the clinical site from the student's assigned or elected housing (as well as other travel – to grocery stores, etc.) will be solely the responsibility of the student. Students may choose to utilize public transportation, to carpool, or to use their own vehicle to commute to their clinical sites, but the student will assume all associated liabilities and costs. This includes (but is not limited to): gas, parking, vehicle maintenance (if using a private vehicle), metro passes, and bus fare.

JOB PROSPECT INTERVIEWS/SHADOWING

When possible, interviews should be scheduled during a **personal absence** to avoid disruption of your current SCP (personal absences should be scheduled in advance – see deadlines on page 10). When this is not possible, requests for absences for interviewing purposes should be made at least 2 weeks prior to the interview date and must be accompanied by documentation of the invitation for an interview (including date and time). The EC/PD will determine if the schedule permits adjusting to accommodate the interview. If less than two weeks' notice is given, permission must be granted by the Preceptor. If the Preceptor denies the request, the student has the right to appeal this decision. A final determination will be reached after consultation between the EC and the Preceptor. Approval is not guaranteed. The period of return to EVMS in the summer semester (after clinical rotations are complete - including ASCP Certification Exam preparation and the capstone project) will also allow for additional flexibility to interview.

Students will **NOT** be permitted to physically conduct PathA skills or duties during the interview process or during any shadowing experiences. Students will not be permitted to take absences during their rotation to “shadow” a potential employer or for personal interests. Time spent in a “shadowing” experience will be volunteered during your personal time only. Students are not covered under EVMS liability insurance or authorized to participate in a clinical capacity for the above stated reasons.

STUDENT IDENTIFICATION

Students will wear identification pins and/or badges bearing their name and EVMS PathA student status on their laboratory attire at all times.

John Doe, PathA-Student

Pathologists' Assistant Student

Eastern Virginia Medical School

Students will verbally identify themselves as a Pathologists' Assistant STUDENT from the EVMS PathA Program during all patient and professional encounters at the site or when representing the profession or the program.

PROFESSIONAL ATTIRE

Students will comply with established dress code policies for SCPs of the PathA Program and host institution during clinical education placements. Professional attire for men and women includes: slacks, collared shirts with ties for men, slacks and/or appropriate length skirts with blouses or sweaters, or dresses for women.

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Students should be careful not to wear shirts, blouses or sweaters that are form-fitting or have a low neckline. Closed toe shoes are required. Neat grooming is expected and lab coats (if worn) must be clean and in good repair. Blue jeans, tee shirts, flip flops, canvas or nylon shoes are not allowed. In laboratory settings, proper laboratory attire must be worn including closed toe shoes (non-absorptive) and attire that covers the legs. Scrubs may be worn in laboratory settings as is acceptable to the host SCP site. All scrubs must be a matching set, without patterns or adornments, and in a non-distracting solid color (ex. green, blue, grey, or black – Ask the SCP site Preceptor for guidance). Furthermore, scrubs must be intact, without holes, tears, or writing on them, and they must be without wrinkles.

Student attire affects the reputation, and reflects upon the professionalism, of the student, the PathA Program, and EVMS. Please keep this in mind when preparing for clinical training activities.

CONFIDENTIALITY

Students will respect patient confidentiality at all times. Patient information is to be discussed only in the context of professional interaction with health care providers at the clinical site. Failure to protect confidentiality may result in dismissal from the program. Criminal, Civil, and/or other legal recourse may be possible as covered under HIPAA and other policies governing confidentiality.

Students will delete/omit identifying personal patient information during oral patient reviews and on any write-ups submitted for academic evaluation or publication.

COMMUNICATION WITH PROGRAM AND PROGRAM PERSONNEL

Students will provide the EC and PD with a phone number or other contact number by the end of the second semester. This must be updated within three days of any change.

Students will retain all written, hand-delivered or electronic correspondence received from the PathA Program during each supervised clinical practice which can, as necessary, be reviewed with the program staff.

Students may contact the EC (Mr. Kolheffer 757-446-5068 kolhefkm@evms.edu, Mrs. Demeter 757-446-6110 demetecn@evms.edu) or PD (Dr. Jacot 757-446-5648 jacotjl@evms.edu) at any time, with messages returned within 48hrs, when reasonable.

The PathA Program will utilize e-mail and/or E*Value as a mechanism for expedient communication with the students. **Students must check their EVMS email and E*Value account daily.**

Students must maintain EVMS email access throughout their clinical training. EVMS policy forbids program communication through student's personal email accounts. All communication must come through EVMS email.

If a student does not maintain adequate and consistent communication with the EVMS PathA Program, Clinical Points will be deducted. Continued lack of communication will demand a meeting with the EC and/or PD and, if not resolved, the student may be prevented from continuing their clinical rotations until the matter is settled.

REPORTING RESPONSIBILITIES

PathA students and faculty are required to conform to the highest standards of ethical and professional conduct. As such, all students, instructors, and preceptors will adhere to the Standards of Conduct for the

Teacher Learner Relationship

https://www.evms.edu/media/evms_public/departments/student_affairs/TheStandardofConduct_July2012.pdf. Students are highly encouraged to report all incidences that are incompatible with this

Standard to either the Program Director, Associate Dean for Student Affairs, or Dean of the School of Health Professions. In addition, students are required to abide by all policies, including the Code of Student Conduct, as stated in the Institutional Student Handbook

[https://www.evms.edu/media/evms_public/departments/student_affairs/student_handbooks/EVMS Institutional Handbook.pdf](https://www.evms.edu/media/evms_public/departments/student_affairs/student_handbooks/EVMS_Institutional_Handbook.pdf). Students will also uphold the principles of the Honor Code

https://www.evms.edu/media/evms_public/departments/student_affairs/July2012HonorCodeINSTITUTIONALBOV_approved.pdf throughout their tenure at EVMS.

SUPERVISED CLINICAL PRACTICE (SCP) PROFESSIONAL BEHAVIOR STANDARDS

Technical Standards apply for didactic and clinical year students.

Students will engage in supervised practice in a professional manner with behavior that is patient-centered and demonstrative of the ethical practice of medicine.

Students will confer with the preceptor regarding all anatomic findings, grossing protocols, submissions for histologic preparation and ancillary studies, and participate as delegated.

Students will immediately report any potential medical liability incident regarding their activities to the preceptor AND the EC(s)/PD.

Students will complete the appropriate EVMS and site incident/reporting forms for encounters with all reportable diseases and exposures, and submit to the proper offices and/or personnel as designated. See Protocol for Blood Borne Pathogen Exposure (also on identification badge).

Students are to discuss concerns that arise and difficulties encountered at the site only with their assigned preceptor, EC or PD.

Use of cell phones or other personal electronic devices are to be used strictly for medical reference or case logging purposes during SCP hours, but **only with expressed permission by your preceptor**. Personal phone calls, texting, emailing, etc. are NOT ALLOWED.

Specimen photography is to be performed in an official capacity at all SCPs and solely for the purposes of clinical documentation, education, or scholarly publication and requires approval by staff of the Clinical Site.

THE USE OF PERSONAL CAMERAS / CELLULAR PHONES, OR OTHER DEVICES TO RECORD SPECIMENS IS STRICTLY FORBIDDEN AND SHALL RESULT IN DISCIPLINARY ACTION.

DOCUMENTATION

Students will confer with the preceptor regarding general policies and practices of documentation and dictation procedures of the clinical site. Students must receive permission from the preceptor prior to processing specimens, using laboratory equipment, accessing patient records and photographing material.

Student entries in records must include student status, (e.g. Your Name, PathA-Student). The student shall not directly make entries into the patient record. The student is responsible for notifying preceptors of this requirement, with any questions being directed to the EC/PD immediately.

Documents submitted as part of coursework must demonstrate respect for patient, provider and institutional privacy (confidentiality).

CLINICAL YEAR STRUCTURE

SATISFACTORY ACADEMIC PROGRESS

All students in the EVMS School of Health Professions are expected to maintain a Grade Point Average of at least 3.0 to be considered in good academic standing and a cumulative GPA of at least 3.0 to graduate. Students who do not meet these criteria are subject to formal warnings, probation and/or dismissal. Students who receive a warning or are placed on probation must follow the guidelines outlined below: [Probation in the Clinical year](#).

The Program Director will consider the extent to which a student is performing at a level necessary to attain the knowledge, skills, and competencies required to succeed in the program, including ability to meet the cumulative GPA and other graduation requirements. Any student at risk may be subject to formal warnings and/or probation.

Students must maintain a cumulative GPA of 3.0 or greater in order to progress to the clinical year. Failure to do so will prevent a student from entering the clinical year and may result in dismissal from the EVMS PathA Program.

PROBATION IN THE CLINICAL YEAR

If a student receives a grade below 80% for a clinical rotation in the clinical year, the following will occur:

- The reason for the grade will be thoroughly investigated by the EC. The student may be referred to the Student Progress Committee of the PathA Program for consideration of dismissal from the program if deemed appropriate by the EC & PD.
- If granted the opportunity to repeat the rotation, the student shall repeat the SCP at a different site, with the original grade remaining.
- The student will immediately be placed on academic probation for the rotation at a different site. Probationary status will continue for the remainder of the clinical year.
- Any subsequent grade below 80% on any remaining clinical rotation will be grounds for dismissal from the program. The student's situation will be reviewed by the Student Progress Committee and a recommendation to the Program Director will be made.
- If the student chooses to challenge the grade received, the procedures outlined below for Challenging a Grade will apply.

A grade below 80% in the repeated rotation or any subsequent rotation may result in dismissal from the program.

In accordance with Pathologists' Assistant Program requirements, a 3.0 GPA must be maintained.

STUDENT PLANNING FOR THE CLINICAL YEAR

Shared housing may be provided by the PathA Program for required rotations outside of the local area. Students are ultimately responsible for their own transportation costs. Students seeking independent alternative housing, will be required to pay any and all fees associated with housing costs. Housing accommodations for the PathA program may change without prior notice to meet program needs. The School of Health Professions provides assigned furnished-lodging for students while attending official duties during selective distant clinical clerkships. The lodging accommodations usually will require that they be shared with

a fellow classmate of the same gender or other student from an EVMS sponsored program of the same gender. Request for deviations from this arrangement will require that the student petition for special considerations with eight weeks advance notice to the PD or EC in order to process the request. Requests will only be granted on documented religious or medical grounds. The lodging privileges that students obtain at a reduced-cost is entirely contingent upon available discretionary budget from the School of Health Professions and may cease to be available to students at the reduced cost, without prior notice, if fiscal conditions were to necessitate such a change in program resources.

Students will be required to have a computer with internet capability and a web-cam functionality to fulfill requirements compatible with remote monitoring of online exams and other graded material. These computer features will be used throughout the clinical year for required coursework, documentation, and email communication as well.

SEQUENCING OF THE CLINICAL YEAR

Clinical rotations are subject to change for a variety of reasons that are beyond the control of the program, including but not limited to changes in the capacity of preceptors to host students, changes in preceptor capacity to fulfill learning objectives, and changes in state and federal law and regulation applicable to clinical rotations. **The clinical rotation schedule and assignment of clinical sites may be subject to multiple changes without advance notice.** However, changes will be kept to a minimum. For this reason, students should frequently review their schedule in E*Value checking for updates. Untimely changes in site availability can create a "ripple effect" throughout the entire class and may necessitate substantive changes to the sequence of the clinical clerkship rotations.

Students must maintain awareness of the dynamic nature of the SCP schedule when making plans during this time (making personal plans, trips, signing leases, etc.).

BLACKBOARD ONBOARDING REQUIREMENTS WITH CERS OFFICE:

Students will coordinate with EVMS Clinical Education Recruitment and Support (CERS) to complete all compliance and onboarding requirements for clinical rotations in a timely manner to ensure smooth transitions throughout the clinical year, and to avoid unnecessary delays to the rotation schedule. This will occur in two steps: First, students will complete all requirements (for all clinical sites) on the Compliance Blackboard page during the spring semester. Then, after the schedule has been set, it is the responsibility of the student to *initiate* and coordinate with Ms. Sita Topalli, Compliance Specialist (CERS), the submission of additional documentation to their assigned clinical sites and to meet other, site-specific requirements (ex. fingerprinting, additional immunizations, etc.).

It is the student's responsibility to complete all requirements on Blackboard as well as for each of their assigned clinical sites in a timely fashion, and they will be held accountable for any interruptions of the clinical schedule resulting from incomplete or delayed onboarding processes. Clinical points will be deducted (up to 10 points = 10% final rotation grade) and completion of the clinical year may be delayed.

SITE ASSIGNMENT

In general, a small percentage of the SCPs for each student will be within the local area (<60 miles) and distant rotation assignments will be required. Assignment to specific SCP sites is primarily dependent on availability, student preference, and academic considerations. Final decisions regarding assignment to individual sites are made by the PathA Program. The decision for assignment is based on many factors, including but not limited to:

- Availability of the site
- Preceptor/site requests
- Individual student characteristics
- Academic opportunities presented by site characteristics
- Student past performance in areas critical to success at the site

Students are required to complete at least one rotation in forensic autopsy at a Medical Examiner's Office as well as at least one rotation at a site with high specimen volume and where highly complex specimens are frequent (i.e. academic medical centers, large, private hospital facilities, hospitals with residency programs, etc.).

All students will rank order their desired SCP sites and will have the opportunity to schedule a meeting with the EC prior to the scheduling of SCPs. This will occur during Year 1, Spring Semester. All student requests will be considered, but are not guaranteed.

STUDENT-INITIATED ELECTIVE ROTATIONS

Student-initiated elective rotations are defined as any clinical rotation site of your interest, that is not required by the PathA program and for which housing costs and arrangements are not provided. This may be a clinical site which already has an affiliation agreement with the EVMS PathA Program or a site of the student's choosing which does not have a current affiliation agreement. **Not all student initiated requests will result in placement.**

Prior to contacting a potential new preceptor, the student must first discuss the preceptor/site with the EC.

The steps the student must follow when pursuing a student-initiated elective site are outlined below.

PRIOR TO THE SCHEDULING OF SCPs:

- Provide the EC with the PRACTICE NAME, PRECEPTOR, ADMINISTRATIVE CONTACT PERSON, ADDRESS, PHONE #, FAX # and EMAIL of the contact person or preceptor who has agreed to host the student and any information regarding hospitals the preceptor practices within.
- Provide the program with the dates accepted by the preceptor. The program will then forward the required paperwork for the rotation and follow its progress.
- The student should be aware that the processing of the necessary agreements can take several months and that students need to initiate the process for their desired elective with sufficient anticipation of the required processing time.

Assignment to a student-initiated elective SCP is a privilege. Students granted permission to participate in these rotations are expected to maintain good academic standing and comply with the requirements and guidelines as outlined in the Student Handbook. Students on probation may not request a student-initiated elective rotation. The Student Progress Committee will determine if a student on probation may attend an elective student initiated site agreed to prior to the student's probation.

Students at distant SCP sites must abide by the following:

- Check e-mail remotely on a daily basis.
- Have access to a computer with internet access and web-cam.
- Ensure housing (cost incurred by student).
- Provide any additional costs that may be required by the site/facility including but not limited to EMR training, placement fees, etc.

Failure to follow these guidelines will result in withdrawal of the privilege extended to the student to complete the current and any future elective student-initiated elective rotations and/or may place the student at risk for dismissal from the program.

Once a student-initiated elective rotation has been arranged, **the student is obligated to the placement.** If a situation arises jeopardizing the rotation, the student must meet with the EC/PD immediately, but the placement may still occur. **If the student does not complete the placement, no further elective student initiated placements will be allowed and all further placements will be at the discretion of the EC and/or Program Director. Approval of all student-initiated elective rotations is at the discretion of the PathA Program and will be determined in consideration of the clinical experience provided by the site/preceptor.**

PRE-EMPLOYMENT INTERNSHIP OPPORTUNITY

Students may request to complete the final clinical clerkship of the program at a non-affiliate clinical site to which the student aspires to seek employment or has the prospect of employment following graduation from the program. This voluntary opportunity is available for new/elective sites only and is not applicable to EVMS PathA core rotation sites. This initiative could provide the student the opportunity to gain experience and complete their formal training in the healthcare setting in which they wish to be employed after completion of the program. This internship must be contractually arranged as a non-compensated position, with the student maintaining their student trainee status. All stipulations and requirements of a supervised clinical practice clerkship remain in effect if a student elects to enter into an employment internship agreement. The internship site will be required to submit student evaluations and other requirements as described in the Preceptor Guidebook. Additional mutual signed agreements attesting to the non-compensated nature of the internship will be required. This optional opportunity is provided for students at the discretion of the EVMS Pathologists' Assistant Program and is contingent upon the clinical site meeting the educational standard of the program and the timely execution of all required documentation for establishing a new non-affiliate site. This includes the execution of a binding affiliation agreement and any documents required for accreditation purposes. Due to the protracted time needed to complete an affiliation agreement and other required documents, early action will be required as the program may not endorse the request for internship with less than 60 days prior to the anticipated start date.

STUDENT PROGRESS OUTCOMES

MECHANISM FOR MONITORING AND DETERMINATION OF STUDENT PROGRESS

Monitoring of student progress and performance evaluations while on clinical rotations is accomplished in the following manner:

- Evaluations of Students
 - Surgical Pathology / Autopsy Pathology Rotations:
 - Preceptor Evaluations of Student: Mid-rotation and Final Evaluation
 - Secondary Evaluations of Student: Mid-rotation and Final Evaluation
 - Medical Examiner (Forensic) Rotations:
 - Preceptor Evaluations of Student: Mid-rotation and Final Evaluation
 - Secondary Evaluations of Student: Mid-rotation and Final Evaluation
 - Biorepository Science:
 - Essentials of Biobanking course score
 - Biorepository Team Member Inspection Training course score
 - EVMS & LifeNet Health Biorepository Experiences
- Evaluations by Students
 - Student Evaluation of Preceptor: Midrotation and Final
 - Student Evaluation of SCP Site
 - Student Self-Evaluation
- Attendance, Punctuality, & Time Management
- Case/Activity Logging
- Activity Validations
- Clinical Points: Professionalism components, successful completion and submission of Program assignments/requirements, interaction with the various members at the clinical year team, learning initiative, etc. (Discussed below).

GUIDELINES FOR EVALUATIONS

Evaluations will generate one week before the midrotation point and one week prior to the completion of the rotation. Students should take this opportunity to engage their preceptor for formative feedback and should also be able to provide constructive feedback to their preceptor to allow for continuous improvement. The Midrotation Student Evaluation of Preceptor is to be completed through E*Value by MIDNIGHT the Sunday following the midrotation point (after 4 weeks for an 8 week SCP and after 3 weeks for a 6 week SCP). The Final Student Evaluation of Preceptor, Student Evaluation of SCP Site, and Student Self-Evaluations are to be completed through E*Value by MIDNIGHT the Sunday following the last day of the SCP. Grades will be calculated immediately thereafter, and a grade will not be issued without completion of the self, site, and preceptor evaluations.

- If you have any difficulties or questions, please contact the program immediately. This will NOT be an acceptable excuse for failing to complete the preceptor and/or site evaluation form(s).
- No Midrotation Student Evaluation of Preceptor is required for the EVMS Biorepository Rotation.

Midrotation & final preceptor evaluations, self-evaluations, and site evaluations are **REQUIRED** by the program. Failure to complete this requirement will result in a meeting with the EC and Program Director to determine if the student will be allowed to continue on rotations. Additionally, the rotation grade will be

adversely affected by deductions in Clinical Points.

GUIDELINES FOR ACTIVITY LOGGING

Each PathA student is required to track her/his progress in clinical training using the E*Value software. The student shall monitor the tasks they perform and maintain an up-to-date record. This will allow the student to track her/his progress, to use the information to help direct learning in future rotations, and to develop a portfolio demonstrating their proficiency to prospective employers. This also allows the program to document clinical education for accreditation purposes as well as to allow for continued improvement of clinical training.

Students are expected to log cases on a daily basis, just as all practitioners must complete dictations, medical records, and other laboratory logs and documents on the same day of service. This may be done through the E*Value program via computer or via cellphone if allowable by the preceptor. **Failure to maintain up-to-date activity logs will affect clinical points and thus the overall grade.** This will also hinder student self-evaluation/portfolio development and program continuous improvement efforts.

Additional activities should also be logged using this system, including (but not limited to) educational activities (Grand Rounds, Tumor Boards, CME sessions, Resident Presentations, etc.), research activities, and participation in administrative or managerial functions or activities (updating procedure manuals, safety inspections, budget preparation, etc.). Directed learning experiences assigned by the Preceptor should also be logged. This will account for time not spent grossing or performing autopsies and will document experience in these areas, which may prove valuable to prospective employers.

VALIDATIONS

Throughout the supervised clinical practice experiences, students will become proficient in the professional activities of a Pathologists' Assistant. In addition to logging these activities, students will document attainment of proficiency by seeking confirmation of these skills. To do this, students will first discuss with their preceptor to establish that they have indeed developed sufficient ability as to be deemed proficient. With the preceptor's agreement, students will then record a "validation" for the activity in E*Value. An email is generated and sent to the preceptor, who will then confirm or reject the validation. **Validation only needs to be granted one time for a given activity.**

Validation of activities provides another tool for the student to use in both tracking their progress, but also in establishing future goals. These validations will be reviewed as a component of the Preliminary and Final Summative Assessments. **Failure to log validations will affect clinical points and thus the overall grade.**

It is expected that all Validations will be confirmed by the end of the clinical year. Failure to obtain confirmation of these skills will be discussed during the Final Summative Assessment. Remediation may be required including the possibility of additional clinical experience and a possible delay of program completion.

CLINICAL SETTING PERFORMANCE STANDARD

Clinical performance is evaluated using the following components. To reflect the focus on clinical performance, the largest percentage of the SCP score is achieved through the preceptor evaluations of the student, and to a lesser degree, the secondary evaluations of the student. Evaluations will be made in consideration of the student's experience-level and stage of training. Students are expected to progressively improve throughout the clinical year. **The student must achieve a grade of at least 80% for the SCP (Total Composite Score). Additionally, the student must score at least 80% on the Final Preceptor Evaluation of Student and may not score lower than a "3" in any area on the Final Preceptor Evaluation of Student. (See SCP Grades: Low Scores)**

The final grade for each SCP is the Total Composite Performance Score= Midrotation & Final Preceptor Evaluation of the Student (20% + 40% = 60%), Midrotation & Final Secondary Evaluation of the Student (10% + 20% = 30%), and Clinical Points (10%). (See section: Performance Evaluation Outcomes).

Semester grades will be determined by averaging SCP grades (weighted according to time/credit allocation).

8 WEEK SCP ROTATIONS

Midrotation & Final Preceptor Evaluation of Student (60% of total composite score)

The preceptor completes these evaluations. The Midrotation Preceptor Evaluation of Student will count for 20% of the total composite score and the Final Preceptor Evaluation of Student will count for 40%.

Midrotation & Final Secondary Evaluation of Student (30% of total composite score)

Supervising and/or training staff at a given SCP other than the preceptor complete these evaluations. The secondary evaluator will be designated by the preceptor, based upon interaction between the student staff. This should be an individual whom is directly involved in the training or supervision of the PathA Student at a SCP and may include, but is not limited to, attending Pathologists, Pathologists' Assistants other than the Preceptor, Histotechnologists, and Laboratory Managers, so long as they have been directly and extensively involved in the supervision and training of the student. The Midrotation Secondary Evaluation of Student will count for 10% of the Total Composite Score and the Final Secondary Evaluation of Student will count for 20%.

For an 8-week long SCP rotation, the midrotation evaluations will be completed after 4 weeks, and the final evaluation will be completed at the end of the SCP rotation (8 weeks).

4 OR 6 WEEK ROTATIONS

Occasionally, a 4- or 6-week rotation may be required to accommodate the rotation schedule. The grade for a 6 week rotation will be determined as in other rotations with clinical points and both mid-rotation and final evaluations from the preceptor and secondary evaluator. However, midrotation evaluations will be completed after 3 weeks and final evaluations will be completed after 6-weeks (upon completion of the SCP).

Two, 4-week rotations may occasionally be performed during an 8-week SCP block. Each clinical site will only complete final evaluations of the student's performance. Due to the shortened nature of the rotation, no mid-rotation evaluations will be performed and the final evaluations will account for 90% of the SCP grade - 60% Final Preceptor Evaluation of Student & 30% Final Secondary Evaluation of Student (10% Clinical Points).

****Rotations scheduled for other lengths (ex. 5 weeks, 7 weeks) will be evaluated in a similar manner, with grades weighted according to clinical site contact hours. Rotation of less than 6 weeks will require only final evaluations. Rotations of six weeks or longer will have mid-rotation evaluations and final evaluations.***

BIOREPOSITORY SCIENCE

As a core requirement of the EVMS PathA Supervised Clinical Practice Program each student will be required to complete training in Biorepository Science. This experience may also include participation in the EVMS Biorepository and experience at LifeNet Health; pending availability. (The LifeNet Health experience may be scheduled out of sequence to accommodate availability of this site.)

Students will be required to successfully complete the “Essentials of Biobanking” certificate course provided by the International Society for Biological and Environmental Repositories (ISBER). This nine-module Biobank Certification Program is an online course sponsored by the Canadian Tissue Repository Network and the University of British Columbia Office of Biobank Education and Research. It is designed to provide ‘how-to’ knowledge of biobanking best practices for biobank staff, trainees, researchers and related staff. This online course is self-paced is **estimated** to take 7 – 11 hours to complete.

Students will also complete the Inspection Team Member Training module offered through the College of American Pathologists (CAP) during the Biorepository Rotation. This is a 4.5 credit-hour CME online course and covers all essential elements of CAP inspections, including for Biorepositories. (This course includes materials previously addressed in the CAP Biorepository Inspector Training.)

Failure to fulfill these requirements during the assigned timeframe/rotation block will be reflected in Clinical Point deductions (up to 10 points = 10%). Completion of the ISBER Essentials of Biobanking course and the CAP Biorepository Team Member Inspection Training module are required to pass the Biorepository Rotation.

Grades for this experience will be determined as follows:

- Essentials of Biobanking course score – 60%
- Inspection Team Member Training course score– 30%
- EVMS Biorepository and/or LifeNet Health Sessions – 10%

CLINICAL POINTS (10% OF TOTAL COMPOSITE SCORE)

Clinical Points are initially credited to the student, and will be deducted for failures or non-compliance in individual areas. Deductions will be documented by the EC or PD in E*Value, according to the criteria below:

Time Management (20% of Clinical Points)

Daily attendance including appropriate preceptor assigned events, punctuality, and use of time.

Program Requirements (50% of Clinical Points)

Completion and submission of evaluations including mid-rotation evaluations, final-rotation evaluations, site evaluations, self-evaluations, and additional requirements such as checking EVMS email daily, case/activity logging and activity validation.

Professionalism (30% of Clinical Points)

As determined by EC, PD, clinical year staff and/or other faculty members

****Failure to complete all of the above program requirements will result in deduction of points from the composite score (max of 10 points).**

STUDENT SELF-EVALUATIONS

Student Self-Evaluations are not graded, but are required by the EVMS PathA Program and failure to complete them will result in deduction of clinical points. These are an opportunity for students to reflect upon their clinical experiences and take an honest inventory of their strengths and weaknesses. Students are encouraged to spend time in completing these evaluations including the narrative portion where they can record their experiences. Correlations and comparisons with Preceptor and Secondary Evaluations may prove helpful in identifying opportunities for improvement and areas of success.

CONTESTING AN EVALUATION

After a preceptor or secondary evaluator has submitted an evaluation, a student who wishes to challenge the evaluation should select “disagree” in E*Value when asked if they agree or disagree with the evaluation and also enter a brief comment addressing why this evaluation is to be disputed. S/he should then email the appropriate EC (or PD if the EC is unavailable) and inform him/her of this decision. A “Clinical Site Evaluation Dispute Resolution” form must also be submitted at the same time.

The Clinical Site Evaluation Dispute Resolution Form is an MS Word document and can be downloaded from the E*Value homepage. This must be completed and submitted in order for an evaluation to be challenged. On this form, the student records her/his full name, date the dispute is submitted, the SCP block number and clinical site of the contested evaluation, and the contested evaluation type and name of the evaluator. The student then will provide a summary detailing the reason(s) for this dispute. Each question/evaluation criteria to be challenged must also be listed including the question number (on the evaluation), the reported score and the score that the student feels s/he earned and on what grounds the score should be changed. Present any evidence supporting this change.

Upon receiving these materials, the EC will conduct an investigation which may include reviewing the student’s evaluations and case logs, and meeting with preceptors or other clinical site team members. After a thorough review of the dispute and of the circumstances and feedback from the clinical site, a determination will be made and the evaluation will be amended (if merited) and a ruling will be provided in the comments section at the top of the evaluation form. The student will also be notified by email of the resolution.

Students should note that contesting an evaluation score of 4 is not recommended and will not likely result in amendments.

PERFORMANCE EVALUATION OUTCOMES

The EC will review the Mid & Final Preceptor Evaluation of Student, Mid & Final Secondary Evaluation(s) of Student, and Program Requirements to compile a score (Total Composite Performance Score). The EC will discuss with the student their performance outcomes from the Final Preceptor Evaluation of Student via e-mail or in person if needed or desired by the student or the EC.

Based on Total Composite Performance Scores, grades for each SCP will be recorded on the transcript as follows:

| <u>Percentile</u> | <u>Grade</u> | <u>GPA</u> |
|------------------------------|--------------|------------|
| 100 – 94 | A | 4.00 |
| 93 - 90 | A- | 3.67 |
| 89 - 87 | B+ | 3.33 |
| 86 - 84 | B | 3.00 |
| 83 - 80 (80 Minimum Passing) | B- | 2.67 |
| 79 - 77 | C+ | 2.33 |
| 76 - 74 | C | 2.00 |
| 73 - 70 | C- | 1.67 |
| 69 - 67 | D+ | 1.33 |
| 66 - 64 | D | 1.00 |
| 63 - 60 | D- | 0.67 |
| 59 or less | F | 0.00 |

The EC will notify the student, no later than three weeks after the final date of the SCP, **OR** within one week of receipt of the evaluations (whichever comes first), of their final grade, if necessary.

Please note that 80-83% will yield a grade of B- and a resulting GPA of 2.67. A cumulative 3.0 GPA is required for graduation.

SCP GRADES: LOW SCORES

Final Preceptor Evaluation of Student

Students who receive a grade of <80% on the Final Preceptor Evaluation of Student will have the opportunity to repeat one SCP during their clinical education. The time and location of the repeat SCP will be designated by the EC/PD. Decisions may be dependent on placement availability. Repeating a SCP may result in a delay of graduation.

- In the case of a failed SCP, the student will be placed on academic probation and will remain on probation until the end of the Program.
- Any student who does not achieve a “Pass” upon the second attempt at an SCP or on another SCP will be dismissed from the PathA Program.

Individual Components of Final Preceptor Evaluation of Student

Any score lower than “3” in any question on the Final Preceptor Evaluation of Student is considered unacceptable. Scores of “1” or “2” are not acceptable and will prompt the EC/PD to investigate the reasons for the low score(s) and an immediate meeting with the student to determine a course of action. Remediation will be determined by the EC/PD.

Students who receive a grade of less than “3” (either a “1” or “2”) on any individual component of the final preceptor evaluation of student **must** meet with the EC/PD within one week of notification of SCP outcome. During this meeting, the EC/PD will develop and review a plan for remediation to address the clinical preceptor comments on areas of weakness in performance outcomes, on the Final Preceptor Evaluation of the Student. Students must complete this assigned remediation process within two weeks of notification by the EC/PD, unless otherwise specified.

Final SCP grade-Total Composite Score per SCP

The EC will notify the student of a grade of <80% no later than three weeks after the final date of the SCP OR within one week of receipt of all components that comprise the total score (whichever comes first). The EC will also determine when and where the repeat SCP will be scheduled. **Students will be permitted to repeat only one SCP during the clinical portion of the PathA Program.** The student will be placed and remain on academic probation until the end of Program. Failure of the repeated rotation, or any subsequent rotation, may result in dismissal from the program.

SUMMATIVE EVALUATIONS

The Summative Evaluations are designed to ensure that the student has the cognitive, affective, and psychomotor abilities required for entry into the profession. This evaluation will consist of the following components:

CUMULATIVE PRECEPTOR SCORE: The average of all Preceptor Evaluations (final evaluations SCP 1-6).

CUMULATIVE SECONDARY SCORE: The average of all Secondary Evaluations (final evaluations SCP 1-6).

CASE/ACTIVITY LOGGING: The completed Case Tracking Log for each student will represent a portfolio of the student’s work during their clinical training. As this is reflective of the scope and depth of their experience it will be evaluated to assess the level of training attained by the student. It is expected that a variety of case and specimen types shall be logged by each student **including experience with a variety of the specimen types available for logging on E*Value.**

VALIDATIONS: A report of all Validations that have been confirmed by preceptors shall be reviewed with the student. This shall serve as a tool for both assessing accomplishment and developing future goals. **STUDENT SELF-EVALUATION:** Compilation of self-assessments (SCP 1-6).

A **preliminary summative assessment** will take place between the EC and each PathA student, individually, after the completion of the first two SCPs (completion of the Fall Semester). During this assessment, the focus shall be on evaluating the student's experiences in the clinical SCPs thus far and determining what areas must be addressed in the remaining SCPs. This will provide feedback and guidance to the student to ensure that all educational goals are met.

A **final summative assessment** will take place after successful completion of all SCPs. This meeting between the EC and PathA student will serve to review all completed goals and objectives, to reflect upon the learning process, and to provide feedback and guidance to the student as they prepare to complete their training and begin practice as a Pathologists' Assistant.

E*VALUE REPORTS

With all activities, validations, and evaluations united in E*Value, students are provided an incredible opportunity to monitor their progress throughout the clinical year. This will enable students to direct their learning experiences by discussing their prior experiences, strengths, and weaknesses with their preceptors, and identifying ways to optimize their learning at each clinical site. Additionally, the information compiled in E*Value can be a valuable tool for students as they seek employment.

Some information/reports that may be particularly valuable to students are:

TRAINEE CLINICAL CASE LOGS SUMMARY

This report acts as a “dashboard” of your accomplishments during your SCP rotations. It provides much of the data contained in other reports, in a simplified manner. This will likely be one of the most important tools for students as they progress through their SCP rotations and as they pursue employment opportunities. To access this report, simply open the “Reports” tabs and then under the “Case Logs” section, click on the “Trainee Clinical Case Log Summary” report. Elements may be expanded or filtered to present different information as desired.

This report should be generated prior to the first day of each rotation and discussed with the preceptor to help establish the student's current level of experience, and to assist in setting goals for the rotation.

COMPLETED EVALUATIONS ABOUT TRAINEE/AGGREGATE TRAINEE PERFORMANCE

The “Completed Evaluations” and “Aggregate Trainee Performance” reports can both be accessed from the “Reports” tab. The “Completed Evaluations” report can be filtered for different timeframes, evaluators, or sites, and provides the evaluations as they appear after completion by the preceptor(s). Viewing the “Aggregate” report will give averages, ranges, and standard deviations for scores on different questions, allowing the student to view their overall performance in specific areas.

ACTIVITY COUNT/VALIDATION COUNT

“Activity Count” and “Validation Count” are straightforward reports listing the activities or validations the student has logged, and in the case activities, the number of times the student has been involved in this activity. Because validations should only be logged once, the number should only be “1”.

ACTIVITY CROSTAB/VALIDATION CROSTAB

By accessing the Activity or Validation Crosstab reports, the student has the opportunity to shape what kind of information is displayed regarding either the activities they have logged or the validations they have attained. While there are many different ways that this report can be used, one notably helpful technique is to run the crosstab report using groups rather than individual activities (or validations). Select to report by Activity/Validation Groups (instead of Individual), then **select “No” when prompted to “Limit to groups selected by trainee:”**. By selecting “no” you allow all entries to be sorted by group, and not only if the group was selected during logging. By observing groups, it is easy to see how many events were logged in different groups (ex. Level 4 88305 specimens versus Level 5 88307 specimens).

Additional Information about E*Value will be provided during SCP Orientation. E*Value also includes many videos and instructions in the help menu. (The help menu will display information relevant to the area that is currently open in E*Value.)

GRADUATION REQUIREMENTS

In order to meet eligibility requirements to graduate, the student must complete the entire PathA Program Curriculum, including:

- Successful completion of the Didactic Curriculum.
- Passing the Core Science Preliminary Examination.
- Successful completion of Supervised Clinical Practice.
- Successful completion of Graduate Seminar (PATH 609).

CHALLENGING A GRADE

Students have the responsibility of verifying the final rotation grades. If a student receives an incorrect final grade, he/she should immediately contact the EC to verify the error. Errors will be changed using a “Change of Grade” form completed by the Educational Coordinator and the Program Director. A “Change of Grade” form will be submitted to the Registrar for proper notification and correction of the grade on the student’s record.

SPECIAL CIRCUMSTANCES

Any student unable to complete an SCP due to medical or personal reasons will receive a grade of Incomplete (“I”). Any special circumstances requiring time away from the clinical year must be discussed with the EC as soon as possible. An incomplete grade form will be completed as in the didactic year, spelling out the remaining requirements, a timeline for completion, and the grade result if the requirements are not completed.

ADDITIONAL CLINICAL YEAR COURSES

During the second year clinical training period, the courses listed below shall be completed synchronously with SCPs. These courses will follow an online format with the exception of PATH 605: Teaching Assistantship, which may have an in-person component. The ASCP Certification Exam Prep course and the PATH 609: Graduate Seminar will be live courses conducted during the final summer semester (when all PathA students return to the Hampton Roads area). Successful completion of these courses and maintenance of 3.0 GPA are required for graduation.

YEAR 2: FALL

- PATH 601: University of Pathology Informatics Certificate of Completion Program
- PATH 602: Special Topics: Pediatric Pathology
- PATH 605: PathA Teaching Assistantship (Fall or Spring)
- IPE 700: Interprofessional Collaborative Education

YEAR 2: SPRING

- PATH 604: LAB MANAGEMENT UNIVERSITY CERTIFICATE OF COMPLETION PROGRAM
- PATH 605: PathA Teaching Assistantship (Fall or Spring)
- PATH 606: Special Topics: Neuropathology

YEAR 2: SUMMER:

- PATH 608: ASCP CERTIFICATION EXAM PREP
- PATH 609: GRADUATE SEMINAR

PATH 605: PATHA TEACHING ASSISTANTSHIP

During the course of supervised clinical practice rotations students will be required to participate in laboratory and/or classroom sessions as a part of PATH 605. This may be performed as an online-only manner, or may have an in-person component, as dictated by the clinical rotation schedule and course structure. Students may be assigned to assist in Gross Anatomy, Histology, Histotechnology, Neuroanatomy, General Mechanisms of Disease, Pathophysiology, or other similar courses. Teaching assistants may be evaluated by faculty and/or students in the courses to which they are assigned based upon their performance in lab (via evaluation survey/rubric) or based upon work submitted (ex. review materials, educational projects, etc.) Additional information is available in the PATH 605 Syllabus and course Blackboard site. This is a one-credit, pass-fail course.

OCCUPATIONAL HEALTH POLICIES FOR CLINICAL YEAR

BLOODBORNE PATHOGEN EXPOSURES

All students will receive instruction and must document annual attendance at a training regarding the prevention and management of blood/body fluid exposures and other biological hazards. Furthermore, the procedures for care and treatment after accidental exposure to a biological hazard are available through EVMS Occupational Health at **(757) 446-5870**.

All patients should be assumed to be HIV positive or infectious with other bloodborne pathogens. Standard precautions must be followed in all health-care settings with other bloodborne pathogens and when personnel are exposed to blood and certain other body fluids (amniotic, pericardial, peritoneal, pleural, synovial and cerebrospinal fluid, semen and vaginal secretions) or any body fluid that could possibly be contaminated with blood. Standard precautions do not apply to saliva/urine, except in a setting where the fluids are likely to be contaminated with blood.

Bloodborne Pathogen training is due annually. This is available on-line on Blackboard. Please enroll in the Bloodborne Pathogen Training for Students course, view the PowerPoint presentation, and complete the quiz.

POST-EXPOSURE INSTRUCTIONS

Students who have an unprotected blood/body fluid exposure (i.e. needlestick, scalpel cut, splash to eyes, nose, mouth or to non-intact skin) should immediately wash the wound or skin site with soap and water. Mucous membranes should be flushed thoroughly with water. The **“Bloodborne Pathogens Instructions for Needlestick, Body Fluid & Other Exposures”** is a laminated instruction card that should be attached to the student’s identification badge. This card gives specific instructions for the protocol to be followed post exposure. Replacement cards can be obtained from Occupational Health.

If an exposure to blood/body fluid(s) occurs during business hours, contact EVMS Occupational Health at (757) 446-5870, or via pager at (757) 584-0550. **DO NOT LEAVE THE SITE WITHOUT DOING THIS.** If chemoprophylaxis is indicated, it should be started as soon as possible.

If an exposure occurs during nights, weekends, or holidays contact the on-call clinician through the EVMS Exposure Pager: (757) 669-1157 (remember to always identify yourself as an EVMS student). **DO NOT LEAVE THE SITE WITHOUT SPEAKING WITH THE ON-CALL CLINICIAN.**

The exposure should also be reported as soon as possible to the supervising clinician on the unit where the exposure occurred to obtain testing on the source patient per hospital protocol. **Write down the patient’s name, date of birth, medical record number and the name of his/her physician.**

Students who have an exposure at the VA Hospital should report it to the Occupational Health Department at the VA Hospital (757-722-9961 ext. 3527) or to the VA Hospital Emergency Department when the Occupational Health Department is closed. The student must also call EVMS Occupational Health to report the exposure as soon as possible.

Exposures occurring at other hospital facilities will receive treatment per the hospital’s exposure protocol. Students must also call EVMS Occupational Health to report the exposure as soon as possible.

Unprotected exposure to active tuberculosis should be reported immediately to EVMS Occupational Health at (757) 446-5870.

Students who seek care with their personal physician risk bearing complete financial responsibility for evaluation and any subsequent treatment.

TB SURVEILLANCE REQUIREMENTS

TB surveillance is required yearly.

The student is responsible for obtaining the necessary documentation.

Failure to comply will result in removal from clinical rotations until completed.

All time missed from the rotations will have to be made up at the discretion of the program.

TB surveillance is provided by the school at no charge, see the information below.

PA students are required to have TB surveillance annually or complete a TB Symptom Surveillance Questionnaire if they have previously tested positive. Please call Occupational Health at 446-5870 to schedule an appointment.

IMMUNIZATIONS

EVMS is committed to implementing the CDC recommendations regarding vaccines. All EVMS faculty, residents, students, staff and volunteers who work in clinical areas are required to receive an annual influenza vaccination in order to continue in that role. Medical and Religious exemptions may be requested and will be reviewed individually. A request form is available on the Occupational Health website. Flu vaccinations will be required in the fall of your clinical year. Occupational Health will be available to schedule an appointment and will hold flu clinics around campus throughout October. Students must schedule this on their own. Those who are completing away rotations, must have this completed off site.

Occupational Health - Phone: 757-446-5870; Fax: 757-446-7188

CLINICAL YEAR SCHEDULE 2020-2021

| SCHEDULE FOR CLINICAL YEAR 2020 - 2021 | | | |
|---|---|--------------|---|
| COURSE | SUPERVISED CLINICAL PRACTICE (SCP) ROTATION | Weeks | DATES |
| Fall 2020 | | | |
| PATH 600 | SCP #1 | 8 | September 21 2020 – October 30, 2020 |
| | SCP #2 | 8 | November 2, 2020 – December 11, 2020 |
| PATH 605 | PathA Teaching Assistantship | 2 | Fall Semester OR Spring Semester |
| PATH 601 | University of Pathology Informatics Certificate of Completion Program | 16 | (Online) |
| PATH 602 | Special Topics: Pathology Pediatric Pathology | 16 | (Online) |
| IPE 700 | Interprofessional Collaborative Education | 16 | (Online) |
| Spring 2021 | | | |
| PATH 603 | SCP #3 | 8 | January 11, 2021 – March 5, 2021 |
| | SCP #4 | 8 | March 8, 2021 – April 30, 2021 |
| PATH 604 | Lab Management University Certificate of Completion Program | 16 | (Online) |
| PATH 605 | PathA Teaching Assistantship | 2 | Fall Semester OR Spring Semester |
| PATH 606 | Special Topics: Pathology (Neuropathology) | 16 | (Online) |
| Summer 2021 | | | |
| PATH 607 | SCP #5 | 4 | May 17, 2021 – July 9, 2021 |
| PATH 608 | ASCP Certification Examination Preparation | 6 | June 28, 2021 – August 6, 2021 |
| PATH 609 | Graduate Seminar – Capstone Project | 6 | June 28, 2021 – August 6, 2021 |

LIST OF CLINICAL SITES

| Clinical Site | Address | City, State, Zip | Preceptor | Email |
|--|--|-------------------------|---------------------------------|--|
| Baylor College of Medicine Medical Center | 7200 Cambridge St. | Houston, TX 77030 | Kristine McCluskey, PA | mccluske@bcm.edu |
| Baylor Scott and White Medical Center | 2401 S. 31 Street | Temple, TX 76508 | Mateo Lopez | Mateo.Lopez@bswhealth.org |
| Carilion Roanoke Memorial Hospital | 1906 Belleview Ave SE | Roanoke, VA 24014 | Christopher Mason, PA | cemason@carilionclinic.org |
| Chesapeake Regional Medical Center | 736 N. Battlefield Blvd | Chesapeake, VA | Jesse McCoy, PA | Jesse.McCoy@chesapeakeregional.com |
| Children's National Hospital | 111 Michigan Avenue, NW | Washington, DC 20010 | Emily Loter, PA | ejloter@childrensnational.org |
| Cook County Medical Examiner's Office | Chicago Technology Park, 2121 W Harrison St. | Chicago, IL 60612 | Kristin Escobar Alvarenga, MD | Kristin.escobaralvarenga@cookcountyil.gov |
| Delta Pathology Group | 2915 Missouri Avenue | Shreveport, LA 71109 | John Agee, PA | John.agee@deltapathology.com |
| East Carolina Pathology | 2693-B Forest Hills Road | Wilson, NC 27893 | John Robl, Lab Manager | jrobl@ap2.com |
| EVMS Biorepository | 700 West Olney Road | Norfolk, VA 23507 | Laurie Wellman, PhD | WellmaLL@EVMS.EDU |
| Fort Belvoir Community Hospital | 9300 DeWitt Loop | Fort Belvoir, VA, 22060 | Thomas Becksted, PA | thomas.b.becksted.civ@mail.mil |
| Hampton VA Medical Center | 100 Emancipation Dr. | Hampton, VA 23667 | William Grunow, MD | bill.grunow@va.gov |
| Holy Cross Hospital | 1500 Forest Glen Road | Silver Spring, MD 20910 | Pablo Gutman, MD | gutmap@holycrosshealth.org |
| Houston Methodist Medical Center | 6565 Fannin St. | Houston, TX 77030 | Dilzi Mody – Operations Manager | DFMody@houstonmethodist.org |
| Houston Methodist Sugar Land Hospital | 16655 SW Freeway | Sugar Land, TX 77479 | Dilzi Mody – Operations Manager | DFMody@houstonmethodist.org |

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|--|---------------------------------|-------------------------|-----------------------|--|
| Hunter Holmes McGuire VA Medical Center | 1201 Broad Rock Road | Richmond, VA 23249 | Jessica Smith, PA | Jessica.Smith2@va.gov |
| Inova Alexandria Hospital | 4320 Seminary Road | Alexandria, VA 22304 | Kathleen Lewis | Kathleen.Lewis@inova.org |
| Inova Fairfax Hospital | 3300 Gallows Road | Falls Church, VA 22042 | Sarah Quinn | Sarah.Quinn@inova.org |
| Malcolm Randall VA Medical Center | 1601 SW Archer Rd | Gainesville, FL 32608 | Michael Chang, MD | Michael.Chang5@va.gov |
| National Cancer Institute (NIH) | BG 10 RM 2S262A 10 Center Drive | Bethesda, MD 20814 | Sarah Young, PA | sarah.young@nih.gov |
| Novant Health Presbyterian Medical Center | 200 Hawthorne Lane | Charlotte, NC 28204 | Kelly Bessette, PA | ksanders@novanthealth.org |
| Office of the Chief Medical Examiner - Central District | 400 East Jackson Street | Richmond, VA 23219-3694 | Jeffrey Gofton, MD | jeffery.gofton@vdh.virginia.gov |
| Office of the Chief Medical Examiner – Northern District | 10850 Pyramid Place Suite 121 | Manassas, VA 20110 | Jocelyn Posthumus, MD | jocelyn.posthumus@vdh.virginia.gov |
| Office of the Chief Medical Examiner - Tidewater District | 830 Southampton Ave., Suite 100 | Norfolk, Virginia 23510 | Wendy Gunther, MD | wendy.gunther@vdh.virginia.gov |
| Office of the Chief Medical Examiner – Washington, D.C. | 401 E Street, SW | Washington, D.C. 20024 | Terencia Davenport | terencia.davenport@dc.gov |
| Overton Brooks VA Medical Center | 510 E Stoner Avenue | Shreveport, LA 71101 | Anthony Tanner, PA | Anthony.tanner@va.gov |
| Phoenix Children’s Hospital | 1919 E Thomas Rd | Phoenix, AZ 85016 | Steve Taylor | ktaylor3@phoenixchildrens.com |
| Phoenix VA Medical Center | 650 E. Indian School Road | Phoenix, AZ 85012 | Sharon Blair | Sharon.Blair@va.gov |

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|--|--|---------------------------|-----------------------|--|
| Riverside Regional Medical Center | 500 J. Clyde Morris Blvd. | Newport News, VA 23601 | Rodney Slyter, PA | Rodney.Slyter@rivhs.com |
| Sentara Leigh Hospital | 830 Kempsville Rd. | Norfolk, VA 23502 | Barbara Amaker, MD | BHAMAKER@sentara.com |
| Sentara Norfolk General Hospital | 600 Gresham Dr. | Norfolk, VA 23507 | Dennis Rowley, MD | DAROWLEY@sentara.com |
| Sentara Obici Hospital | 2800 Godwin Blvd. | Suffolk, VA 23434 | Dan Garland, MD | DWGARLAN@sentara.com |
| Sentara Princess Anne Hospital | 2025 Glenn Mitchell Dr. | Virginia Beach, VA 23456 | Jimmy Green, MD | JWGREEN@sentara.com |
| Sibley Memorial Hospital | 5255 Loughboro Road, N.W. | Washington, D.C. 20016 | Anosike Nwokoye | anwokoy1@jhmi.edu |
| Suburban Hospital | 8600 Old Georgetown Road | Bethesda, MD 20814 | Norris Nolan, MD | nnolan3@jhmi.edu |
| University of Florida Health Shands Cancer Center | 1515 SW Archer Rd. | Gainesville, FL 32608 | Leigha Turcott | lturcott@ufl.edu |
| University of Pittsburgh Medical Center | Department of Pathology, Magee-Women's Hospital 300 Halket Street | Pittsburgh, PA 15213-3180 | Rachel Wall | klemrd@upmc.edu |
| University of Virginia Health System | 1215 Lee Street | Charlottesville, VA 22903 | Jennifer Williams, PA | JMW5JU@hscmail.mcc.virginia.edu |

(An up to date list of clinical sites and contact information may be found in E*Value, or may be requested from the EC.)

Inactive/Past Clinical Site Affiliations

| Clinical Site | Address | City, State, Zip |
|--|--------------------------------------|-------------------------|
| Bon Secours DePaul Medical Center, Inc. | 150 Kingsley Lane | Norfolk, Virginia 23505 |
| Oregon Health & Science University | 3181 SW Sam Jackson Park Road, L-471 | Portland, OR 97239 |
| University of California San Diego Health | 200 W Arbor Drive | San Diego, CA 92103 |
| Naval Medical Center Portsmouth | 620 John Paul Jones Circle | Portsmouth, VA 23708 |
| George Washington University Hospital | 900 23 rd Street, NW | Washington, D.C. 20037 |