



MACON & JOAN BROCK
VIRGINIA HEALTH SCIENCES
AT OLD DOMINION UNIVERSITY

Supervised Clinical Practice Guidebook

2025-2026

Pathologists' Assistant Program

OLD DOMINION UNIVERSITY | NORFOLK, VIRGINIA

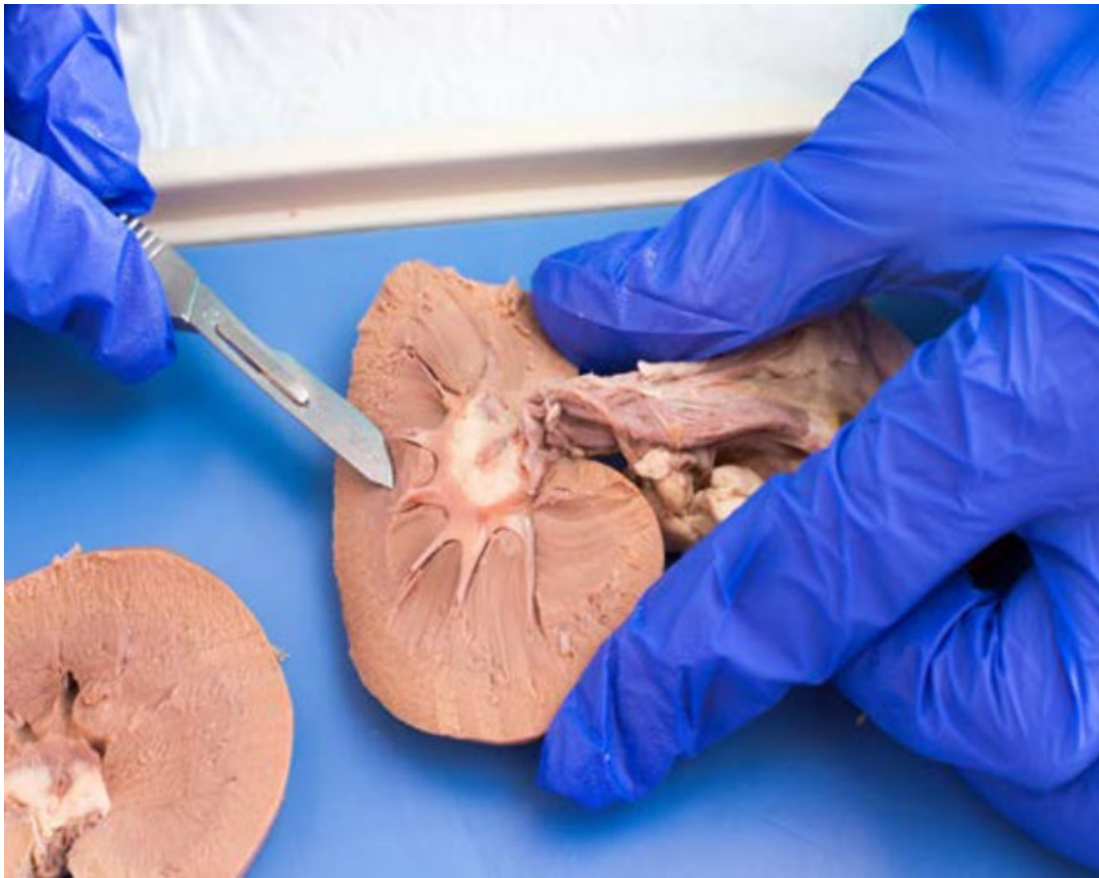
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INTRODUCTION

SUPERVISED CLINICAL PRACTICE (SCP)

Following the successful completion of the pre-clinical year (and maintaining a GPA ≥ 3.0), students advance into the clinical education phase of the program where they will complete five 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 environments at individual SCP sites allow.

All students will enroll in five supervised clinical education field placements during the clinical year of the PathA Program. Each student will complete a program total of approximately 1,550 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 careers. 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 yourself to the staff and wear a 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 the 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 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. If 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 ODU Pathologists' Assistant Program Director.



CLINICAL YEAR CONTACT INFORMATION

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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/their SCP rotation 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 clinical site/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 ODU 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 the 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 from those unforeseen circumstances), must be submitted in writing (via ODU email) to the EC prior to the start of the rotation the requested date falls within. See the 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.*

The deadline for requesting personal absences for each SCP is two weeks prior to the start of each rotation.

Requests should be cleared by the ODU PathA Program and then communicated to the hosting Preceptor when you contact them to introduce yourself, at least two weeks prior to the start of the rotation. Requests outside of this window are subject to approval by both the ODU PathA Program and the Preceptor and may not be allowed.

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.)

If 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.

If 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 (including for reasons of illness, emergencies, preceptor schedule change, preceptor absence, etc.) during the SCP for purposes of absence tracking and 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 (phone/text) **AND** written (email) 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.

Failure to report absences (including due to illness or emergency) in a timely fashion will result in Clinical Points being deducted and may result in additional disciplinary action.

Inclement Weather

Students participating in local Supervised Clinical Practice rotations in the Hampton Roads area (within 60 miles from ODU) should follow ODU 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 judgment 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 ODU 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 the 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 ODU 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.

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 ODU, coordinated and scheduled by the Office of Experiential Learning Operations (ELO) (formerly Clinical Education Recruitment and Support – CERS). The ability of ODU to subsidize lodging costs for students is contingent upon the available institutional budget and could change on short notice to meet the financial needs of the institution. 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 since ease of transport by public transport may vary depending upon the clinical site and location. Provided housing may be shared with other ODU 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 ODU 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 premises. 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.

Overnight guests are prohibited in ODU-provided housing unless there is only one student assigned to the apartment/housing unit.

Housing is only provided for students conducting a "core" clinical clerkship rotation at the assigned location. Students are provided with reasonable lodging accommodations depending on availability and a singular attempt to secure appropriate lodging for the student(s) will be made at the assigned location. If for any reason the student wishes to have a different accommodation from that which has been provided, 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 self-selected lodging accommodations while they attend a core clinical clerkship rotation. **Reimbursement of transportation costs is not impacted by a student securing their own housing for assigned core rotations.**

Housing and transportation expenses are not covered/reimbursed for elective rotations (See “STUDENT–INITIATED ELECTIVE ROTATIONS” for more information).

If a student violates rules or policies set forth by ODU and ELO, the student will be disallowed from utilizing this housing and will be required to secure housing on their own and at their own expense. Behavior that is disruptive to others sharing the living accommodations could result in termination of support for subsidized housing for the student with the result that the student is expelled from the apartment and will have to find alternative living accommodations on their own and at their own expense. Expulsion from an apartment does not waive the mandatory lodging fee associated with the cost of attendance when enrolled in the Pathologists' Assistant program.

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 ODU 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 form must be submitted to Student Affairs. The decision reached by Student Affairs will be final.

Students are not required to utilize housing provided by ODU and have the right to obtain housing of their own choosing and at their own expense, for which they will not be reimbursed. However, if a student opts not to participate in the ODU-provided, subsidized housing, the student is still obligated to pay the expenses of the mandatory lodging fee associated with the cost of attendance to the PathA program. This cost is in addition to the cost of any independently obtained lodging arrangement.

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 ODU for actual mileage expenses (only upon presentation of an appropriate Google map) 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 ODU) (one trip to and one trip back). All anticipated expenditures, such as mileage 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 will require driving more than 8 hours (actual driving time), 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. The students may choose various means of transportation to reach the assigned clinical site, but there will NOT be any reimbursement for gas expenditure for the chosen mode of transportation. Air versus ground transportation will be reimbursed for the best-assessed expenditure of either choice of transportation or the reimbursement maximum based on the cheaper of the two modes of transportation. All gas expenditures will be out-of-pocket for the student and will not be reimbursed.

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, carpool, or 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.

Any expenses beyond the listed dollar values must be approved by ELO before reimbursement will be allowed. Pre-approval is therefore highly recommended. All receipts must be submitted to ELO within 60 days or the finance office will not accept them and reimbursement will not be granted.

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 remote, online coursework in the final 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 ODU 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 ODU PathA student status on their laboratory attire at all times.

John Doe, PathA-Student

Pathologists' Assistant Student

Old Dominion University

Students will verbally identify themselves as a Pathologists' Assistant STUDENT from the ODU 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. 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 ODU. 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 healthcare 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 maintain a current cell phone number in E*Value. This must be updated within three days of any change and the student must notify the EC and PD of the 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 (Prof. Kolheffer 757-446-5068 kolhefkm@ODU.edu, Prof. Demeter 757-446-6110 demetecn@ODU.edu) or PD (Dr. Jacot 757-446-5648 jacotjl@ODU.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 ODU email and E*Value account daily.

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

If a student does not maintain adequate and consistent communication with the ODU 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.](https://www.evms.edu/media/evms_public/departments/student_affairs/TheStandardofConduct.July2012.pdf)

[July2012.pdf](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 ODU.

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 ODU and site incident/reporting forms for encounters with all reportable diseases and exposures, and submit them 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, photography, etc. are NOT ALLOWED.

PHOTOGRAPHY & PROFESSIONALISM

Photography may be performed by students only for the purpose of official documentation of findings for the clinical record during gross examination of specimens or performance of an autopsy, using a camera approved by the clinical site. De-identified photographs may also be taken for the exclusive use in Student Capstone Projects, with the permission of the clinical site. Photography for any other purpose must be pre-approved in writing by the ODU Pathologist's Assistant Program Director or Educational Coordinator. All photographs taken either at ODU or at clinical sites remain the property of ODU or the clinical site and cannot be retained post-completion of the PathA program without explicit written permission. At no time, or under any circumstances, are photographs allowed to be retained in personal cellphones or other digital devices.

Any unauthorized photography or sharing of photos or patient information, including but not limited to posting to social media, sharing in online forums, use of unauthorized personal devices, or otherwise transmitting to other individuals (even classmates), will result in proceedings for immediate expulsion from the ODU Pathologists' Assistant Program.

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 ODU 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 the 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 ODU PathA Program.

PROBATION IN THE CLINICAL YEAR

If a student fails a clinical rotation, the following will occur:

- Failure of a rotation will result in failure of the associated clinical rotation course (PATH600, PATH603, or PATH 607). (See “SCP GRADES: LOW SCORES & FAILURE OF COURSE”)
- The reason for the failure will be 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 course, the student shall repeat the clinical rotation(s) at sites not to include the site of the failed rotation.
- The student will immediately be placed on academic probation for the repeated clinical course. Probationary status will continue for the remainder of the clinical year.
- **Failure of any subsequent rotation will result in failure of the associated clinical course and is 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. Similarly, students may dispute evaluations as detailed in the “Contesting an Evaluation” section.

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 required distant clinical clerkships. The lodging accommodations often will require that they be shared with a fellow classmate or other student from an ODU-sponsored program. Requests for deviations from this arrangement will require that the student petition for special considerations with eight weeks advance notice 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 are entirely contingent upon the 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 are required to have a computer with internet capability and a webcam functionality to fulfill requirements compatible with remote monitoring of online exams and other graded material as well as for online synchronous and asynchronous sessions. 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.).

ONBOARDING REQUIREMENTS WITH EXPERIENTIAL LEARNING OFFICE:

Students will coordinate with the ODU Experiential Learning Office (ELO) 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. After the schedule has been set, it is the responsibility of the student to *initiate* and coordinate with the ELO Onboarding Coordinator, the submission of all required documents 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 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% of 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 (<75 miles from ODU), and distant rotation assignments will be required. All students will be assigned a clinical rotation assignment during the fall semester of the first year of the program. Students will be permitted a timeframe during which they can swap with their classmates and the schedule will be set following the schedule swap period. Note that only complete schedules may be swapped, NOT INDIVIDUAL ROTATION ASSIGNMENTS. Final approval of any schedule-swapping arrangement needs to be verified and cleared by the Educational Coordinator.

Schedules are developed based on many factors, including but not limited to:

- Availability of the site
- Preceptor/site requests
- Academic opportunities presented by site characteristics
- Overall variety and strengths provided by each site.

Schedules will include 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.). A clinical site-scoring mechanism has been developed to score each site as an objective method to ensure equivalent educational clinical experiences for all students.

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 that already has an affiliation agreement with the ODU PathA Program or a site of the student's choosing that does not have a current affiliation agreement. **Not all student-initiated requests will result in placement.** A maximum of two Student-Initiated Elective Rotations will be allowed for each student. Any exceptions would require approval of the EC/PD (ex. Pre-Employment Internship Opportunity).

Prior to contacting a potential new preceptor, the student must first discuss the preceptor/site with the EC. Elective rotation sites must provide a strong educational opportunity for the student and must result in a rotation schedule at least as rigorous as the original schedule (a star rating of equal or greater number).

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

PRIOR TO THE SCHEDULING OF SCPs:

- By the program-designated date of intent, the student must provide a written statement (email is acceptable) declaring their intent to pursue an elective rotation. If no letter of intent is received by this date, an elective rotation will not be allowed.
- Student must provide the EC with a completed "Student-Initiated Elective Rotation Request Form" by the designated due date. Incomplete forms will not be accepted.
 - 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.
- The EC will notify the student once the affiliation is complete and the elective rotation is final.

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 all program rules and requirements and must:

- Check e-mail remotely on a daily basis.
- Have access to a computer with internet access (with adequate speed/bandwidth) and a 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-affiliated 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 does not apply to ODU 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 mutually 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 ODU 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, and the program may not endorse the request for an 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 (part of PATH 607):
 - Essentials of Biobanking course completion (ISBER)
 - Inspection Team Member Training course completion
- 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 of the clinical year team, learning initiative, etc. (Discussed below).

GUIDELINES FOR EVALUATIONS

Evaluations will be generated 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, self, and/or site evaluation form(s).
- No Midrotation evaluations will be required for rotations less than six weeks in duration (rotations of less than 8 weeks will be established only in special circumstances).

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, use the information to help direct learning in future rotations and 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 daily, 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 the 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 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. **Confirmation of each listed Validation must be granted only one time during the clinical year.**

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)**

Students must pass PATH 600, PATH 603, and PATH 607 in order to meet the requirements for successful completion of the clinical clerkships. Though these courses may be taken out of numerical sequence (as may be instigated by failure of a rotation or a leave of absence, for example), students are expected to progress in their professional abilities throughout their clinical rotations and evaluations will be made with expectations consistent with the level of student experience.

The final grade for each SCP is the Total Composite Performance Score (for an 8-week rotation) is determined by the Midrotation & Final Preceptor Evaluations of the Student (20% + 40% = 60%), Midrotation & Final Secondary Evaluations 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, if appropriate).

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 on interaction between the student staff. This should be an individual who 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).

****In the event that a rotation is scheduled for other lengths (ex. 5 weeks, 7 weeks), it will be evaluated in a similar manner, with grades weighted according to clinical site contact hours. Rotations 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 & SCP 5

As a core requirement of the ODU PathA Supervised Clinical Practice Program, each student will be required to complete training in Biorepository Science. This will be conducted online and is scheduled during the final rotation block – SCP 5. While these courses are not graded, completion is required for successful completion of the SCP 5 rotation block.

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 and 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 SCP Rotation and a grade of Incomplete will be reported until this requirement has been met. Students are required to submit certificates of completion to the Educational Coordinator upon completion of these courses. Failure to submit this proof of completion will also result in a grade of Incomplete being issued until the certificates of completion are provided. Be aware that grades of “Incomplete” will automatically convert to “Fail (F)” if course requirements are not completed by the date stated in the “Incomplete Grade Report – Agreement and Action Plan”.

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 ODU 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 the above program requirements will result in a 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 ODU PathA Program, and failure to complete them will result in the deduction of clinical points. These are opportunities for students to reflect upon their clinical experiences and take an honest inventory of their strengths and weaknesses. Students are encouraged to invest their time when 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. She/he/they 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 she/he/they 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 meritted) 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 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 & FAILURE OF COURSE

Failure of a rotation will also result in failure of the associated course. Failure occurs when any of the following four criteria are met:

1. **Final SCP grade-Total Composite Score per SCP <80%**

A grade of less than 80% for a rotation will result in failure of the rotation and course.

2. **Final Preceptor Evaluation of Student <80%**

A grade of <80% on the Final Preceptor Evaluation of Student will result in failure of the rotation and course.

3. **Components of Final Preceptor Evaluation of Student Below 3 (scale of 1-5)**

Any score lower than “3” in any question on the Final Preceptor Evaluation of Student will result in failure of the rotation and course. Scores of less than “3” are not acceptable and will prompt the EC/PD to investigate the reasons for the low score(s) and a meeting with the student will be scheduled to determine a course of action. In addition to failure of the rotation, remediation may be required as determined by the EC/PD.

4. **Removal of Student from a Rotation at the Request of the Clinical Site**

Continued poor student performance without improvement during a clinical rotation or actions that are unprofessional, place the student or staff at risk, or are dangerous to patient wellbeing will result in termination of the rotation by the Clinical Site. This will result in a failed rotation and the student will be removed from the rotation immediately. This will also result in failure of the associated course. Dependent upon the nature of the dismissal, this may be referred to the Progress Committee for consideration, including possible dismissal from the program.

REPEATING A ROTATION AFTER A FAILED ROTATION

Students will be permitted to repeat only one SCP course (PATH 600, 603, & 607) during the clinical portion of the PathA Program. Failure due to any of the four reasons listed above will result in suspension of rotations scheduled for the remainder of the course/semester. The student may be permitted to repeat the failed clinical clerkship course at clinical rotation sites of a similar type (ex. surgical pathology, forensic pathology) at the end of the program, which will result in a delay of program completion and graduation. Repeated SCP rotations will be designated by the EC/PD. Decisions may be dependent on placement availability. If clinical clerkships are not be immediately available, the student may experience a delay in repeating the course.

Repeating a course will result in a delay of graduation and additional costs related to tuition and student loans. The student will be placed and remain on academic probation until the end of Program and failure of any subsequent rotation will result in referral to the ODU Pathologists' Assistant Program Progress Committee for consideration of dismissal from the program.

Example: A student completes both rotations of PATH 600 (Fall Semester) successfully, but fails the first rotation block of PATH 603 (Spring Semester). If allowed to repeat the course, the student will not continue to the second assigned rotation of the Spring Semester and they may be required to complete remediation assignments or activities. The student would then resume clinical rotations during the Summer Semester (PATH 607). If they successfully complete PATH 607, they would then be able to repeat PATH 603 in the Fall Semester and would be eligible to graduate at the end of the Fall Semester (if all program requirements have been met).

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:

PRECEPTOR EVALUATIONS: Preceptor Mid-Rotation and Final Evaluations (SCP 1-5).

CUMULATIVE SECONDARY SCORE: Secondary Mid-Rotation and Final Evaluations (SCP 1-5).

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 1-5).

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.

VALIDATION SUMMARY BY TRAINEE

This report, accessed via the “Reports” tab, lists all Validations for the given timeframe, with completed Validations in GREEN and unsatisfied Validations in RED. Be sure to adjust the beginning date on the date range for the beginning of the clinical year, or the report will not include Validations from earlier in the clinical year. You can sort the report so that all completed Validations and unsatisfied Validations are grouped together. This can be a great tool to help keep track of the specimens for which you need to seek additional experience. (Print one out for your preceptor or maybe keep one for the lab near accessioning.)

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 CROSSTAB/VALIDATION CROSSTAB

By accessing the Activity or Validation Crosstab reports, the student can shape what kind of information is displayed regarding either the activities they have logged or the validations they have attained. While there are many 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 (but not limited to):

- Successful completion of the Didactic Curriculum (including PATH 608).
- 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/they 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 except for 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 hybrid (synchronous and asynchronous) online courses conducted during the final summer semester. Successful completion of these courses and maintenance of a 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

IMPORTANT: WHILE SUMMER COURSES ARE CONDUCTED REMOTELY/ONLINE, STUDENTS MUST ATTEND ALL SYNCHRONOUS SESSIONS AND COMPLETE ALL REQUIREMENTS. STUDENTS SHOULD NOT PLAN TO BEGIN EMPLOYMENT UNTIL AFTER COMPLETION OF THE PROGRAM. LETTERS OF RECOMMENDATION WILL INCLUDE THE PROJECTED PROGRAM END DATE (END DATE OF THE LAST SEMESTER).

PATH 605: PATHA TEACHING ASSISTANTSHIP

During supervised clinical practice rotations students will be required to perform a teaching assistantship in PATH 605. This experience will be conducted in a manner such that clinical rotations will not be significantly impacted, with some students completing this course during the Fall semester and the remaining students completing the course in the Spring semester. Additional details specific to this course will be provided in the PATH 605 course syllabus and Blackboard page.

STUDENT 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 ODU 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 online 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. **“Instructions for BBP 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.

Report the BBP exposure by completing the Redcap ODU BBP Exposure Survey located on ODU Exposure Website or <https://nala.evms.edu/redcap/surveys/?s=FL9ETCW4XE> and follow disposition provided at end of the survey. **DO NOT LEAVE THE SITE WITHOUT DOING THIS.** If chemoprophylaxis is indicated, it should be started as soon as possible.

For urgent needs during evenings, nights, weekends, and holidays, contact the Exposure Pager at (757)554-1192 (remember to always identify yourself as an ODU 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/their 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 ODU Student 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 ODU Student Health to report the exposure as soon as possible.

Unprotected exposure to active tuberculosis should be reported immediately to ODU Student Health at (757) 446-5700.

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 Student Health at 446-5700 to schedule an appointment.

IMMUNIZATIONS

ODU is committed to implementing the CDC recommendations regarding vaccines. All ODU 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. Student Health will be available to administer flu vaccinations to students. Those who are completing away rotations must have this completed off-site. Vaccination against COVID-19 may be required by clinical sites. The acceptance of exemptions by clinical sites is not guaranteed by the ODU PathA Program, even if ODU has granted an exemption. The program will make efforts to reschedule affected students, but cannot guarantee assignment and this may affect the timely progression of students with exemptions through the clinical year of the program.

Student Health - Phone: 757-446-5700; Fax: 757-446-5295

CLINICAL YEAR SCHEDULE 2025-2026

SCHEDULE FOR CLINICAL YEAR 2025 - 2026			
COURSE	SUPERVISED CLINICAL PRACTICE (SCP) ROTATION	Weeks	DATES
	Fall 2025		August 25, 2025 – December 12, 2025
PATH 600	SCP #1	8	August 25, 2025 – October 17, 2025
	SCP #2	8	October 20, 2025 – December 12, 2025
PATH 605	PathA Teaching Assistantship	16	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 2025		January 19, 2026 – May 8, 2026
PATH 603	SCP #3	8	January 19, 2026 – March 13, 2026
	SCP #4	8	March 16, 2026 – May 8, 2026
PATH 604	Lab Management University Certificate of Completion Program	16	(Online)
PATH 605	PathA Teaching Assistantship	16	Fall Semester OR Spring Semester
PATH 606	Special Topics: Pathology (Neuropathology)	16	(Online)
	Summer 2025		May 18, 2026 – August 7, 2026
PATH 607	SCP #5	8	May 18, 2026 – July 10, 2026
PATH 608	ASCP Certification Examination Preparation	12	May 18, 2026 – August 7, 2026
PATH 609	Graduate Seminar – Capstone Project	12	May 18, 2026 – August 7, 2026

LIST OF CLINICAL SITES

(Preceptors in **BLUE** are EVMS/ODU alumni!)

Clinical Site	Address	City, State, Zip	Preceptor / Site Contact	Email
Baylor College of Medicine Medical Center	7200 Cambridge St.	Houston, TX 77030	Honey Rivera, PA	Honey.Rivera@bcm.edu
Bon Secours Maryview Hospital	3636 High Street	Portsmouth VA 23707	Samantha Rhein, PA	Samantha_rhein@bshsi.org
Children's National Hospital	111 Michigan Avenue, NW	Washington, DC 20010	Jessica McKenzie, PA	jmckenzie@childrensnational.org
Eastern Carolina Pathology	1705 Tarboro St SW	Wilson, NC 27893	Kim Gaebe, PA	kgaebe@arianadx.com
East Carolina University (ECU) – Autopsy & Surgical Pathology	2100 Stantonsburg Rd.	Greenville, NC 27834	Marsha Outlaw	Marsha.Outlaw@ecuhealth.org
George Washington University	900 23rd ST NW	Washington DC, 20037	Elizabeth Lilliston, PA	elilliston@mfa.gwu.edu
HCA – Central Laboratory	9211 Arboretum Parkway Suite 500	Richmond, VA 23236	Megan Blouch, PA	Megan.Blouch@HCAHealthcare.com
HCA - Reston	1850 Town Center Pkwy	Reston, VA 20190	David Kardon, MD	David.Kardon@hcahealthcare.com
Holy Cross Hospital	1500 Forest Glen Road	Silver Spring, MD 20910	Pablo Gutman, MD	gutmap@holycrosshealth.org
Inova Fairfax	3300 Gallows Road	Falls Church, VA 22042	Lisa Bullock, PA	Lisa.Bullock@inova.org
Malcolm Randall VA Medical Center	1601 SW Archer Rd	Gainesville, FL 32608	Jena Auerbach, DO	Jena.Auerbach@va.gov
Moffitt Cancer Center	12902 USF Magnolia Drive	Tampa, FL 33612	Rithi Somesh Shivaram	rithi.someshshivaram@moffitt.org
Naval Medical Center Portsmouth	620 John Paul Jones Circle	Portsmouth, VA 23708	Alex Carpenter, PA	matthew.a.carpenter30.civ@mail.mil
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	Meghan Kessler, MD	meghan.kessler@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 – Western District	6600 Northside High School Road	Roanoke, VA 24019	Amy Tharp, MD	amy.tharp@vdh.virginia.gov
Phoenix VA Medical Center	650 E Indian School Rd	Phoenix, AZ, 85012	Renuka Pathi, MD	Renuka.Pathi@va.gov
Phoenix Children’s Hospital	1919 E Thomas Road	Phoenix, AZ 85016	Kelsie Anderson, PA	kthill@phoenixchildrens.com
ProPath	1355 River Bend Drive	Dallas, TX 75247	Marcus Liscomb, PA	Marcus.Liscombe@propath.com
Sagis Pathology	4131 Directors Row, Houston	Houston, TX 77092	Remigio Lopez, Laboratory Manager	rlopez@sagisdx.com
Sibley Memorial Hospital	5255 Loughboro Road, N.W.	Washington, D.C. 20016	Anosike Nwokoye, Supervisor, Anatomic Pathology	anwokoy1@jhmi.edu
Suburban Hospital	8600 Old Georgetown Road	Bethesda, MD 20814	Norris Nolan, MD	nnolan3@jhmi.edu
Trident Medical Center	9330 Medical Plaza Drive	Charleston, SC 29406	Donna Rudofski, PA	Donna.Rudofski@hcahealthcare.com
University of Florida Health Shands Cancer Center	1515 SW Archer Rd.	Gainesville, FL 32608	Melanie Zona, PA	mzona@pathology.ufl.edu
University of Virginia Health System	1215 Lee Street	Charlottesville, VA 22903	Sarah Bastarache, PA	seb8dv@uvahealth.org

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