

**Carlow University
Physician Assistant Program
Policy and Procedure**

Policy Title	Student Working in Program Policy
Policy Overview	The primary role and responsibility of the PA student is that of a learner. As such, it becomes the responsibility of the PA Program to insure that each student is afforded the optimal circumstances in which to achieve their academic potential, while protecting the student from distractions that may interfere with the learning process. Program policy applies to all students regardless of location.
Policy #	PA 113
Source/Origination	PA Program
Corresponding ARC-PA Standard	A3.01, A3.02, A3.03, A3.04, A3.05 (5 th Ed.)
Origination Date	6/16/20
Review Date	8/28/20, 4/27/21
Revision Date	4/27/21

Introduction

1. All students have the primary role and responsibility of learner. Certain distractions and potential obligations may negatively impact the student's ability to learn. The focus should be on learning medical information and skills; any distractions could have far reaching clinical implications in the quality of patient care provided as a student and future clinician.
 - a. Prospective and enrolled students are not required to provide or solicit clinical sites or preceptors. This is the responsibility of the PA Program and the Director of Clinical Education. The program must assure, through extensive investigation and a vetting process, that the preceptor and site can provide a quality educational experience to the student including achievement of the SCPE Learning Outcomes. All sites and preceptors will be provided to students. Students may, however, RECOMMEND a site or preceptor to the Director of Clinical Education through a "Student Preceptor Request" form. Once a student identifies a potential site or preceptor, the Director of Clinical Education will then assume all contact to assess and properly vet the site/preceptor.
 - b. PA students are not permitted to work for the PA Program in a paid circumstance. However, students may, but are not required, to volunteer for the Program for specific events and activities. For example, students may participate in certain activities, such as the Interview Day for potential new students. Failure to volunteer shall have no negative impact on the student's standing in the Program. Any student who feels coerced to

participate in a non-academic activity should report this to their advisor or the Program Director.

- c. Students must not substitute for or function as instructional faculty. While students may possess a variety of applicable clinical skills and knowledge, their primary role remains as a learner. Students may voluntarily want to share their knowledge with others in the class, once this is coordinated with the course instructor. However, students should never be given the responsibility of an instructional faculty to provide instruction or assessment of other students.
- d. Students must not substitute for clinical or administrative staff during supervised clinical practical experiences. Again, the role of the student is that of a learner. In the clinical setting, students may not substitute as staff or be delegated non-clinical roles and responsibilities. It is the responsibility of the Agency to properly staff their facilities with the necessary individuals to run the practice. Students who believe this is an issue should notify the Director of Clinical Education immediately.

Orientation to Policy

1. Students will be oriented to this policy at their initial Program orientation and Clinical Year orientation. In addition, this policy appears on the PA Web site.
2. Faculty will be oriented to this policy via the Faculty Manual.
3. Clinical preceptors will be oriented to this policy by the Director of Clinical Education.

Compliance

1. It is the responsibility of the faculty, Program Director and Director of Clinical Education to monitor for policy compliance and investigate any and all student reports of violations.
2. This policy will be reviewed annually by the PA program faculty (per Program Assessment Plan) to assure it continues to reflect the current University and program policy.