

## Preceptor Learning Agreement (PLA) Initial Preceptor Qual Form



The Northeastern State University Physician Assistant Studies program is seeking preceptors for Supervised Clinical Practice Experiences (SCPEs). NSU PAS is fully aware and wholly thankful for the opportunities that you, as a practicing clinician, can provide for our students. Preceptors are invaluable to the success of our program and the future providers we are training for our communities. These six-week rotations are ongoing, and you may jump in at any time, and pause at any time.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Degree: \_\_\_\_\_ Certifying Board: \_\_\_\_\_ Exp: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Practice Name: \_\_\_\_\_ Specialty: \_\_\_\_\_

Practice Location: \_\_\_\_\_

Practice Contact Person & Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If PA – Supervising or Collaborating Physician Name: \_\_\_\_\_

Supervising or Collaborating Physician Board Specialty: \_\_\_\_\_

Do you have hospital privileges? Yes  No  If so, where? \_\_\_\_\_

**Please answer each of the following:**

\_\_\_\_\_ Yes, my practice is willing to function as a clinical preceptor site.

\_\_\_\_\_ Number of students I am willing to precept annually. I

would prefer only one student at a time. Yes  No

\_\_\_\_\_ Yes, I was given a copy of the Clinical Site Expectations (*attached, please keep*).

\_\_\_\_\_ Yes, I have precepted PA/MD/DO students in the past.

This form may also be completed online at:  
<http://tinyurl.com/42bs4ry2>



**Practice Setting:** (*Check all that apply*)

\_\_\_ Outpatient

\_\_\_ Operating Room

\_\_\_ Long-term Care

\_\_\_ Inpatient

\_\_\_ Emergency Dept

\_\_\_ Urgent Care

**Clinical Discipline:** *(Check all that apply)*

Family Practice

Women's Health

Emergency

Behavioral/Mental Health

Pediatrics

Medicine Other:

Internal Medicine

Surgery

(please describe)

I am willing to support the NSU PAS program by: (please check all that apply)

Lecture for Didactic Education, my interest(s) is(are): \_\_\_\_\_

Interview PA student applicants (usually mid-November)

Please Sign Here: \_\_\_\_\_

Please return completed form to:  
Northeastern State University Physician Assistant Studies  
2400 W. Shawnee Street, Muskogee, OK 74401-2275  
Or: scan to [paprogram@nsuok.edu](mailto:paprogram@nsuok.edu) fax 918.444.5411 (Attn: Clinical Director)



## **Clinical Rotation Expectations**

Supervised Clinical Practice Experiences (SCPEs) are vital to the education of Physician Assistant students. They provide meaningful direct patient care experiences working in a variety of clinical practice environments. This allows students an opportunity to apply and enhance the vast knowledge and skills they have accrued during the didactic phase of the program while continuing to gain new knowledge and skills in a professional clinical setting. We want this experience to be both educational and interesting. Therefore, there are expectations and responsibilities of three key parties involved in the SCPEs as outlined below.

### **Preceptor Responsibilities**

1. To orient the student at the onset of the rotation with respect to policies and procedures at all clinical sites where students will accompany the preceptor and with which students are expected to comply.
2. To review with the student the expectations and objectives for the rotation in an effort to develop a strategic plan for attainment of these.
3. To provide ongoing and timely feedback regarding clinical performance, knowledge base, and critical thinking skills to the student throughout the rotation.
4. To provide timely submissions of mid-rotation and end-of-rotation evaluations to the Program regarding the student's progress.
5. To provide the student with an appropriate clinical environment and a variety of patient encounters which enable the student to meet the Program's stated objectives.
6. To supervise, demonstrate, teach, and observe clinical activities in order to aid in the development of clinical skills and ensure proper patient care.
7. To delegate to the student increasing levels of responsibility for clinical assessment and management as appropriate to the student's experience and expertise.
8. To recognize that the student is on a learner status and to ensure that the student does not render care beyond the realm of educational value and as permitted by professional standards.
9. To participate in the evaluation of clinical skills and medical knowledge base through the following mechanisms:
  - a. Direct supervision, observation, and teaching in the clinical setting.
  - b. Direct evaluation of presentations (including oral and written).
10. Assignment of outside readings and research to promote further learning.
11. To review and co-sign all student documentation and charting.
  - a. If a student is unable to directly document on the patient's chart or enter data in the EHR, preceptors should require the student to write their own note on plain paper and review it for accuracy and appropriateness.

12. To be a model to the student in terms of professional behavior and ethics and expose the student to, and teach in accordance with, current practice guidelines and accepted standards of care.
13. To dialogue with faculty during site visits to evaluate student progress and assist in the learning process.
14. To maintain license and certification as required by the state of Oklahoma to practice the preceptor's profession and to report immediately to the program any changes in staff status, affiliation, sanctions, loss of license or certification, or any change reportable to the National Provider Databank.
15. To inform the Director of Clinical Education if he or she will be taking a vacation of one week or greater while supervising a student
16. To provide emergency medical care to students in the event of injury or illness (but the preceptor shall not be responsible for the cost of such care).
17. This application also affirms that students will have access to patient populations particular to the SCPE, a safe working and living environment, and if they will be afforded one-on-one instruction.

### **Program Responsibilities**

1. To prepare students academically and clinically for the clinical phase of their education.
2. To ensure that criminal background and sex offender checks and drug screens are completed by all students prior to the start of the clinical year at a cost incurred by the student.
3. To provide and ensure that each student has completed training in OSHA and HIPAA prior to the start of the clinical year.
4. To provide instruction regarding the risk of exposure and reporting procedures should exposure occur.
5. To identify quality clinical rotation sites and preceptors dedicated to providing an optimal clinical education.
6. To maintain all affiliation agreement (PLA or MOU) with all clinical sites and preceptors.
7. To orient preceptors and students to the policies and procedures of the clinical year.
8. To ensure all students have current malpractice liability insurance as well as current health insurance and up to date immunizations.
9. To ensure that all students maintain current BLS and ACLS certification prior to the start of the clinical phase of the program.
10. To forward to preceptor in a timely manner information regarding number of students scheduled for rotation including rotation beginning/end dates and any documentation they may require.
11. To provide each preceptor a copy of the clinical education handbook with a list of all policies.
12. To provide each preceptor a copy of the clinical rotation syllabi for their particular rotation.
13. To inform the preceptor of rotation objectives and supply student evaluation materials.
14. To review all component used for the evaluation of clinical rotation and maintain responsibility for the assignment of the final grade for each student for all clinical rotations.
15. To maintain open and easily accessible lines of communication between preceptor and program faculty in an attempt to anticipate problems before they arise.

16. To respond to questions and/or concerns from the preceptor or student in a timely manner.

### **Student Responsibilities**

1. To comply with all site-specific requirements and policies regarding all clinical sites at which the preceptor works.
2. To maintain open communication with the preceptor to elicit and accept feedback regarding clinical performance, including strengths and weaknesses.
3. To successfully complete the requirements of the rotation outlines in the course syllabus.
4. To take responsibility for their own learning by studying all disorders on the syllabus on their own time, recognizing it is not possible nor expected that the student will be exposed to all disorders listed on the syllabus at any given rotation.
5. To act professionally in the clinical setting including wearing proper identification, complying with dress code standards, and conducting oneself with a professional and ethical demeanor at all times.
6. To report to the clinical site on time and fully prepared to work with all necessary equipment.
7. To meet with the preceptor at the beginning and throughout the clinical rotation to discuss mutual goals and expectations.
8. To always identify oneself properly as an NSU PA student.
9. To always ask for permission from the patient to participate in their care.
10. To be aware of one's limitations as a student as well as the limitations and regulations pertaining to PA practice.
11. To always work under the direct supervision of a preceptor.
12. To never function as an employee of a clinical site or assume primary responsibility for a patient's care.
13. To contact the program immediately with any questions regarding the student's role and to report immediately if the student does not have direct supervision. Students shall not treat or discharge a patient from care without the patient being seen by the clinical preceptor.
14. To follow the work hour guidelines put forth by the program. The student is expected to work nights, weekends, and be on-call as may be required by the preceptor.
15. To attend and participate in all program required activities including seminars and end of rotation examinations.
16. To report to the program immediately any and all exposure to blood or bodily fluid and to follow the NSU exposure protocol.
17. To provide the program with current and accurate contact information to include phone numbers and email address.

## Competencies and Learning Outcomes of the NSU PAS Program

At the time of successful completion of all elements of the curriculum of the NSU PAS Program, and when the degree of Master of Physician Assistant Studies is conferred by the university, graduates will be able to accomplish the following:

1. **Medical knowledge.** Physician assistants are expected to understand, evaluate, and apply the following in the clinical setting:
  - a. etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
  - b. signs and symptoms of medical and surgical conditions
  - c. appropriate screening and diagnostic studies
  - d. interventions for prevention of disease and health promotion/maintenance
2. **Interpersonal skills.** Physician assistants are expected to:
  - a. use effective communication skills to elicit and provide accurate information
  - b. demonstrate compassionate and respectful behaviors when interacting with patients and their families
  - c. counsel and educate patients and their families
  - d. work effectively with physicians and other health care professionals to provide patient- centered care
3. **Clinical and technical skills.** Physician assistants are expected to:
  - a. accurately and adequately document information regarding care for medical, legal, quality, and financial purposes
  - b. locate, appraise, and integrate evidence from scientific studies to support patient care decisions and patient education
  - c. perform an appropriate medical history and physical exam
  - d. perform medical and surgical procedures essential to the specialty
4. **Professional behaviors.** Physician assistants are expected to:
  - a. recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others
  - b. effectively interact with different types of medical practice and delivery systems
  - c. advocate for quality patient care and assist patients in dealing with system complexities that contribute to health care disparities regardless of socioeconomic status, gender, race, intellect, sexual orientation, or ability to pay
  - d. demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
  - e. commitment to ethical principles

5. **Clinical reasoning and problem-solving abilities.** Physician assistants are expected to:
- a. interpret history and physical findings and diagnostic studies to formulate differential diagnoses and implement patient management plans
  - b. manage general medical and surgical conditions to include pharmacologic and other treatment modalities
  - c. apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness
  - d. apply the concepts of population health to patient care

Preceptor Initials: \_\_\_\_\_