

**Physician Assistant Program  
Supervised Clinical Practice Experience (SCPE)  
Handbook**

(A3.02)



Summer 2017

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## INTRODUCTION

Welcome to the [UNM Physician Assistant Program](#). This guide will provide you with a general overview of the program's clinical structure and clinical curriculum. It will outline the educational goals of the program with respect to knowledge, skills and attitudes of Physician Assistant students. Although we have tried to be comprehensive and attentive to the most frequently needed information, there will be questions and needs that we did not anticipate. Please feel free to stop by, call or email the Clinical Coordinator at the program whenever questions arise. [The UNM PA Program Student Handbook](#) is the comprehensive reference for Program policy. It is the student's responsibility to read this SCPE Handbook and the Student Handbook and abide by both of them.

The mission of the University of New Mexico Physician Assistant Program is to educate Physician Assistant students to be competent providers of primary care medicine, with a special focus on the medically under-served and/or rural populations of New Mexico. The decision to place students in rural areas is at the discretion of the Clinical Coordinator.

**SPECIAL NOTE: This manual replaces all previous clinical experience manuals and handbooks.**

UNM Physician Assistant Program

MSC 09 5040

1 University of New Mexico

Albuquerque NM 87131-0001

505-272-9864

505-272-9828 (Fax)

[PA Program Email](#)

Maggie Klappauf, PA-C

Clinical Coordinator

272-8896

Natalie Martinez

Clinical Program Specialist

272-8016

We wish to acknowledge the guidance and contributions provided by the codes, texts and other references that have preceded this document.

- The Association of Faculties of Medicine of Canada
- Stony Brook University School of Medicine
- Wayne State University School of Medicine
- University of Kansas Medical Student Honor Code
- George Washington School of Medicine Honor Code
- NCCPA Ethical Guidelines
- AAPA Ethical Guidelines
- University of Utah

## Clinical SCPE Overview & Policies

Community-based supervised clinical practice experiences (SCPEs) offer the PA students the opportunity to learn patient care skills in the setting of an actual clinical practice. The student will employ both clinical and academic skills acquired in the classroom and continuity clinics and, under supervision of a clinical preceptor, apply these skills with increasing ability and sophistication throughout the clinical SCPEs.

Our clinical preceptors consist of volunteer physicians, physician assistants and other licensed health care professionals. SCPE sites include outpatient clinics, hospitals, operating rooms and emergency rooms.

The Clinical Coordinator chooses SCPE sites for individual students. However, students are encouraged to make their preferences for sites known to the coordinator. Students are not required to identify or find preceptors. Final site assignment is based upon preceptor availability, suitability of site for student, the student's requests, and the requirements of the program as determined by the Clinical Coordinator.

The mission of the University of New Mexico Physician Assistant Program is to educate Physician Assistant students to be competent providers of primary care medicine, with a special focus on the medically underserved and/or rural populations of New Mexico. Accordingly, students are expected to complete up to half of their SCPEs in these areas. Students are responsible for arranging out of town housing and paying for the cost of housing and transportation. In some cases, housing and partial expense reimbursement is available for out-of-town SCPEs. Please contact the [Program Specialist](#) for details. Check with [Clinical Coordinator](#) regarding site-specific housing information.

## Communications with the PA Program

For the program policy on attendance, probation, dress code, PA Committee on Student Promotions and Evaluations (CSPE), due process, etc., please refer to the [Student Handbook](#).

Students are required to have access to and check their UNM e-mail account on a daily basis. **The Clinical Coordinator will use e-mail as a primary means of communication with student on SCPEs (M-F).** Some SCPEs require that the student carry a pager. Students are required to have a laptop computer and internet access for SCPE assignments.

## Supervision & Clinical Rules for PA Students on SCPE

1. PA students must see and discuss each patient with their preceptor and may not treat, or release a patient without approval of the preceptor.
2. PA students may not administer medications without the express approval and supervision of the responsible preceptor.
3. PA students must discuss patient clinical findings, assessment, and treatment plans with their preceptor before discussing them with the patient.
4. PA students will abide by the rules and regulations established by the participating preceptor and institution including scheduling of hours of attendance.
5. PA students will abide by the requirements of the affiliation agreement in place with the SCPE site organization.
6. PA students will follow the dress code of the participating institution or site.
7. PA students must introduce themselves as physician assistant students and wear identifying name tags and badges around their neck or on the left chest pocket. The student is required to display his/her photograph at the SCPE site when permissible by the preceptor (B3.01).

# GENERAL INFORMATION FOR SUPERVISED CLINICAL PRACTICE EXPERIENCES (SCPEs)



Rini Templeton

## Student Professional Clinical Conduct

Supervised Clinical Practice Experiences (SCPEs) are wonderful opportunities for clinical learning and a required part of your professional education that you will remember for your entire PA career.

The PA Program wants your clinical experiences to be both educational and interesting. At the same time, the student is a professional in training and is expected to demonstrate professional conduct at all times in the clinical setting. Professional conduct consists of a variety of factors and the following points are used to help define professional behavior.

### Student Responsibilities to Preceptor and Patient:

- The student will keep the safety, comfort, confidentiality, and dignity of their patients as their primary focus at all times.
- The student will strive to be competent, courteous, reliable, responsible, and respectful at all times in interactions with patients, preceptor, and staff.
- The student will dress in a professional manner appropriate for that clinical site.
- The student will be punctual for clinic. In the event that the student is unable to attend clinic, she/he will notify the preceptor and Clinical Coordinator (505-272-8896) at the earliest opportunity. Students are also required to follow-up with an email to the PA Program Clinical Coordinator and Program Specialist.
- Be present for all scheduled activities of each clinical experience. In the event that the student is unable to attend clinic, she/he will notify the preceptor and Clinical Coordinator (505-272-8896) at the earliest opportunity.
  - See the [Student Handbook](#) policy on attendance.
- Adhere to the schedule as determined by the PA Program requirements and preceptor/clinical site.
- Adhere to the [AAPA Code of Ethics](#).

### Student Responsibilities to the PA Program:

- Read and be able to describe UNM PA Program policy according to the [PA Student Handbook](#) and SCPE Handbook.
- Meet deadlines for course registration, paperwork completion and submission of assignments.
- Maintain [health insurance and disability insurance](#) as stipulated by the PA Program and the School of Medicine.

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- Follow procedures in the event of school-related injuries, illnesses, and exposure to potential [blood borne pathogens](#).
- Maintain current immunizations and TB testing and provide documentation to the PA Program.
- Students must NOT go to other facilities or spend time with preceptors other than those assigned by the Clinical Coordinator. Contact the Clinical Coordinator to discuss.
- Check **End of SCPE** email **on a daily basis** (Monday – Friday) for communication with the program.
- Respond **within 48 hours**, as indicated, to program correspondence.
- Review the Guidelines for Student Thank-You Notes and/or Gifts to Preceptors/Instructors in the [Student Handbook](#).

While in the clinical setting, the student must follow the following policies:

- PA students must see and discuss each patient with their preceptor and may not treat or release a patient without approval of the preceptor.
- PA students may not administer medications without the express approval and supervision of the responsible preceptor.
- PA students must discuss patient clinical findings, assessment, and treatment plans with their preceptor before discussing them with the patient.
- PA students will abide by the rules and regulations established by the participating preceptor and institution including scheduling of hours of attendance.
- PA students will abide by the requirements of the affiliation agreement in place with the SCPE site organization.
- PA students will follow the dress code of the participating institution or site.
- PA students must introduce themselves as physician assistant students and wear identifying nametags and badges around their neck or on the left chest pocket. The student is given a photograph with caption to display the SCPE site when permissible by the preceptor (B3.01).

Note that PA students, by law, may not sign, phone-in, or enter orders for medication prescriptions. PA students may write or enter the prescription or medication order with the approval of their preceptor, but the preceptor must sign the medication order or prescription. The student's name or initials must not appear on a prescription or medication order.



Students will be evaluated for professional conduct by the preceptor and PA Program faculty. A student may be removed from a clinical site by the program for behavior that is considered unprofessional or unethical. Removal from a clinical site for unethical or unprofessional conduct mandates evaluation by the PA-CSPE for possible dismissal from the program. Examples include, but are not limited to

- A student performs an act that puts the safety or health of a patient or colleague at risk.
- A student takes time off from a SCPE and fails to notify the Preceptor and Clinical Coordinator.
- A student's behavior is reported as unprofessional or unethical by the preceptor.
- A student does not promptly follow through with responding to correspondence or taking action in SCPE arrangements as directed by the program.
- A student does not respond to PA Program Faculty or Staff as instructed.
- A student misses assignment deadlines for PA Program required assignments.

# Responsibilities of Program Clinical Coordinator & Clinical Program Specialist

## Goals

The Clinical Coordinator is responsible for coordinating, fostering and overseeing an optimal clinical education experience for PA students, ultimately preparing them for certification and professional practice. Frequent and detailed monitoring and evaluation of each student through the clinical competencies ensures the realization of this goal. Students wanting to rotate with a specific preceptor or in a specific specialty area may suggest preceptors to the Clinical Coordinator. However, students may NOT recruit preceptors for rotations without the immediate and continued involvement of the Clinical Coordinator. Students recruiting preceptors without notifying the Clinical Coordinator will NOT be allowed to rotate with the preceptor they recruited. **Placements are always at the discretion of the Clinical Coordinator and the reasoning may not be apparent or shared publicly.**

## **Facilitation and coordination of clinical experiences:**

1. Arrangement of clinical SCPEs and preceptors {students are not required to find their own clinical sites or preceptors} (A3.03).
2. Determine the most appropriate SCPE sites.
3. Determine the most appropriate timeframe of each SCPE.

## **Administration and Oversight:**

1. All Training Affiliation Agreement and letters of good standing.
2. Student credentials at all facilities.
3. Any and all additional paperwork required by the clinical site.

## **Site Visits:**

During your clinical experience UNM PA Program faculty will visit each student at least once. UNM PA Program will make an effort to see students early in their clinical training, but site visits can occur any time of the year. Students may be visited multiple times throughout the year. The goal of the site visit is to evaluate a student's clinical progress, to assess the clinical preceptor and student learning team, and to monitor progress of case presentation, patient encounter documentation, and TYPHON completion. The main components of the site visit are as follows:

1. The site visitor will accompany the student and observe a patient encounter (when available).
2. The site visitor will have time to speak individually with the student about his/her learning experience, to the preceptor about the student, and visit with the student and preceptor together (when time allows).
3. The site visitor may speak with staff including but not limited to office managers, nursing staff, clerks and medical assistants about the student's professionalism.
4. The site visitor may review notes made by students about patients previously seen and charted by the student.

### Communication:

1. Email and telephone will serve as the primary modes of communication between UNM PA Program and students. This is crucial during the clinical experiences when students are no longer on campus. **Students are expected to check email on a daily basis (M-F) and respond in a timely manner to all communication from UNM PA faculty and staff.**
2. Clinical faculty and staff will be available to answer questions and solve problems whenever needed by email, telephone or in person.
3. Faculty advisors and the program director will also be available to students for consultation by email, telephone or in person.

### Evaluation of Student Performance:

1. Oversight of clinical performance competencies.
2. Review and synthesize evaluation tools to gauge clinical performance.
  - a. Clinical site visits;
  - b. End-of-SCPE examinations;
  - c. End-of-SCPE activities;
  - d. Typhon entries;
  - e. Preceptor Clinical Evaluation of Student; and,
  - f. End-of-Rotation evaluations/exams.
3. Provide timely feedback of students' clinical performance.
4. Direct and facilitate remediation.

**Guidance:**

1. Students will have access to his/her advisor for assistance and counseling regarding their career development, concerns and problems. Advisors will also be promptly available to assist students in understanding and abiding by program policies and practice and to provide referral for students with personal problems that may interfere with their progress in the clinical experience.

**Fairness in Clinical Assignments:**

1. All clinical placements and SCPEs are assigned by the Clinical Coordinator and will be assigned in a neutral and non-discriminatory fashion, without regard to a student's gender, race, sexual orientation, religious preference, or ethnicity.

On occasion, the program does receive requests from preceptors for students with a particular type of professional experience or language skill and the faculty/staff will attempt to accommodate their desires while adhering to our fairness policy.

# Responsibilities and Professional Expectations of PA Students

## Goals:

The goals for PA students are to learn and acquire skills in order to function as an effective PA under the supervision of a licensed physician. It is important for the student to recognize the difference in methods of teaching and learning between the formal didactic and clinical experience. Preceptors are willing to teach, but react primarily to inquisitiveness and preparedness on the student's part. When enthusiasm, motivation and energy are demonstrable in your work, the preceptor is likely to respond similarly--creating a rich learning experience.

It is possible, though it occurs rarely, that student-preceptor interactions are less than optimal. If a situation like this develops, please contact the Clinical Coordinator to discuss the problem and determine which steps may be appropriate in resolving the problem.

## Clinical Site Assignments:

Clinical SCPEs will be arranged for all students. Students should not expect to have the whole year scheduled in advance; SCPE assignments will be scheduled on an ongoing basis.

## Requesting New Clinical Sites:

If a student identifies a clinical SCPE that meets Program standards, where they would like to rotate, UNM PA Program is happy to look into the SCPE and determine if it meets our standards. **Please note that students are not required or allowed to arrange their own SCPEs and in some cases students may not be able to rotate in a SCPE of their choosing.** Should the student identify a special SCPE please note that this process can take up to 90-days. The following steps outline the process the student must follow:

1. Contact the Clinical Coordinator to communicate details of any SCPE a student has identified on their own. **This must be done 90-days in advance.** Placement is always at the Clinical Coordinator's discretion.
2. If appropriate, the Clinical Coordinator will arrange affiliation agreement with all appropriate parties. This is a legal document needed for each institution or facility the preceptor desires to have the student work, including all hospitals. This process must be completed before a site can be approved and assigned to a student.

**Transportation and Housing:**

Students are responsible for transportation to and from all clinical sites. Some sites may require students to commute. Students are responsible for their own transportation for end-of-SCPE activities and throughout the clinical experience. Additionally, should a student elect or be assigned to a clinical SCPE away from home that requires housing, UNM PA Program clinical staff will attempt to assist you with housing ideas and/or contacts (if available) but the student has the final responsibility to arrange and cover housing costs.

**Paperwork for each SCPE:**

*At the onset of each SCPE students are responsible to read and complete all instructions in the TYPHON scheduling database. All SCPEs have a different set of requirements and students may be required to:*

1. Attend a formal orientation (including HIPAA and EMR training or operating room scrub classes) at multiple sites throughout the year. This may be time consuming and seem like a duplication of training but the student must comply.
2. If asked, UNM PA Program will share documentation of OSHA, HIPAA, CPR & PALS Certification, results of background checks and results of drug screening with a clinical site. UNM PA Program can also share with the site that the student has all required immunizations and a negative PPD. However, some sites will require that the student personally bring this information into the Medical Staff or Human Resources office. UNM PA Program requires students to give the program written permission to release immunization history. Please maintain a folder of HIPAA certification, updated immunization records, PPD records, and a CV, and be prepared to present as requested.
3. Students should contact the preceptor or preceptor's designee at least 1-week prior to the start date. It is the student's responsibility to get this contact information from the Clinical Coordinator. The intent of this communication is to personally introduce oneself and inquire about the expectations for the first day, start time/place, dress code, etc.
4. At the end of each SCPE, students are encouraged to give their preceptor a Thank You note. UNM PA Program strongly encourages you to purchase a box of Thank You notes and make an effort to personally thank each preceptor for their time and effort. The preceptor not only appreciates your effort but this small gesture also helps maintain our relationship with the site for future students.

**TYPHON Entry:**

Students are required to log all patient encounters on a daily basis in TYPHON, following the Typhon Entry Instructions available on Learn. This includes every encounter regardless of the setting or level of the student's participation; please note that if the patient encounter involves 'observation only' the student must still log this encounter.

These logs allow us to evaluate the adequacy of the student's clinical encounters and the quality of clinical SCPE sites. They are also used in part to determine if the student has met the clinical experience requirements. **If Typhon entry is not completed in a timely manner, students may be pulled from a clinical SCPE or held from graduation.** The PA faculty will systematically monitor student entries on a regular basis for completion; all entries are due for the prior week on Monday morning at 8AM. Student entries may also be evaluated on a random basis against clinical records for accuracy. Falsification of entries is considered a violation of the student code of conduct and the consequences may result in probation or dismissal.

**Evaluation Forms:**

1. *Preceptor Clinical Evaluation of Student* is completed online via Opinio.
2. Complete one *Student Evaluation Clinical Experience* at the completion of each SCPE.
3. Complete one *Student Clinical Self-Evaluation* at the completion of each SCPE.

# Clinical Competencies for PA Students in the Clinic Setting

(B3.03)

The following are clinical competencies that PA students should begin to practice and use in the setting of their Continuity Clinic experience. Preceptors should concentrate their teaching efforts throughout Continuity Clinic on these foundation skills.

**Interviewing, History-taking and Communication Skills** - Students should be able to take accurate, focused, and complete patient medical histories. They should be able to employ effective communications techniques with patients to foster a therapeutic alliance.

**Physical Examination** - Students should be able to perform accurate and reliable physical examination techniques for focused and complete PEs and screening purposes.

**Patient Presentations** - Students should be able to present patients orally to their preceptor in a logical, succinct, problem-focused manner with an emphasis on problem recognition, differential diagnosis, and treatment plan.

**Clinic Note Write-ups** - Students are required to write and turn in two focused SOAP notes and one complete H&P note to the UNM PA Program during Continuity Clinic. Preceptors are encouraged to select patients suitable for student note write-ups and to read and critique student notes.

**Problem Recognition and Differential Diagnosis** - Preceptors should insist that students make an effort to recognize symptom patterns as problems and attempt a differential diagnosis for new problems identified.

**Identify Patient Health Risks** - Students should utilize accepted health screening standards to identify health risks by patient age, sex, and specific history. Recommend screening exams/tests for their patients.

**Diagnostic and Therapeutic Treatment Plans** - Preceptors should encourage and expect students to begin to develop their skills in diagnostics including test selection and therapeutics including pharmacological therapies and other forms of therapeutics.

**Patient Education** - PA students should be able to assess their patient's need for education and information about their medical conditions and to provide support and counseling on healthy lifestyle practices.

**Referral** - PA Students should be able to understand the criteria for referring a patient and the specific methods used by the clinic to refer patients for specialized care.



## CONTINUITY CLINIC



Rini Templeton

## Continuity Clinic

Continuity Clinic is not a “stand-alone” course. It is a portion of the Clinical Skills II and Clinical Skills III courses and occurs during the didactic portion of the program. Continuity Clinic is discussed here because it falls within the scope of the SCPEs.

Continuity Clinic is the first real-world supervised clinical practice experience for PA students as PA students outside of the classroom setting. Each PA student is paired with a clinical preceptor in a local clinic. Preceptors are selected by their experience, interest, and willingness to teach PA students. The clinic is a one-half day per week experience on Wednesday or Thursday afternoons, 1:00 – 5:00 pm. Day is to be determined by Clinical Coordinator. On the rare occasion when a clinic is missed, PA students and preceptors should arrange a make-up session as long as it does not conflict with PA Program classroom activities. Any changes to an individual student’s normal schedule must be approved by the Clinical Coordinator ahead of time.

### Continuity Clinic General Goals and Objectives

- Experience actual patient contact in a clinical setting under preceptor supervision;
- Begin to practice clinical skills in the real-world clinical setting;
- Expand awareness of disease in the context of a family and community setting;
- Use patient problems to generate biological, population, and behavioral learning issues (B3.03d);
- Characterize the patient population of the clinic and investigate the social and community setting;
- Become familiar with electronic and paper medical records used by your clinic site; and,
- Become familiar with and be able to use the Typhon PAST Clinical Data website.

There are also several written assignments outlines in the CCI & CCII schedule. Because Continuity Clinic is 50% of Clinical Skills II & III, there is more detail in the syllabi for those courses.

## CLINICAL SCPEs



Rini Templeton

## Clinical Learning Goals & Objectives

The clinical experience provides an opportunity for PA students to learn about the comprehensive diagnosis and management of patients with common undifferentiated problems. Students will experience the key features of primary care and specialty care such as diagnosis and management, continuity of care, caring for the whole patient, appreciation of the effect of family and social factors, preventive medicine and the team approach including involvement with community agencies. The clinical experience should also provide opportunities for the students to improve their basic skills in provider patient communication, history taking and physical examination, differential diagnosis formation, stepwise decision-making and clinical procedures.

Each SCPE has a syllabus that identifies learning objectives, competencies, and required textbooks. Learning objectives and clinical competencies for each SCPE are found in the relevant syllabus. The syllabus will be made available to you two weeks prior to the start of the relevant SCPE. They are based upon clinical competencies described in the National Commission on Certification of Physician Assistants (NCCPA) guidelines and other sources including the Physician Assistant Education Association (PAEA), Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), the American Academy of Physician Assistants (AAPA), the UNM School of Medicine, feedback from preceptors and students, and information from other PA programs.

Each SCPE will be different but there are a set of common objectives and rules for each SCPE:

1. Students will be permitted to see patients under the supervision of their preceptors. **The number of patients that the student will see is determined by each preceptor.** The expectation is that by the end of the clinical experience students should be progressively seeing more patients than when they began the year.
2. Most patient interactions will involve the students introducing themselves, and receiving the consent of the patient, soliciting the medical history and conducting an initial physical examination as appropriate.  
**Typically, students will present their findings, interpretation(s) and recommendations to the preceptor and together they will see the patient. Whether or not the preceptor repeats any or all of the H&P depends on the gravity of the findings, stage of the student's training and previous preceptor/patient relationship.**
3. **In some settings the student will be shadowing the preceptor or working with a multidisciplinary team.** In this case patient interactions will include observational learning. This style of learning is key in the clinical education process.

**Do not underestimate the importance of observation and team learning. Students should expect to work with other learners, inter-professional education and practice is the physician assistant professional identity.**

While you are a student you will have multiple opportunities to learn how to work on a team, UNM PA Program strongly encourages you to seek collaborative opportunities with other learners such as medical students and pharmacy students.

4. Students are required to document each visit according to their site's standards and follow the directions provided by each specific site. There may be paper charts or electronic medical records. Sometimes special forms are used, such as for health maintenance exams or checklists for well child and prenatal visits. **Some sites may not allow students to document in the chart or use the EMR.**
5. When signing the student's name, please do not include any other credentials and always include your title: Physician Assistant Student or PA-S.
6. All notes, prescriptions and orders should be written in black ink. Please do not use felt-tip pens when you write in the medical record.
7. Medical records must never be taken from the medical facility.
8. **Students must read and observe the rule set forth by the Committee For Medicare and Medicaid (CMM) as it pertains to student documentation.** The CMM guidelines are for teaching physician's documentation of Medicare reimbursement patients. These guidelines have had a major impact upon medical education, with academic medical centers receiving large fines for non-compliance. Our current understanding of the guidelines is that:
  - PA student notes may not be used to support a billable service.
  - It is **STRONGLY** recommended that if he/she must, that the teaching physician refer to the PA student note only for past family history, social history and/or review of systems.
  - The teaching physician responsible for the patient must document personal involvement in a personally dictated or written note that includes all of the relevant key information necessary for billing.
  - Most preceptors allow students to document the patient's visit and then the preceptor will edit or add an addendum and co-sign. These rules do not mean the student cannot write a note. However, it does mean that the preceptor also needs to personally document the billable aspects of the history and physical.
9. Where practical, other activities and opportunities will be made available to students. Students are **strongly encouraged** to accompany preceptors on hospital rounds, nursing home rounds, home visits, deliveries, and to do all that is practical to make themselves available for all clinically related, "after hours" activities as long as **the Clinical Coordinator has given prior approval**. The best way to learn is to be available and be involved.

Grading is discussed in detail in each SCPE syllabi. **Note that a preceptor evaluation of D or F mandates a repeat of the SCPE. A second grade of D or F on any SCPE will be referred to PA CSPE and is grounds for dismissal from the program.**

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SCPEs are four to six weeks in length:

<b>SCPE</b>	<b>Duration</b>
<p><b><u>PAST 560 Family Medicine</u></b>            This supervised SCPE is a first year field experience and covers the health care needs of patients across the life span. The course surveys major aspects of primary health care (B3.03a, B3.04a, B3.04c).</p>	4 weeks
<p><b><u>PAST 562 Pediatrics</u></b>            This supervised family practice pediatric SCPE focuses on the development of skills in the health care of pediatric and adolescent patients (B3.04a).</p>	4 weeks
<p><b><u>PAST 563 Behavioral Medicine</u></b>            This supervised SCPE focuses on the healthcare of patients with behavioral health problems commonly seen in the primary care setting. Field experience may be in the office setting as well as clinic/in-patient settings (B3.03d, B3.04a, B3.04c).</p>	4 weeks
<p><b><u>PAST 561 Women's Health</u></b>            This supervised SCPE focuses on the management of women's health care in a family practice setting. SCPE activities include evaluation and management of common gynecological conditions/disorders and routine prenatal care (B3.03b, B3.04a, B3.04c).</p>	4 weeks
<p><b><u>PAST 565 Internal Medicine</u></b>            This supervised SCPE focuses on the care of the adult patient in both the outpatient and inpatient setting. It is the foundation for subspecialty (elective)courses such as cardiology, endocrinology, etc. (B3.04a, B3.04c)</p>	4 weeks
<p><b><u>PAST 564 Emergency Medicine</u></b>            This supervised SCPE focuses on the triage, evaluation and management of patients in the emergency setting (B3.04b).</p>	4 weeks

**PAST 568 General Surgery**

4 weeks

This supervised SCPE focuses on the care of the surgical patient. Activities include experience in the operating room as well as pre- and postoperative care and assessment of the patient in the office setting (B3.03c, B3.04a, B3.04c, B3.04d).

**PAST 566 Elective**

4 weeks

This supervised SCPE provides an opportunity for the student to choose a clinical field experience in an area of personal interest.

**PAST 575 Primary Care**

6 weeks

This supervised SCPE incorporates elements of patient care gained from the Family Practice and specialty SCPEs. The student will learn to function at a higher level in the clinical management of the patient (B3.04a, B3.04c).

Students occasionally wish to set up independent learning experiences for themselves outside of their formal SCPEs. This is permitted only after review by and written consent of the Clinical Coordinator.

## Out-of-State SCPEs

Students may request to do up to two out-of-state-SCPEs. The request must be made in writing to the Clinical Coordinator no less than four months before the desired start date of the SCPE. It is the student's responsibility to identify out of state preceptors and obtain contact information for a formal affiliation agreement with the preceptor's clinical site. The student must present a request in writing for an out-of-state SCPE to the Clinical Coordinator no later than four months, and preferably 6 months, before the anticipated start date. In no case will the Clinical Coordinator consider a request for an out of state SCPE less than four months ahead. Students are cautioned that some out-of-state SCPEs are not feasible due to the inability to establish an affiliation agreement. The feasibility may not be known until an attempt is made to establish the agreement.

## International Clinical SCPEs

Students wishing to do doing an international SCPE must adhere to the most recent Policy on International SCPEs on the next page. The conditions noted above for out-of-state SCPEs apply. Requests will be reviewed on a case-by-case basis.

## Policy on International SCPEs

### Policy

The UNM PA Program permits students to take one clinical SCPE outside of the United States under specified conditions. All SCPE academic requirements and policies apply in all cases of international SCPEs as described in the [Student Handbook](#) and the SCPE syllabi.

### Procedures

Students who are interested in taking an international clinical SCPE must provide a written proposal to the Clinical Coordinator at least six months in advance of the dates of the proposed SCPE. The proposal must include:

- The name of the country and location within the country where the student will take the SCPE;
- The name of the preceptor(s) – the preceptor(s) must include a physician who is licensed to practice medicine within that country and is credentialed to work in the facilities in which the student will be located;
- The name of all clinics and hospitals where the student intends to be located; and,
- A description of the expected area of clinical study with a description of clinical activities and learning objectives.

It must be made clear to the preceptor(s) that the student is there in an educational capacity and not to serve as a worker.

It is the student's responsibility to ascertain his or her legal status as a PA student in that country with regard to patient care issues .

The Clinical Coordinator will review the proposal and will either approve it, require further information, or will bring it to the full faculty for review and approval or disapproval.

The UNM PA Program will not approve international clinical SCPEs in any location where the U.S. State Department has issued a traveler's warning advisory. In approving a foreign clinical SCPE, the UNM PA Program makes no warranty as to local conditions or potential risks to the student.

If the proposal is approved, the following applies:

1. The SCPE must be taken as the 4-week Elective SCPE. It can only be taken during any regular SCPE slot after the fifth clinical SCPE. The Clinical Coordinator must approve the final dates of the SCPE.



2. All UNM PA Program requirements and policies apply in all cases of international SCPEs.
  - The preceptor(s) must understand that he/she is responsible for completing the written evaluation of the student.
  - In addition to the required written clinical log assignments, the student may be required to give a mini “grand rounds” presentation on their experiences to their classmates and Clinical Coordinator upon return.
3. All travel, housing, food, and incidental expenses related to foreign SCPEs are the responsibility of the student.
4. The student is responsible for obtaining passports, arranging visas, and obtaining required and recommended immunizations. The student must procure and maintain health insurance that provides coverage while abroad.
5. If for any reason the UNM liability insurance is not available or refuses to cover the student, the SCPE cannot take place.
6. If the student is delayed in returning to the UNM PA Program for circumstances beyond their control, they must notify the Clinical Coordinator as soon as possible. In the event of a medical reason causing a delayed return, the policy in the UNM PA Program [Student Handbook](#) will apply regarding long-term leave of absence.

## SCPE Evaluation and Grading Policies

(C3.01)

### The end-of-SCPE written objective examination 60% of final grade

Each student will complete a multiple-choice examination on the last day of the SCPE. The examination questions are based upon the learning objectives and competencies found in the SCPE syllabi and are formulated from the required textbooks and other learning materials. Please note that for the Elective SCPE there is an essay examination.

### Preceptor Evaluation 20% of Final Grade

The preceptor will complete an evaluation of the student for each clinical SCPE in Typhon. The evaluation includes the preceptor's assessment of the student's academics abilities, clinical skills, and professionalism (C3.02, C3.03). The standard for passing the preceptor evaluation is a grade of C (70%) or better awarded by the preceptor. Preceptor evaluation counts for 30% of the final SCPE grade.

### Student Logs 10% of Final Grade

The Student Log is the written and on-line (Typhon) computerized clinical data tracking documentation that the student keeps related to their clinical experiences. Currently, the Student Log includes:

- Completion of clinical data on each patient using the [Typhon PAST clinical data tracking system](#). **Inadequate Typhon entry may result in failure of the SCPE.**
- A case report (one per SCPE) on an interesting patient or disease entity encountered by the student of 2-3 typewritten pages with references and learning issues. Reports are submitted typewritten on paper.
- One clinical note written by the student on a patient seen in each SCPE. This can be a focused SOAP note, complete H+P or specialty note. Note to be turned in typed on paper.
- Evaluation forms:
  - Student evaluation of the SCPE experience entered in Opinio
  - Student Clinical self-evaluation entered in Opinio

### End-of-SCPE Activities 5% of Final Grade

Students will return to the UNM PA Program on the last Friday of each SCPE for a day of end of SCPE activities. These activities may include the following:

- End-of-SCPE objective examination from 8:00am – 10:00am.
- Students must turn in the log book **prior to and in order** to take the exam.
- End of SCPE activities, which may include speakers and skills sessions.

- **Program-to-Practice:** The program faculty will conduct seminars on topics of importance to the students' professional education. The Program-to-Practice course takes place over the same time period as the SCPEs. See the Program-to-Practice syllabus for detail.
- **Skills sessions:** These take place in the BATCAVE and are determined through evaluation of procedures on Typhon.
- **Clinical topic lectures:** Presented by clinically active content specialists, to augment clinical learning topics to include: newborn exams, electrolytes and fluids; and how and when to make referrals.

**Students should expect to be present at the PA Program for the entire day of the designated end of SCPE date. Successfully passing the clerkship requires an overall course grade of 75% or better. Failure of any portion of the clerkship constitutes failure of the clerkship.**

## **Professionalism 5% of Final Grade**

Please refer to Competency #IV in the Student Handbook for more information about professionalism.

## **Attendance Expectations for Clinical SCPEs**

Students are expected to be present at their SCPE site a minimum of 40 hours per week. Students follow the hours set by the site/preceptor where they are located. In some cases, students will be expected to be present for 12-hour shifts or to take call with a preceptor. If the student feels that they are being asked to attend for an excessive number of hours, they must notify the Clinical Coordinator.

If the student is absent due to illness or other reason, he/she must notify the Clinical Coordinator and preceptor by telephone on that day followed by an email to the Clinical Coordinator and Program Specialist. See the [Student Handbook](#) for additional details.

## **Postponement or Interruption of Clinical SCPE**

A student may request postponement or interruption of their SCPE schedule. Criteria for this situation are outlined in the Student Handbook. Written requests must be made to the [Program Director](#) or [Clinical Coordinator](#) as soon as possible. The student should be aware that interrupted and postponed SCPEs will delay the student's program completion date. The program may not be able to find a suitable preceptor in the area SCPEs not yet completed in time to meet the student's expected program completion date.

# Policy on Failure, Remediation and Removal from SCPE

## Written Examination

The usual Remediation for failure on a clerkship examination is to take and pass a second examination with a score of 75% or better within 30 days or prior to the end of the next clerkship. Maximum allowable score on the second exam is 75%. A score of less than 75% on the second exam constitutes failure of the clerkship.

Failure of any component of the clerkship grade will be brought to the PA Curriculum Committee and may constitute failure of the clerkship. Components include: Clinic Notes; Pharmacy Logs; End of SCPE assignments and activities; patient presentations; attendance; professional behavior; and, effort.

A student who fails a SCPE will be subject to academic review by the PA Curriculum Committee. Students who fail one or more SCPEs may be required to repeat and remediate the SCPE and may be subject to dismissal from the program. Please see the [Student Handbook](#) for more details.

The Clinical Coordinator may suspend a student from a SCPE temporarily for behavioral, professionalism, or clinical performance reasons. If a student is removed from a SCPE, the Clinical Coordinator will refer the student to the PA Program Director or Curriculum Committee for review and further action. PA students pulled off the SCPE for any reason will be referred to the PA Curriculum Committee. Examples of when this might occur are the following:

- A student performs an act that puts the safety or health of a patient or colleague at risk.
- A student takes time off from a SCPE and fails to notify the Preceptor and Clinical Coordinator.
- A student's behavior is reported as less than professional by the Preceptor.
- A student fails to meet UNM PA Program deadlines for any required assignment deadlines.

## NCCPA Examination Content Blueprint

For more information about NCCPA's certification and recertification exams, please consult the [NCCPA blueprint](#). It is very important that you take time to look at this website frequently for the most up-to-date information.

# Typhon Entry

Students must *accurately* enter the following information in [TYPHON](#) in order to receive a grade for this SCPE. Please adhere to the following guidelines when entering data into TYPHON. For further training on the efficient use of TYPHON, please view the student tutorials online as you have some time to do so.

**Failure to complete Typhon Entry or to enter incomplete entries may result in SCPE failure.**

## FOR ALL SCPEs:

**There cannot be any missing information.**

- Make sure that ALL required fields are completed.
- Code properly.
- Students must complete the section on procedures, counseling, etc. Please note whether the procedure was observed, assisted or completed, and what tasks/skills were performed/completed.
- **Type of Patient Encounter:**
  - **Acute:** For illness or injury (e.g. a patient comes in with a cold or a sprained ankle).
  - **Chronic:** For established patients who are seen regularly for follow up and the visit is to manage a chronic condition (e.g. Diabetes, HTN).
  - **Emergent:** For any visit that requires emergency care (Any ER visits. Also, in the outpatient setting where the patient receives emergent care or the patient needs to go to the ER).
  - **Preventive:** For visits that are well-child checks, well-woman checks, sports physicals, screenings.

There will be some **redundancy when completing the "reason for visit"**. For example, Acute would probably be "episodic" although check the rest of the drop down list to see if there is a more specific reason you can use before selecting "episodic". Please also do not to use "other" because it's simply too generic.

- **Clinical procedures/skills must be completed** if the student was involved in observing, assisting, or performing any procedures/skills.  
Note: More and more employers are requiring documentation of what students have completed in school, so this information will be valuable to students at the end of the program.
- **Clinic Note:** There are templates that can be used to write clinic notes. At this time, students are required to complete very brief synthesis statements about the visit--please do not leave it blank. Do not include any patient identifying information anywhere in the entries.

## FOR THE FOLLOWING SCPEs:

**Surgical experiences:** Pre-op, intra-op, and post-op experiences must be noted. Do not leave these fields blank. Students must be very diligent in documenting skills in which they participated, such as suturing, wound care, etc. (B3.03c)

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**Last Updated – 3.14.17 MK, Rev No. 07**

**Women's Health experiences:** Prenatal visits must be noted. It is a very small box to check and other fields are associated with it indicating estimated gestational age, etc. If during women's health SCPEs, students participate in labor/delivery, surgery fields will also apply and need to be noted in the system. There is also a separate place to note Labor & Delivery on the right-hand side of the page (B3.03b).

**Pediatrics experiences:** Make sure ages of the patient are included and code the encounter correctly.

Program faculty will be monitoring student entries on a regular basis and feedback will be provided to the student. Please remember that students have only 7 days to enter encounters (10% of the grade) so please complete TYPHON entries each day at the end of clinic.

# Physician Assistant Competencies

(B3.02)

## Preamble

As physician assistant students of the UNM PA Program, we believe that high ethical standards need to be supported and cultivated as members of the medical community. The Student Code of Professional Conduct that you signed upon entry into the program is designed to cover the basic standards that we and our colleagues must uphold. The honor of being a part of the medical community is at its core. The code is built upon Integrity, both academic and personal. The program maintains a copy of your signed Student Code of Professional Conduct document and you will be provided with a copy for your review during orientation.

The PA profession defines the specific knowledge, skills, and attitudes required and provide educational experiences as needed in order for physician assistants to acquire and demonstrate these competencies.

## Medical Knowledge:

Medical knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigatory and analytic thinking approach to clinical situations. Physician assistants are expected to:

- Understand etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- Identify signs and symptoms of medical conditions
- Select and interpret appropriate diagnostic or lab studies
- Manage general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions, and adverse reactions of pharmacologic agents and other relevant treatment modalities
- Identify the appropriate site of care for presenting conditions, including identifying emergent cases and those requiring referral or admission
- Identify appropriate interventions for prevention of conditions
- Identify the appropriate methods to detect conditions in an asymptomatic individual
- Differentiate between the normal and the abnormal in anatomy, physiology, laboratory findings, and other diagnostic data
- Appropriately use history and physical findings and diagnostic studies to formulate a differential diagnosis
- Provide appropriate care to patients with chronic conditions.

**Interpersonal & Communication Skills:**

Interpersonal and communication skills encompass verbal, nonverbal, and written exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients' families, physicians, professional associates, and the health care system.

Physician assistants are expected to:

- Create and sustain a therapeutic and ethically sound relationship with patients
- Use effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information
- Appropriately adapt communication style and messages to the context of the individual patient interaction
- Work effectively with physician and other health care professionals as a member or leader of a health care team or other professional group
- Apply an understanding of human behavior
- Demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- Accurately and adequately document and record information regarding the care process for medical, legal, quality, and financial purposes.

**Patient Care:**

Patient care includes age appropriate assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, patient-centered, timely, efficient, and equitable for the treatment of health problems and the promotion of wellness. Physician assistants are expected to:

- Work effectively with physicians and other health care professionals to provide patient centered care
- Demonstrate caring and respectful behaviors when interacting with patients and their families
- Gather essential and accurate information about their patients
- Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- Develop and carry out patient management plans
- Counsel and educate patients and their families
- Competently perform medical and surgical procedures considered essential in the area of practice
- Provide health care services and education aimed at preventing health problems or maintaining health.

**Professionalism:**



Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own.

Physician assistants must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency, or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

- Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- Professional relationships with physician supervisors and other health care providers
- Respect, compassion, and integrity
- Responsiveness to the needs of patients and society
- Accountability to patients, society, and the profession
- Commitment to excellence and ongoing professional development
- Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- Sensitivity and responsiveness to patients' culture, age, gender, and disabilities
- Self-reflection, critical curiosity, and initiative

### **Practice-Based Learning & Improvement:**

Practice-based learning and improvement includes the processes through which clinicians engage in critical analysis of their own practice experience, medical literature, and other information resources for the purpose of self-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices. Physician assistants are expected to:

- Analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
- Locate, appraise, and integrate evidence from scientific studies related to their patients' health problems
- Obtain and apply information about their own population of patients and the larger population from which their patients are drawn
- Apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- Apply information technology to manage information, access online medical information, and support their own education
- Facilitate the learning of students and/or other health care professionals

- Recognize and appropriately address gender, cultural, cognitive, emotional, and other biases; gaps in medical knowledge; and physical limitations in themselves and others.

**Systems-Based Practice:**

Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value. PAs should work to improve the larger health care system of which their practices are a part. Physician assistants are expected to:

- Use information technology to support patient care decisions and patient education
- Effectively interact with different types of medical practice and delivery systems
- Understand the funding sources and payment systems that provide coverage for patient care
- Practice cost-effective health care and resource allocation that does not compromise quality of care
- Advocate for quality patient care and assist patients in dealing with system complexities
- Partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery of health care and patient outcomes
- Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- Use information technology to support patient care decisions and patient education
- Apply medical information and clinical data systems to provide more effective, efficient patient care
- Utilize the systems responsible for the appropriate payment of services

## Program Personnel

Laura Wylie, PA-C Program Director <a href="mailto:LAMurphey@salud.unm.edu">LAMurphey@salud.unm.edu</a>	272-8566	S. Yvonne Ellington, MPA, PA-C Associate Program Director <a href="mailto:SEllington@salud.unm.edu">SEllington@salud.unm.edu</a>	272-8260
Byrch Williams, MD Medical Director <a href="mailto:bywilliams@salud.unm.edu">bywilliams@salud.unm.edu</a>	272-2165	Kathy Johnson, MA, PA-C Academic Coordinator <a href="mailto:KLJohnson@salud.unm.edu">KLJohnson@salud.unm.edu</a>	272-4723
Maggie Klappauf, MSPAS, PA-C Clinical Coordinator <a href="mailto:MKlappauf@salud.unm.edu">MKlappauf@salud.unm.edu</a>	272-8896	Lindsay Fox, MSPAS, PA-C Instructional Faculty <a href="mailto:LEFox@salud.unm.edu">LEFox@salud.unm.edu</a>	272-1124
Natalie Martinez Clinical Program Specialist <a href="mailto:nmartinez@salud.unm.edu">nmartinez@salud.unm.edu</a>	272-8016	Natalie Mead, BA Program Specialist/Advisor <a href="mailto:nmead@salud.unm.edu">nmead@salud.unm.edu</a>	272-1402
Meghan Dodge ???: <a href="mailto:newdata@salud.unm.edu">newdata@salud.unm.edu</a>		Rita Stevens Espalin Administrative Assistant III <a href="mailto:rstevens@salud.unm.edu">rstevens@salud.unm.edu</a>	272-9864

## Blood & Body Fluid Exposure Protocol for Students

1. Clean area by washing with soap & water. If exposure is to eyes/mucous membranes, irrigate thoroughly with tap water.
2. Notify supervisor. Report immediately to Student Health Center (277-3136, 8am-5pm, M-F) with name and & MR# of source if in Albuquerque area.
3. After hours: Report to ER; call nursing admin supervisor on call with name & MR# of source.

**Students at high risk for HIV exposure:** Start post-exposure prophylaxis ASAP. For OHS or ER consult: Provider can call 272-2000 or 1-888-UNM-PALS (1-888-866-7257).

**Students rotating in VA:** Go to VA Employee Health Clinic or ER.

**Students rotating in other facilities:** Go to nearest ER. Provider can contact PALS.

**Post Exposure Protocol:** [www.unm.edu/~shcl/bbp.htm](http://www.unm.edu/~shcl/bbp.htm)

# Acknowledgement of Receipt of the Physician Assistant Program SCPE Handbook

I have read and been informed about the content, requirements, and expectations for participation in the University of New Mexico Physician Assistant Program, as contained in the PA Program Student Handbook. I have access to the PA Program [SCPE Student Handbook](#) and agree to abide by the policies and requirements contained in the Handbook. I understand that my failure to do so may result in adverse action, including my dismissal from the PA Program.

I understand that if I have questions about PA policies or requirements, at any time, I will consult with the Program Director or other PA faculty or staff member, as appropriate.



I understand that a copy of the most recent handbook is available online.

My signature certifies that I have carefully read and that I understand the content of the handbook.

Student Signature: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

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

<b>EVIDENCE OF COVERAGE</b>	
<b>MEMORANDUM NUMBER: RMD-EOC-FY17 (0137)</b>	
This Evidence of Coverage is used as a matter of information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the Tort Claims Act or the applicable Certificates of Coverage or policies for the type(s) of coverage listed below.	
<b>CERTIFICATE HOLDER INFORMATION</b>	
<b>INSURED: STATE OF NEW MEXICO    LOSS PAYEE: TO WHOM IT MAY CONCERN</b> and <b>UNIVERSITY OF NEW MEXICO ( 969)</b>	
<b>Coverage Period:</b> <b>12:01 AM 7/1/2016 to 12:01 AM 6/30/2017</b>	
This is to certify that the Insured has the coverages listed below for the period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages indicated in this Evidence of Coverage are subject to all terms, exclusions, and conditions of the Certificates of Coverage and other insurance policy(s) to which this Evidence of Coverage pertains. Property and Liability Certificates of Coverage may be obtained by contacting the State of New Mexico's Risk Management Division at 505-827-2036.	
Type of Coverage	Limit of Liability/Coverage
A) Liability i. General Liability ii. Automobile Liability iii. Law Enforcement iv. Civil Rights	Statutory Limit NMSA § 41-4-19
B) Workers Compensation.....	Statutory Limits NMSA § 52-1-1 et seq.
C) Property..... i. Auto Physical Damage.....	\$550,000,000.00      Limit Actual Cash Value (ACV)
D) Medical Malpractice.....	Statutory Limit NMSA § 41-4-19
E) Boiler & Machinery.....	\$100,000,000.00      Limit
F) Fine Arts.....	\$300,000,000.00
Per 66-5-207, NMSA 1978, - A motor vehicle owned by the United States Government, any state, or political subdivision of the state, is exempt from the Mandatory Financial Responsibility Act.	
Per 66-6-15(E), NMSA 1978, - A vehicle or trailer owned by and used in the service of the State of New Mexico or any county or municipality thereof need not be registered but must continually display plates furnished by the Transportation Services Division of the General Services Department.	
Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, the State of New Mexico will notify the Certificate Holder, but failure of such notification shall impose no obligation or liability of any kind upon the State of New Mexico, its agents, or representatives. If you have any questions, contact:	
<b>Authorized Representative:</b>	
<b>Date Issued:</b>	6-30-2016    A.J. Forte, Director, Risk Management Division , GSD 

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