POLICY TITLE
Clinical Site Recruitment

PURPOSE AND SCOPE
The purpose of this policy is to clearly articulate the policy and procedures addressing clinical site recruitment and student and institutional responsibilities.

ARC-PA STANDARD ADDRESSED
A1.01: When more than one institution is involved in the provision of academic and/or clinical education, responsibilities of the respective institution and supervision of students must be clearly described and documented in a manner signifying agreement by the involved institutions. Signed affiliation agreement(s) must define the responsibilities of each party related to the educational program for students, must specify who policies govern, and must document student access to educational resources and clinical experiences. While one agreement between the sponsoring institution and each clinical entity to cover multiple professional disciplines is acceptable, these agreements are expected to include specific notations acknowledging the terms of participation between the PA Program and each clinical faculty. Agreements are expected to be signed by the authorized individual(s) of each participating entity.
A1.02: The sponsoring institution is responsible for:
(a) documenting appropriate security and persona safety measures for PA students and faculty in all locations where instruction occurs.
A1.10: The sponsoring institution must support the program in:
(a) securing clinical sites and preceptors sufficient in number to allow all students to meet the program’s learning outcomes for supervised clinical practice experiences
(b) ensuring all required rotations are located within the United States.
A2.16: The program must:
(a) verify and document that all instructional faculty actively serving as supervised clinical practice experience preceptors hold a valid license that allows them to practice at the clinical site,
(b) verify and document all instructional faculty actively serving as supervised clinical practice experience preceptors hold valid certification that allows them to practice in the area of instruction
A3.02: The program must define, publish, make readily available and consistently apply its policies and practices to all students.
A3.03: The program must define, publish, make readily available and consistently apply a policy for prospective and enrolled students that they must not be required to provide or solicit clinical sites or preceptors.
C2.01: The program must define and maintain effective processes and document the initial and ongoing evaluation of all sites and preceptors used for supervised clinical practice experiences to ensure students are able to fulfill program learning outcomes with access to:
(a) physical facilities
(b) patient populations, and
(c) supervision

RESPONSIBLE PARTY AND REVIEW CYCLE
This policy will be reviewed every two years as needed by the Director of Clinical Education and Program Administrator, elevating any policy amendments to the Program Director for approval.
DEFINITIONS
Supervised Clinical Practice Experiences include family medicine, pediatrics, internal medicine (inpatient), emergency medicine, behavioral health, women’s health and prenatal care, surgery, primary care, internal medicine (outpatient), and medical elective rotations.

POLICY
With the support of UNC School of Medicine and Department of Allied Health Sciences, the Division of Physician Assistant Studies assumes responsibility for the recruitment of clinical sites and preceptors in sufficient numbers for the program-mandated supervised clinical practice experience component of the curriculum. Students will not be required to provide or solicit preceptors or clinical sites for the program mandated clinical experiential learning component of the program.

Students may voluntarily submit to the Director of Clinical Education the name(s) of potential preceptors and/or clinical sites not already affiliated with the UNC Physician Assistant Program; however, the potential preceptors and/or clinical sites must agree to host future students from the UNC PA Program. There is no direct or implied guarantee on the part of the program that the student will be assigned a rotation with any requested preceptor or clinical site, including those already affiliated with the program. It is ultimately the responsibility of the Director of Clinical Education and the Program Director to judge whether the preceptor and clinical site are deemed appropriate for use in Supervised Clinical Practice Experiences.

The UNC PA program requirements for health care providers are preceptors will consist primarily of practicing Physicians and Physician Assistants in the following core rotations: family medicine, internal medicine, surgery, pediatrics, women’s health, emergency medicine, and behavioral medicine. Physician and Physician Assistants practicing in various subspecialties may be utilized for the SCPE elective rotations. Other license health care providers experiences in their area of instructions (i.e., Nurse Practitioners) may be designated as preceptors for supervised clinical practice experiences (SCPEs), as the Program deems necessary and appropriate.

PROCEDURES
• Completion of the UNC Physician Assistant Program Practice Profile form and submission of an updated CV. This form is initiated by the Director of Clinical Education in communication with prospective clinical site representative. A copy of the CV will be uploaded into the eMedley and expiration date will be annotated. CV must be updated every three years or sooner if there are significant changes. eMedely will send an automatic email to the program and the preceptor within 60 days from CV expiration to submit an updated CV.

• Completion of the UNC Physician Assistant Program Practice Profile form will be used to validate and verify that the clinical site has sufficient resources (workspace, patient exam rooms, references, support personnel, patient encounters of the designated specialty content) to provide broad experiential learning opportunities in a safe environment in the corresponding clinical practice (e.g. family medicine, general surgery, etc.) for which the physician assistant student will be assigned at the site.

• The Director of Clinical Education review of the prospective clinical site’s Practice Profile is one component in the evaluation of a suitable clinical training site for students to fulfill curriculum
mandated SCPEs. A Formal site visit occurs prior to final approval once the Director of Clinical Education deems the clinical site is a suitable clinical training site for students to fulfill curriculum mandated SCPEs based on the UNC Physician Assistant Program Practice Profile form. Documentation during the formal site visit includes, but is not limited to, clinical site safety, supervision, security and verification/validation of the submitted practice profile (works spaces, patient exam rooms, patient encounters of the designated specialty content, and support personnel).

- **Licensure:** Providers approved as preceptors must be licensed within the state in which they will be providing SCPEs for program students. The program will verify licensure status at the time of initial preceptor evaluation via [http://www.ncmedboard.org/](http://www.ncmedboard.org/) or respective state medical board for out-of-state providers, and again when the certification is due to expire, to confirm license renewal as long as the provider remains an active preceptor for the UNC PA Program. A copy of the licensure will be uploaded into the eMedley and expiration date will be annotated. eMedely will send an automatic email to the program and the preceptor within 60 days from licensure expiration. Preceptors at UNC Hospitals and UNCPN, the credentialing office will monitor licensure certification and notify the Director of Clinical Education if the preceptor is no longer credentialed at UNC Hospitals or UNCPN.

- **Specialty Certification:** Physician preceptors should be ABMS or AOA board certified in the specialty for which they are providing SCPE for program students. Physician assistant preceptors must be board certified through NCCPA. Nurse Practitioners must be board certified through AANPCB. Specialty board certification of physician preceptors or supervising physicians for PA preceptors will be confirmed by the program at the time of initial evaluation of the potential preceptor via [http://www.boardcertifieddocs.com/](http://www.boardcertifieddocs.com/) and annually when verifying state licensure as long as the provider remains an active preceptor for the program. A copy of the board certification for all preceptors/supervising physicians will be uploaded into the eMedley and expiration date will be annotated. eMedely will send an automatic email to the program and the preceptor within 60 days from licensure expiration. Preceptors at UNC Hospitals and UNCPN, the credentialing office will monitor specialty certification and notify the Director of Clinical Education if the preceptor is no longer credentialed at UNC Hospitals or UNCPN.

- After final approval of the clinical site from the Director of Clinical Education, all clinical sites must establish a formal Affiliation Agreement with the UNC SOM and UNC Department of Allied Health Sciences. The Affiliation Agreement is coordinated between the Director of Clinical Education and the UNC Department of Allied Health Sciences Clinical Contracts Coordinator. The process can sometimes take up to three months or more to complete.

- Once the clinical site is approved, formal site visit occurs for all active clinical sites at least every 2 years. Documentation includes assessment of the clinical site, focusing on any significant changes of/within the facility since prior evaluation and is documented on the Follow-up Clinical Site/Preceptor Evaluation form. Continued clinical site evaluation of all active clinical sites occurs on an on-going basis through review of Mid-Rotation Evaluations and Student Evaluation of Preceptor/Clinical Site Evaluation Form.
PUBLISHED

- UNC PA Program Policies and Procedures web page: https://www.med.unc.edu/ahs/unc-pa/students/policies-procedures/
- UNC PA Program Student Handbook

HISTORY OF APPROVAL AND UPDATES
Initially approved by Program Director, December 14, 2020