

Effective Date: January 1, 2019

Retired:

Revised:

Approved by:

**Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research**

**Subject:** MMC PA Student Request for Removal from a Clinical Rotation

**PURPOSE:**

**The purpose of this policy is:**

To outline the process for requesting removal from a Supervised Clinical Practice Experience course site or preceptor.

**POLICY STATEMENT:**

There are rare circumstances in which a student may be justified in requesting removal from a clinical rotation or reassignment to a different clinical rotation site. If a student believes he/she is unable to meet the requirements of an assigned clinical rotation, the Clinical Education Director/Course Director must be notified as soon as possible.

**DEFINITIONS:**

Supervised Clinical Practice Experiences (SCPE): a required clinical course in Phase V in the curriculum. Clinical courses include Geriatrics, Family Medicine, Emergency Medicine, Internal Medicine, Pediatrics, Psychiatry/Mental Health, Women's Health/Ob-Gyn, General Surgery, and two electives.

Preceptor: an MMC PA Program approved instructor who provides supervision, instruction, and patient practice experiences consistent with their training and expertise.

**PROCEDURE:**

The Clinical Education Director will investigate the circumstances attendant to the request, and will either:

- Reassign the student
- Arrange for reasonable accommodation of the student at the existing clinical rotation

or

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- Deny the student's request for removal and reassignment.

If the student persists in the request for removal from the clinical rotation, then the student may appeal the decision to the Program Director.

The decision of the Program Director is final and may not be appealed. The time delay to investigate, initiate accommodations, coordinate new placement, and appeal time will not count toward the minimum hours required on the rotation and all requirements to pass the course will still apply. The time delay may extend the graduation date for the student but all reasonable effort will be made to minimize the time delay.

**EXHIBITS:**