



Applies to: students

Date of revision: August 22, 2023

Purpose- to explain in detail the proper procedure for eliciting clinical site placements within various healthcare facilities.

- In the second semester of the didactic year of a cohort, a survey will be circulated for students to rank their preferred area of clinical placement. The students will have two weeks to complete and return the survey. If a survey is not submitted, the student will be placed based on the needs of the program.
- They will also have an opportunity to write a small letter of necessity, for those that may have circumstances that will keep them in a particular part of Michigan, such as spouse, home, children, etc.
- Once results are evaluated, the clinical team; Director of Clinical Education, Clinical Coordinator and Clinical Placement Coordinator assign student to “areas” within the state of Michigan for their clinical rotations.
- In an atmosphere of increasing competition for clinical sites, the ensuing procedure is to be followed. This will allow the PA Program the opportunity to successfully align with CMED, MyMichigan, Corewell, McLaren and other healthcare systems in the future.

Procedure-

The site placements are made by the clinical placement coordinator and discussed with the Director of Clinical Education and Clinical Coordinator. In compliance with ARC-PA standard A3.03 the students are not allowed to solicit clinical sites. *(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.)*

CMED

- When proposing placements within any CMED facility or branch campus, all requests are to be made through the Placement Liaison for CMED and the PA program.
- Once placement requests are made, the liaison will inform the clinical placement coordinator of the approved sites and dates.
- Do not contact preceptors or the point of contact for a preceptor directly unless requested to do so by the Associated Dean for Clinical Education at CMED.

My-Michigan Healthcare System

- When proposing placements at any My- Michigan facility, inpatient or outpatient, all requests must go through the Office of Academic Affairs.
- The point of contact is Brandi Borchardt- Academic Affairs Manager.
- Once placements are confirmed with My-Michigan, the information must be shared with the office of the Associate Dean of Clinical Education as a courtesy.
- Do not contact preceptors or the point of contact for a preceptor directly unless requested to do so by the Academic Affairs Manager.



McLaren Healthcare system

- All rotation requests for placements with McLaren offices are placed in ACEMAPP for approval.
- Do not contact any providers through McLaren for placements in offices.
- Any requests for McLaren that are ONLY in the hospital's may be sent to the preceptor. These are not placed in ACEMAPP.

Corewell Health System

- The Corewell Health System uses an education coordinator. All requests must be given annually to the coordinator, and/or at a minimum of 60 days prior to the rotation.
 - When proposing placements with Corewell, all requests are sent to Lynn McBurney who will confirm or deny rotations.
 - Do not contact any providers through Corewell for placements.
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- All remaining placements at other institutions may be made by the Clinical Placement Coordinator after discussion and approval by the clinical team.
 - An update regarding placements will be presented at the clinical team weekly.
 - Any instances where a student must be displaced more than 60 miles from their assigned "area" for a rotation must be discussed and agreed upon by the clinical team before the re-assignment is made.
 - All communication between the Clinical Placement Coordinator and any healthcare system or clinical facility will take place at the personnel level as directed above.
 - If not specified above, any communication that the CPC has with a clinical facility is to be with other clinical placement coordinators or clinical contacts.
 - Any communications with administrators of a facility will be done by the Program Director or Director of Clinical Education on behalf of the PA program.
 - It is the responsibility of the CPC to inform the PD or DCE when conversations with administrators are necessary to accommodate placement of a CMU PA student.
 - The schedule for each class will be available for presentation to the Healthcare systems and other facilities at the time of the new cohort orientation in March. This will allow for early organization and planning on behalf of the above-mentioned healthcare systems. This schedule will be provided by the Director of Clinical Education.
 - It is the shared responsibility of the Clinical Placement Coordinator and the Clinical Administrative Assistant to keep all clinical site information up to date in Typhon- this is to include primary and secondary contact name, number and email, primary preceptor name, phone number and email and the address of the facility. This is necessary for visits (physical or digital) of new sites prior to placement of students as required by ARC-PA (C2.01).



HEALTH PROFESSIONS

PHYSICIAN ASSISTANT

CENTRAL MICHIGAN UNIVERSITY

Student Clinical Site Placement Policy

Approved by Faculty Executive Committee August 22, 2023

Debra Kimball-Christie PA-C

Signature

8/22/23

Date

Debra Kimball-Christie, M.S., PA-C

CMU PA Program Director