



Clinical Site Visit Policy

APPLIES TO: Clinical Team Faculty & Staff

BACKGROUND:

In accordance with ARC-PA standard B3.02 that states: *B3.02 The program's process clearly documents the initial and ongoing evaluation of all sites and preceptors used for supervised clinical practice experiences, to ensure students have access to:*

- a) the physical facilities needed to meet the learning outcomes for the specific SCPE*
- b) patient populations needed to meet the learning outcomes of the specific SCPE*
- c) supervision*

PURPOSE:

To ensure that the CMU PA program is compliant with standard C2.01, there will be a specific policy regarding initial and ongoing clinical site visits. The visits will ensure that clinical sites meet or still meet expectations of the program, learning outcomes of the rotation, and also ARC-PA standard C2.01 including physical facilities, patient populations, and supervision.

POLICY:

The CMU PA Program Clinical Team faculty and staff will evaluate established clinical sites with the Clinical Year Site Visit -Ongoing form housed in Typhon every other year for active sites. The site visit will be arranged through the point of contact in Typhon. This will include a tour of the facility, as well as meeting with the primary preceptor if available and/or office manager and staff. These will be scheduled at least one week in advance by a member of the clinical team.

A schedule of upcoming sites and needs for visits will be discussed at biweekly clinical team meetings. Visits can be carried out individually or in clusters. The CMU PA program encourages visitors to schedule multiple visits in a particular area when possible. The CMU PA program will cover transportation costs of the visits including utilization of a rental car when needed.

PROCEDURE:

A member of the Clinical Team will notify the student and/or site at least one week in advance and coordinate a site visit. The site visit will include a tour of the facility, meeting with preceptors and/or managers and staff. The visit will be documented in the Clinical Year Database Typhon under Clinical Year Site Visit (ongoing) for established sites. If this is a new site, the site will be vetted by the Director of Clinical Education and/or Clinical Coordinator prior to the student arriving at the site to verify safety, facilities, and supervision and documented in Typhon under Clinical Year Site Visit (initial). At the initial site visit all information will be provided to the preceptor and staff regarding expectations, learning outcomes, and preceptor packet for that particular rotation.



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Approved by Program Faculty on June 7, 2024, reviewed by Clinical Committee on July 18, 2025

Kathleen Flannery, PA-C

6/7/2024

Signature

Date

Kathleen Flannery, PA-C
CMU PA Interim Program Director