



**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
POLICY**

POLICY NAME:	SITE VISIT
RESPONSIBILITY For Development/Review:	<input type="checkbox"/> University Admin <input checked="" type="checkbox"/> Dept. Chair/ Program Director <input checked="" type="checkbox"/> Academic Director <input checked="" type="checkbox"/> Clinical Director <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Medical Director <input checked="" type="checkbox"/> Administrative Secretary
APPROVED BY:	Faculty
DATE CREATED:	5/17/2013
DATE REVISED:	2/26/2025
REVIEWED: Annually	2/26/2025
SUPPORTIVE DOCUMENTS:	<i>Clinical Performance Evaluation Site Visit Form</i> <i>Clinical Performance Evaluation Preceptor Final Evaluation Form</i> <i>DPAS Student and Policy Handbooks</i> <i>DPAS Preceptor Handbook</i>
OCCURANCE:	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Yearly <input checked="" type="checkbox"/> As Needed
PURPOSE:	To define to students and faculty the method and timing necessary of site visits conducted during clinical rotations.
POLICY:	<p>Site Visits will be conducted by DPAS faculty as assigned by the Clinical Director. The Site Visit is to take place midway in the rotation to evaluate the student’s progression and to address any deficiency that might impede student success. Students are required to contact the Clinical Director or assigned faculty within the first week of the rotation via email or phone to assist in scheduling a formal site visit either in person or via phone conversation. Faculty will only have means of travel via a vehicle for in-person site visits.</p> <p>The faculty conduct site visits for every student on rotations during every clinical rotation, either in person or by phone. The faculty interview both the student and the preceptor individually to ascertain that the student’s performance midway through the rotation is satisfactory. The student is queried about the hours they are expected to work on site, the office facilities and staff, variety in the patients they have seen, and the preceptor’s engagement in teaching the student. The preceptor is queried about the student’s progression during the first few weeks of the rotation and is asked to identify any areas in need of improvement. The faculty speaks with or emails the student following the discussion with the preceptor to provide feedback, review any student write-ups that were submitted, and to address any issues noted with Typhon logging.</p> <p>The Site Visit will be evaluated as satisfactory/unsatisfactory. The student’s performance will be evaluated and feedback given to the student for improvement or confirmation of progression. If the student is evaluated as unsatisfactory at the site visit, this may result in failure of the rotation.</p>
OTHER NOTES:	