

**Duke University School of Medicine**  
**Visiting Physician Assistant Student Program Information**

The Visiting Physician Assistant Student Program enriches both the Duke University School of Medicine and visiting physician assistant students. Approved visiting PA students from an accredited Physician Assistant Program will be allowed to enroll in clinical rotations at Duke University School of Medicine for a **maximum of 8 weeks**. Enrollment in pre-clinical courses is not available to visiting PA students. **The clinical coordinator of the home PA Program should contact the Duke PA Program clinical coordinator (919-681-3161) prior to submission of any application to discuss course(s) desired, proposed dates and preceptor identification to determine feasibility.** Application to Duke University School of Medicine as a visiting PA student must be made through the Visiting Student Coordinator in the Office of the Registrar for the School of Medicine. **This request must be made a minimum of 60 days in advance of the proposed rotation.** Application and all supporting documentation is to be submitted **electronically** to the Visiting Student Coordinator.

Duke University School of Medicine requires an approved affiliation agreement with your home institution to allow for participation in the visiting physician assistant student. All requests to establish said agreement must be submitted by a **home school representative only**, to Scott Campbell, Visiting Student Coordinator, via email, [scott.campbell@dm.duke.edu](mailto:scott.campbell@dm.duke.edu). The request should include the following:

- Official Name of School – Physician Assistant Program
- Location of School - Physician Assistant Program
- Type of Program (ie: BS, BHS, MHS, etc)
- Length of Program (ie: 3 years, 4 years)
- Compelling educational reason to establish agreement
- Contact information for requesting institution

*This agreement is required to be approved and in place **prior** to application as a visiting physician assistant student.*  
**Note that the affiliation agreement process can exceed 3 – 4 months.**

Since the number of PA student rotation spaces is limited, Duke PA students are given priority, and applicants will not be selected until assignments have been completed for Duke PA students. Applications must be submitted electronically with all required documentation. **Incomplete applications will not be reviewed.** All official communication regarding selection and instructions will be through the Visiting Student Coordinator in the Office of the Registrar in the School of Medicine. **Students approved for participation in the program will be notified of their acceptance and approved elective(s) via email from the Visiting Student Coordinator.** Students who have not been approved for a rotation will also be notified via email.

**Any student approved for participation in the program who fails to report to their scheduled elective(s), as noted in the letter of acceptance, will be withdrawn from the elective, as well as the visiting physician assistant student program, and shall forfeit all fees paid in association with the program. Furthermore, any student whose credentials are found not meeting the required standards after the start of their approved elective period may be withdrawn from the program, forfeiting all fees paid in association with the visiting physician assistant student program.**

Visiting PA students are expected to adhere to the same rules, guidelines and Honor Code as Duke PA students.

Upon completion of the approved elective period, the Visiting Student Coordinator will provide a letter of verification upon request. Visiting students will utilize the preceptor evaluation form(s) from their home program, and oversight of student performance will be the responsibility of the home program.

## Eligibility Requirements

Prerequisites - students must:

- Have successfully completed the didactic requirements from an accredited Physician Assistant Program;
- Be currently enrolled and in good standing for the clinical year at an accredited Physician Assistant Program.
- Have received approval from home clinical coordinator to proceed with application after their discussion with Duke clinical coordinator to determine rotation feasibility

## Application Requirements

Visiting student applicants are required to provide the following documents **electronically**, and as a complete packet, to the Visiting Student Coordinator, **at least 60 days prior** to the proposed rotation at Duke:

- A **completed** visiting physician assistant student application;
- Proof of professional liability coverage in the amounts as stipulated in the approved affiliation agreement with the home institution and which provides coverage in the US. Please have the home institution provide a copy of the Certificate of Insurance/Liability Coverage. **Should your home school be unable to provide this coverage or meet the minimum coverage requirements per the approved affiliation agreement, DO NOT apply, as we cannot review or accept an application that does not meet these specified limits.**
- An OFFICIAL transcript from the home medical school;
- A curriculum vitae;
- A letter from the student stating compelling educational reasons to pursue study at Duke, the preferred rotation of student, the preceptor who has been identified, and the proposed dates of attendance which are required to adhere to the Duke academic calendar;
- A letter of recommendation from a Clinical Coordinator with whom the student has worked. The letter should discuss the student's clinical abilities and compelling educational reasons for studying at Duke University School of Medicine;
- Proof of Universal Precautions (OSHA) training (photocopy of certificate or statement from home medical school);
- 1 passport size / quality photograph (plain / light background as will be used for ID badge if approved and scheduled)

## Course Availability

Rotations **will not be offered** for visiting PA students in the following areas:

Internal Medicine, Primary Care, Pediatrics, Psychiatry, General Surgery, Emergency Medicine, Obstetrics and Gynecology, Orthopedics or Dermatology

**Please note: All rotations are subject to Duke PA Program approval.**

## Visiting Physician Assistant Student Program Information

### Fees and Expenses

- **Registration Fee** – A registration fee of **\$300.00** is required of all approved Physician Assistant students participating in the program. Payment should be made prior to the start of the approved elective period. Bills will be emailed to the @duke.edu address and are also available via your ACES account, [www.aces.duke.edu](http://www.aces.duke.edu). Should this fee not be paid in full as noted prior to the approved start date, the student may be withdrawn from the program and forfeit all fees paid up to that time. Registration fees will be refunded in full if the elective(s) is cancelled prior to the approved start date. Notice of elective cancellation should be provided via email to the Visiting Student Coordinator. If the student withdraws after the first day of the approved elective period, no refund will be provided.
- Please be advised the Duke University School of Medicine and Duke University Medical Center **does not allow** for the individual payment of preceptors.
- **Parking** – A parking pass may be obtained for each 4-week period of enrollment from the Parking Services Office. Payment of any fees to obtain parking privileges is the responsibility of the student. Parking assignments are made at the discretion of the Parking Services Office.
- **ID badge** – A Duke ID badge will be issued at check-in to all approved and scheduled visiting physician assistant students. This badge is to be worn and visible at all times while on medical center campus. In addition, the badge is required to be returned to the Visiting Student Coordinator at the end of the approved elective period.
- **Attire** – Student are required to wear **waist length** white coats and professional attire while studying at Duke. These coats may be purchased at the Medical Center Bookstore. Name badge identifying learner as a Physician Assistant student must be worn at all times.
- **Housing** - Housing Information is provided with the letter of acceptance. Please note the acquisition of housing, living expenses and transportation is the sole responsibility of the visiting student.
- **Library Privileges** – Provided at no extra cost.

If approved for participation and scheduled for an elective(s) the visiting medical student will be required to submit no later than **15 days prior** to the approved start date, documentation as follows:

The following requirements must be completed via **CastleBranch** no later than **15 days prior** to your scheduled elective start date. Please see the attached document titled **DU40-1** for details and as referenced in your emailed notification of acceptance. **Do not delay in establishing your profile to meet these requirements by the 15 day deadline!**

All costs for these required services via **CastleBranch** are the responsibility of the approved visiting student.

- **Criminal Background Check**
- **11 Panel Drug Screen**
- **Duke University Mandatory Immunization Requirements (via Medical Document Manager)**
- **Current Influenza Immunization documentation (via Medical Document Manager)**

- **Current BLS (Basic Life Support) Certification (via Medical Document Manager)**
- **Proof of Health Insurance (via Medical Document Manager)**
- **Signed Confidentiality Agreement (via Medical Document Manager)**
- **Integrity in Action signature page (via Medical Document Manager)**
  
- Duke University Medical Center and the School of Medicine require all visiting physician **assisant** students to complete the following on-line safety and compliance training:
  - Compliance Orientation On-line (Compliance Orientation Study Materials for Non-Physicians)
  - HIPAA Privacy and Safety Training for Clinicians
  - Environment of Care
  - HICS (Hospital Incident Command System)
  - Chemical Safety for Clinicians
  - Blood Borne Pathogens
  - Tuberculosis (TB) Training
  - Infection Control
  - Hand Hygiene
  - Safe Specimen Collection
  - Radiation Safety for Ancillary Staff
  - iMRI Safety for Perioperative Staff

Online training modules are **required to be completed** at least **15 days prior** to the start date of the approved elective period. Access is via your Net ID and password. Login via the OESO website, [www.safety.duke.edu](http://www.safety.duke.edu). If a module is not found under Required Training, you may search for the module under the link to <http://www.safety.duke.edu/OnlineTraining/OnlineTrainingCourse.asp>. Failure to complete these required modules prior to the start date may result in a delay in your start of the scheduled elective and/or withdrawal from the visiting physician assistant student program.

- The Duke University Health System patient record system is MAESTRO. All students will be required to complete both Ambulatory (MC: PRO1 Student (Med/NP/PA) Ambulatory Setting (Part A)) and Inpatient (MC: PRO1 Student (Med/NP/PA) Inpatient Setting (Part B)) training prior to the start of your approved elective period via our LMS system: <https://vmw-lmsweb.duhs.duke.edu/SabaLogin>. Access to the LMS is via your Net ID. Additional information regarding access and training will be provided to visiting physician assistant students via email prior to the start date of your scheduled elective period. This information will be provided to your **@duke.edu** email account. Online training must be completed prior to your access to MAESTRO being available to you during your approved elective period. Ambulatory training is required to be completed prior to In-patient training via LMS.