



**The University of Texas MD Anderson Cancer Center**  
**Postgraduate Physician Assistant**  
**Program in Oncology**  
**Handbook**





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## **Introduction**

The University of Texas MD Anderson Cancer Center is one of the world's leading comprehensive cancer centers and one of 59 medical institutions located in the Texas Medical Center. A state-supported facility, MD Anderson has over 665 patient beds, 32 operating rooms, and more than 2,000 medical and surgical faculty. Guided by the mission of excellence in patient care, research, education and prevention, over 1 million patients have received treatment at MD Anderson Cancer Center since 1944.

The Office of Physician Assistant Education offers two unique opportunities for Physician Assistants: the Postgraduate Physician Assistant Program in Oncology and Physician Assistant Student Elective Rotation. The postgraduate program spans twelve months and is designed to prepare PAs for a career in adult medical, surgical or radiation oncology.

## **Institution Mission Statement**

The mission of The University of Texas MD Anderson Cancer Center is to eliminate cancer in Texas, the nation, and the world through outstanding programs that integrate patient care, research and prevention, and through education for undergraduate and graduate students, trainees, professionals, employees and the public.

## **Program Mission Statement**

The mission of the Postgraduate Physician Assistant Oncology program is to eliminate cancer in Texas, the nation and the world by training the next generation of outstanding physician assistants who will provide comprehensive care to cancer patients as part of effective interprofessional teams and who will be leaders in healthcare delivery, cancer prevention, education, clinical research and quality improvement.

## Program Administration

The MD Anderson staff is here to ensure your success throughout the program year. Individuals may be contacted by e-mail, cell phone or may be paged. Please check your e-mails daily for communications from the staff.

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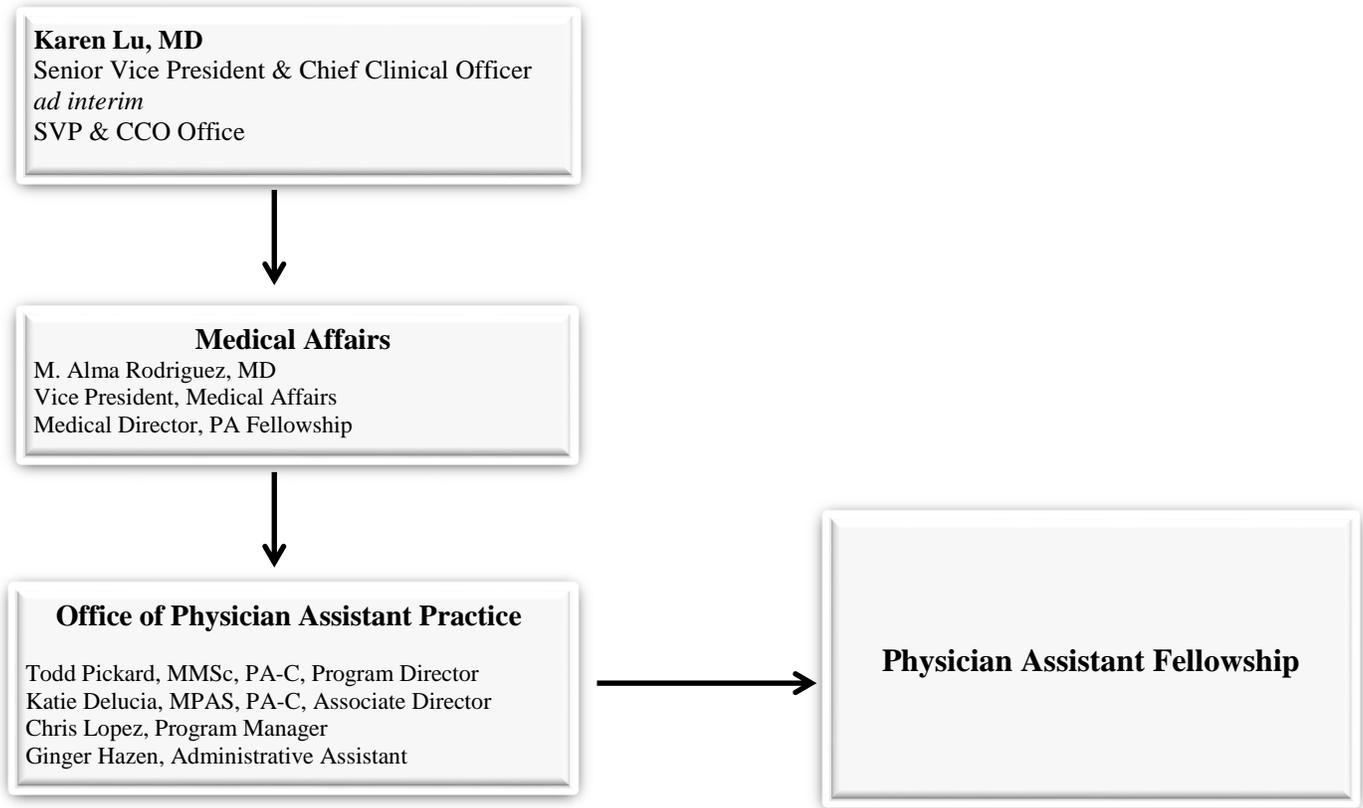
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**Rotation Advisors** – *see rotation curriculum*

**Rotation Preceptors** – *see rotation curriculum*

# Organizational Chart



## Admissions

### Qualifications

- Applicants must be a student or graduate in good standing of a Committee on Allied Health Education and Accreditation of the American Medical Association approved PA program.
- Must hold a baccalaureate degree from an accredited college or university. A master's degree is preferred.
- Must have passed or be eligible to take the National Commission on Certification of Physician Assistants Examination.
- Must obtain a Texas PA license prior to the program start date.

### Technical Standards

PA fellows must be able to visualize patients as part of physician examination. They should be able to speak, hear and write clearly enough to perform essential functions as a physician assistant. They must be able perform motor function that allow for examination of patients and performance of surgical and medical procedures. They must be able to use a telephone and computer keyboard.

### Application Process

Applications are submitted through the DISCOVER online system. Applicants should visit the [Postgraduate Physician Assistant Program in Oncology](#) website to find out how to [apply](#) using the DISCOVER online system as well as clinical rotations, benefits and expenses and eligibility.

Once online applications are submitted, the following supporting documents must be completed by a set due date. These include:

- Curriculum Vitae
- Unofficial Transcript of Highest Degree (PA School)
- Tobacco Policy Acknowledgement
- Reference contact information

Applicants will be asked to complete and submit the Reference Contact Information form found in their Discover account in a timely manner, as the program will be contacting the individuals provided on the form on their behalf to complete another specific reference form. If employed, one reference must be from a current supervising physician. Students/new graduates must provide at least one reference from their program director or a clinical faculty member. A curriculum vitae should be included with the admissions application.

## **Interviews**

Interviews are held on a selected day. Applicants must attend interviews onsite to be considered for the program. Rare exceptions require steering committee approval. The day for the formal interview is usually an all-day event. Interview day is at the expense of the applicant. In addition to interviews, the day will provide an opportunity to learn more about the program, meet staff and faculty, and tour the institution.

## **Selection Process**

Typically within 2 weeks of the interview date, selection is complete and program acceptance or denial letters are mailed. Once acceptance letters are received back, the Office of Academic & Visa Administration is notified to prepare an institutional acceptance letter. Official start dates are determined based on a mutually agreed upon date, considering graduation, NCCPA board exam and estimated time for issuance of state licensure.

## **Advanced Placement**

Advanced placement for previous experience or education is not available.

## Educational Appointment

### Academic & Visa Administration

Once an offer has been made, the Office of Academic & Visa Administration is responsible for providing appointment letters and contacting HR for the appropriate processing.

- The following items are required prior to appointment and are submitted to the Office of Academic & Visa Administration by the Office of Physician Assistant Education:
  - Completed application
  - Original transcripts
  - CV
  - A minimum of three references (form to be sent to the providers by the PA Education Office)
  - Recommendation Form for Appointment (completed by PA Education office)
- The following items are required prior to appointment and are submitted to the Office of Academic & Visa Administration, through Discover, by the **candidate**:
  - Immunization compliance report
  - Completed and signed background check forms
  - Signed appointment letter
- The following items are required prior to the start date and are submitted to the Office of Academic & Visa Administration, through Discover, by the **candidate**:
  - Proof of NCCPA certification
  - Copy of Texas PA license

### Medical Staff Office

The Medical Staff Office verifies all credentialing and privileging information for all staff.

- The following items are required to be submitted to the Medical Staff Office by the Office of Physician Assistant Education to initiate the credentialing process:
  - Copy of Offer Letter
  - Memo from Medical Director requesting patient care duties
  - Position Description signed by Medical Director and Program Director
  - PA Core Privileges signed by Medical Director and PA fellow candidate
  - Intent to Practice
- The following items should be submitted to the Medical Staff Office by the **candidate**:
  - 3 professional references (form to be provided)
  - 1 Current Competency reference (Program Director or former employer/supervisor)
  - Completed Texas Standardized Credentialing Application
  - Copy of current PA Texas License
  - Copy of out of state license (if any)
  - Copy of NCCPA Certificate
  - Current CPR, BLS or ACLS certification

- Completed and signed request for privileges

## **Texas Medical Board**

Once the candidate has accepted the offer to enter the program, the process of applying for Texas licensure should begin. There are certain requirements and documentation to be submitted to the Texas Medical Board, along with an application fee, that can be found on their website at: [http://www.tmb.state.tx.us/professionals/physicianassist/applicants/pa\\_eligibility.php](http://www.tmb.state.tx.us/professionals/physicianassist/applicants/pa_eligibility.php).

Candidates should expect that their PA license will be issued no sooner than 60-90 days after all documents have been received by the Texas Board. They will not be able to begin the program until the license has been issued. Temporary licenses can be obtained if the PA license will not be issued before the program start date and this may also take up to 60 days or lower. So candidates must apply early. Applicants must obtain either a temporary or permanent license to begin the credentialing process and maintain regular communication on the status of any licenses with the Office of Physician Assistant Education.

All applicants who apply for licensure on or after 1/1/2008 are required to pass the Texas Physician Assistant Jurisprudence Examination (JP). The JP exam is administered by Pearson VUE at locations throughout the United States. You may schedule your exam once you have filed an application for licensure (forms and fees) and have received a scheduling permit from board staff.

## **PA Fellow Responsibilities**

### **Attendance/Participation**

Regular attendance is essential in completing the academic requirements of the program. Demeanor and attitude are a very important part of the fellow's total learning experience.

Fellows should come prepared to their clinical assignments. Prior to each rotation, the curriculum including the learning objectives, should be reviewed. A reading list is provided for each rotation. Although these readings may be completed during the rotation, preparation prior to the first day of each rotation is expected by the preceptors. Items that will help in preparation for the rotation include reviewing the key points of each major malignancy for the rotation. Self-study, including reading and preparing journal club presentations, is expected to be completed after scheduled clinical assignments.

The PA fellow should come to the rotation dressed in appropriate professional attire. Surgical scrubs are to be worn in the OR only.

### **Daily Schedule**

The rotation schedule is usually provided via email and will typically include clinical assignments, rotation conferences, institutional conference/lectures and meetings. In addition, rotation advisors may communicate additional details of the schedule or when schedule changes are necessary.

The weekly schedule will include at least one day off (usually the full weekend). In addition, each month PA fellows have at least one full weekend off each month. Academic time will also be provided to PA fellows on Tuesday afternoons. This time is intended for scheduled meetings with educators or the program director and similar type of activities to avoid conflicting with clinical responsibilities.

Mondays through Fridays, fellows are expected to arrive by 8:00 AM unless otherwise scheduled. Any delays that are anticipated should be approved in advance. For any unexpected delays, the Associate Director must be contacted by cell phone immediately so that advisors/preceptors can be notified. The rotation day ends when the team/preceptor dismisses the PA fellow for the day. If the assignment ends prior to 3:00 PM, the fellow must notify the rotation advisor for a possible additional assignment. The advisors will schedule clinical assignments to provide a variety of experiences within each rotation and only the advisors will make changes in the schedule. Preceptors should not change assignments without notification/approval by the advisor. If there is a problem with an assignment, the advisor should be notified for clarification or re-assignment. If the advisors are not available, the Associate Director should be contacted.

See Duty Hours policy for additional information regarding limitations to work hours.

## **Communication**

PA fellows will receive an email address during orientation and will have access to it from the office computer, institutional computers in clinical work areas, and the assigned Institutional iPhone. MDACC relies heavily on email communication as a prompt means of communication while limited disturbances during patient care activities. Email must be checked daily.

An iPhone may be issued, upon director and/or Institutional approval, for use as a pager and for institutional email. Otherwise, a pager will be issued to ensure the fellow can be reached during all scheduled hours. All clinical trainees, staff and faculty are required to carry their pager during work hours, unless on approved leave. Should the device not be functioning or be forgotten at home, the PA fellow should notify the OP&E and their current rotation advisors.

As soon as it has been issued, the PA fellow must submit a request for the pager number to be added to their employee profile.

PA fellows will have the ability to page others through the Outlook system (Institutional Directory) or through the MDACC operator at 713-792-7090. Pages should be reserved for items that require prompt attention. For routine communication, email should be used whenever possible.

## **Time Off**

Requests for all leave should be made online through myHR and the PeopleSoft system.

Typically, educational vacation is coded as “VAC” in the time off request online form and “SCK” for educational sick time. An email notification will alert the PA fellow that the leave request has been approved. Additional information regarding academic policies for vacation and sick leave may be found in the Non-Physician Clinical Education Trainee Manual.

### Scheduled time off

Educational trainees receive 120 hours of educational vacation time and 80 hours of educational sick time annually. Vacation time will be approved at the discretion of the Associate Director with consideration of the clinical rotation schedule. It is recommended that vacation time be requested at least two months prior. The earlier the time is requested, the more likely it will be approved.

Scheduled medical leave should be requested as soon as possible.

Training and conference leave is available upon approval from the Associate Director. This type of leave is coded differently on the time off request form and does not deduct from the educational vacation or educational sick time leave balances. Disaster Leave is also available in the event of a natural disaster.

### Unscheduled absences or tardiness

In the event that the PA fellow is ill or otherwise tardy or not able to report for an assigned shift, the **Associate Director and Program Manager should be contacted prior to the assigned arrival time**. In the event that the Associate Director and Program Manager are not available such as during personal leave, the PA fellows will be notified by email of the responsible staff member who should be contacted. Under no circumstances should other means of communication (email, voice messages, etc.) be considered sufficient in lieu of speaking directly to the Associate

Director or the covering replacement. Time off requests should be submitted no later than two days after returning to work.

### Holidays

Institutional holidays (refer to the intranet institutional calendar) are recognized by the Program. PA fellows will not be required to work on any institutionally recognized holiday.

## **Section 5**

### **Program Content**

#### **Orientation**

New employees (including trainees) are required to participate in an institutional orientation. The program sets aside the first week for program orientation. This week provides an opportunity for the fellow to obtain computer access, passwords, billing information, office information, and participate in introductory instruction which will include e-learning assignments.

#### **Program Objectives/Curriculum**

The program curriculum will be provided during orientation. Curricula for specific clinical rotations will be providing prior to each rotation.

#### **Clinical Rotations**

Core Disease Site Clinical Rotations: 34 weeks total

- \* Breast - 3 weeks
- \* Gastrointestinal - 6 weeks
- \* Gynecology - 2 weeks
- \* Head and Neck oncology - 3 weeks
- \* Thoracic oncology - 3 weeks
- \* Leukemia - 3 weeks
- \* Lymphoma – 3 weeks
- \* Stem Cell Transplantation – 2 weeks
- \* Melanoma - 2 weeks
- \* Sarcoma - 1 week
- \* Neuro-oncology - 3 weeks
- \* Genitourinary - 3 weeks

Supportive Care: 5 weeks total

- \* Infectious Disease - 2 weeks
- \* Palliative Care - 2 weeks

Misc.

- \* Radiology - 1 week

Electives: Variable

Elective time may be required to ensure core rotation competencies have been developed and required patient encounters have been met.

Elective rotation examples include:

- \* Psychiatry (recommended for all PA fellows)
- \* Investigational Therapeutics (recommended for those interested in medical oncology)

- \* Interventional Radiology
- \* Pulmonary Medicine
- \* Cardiology
- \* Pediatrics

### **Didactic**

PA fellows will attend a variety of institutional conferences. You should sign in for each activity. A minimum of 70% attendance is required though attendance at each conference is required unless there is a conflict with your rotation schedule. In addition, patient care conferences and disease specific lectures will be arranged during clinical rotations.

For each rotation, the PA fellow is provided a reading list. Core clinical readings will focus around established evidence-based guidelines as identified in the rotation curricula. In addition, original research articles are identified for each rotation to provide the PA fellow an opportunity to learn about various types of clinical research applicable to the field of oncology. Fellows are expected to read all assigned articles. Opportunities for discussion of specific articles may be scheduled with rotation advisors, preceptors or the Associate Director.

### **Quality Improvement / Performance Improvement**

The goal of this aspect of the program is to prepare PAs for leadership positions within oncology practice settings to improve patient care through quality improvement and performance improvement initiatives. Additional information will be provided upon enrollment in the program.

### **Clinical Teaching**

PA fellows will be instructed on methods of clinical teaching and participate in clinical teaching of PA students under the direction of a PA mentor. The purpose of this aspect of the program is to prepare PAs to develop the next generation of clinicians caring for cancer patients. Additional information will be provided upon enrollment in the program.

## **Abstract/Manuscript Guidelines**

Each PA fellow will be required to write and submit a professional abstract or manuscript to a professional conference or peer-reviewed journal, respectively. Topics may include quality improvement projects, performance improvement projects, clinical teaching or an oncology clinical topic. The Associate Director must approve the topic in advance. Consideration should be given to topics that are of both interest to the PA fellow and would result in a published manuscript or oral or poster presentation. See handout for specific instruction.

The manuscript will be reviewed by the Associate Director and at least one MDACC content expert. The content expert may also be the PA fellow's mentor. Time for review and revisions should be allowed prior to the end of the program year as the manuscript or abstract should be submitted to an appropriate journal or conference before the end of the program year. A certificate of program completion from the program cannot be issued until the manuscript has been accepted by the reviewers. During the last month of the program year, the PA fellow will also give a lecture based on their literature review.

## **Presentation Guidelines**

During the course of the year, the PA fellow will be required to give four professional lectures. Presentations will typically be given to the MDACC PA staff and PA students as part of the PACE lecture series, although other opportunities to give presentations on a state or national stage, through professional development organizations such as TAPA and AAPA, may be available depending on schedules and readiness.

The purpose of these presentations is to provide the PA fellow with opportunities to enhance their expertise in topics including oncology, QI/PI and clinical teaching. In addition, these assignments will require the PA to become proficient with power point presentations and improve oral communication skills.

The presentation topics typically include the following:

1. Case Presentation- An interesting case of a patient selected by the PA fellow
2. Randomized clinical trial
3. Clinical teaching
4. Topic selected for abstract or manuscript

See Instructors for Presentation for additional information and tips and these presentation. One-on-one help is available as needed as long as sufficient time is allowed for scheduling an appointment.

## Evaluations

### Evaluation of PA fellows

Objective evaluation methods as outlined below will be used to monitor progress through the program and to ensure that educational objectives had been met. The evaluations will be completed online in New Innovations (with the exception of the rotation knowledge assessment). All evaluation material will be on file in the PA office and may be reviewed by the PA fellows, if requested.

#### *Self-evaluation*

At the beginning of the year and quarterly, the PA fellows will evaluate themselves on their strength/weaknesses and progress.

#### *Performance Evaluations*

Preceptor evaluation of clinical skills, knowledge, and attitudes will consist of one evaluation obtained for each rotation. This will be completed by the advisor(s) for the rotation. The advisors will obtain feedback from participating preceptors and provide the program a summative evaluation.

#### *Knowledge assessment*

Written or oral exams (exit interviews) will be completed for each required rotation.

#### *Presentations*

The presentation will be evaluated to include presentation skills, both verbal and visual organization, appropriate discussion of the manuscript, personal conclusions, and facilitation of the discussion.

#### *Abstract/Manuscript*

Comments will be provided to the PA fellow upon review of the manuscript. If changes are needed before the work can be accepted, the fellow must complete these and submit for final review before the program certificate may be issued.

#### *Quarterly Evaluation*

Quarterly, the PA fellows will be evaluated by the associate director for their overall success in the program. This will include reviewing the individual evaluations (preceptors, presentations, self-assessment, etc.) Prior to the meeting, the PA will complete a self assessment online. Overall progress in the program including preceptor evaluations, knowledge assessments and presentation evaluations will be discussed. This will also serve as an opportunity to obtain feedback from the PA fellows regarding the program.

#### *Final Evaluation/Program Completion*

The Associate Director conducts a final PA fellow evaluation, where a review of the past year's evaluations from faculty and preceptors are all taken into account. **The final evaluation and copy of the required manuscript or abstract must be provided to the Office of Academic & Visa Administration before a certificate of completion will be awarded.**

## **Program Evaluation by PA Fellow**

PA fellow must provide evaluation of key aspects of the program including clinical rotation, clinical educators/preceptors and didactic lectures. The purpose of this evaluation is to support ongoing program improvement. Given the small size of the program, anonymity cannot be maintained. Comments should be provided in constructive and professional ways that foster such improvement.

Although the following schedule for conducting this evaluation will be used, it should be understood that any problems that occur during the program year, the associate director should be contacted immediately to assist in resolving. Additional feedback may be requested periodically. All of these evaluations will be completed online in New Innovations.

### *Rotation Evaluations*

Prior to the end of each rotation, a rotation evaluation form will be made available online in New Innovations for the PA Fellow to complete. This will also encompass an evaluation of the rotation advisors regarding the rotation effectiveness.

### *Preceptor Evaluations*

Each preceptor who the fellow is assigned to work with for at least one full day should be evaluated on their effectiveness as an instructor.

### *Didactic Evaluation*

Didactic lecture series/conference will be evaluated yearly. A separate didactic evaluation will be provided for PACE, Core Curriculum and Pharm Forum.

### *Program Quarterly Evaluation*

The program evaluation should be completed at the end of each quarter.

### *Graduate Survey*

After completion of the program a graduate survey will be sent by mail or email.

## Conferences

PA fellows are required to routinely attend the following lectures. Attendance is recorded and the PA fellow should sign-in or swipe their name badge to confirm attendance. A minimum of 70% participation rate is required though all sessions should be attended unless a scheduling conflict occurs.

### Required:

- **Oncology Core Curriculum**
  - This course covers basic concepts in clinical oncology including all major malignancies, treatment modalities and related topics.
  - All lectures are online as podcasts and can be accessed and viewed at any time, but are required to be completed in conjunction with the related rotation.
  
- **PACE Lectures**
  - This lecture series is specifically intended for PAs at MDACC. Topics include oncologic, supportive care and general medicine.
  - Lectures held from 12pm – 1pm. Meetings are typically held on the 2nd Monday and the 4<sup>th</sup> Thursday or 4<sup>th</sup> Friday of every month. Date, location, and topic information is provided by e-mail.
  
- **Pharmacology Forum**
  - The objective of the pharmacology forum is to provide the oncology pharmacy residents and other residents and students an opportunity to enhance their knowledge base regarding oncology related issues through informal group discussions with the pharmacy clinical section. Other healthcare professionals also attend and participate in these discussions (i.e., staff pharmacists, nurses, physician assistants, pharmacy students, etc.)
  - Lectures held on Tuesdays from 1:00-2:30pm
  
- **Competency Lecture Series**
  - This monthly lecture series covers topics such as professionalism, interpersonal skills and communication skills.
  - Lectures are held on the first Monday of the month at 5:15pm
  
- **Hematology and Oncology Board Review Course**
  - Annual review conference.
  - Usually held during the last week of September or October; typically in Hickey Auditorium.
  - PA fellows will attend when the course is available during their program year. (For those beginning the program just prior to the conference, they will not attend that year. The conference syllabus may be obtained.)

## RECOMMENDED

- **Institutional Grand Rounds**

- The primary purpose of Institutional Grand Rounds is to present the faculty and trainees a survey of the ongoing research activity within the institution. This serves two major educational objectives. The first is to assure that faculty and trainees are up to date in their knowledge of the latest progress and advances in diagnosis, treatment and prevention. The second is to make the faculty aware of all the current research in the institution and to facilitate interaction and collaboration between the varied highly specialized disciplines within the institution.

- **Division of Cancer Medicine Grand Rounds**

- The mission of the Division of Cancer Medicine is to eliminate cancer and allied diseases through integrated programs in patient care, research, education, and prevention. The Division of Cancer Medicine is striving to make progress to realize this mission, as the division builds strong partnerships with the other MD Anderson divisions as well as with other cancer centers nationally and internationally to develop more effective therapies that are targeted to each patient's unique disease profile.
- [www2.mdanderson.org/depts/cancermed/grandrounds.cfm](http://www2.mdanderson.org/depts/cancermed/grandrounds.cfm) (internal website)

- **Division of Surgery Grand Rounds**

- The mission of the Division of Surgery is to promote excellence in patient care, surgical safety, advanced surgical techniques, multidisciplinary research and educational programs.

## New Innovations Fellowship Management Site

### Work Hours

PA fellows are required to log into New Innovations each day and indicate office time, clinic time, OR time, and/or conferences attended, etc. Hours/time will be logged into the duty hours section of New Innovations. Procedures and patient logs will also be captured in this software.

Clinical hours should also be submitted on a Preceptor log form. The primary responsible clinical preceptor should be noted on this form. Typically this will be a PA or APN preceptor. At times this may be a physician faculty member.

### Clinical Encounters

Patient visits and procedures should be logged daily. This log will serve as a reference regarding progress during the year and may be used as reference for hospital credentialing committees for future employment. This data is also used for program evaluation.

- Procedure: all procedures should be logged. The level of participation and supervising preceptor noted for procedures.
- Patient encounters: patient visits (inpatient and outpatient) will be logged under the “Continuity Clinic” section for all rotations. The purpose of the visit should be used to determine the diagnosis(es) to be logged. The PA fellow should be providing an assessment and plan for each logged diagnosis. For example, if a patient is seen with colon cancer but is only assessed and treated for pain, then “pain” is the diagnosis to be logged. Alternatively, if an assessment and plan is made for the diagnosis of colon cancer as well as the patient’s pain, both conditions should be logged. Additional encounter logs are required for each diagnosis. Only diagnoses on the target list should be logged.

### Evaluations

All program evaluations will be completed in New Innovations. PA Fellows are required to log in and will find the available evaluations on the specific rotation, advisor and preceptors on their home page.

- Online evaluations will be made available 3-4 days before the end of the rotation
- All evaluations are to be completed by the Tuesday following the end of the rotation
- Signatures from the PA Fellows are required on each evaluation
- PA Fellows will receive a system-generated email on when the evaluations are ready for completion and delinquent emails if the evaluations are not completed by the due date.

## **Program Policy**

Refer to the Clinical Education Non-Physician Programs Policy and Procedure Manual for information regarding additional policies for clinical trainees.

### **PA Supervision in Patient Care Delivery Policy**

Education of PA fellows is the primary purpose of the MD Anderson Physician Assistant Oncology Post-Graduate Program. PA fellows work under the direction, supervision, and responsibility of a physician in accordance with policies established by the Medical Staff and consistent with applicable Texas statutes and the Rules and Regulations of the Texas Physician Assistant Board (TPAB). PA fellows exercise judgment within their areas of competence and participate directly in the medical care of patients under the supervision and direction of a member of the Medical Staff.

It is the policy of MD Anderson to train PA fellows to the fullest extent possible, consistent with applicable statutes, regulations and sound medical care. Individual departments and supervising physicians may restrict or limit the range of medical care provided by PA fellows under their supervision.

PA fellows will receive privileges to provide Class O, Emergency and Class I, Core privileges including performing histories and physical examinations, ordering diagnostic procedures, formulating a diagnosis and developing a treatment plan and assisting at surgery. Consistent with institutional policies for midlevel providers, Class II, III or IV specialty procedures may be performed by PA fellows with direct proctoring and supervision by individuals that are privileged by the Credentialing Committee of the Medical Staff to perform these clinical and surgical procedures. PA fellows may only perform Class II, III or IV procedures independently if they have been privileged to do so.

When a PA fellow is involved in a patient's care, the MD Anderson attending physician must continue to maintain personal involvement in the care of that patient.

For additional information, see Postgraduate Physician Assistant Supervision in Patient Care Delivery Policy.

## **PA Fellow Duty Hours Policy**

In an effort to ensure that trainee duty hours promote an environment that provides high-quality education and safe and effective patient care while promoting the wellbeing of clinical trainees, the PA Fellow Program will conform to the ACGME Common Program Requirements (revised July 1, 2011).

[http://www.acgme.org/acgmeweb/Portals/0/PDFs/Common\\_Program\\_Requirements\\_07012011\[2\].pdf](http://www.acgme.org/acgmeweb/Portals/0/PDFs/Common_Program_Requirements_07012011[2].pdf)

Monitoring of duty hours requires that PA fellows record duty hours in the New Innovations program. Any questions or concerns regarding duty hours should be brought to the attention of the Program Director.

## **Moonlighting Policy**

PA fellows are discouraged from moonlighting, either within MD Anderson Cancer Center or outside the institution. Under certain circumstances moonlighting may be authorized. Prior to beginning any moonlighting employment, PA fellows must submit to the Program Director a written request outlining the nature of the employment, proposed work hours and duration of moonlighting employment. PA fellows must receive credentialing and privileging through the Credentialing Committee of the Medical Staff if they seek employment in another department within MD Anderson Cancer Center. If any PA fellow is authorized to moonlight within MD Anderson Cancer Center, these hours must also be recorded in the New Innovations program, with verification through the institutional time clock system, to ensure compliance with work hour policies.

## **PA Fellow Medical Care Policy**

If the PA fellow became seriously ill during work hours, they may be assessed in the Emergency Center by a clinician who does not serve as their preceptor.

Should the PA fellow wish to receive cancer care at MD Anderson Cancer Center, they may do so but these services may not be provided by the program faculty or their preceptors.

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## **Institutional Policies Relating to Educational Trainees**

Refer to the Trainee & Alumni Affairs handbook regarding institutional educational trainee policies. This can be found online at:

<http://www.mdanderson.org/education-and-research/education-and-training/schools-and-programs/non-gme-clinical-programs/physician-assistant-program-in-oncology/nonphysician-clinicaleducation-trainee-manual.pdf>

Complete policies can be found on the MDACC intranet homepage by visiting

- Institutional Policies and Procedures
  - Clinical Policies
  - Academic Policies
  - Administrative Policies
    - Human Resources

## **Additional Resources**

Academic & Visa Administration: Contact Tamla Coffey  
713-795-7170

Medical Staff Office: Contact: Anishia Williams  
713-794-1011

### 4-INFO

Dial 713-794-4636 for technical issues with computer or printer problems

### Documentation Compliance

Contact Linda Aucoin, Compliance Analyst, at 713-745-0643.

### Patient Billing

Contact Lisa Romero at [lmromero@mdanderson.org](mailto:lmromero@mdanderson.org) for OneConnect concerns or [OneConnectTraining@mdanderson.org](mailto:OneConnectTraining@mdanderson.org) for help with usernames and passwords

### Ethics Office

713-792-8775

### Office of PA Practice

713-794-5002