



U.S. Department of Veterans Affairs

Veterans Health Administration
Milwaukee VA Medical Center

Primary Care Physician Assistant Post Graduate Residency Program

5000 W National Avenue
Milwaukee, WI 53295
www.milwaukeeva.gov

Policies and Procedures

Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

This residency, like all Veterans Affairs (VA) Physician Assistant (PA) post graduate residency programs are governed by VHA Handbook 1400.08 Education of Associated Health Professions and VHA Handbook 1400.04 Supervision of Associated Health Trainees. This residency program also follows ACGME requirements except when in direct contradiction to VA policies.

Polices found within this document:

- ARC-PA Accreditation Status
- Hiring Preference Policy
- Required Academic and Eligibility Criteria
- Requirements prior to start of post-graduate PA residency program
- Required PA Competencies and Technical Standards
- Curricular Components
- Stipend, Benefits and Program Costs
- Duty Hours Policy
- Advanced Placement Policy
- Academic Credit Policy
- Supervision Policy
- Moonlighting Policy
- Graduation Requirements
- Reduction in Size or Closure of Program Policy

Definitions:

- **ARC-PA** – Accreditation Review Commission on Education for the Physician Assistant, Inc.
- **PA** – Physician Assistant
- **ZVAMC** – Clement J Zablocki VA Medical Center
- **NCCPA** – National Commission on Certification of Physician Assistants
- **PANCE** – Physician Assistant National Certifying Exam
- **OAA**- Office of Academic Affiliations
- **VA**- Veterans Affairs
- **MCW**-Medical College of Wisconsin
- **APP**-Advanced Practice Provider
- **AL**-Annual Leave
- **SL**-Sick Leave
- **PEAC** – Physician Education and Assessment Center
- **HR** – Human Resources



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Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)

Accreditation Status

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This Primary Care Physician Assistant Post-Graduate Residency Program is in the beginning stages of seeking provisional accreditation. This program will be seeking Clinical Postgraduate PA Program Accreditation through ARC-PA. The program currently does not hold accreditation.



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Physician Assistant Resident Candidate Hiring Preference Policy

Policy:

- As a post-graduate physician assistant training program, preference is given to those candidates who are recent or new graduates of an ARC-PA accredited Physician Assistant Program.
- Recent or new graduates are preferred for the residency training program because the mission and goals of the residency program are best met by providing additional and advanced training to build upon the recent physician assistant graduate's PA school education while their "generalist" training is still fresh and current.
- While more recent or new graduates are preferred, applications from Physician Assistants with years of experience as a Physician Assistant will not be denied and will be reviewed for consideration for an interview.
- The PA residency program does not discriminate against an applicant based on the applicant's race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information. Applicants, however, must be US citizens.



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Required Academic and Eligibility Requirements Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

The Clement J. Zablocki Milwaukee VA Medical Center works with Veterans Health Administration Office of Academic Affiliations (OAA) to ensure that the VA's standards, and those of the relevant accrediting body are met or surpassed.

These standards are not meant to be all inclusive nor does it constitute all measures or standards. The PCPA resident must be able to execute the following academic and non-academic criteria.

Required Academic Standards:

Applicants are selected based on academic achievement, physical and emotional capacities to meet the requirements of the Primary Care PA residency curriculum and career in primary care. The residency admission committee considers academic ability as well as character, extracurricular achievement, prior healthcare experience, commitment to service and overall suitability for primary care based upon information in the application documents, letters of recommendation, and personal interviews.

Required Application Criteria

- United States Citizen
- Graduate of an ARC-PA accredited Physician Assistant program (at time of entrance into residency)
- Current BLS certification
- Completed application form (VHA 10-2850)
- Resume/Curriculum Vitae (CV)
- Three (3) letters of recommendation
- Personal Essay about why you are pursuing this particular residency program
- Official PA school transcripts with satisfactory grades achieved throughout the PA program



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Requirements Prior to the Start of Post Graduate PA Program Policy Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

Accepted PA residents must meet the following requirements prior to starting this PA residency program:

- Graduate from a PA training program approved by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)
- NCCPA PANCE exam eligible (successful completion of PANCE exam preferred and highly recommended)
- When eligible, obtain Wisconsin state PA license
- NPI number
- Completion of any paperwork required by HR and PA Residency Program
- Completion of "VHA Mandatory Training for Trainees" through VA Talent Management System (TMS). This is required for PA residents to be granted computer access. The instructions for this training will be e-mailed to you and should be completed prior to the first day of training.
- Completion of "Am I Eligible" Checklist (provided after accepted to program) and all required documentation submitted to Program Director and HR
- Compliance with federally mandated policies



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Required PA Competencies and Technical Standards

Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

Required PA Competencies and Technical Standards:

The Veterans Health Administration (VHA) takes pride in providing the largest education and training enterprise for health professionals in the Nation. VHA and the Milwaukee VA are committed to providing outstanding post-graduate medical education to PA residents across a broad spectrum of specialties. In addition to developing academic, and clinical knowledge, the following non-academic standards and competencies specify attributes necessary for successful completion of residency training. This is not an all inclusive list. Rotation specific competencies are located in the Goals and Objectives for each rotation.

INTERPERSONAL & COMMUNICATION SKILLS:

- Communicate clearly and adapt communication style and to elicit information including a thorough history.
- Understand non-verbal and verbal cues such as emotions, hand gestures or facial expressions.
- Communicate complex findings effectively and efficiently orally and in writing to patients, family, ancillary services, nurses etc.
- Read and record medical encounter with plan efficiently and accurately in electronic health record.

MEDICAL KNOWLEDGE

- Perform an appropriate physical exam with use of appropriate diagnostic maneuvers.
- Successfully complete the requirements of the clinical rotations as outlined in the rotation goals and objectives.
- Be responsible to the supervising practitioner for attendance and satisfactory performance on each learning activity.

ATTITUDE AND PROFESSIONALISM

- Begin the first day of each clinical rotation at assigned time and location. The resident will report daily and be logged in ready to see patients at the designated time. Residents are encouraged to arrive 15 minutes prior to shifts.
- Conduct yourself in a professional manner at all times. This includes verbal and written communication with patients, supervising physicians, clinical staff, peers, and the Milwaukee VA PA Residency program staff.
- Respect patient confidentiality at all times. Care is to be taken to exclude identifying information in discussions outside the clinical setting.
- Be respectful to the supervising practitioner and follow rules and regulations of the VA
- Give and accept criticism appropriately and without prejudice
- Understand legal and regulatory requirements



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Curricular Components

Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

Throughout this 12 month residency program, PA residents will rotate through multiple specialties in both the inpatient and outpatient setting, in addition to time spent in the VA Primary Care clinics. PA residents will also have dedicated academic/didactic days.

Milwaukee VA Grand Rounds occur on Fridays (in person or virtually), generally on the 4th Friday of the month (occasionally other Fridays) from noon to 1PM. CME credit is available for these sessions. Conferences range from case based topics, quality improvement, specialty service presentations, small group discussions, to global health, diversity, and biases in medicine. This is not an all-inclusive topic list. All clinical topics are evidence based.

PA residents also participate in shared didactic virtual presentations with other VHA PA residents nationally. These are typically held on the 3rd Friday of every month from 2-3PM central time.

Clinical Rotations	Rotation Length
Primary Care Continuity Clinic	Every WED afternoon
Primary Care Clinic Block rotation	6 weeks
Cardiology	6 weeks
Emergency Medicine	4 weeks
Mental Health	4 weeks
Pre-Anesthesia Clearance Clinic	4 weeks
Spinal Cord Injury	4 weeks
Internal Medicine	4 weeks
Physical Medicine & Rehabilitation (PM&R) /Pain Management / Neurosurgery	4 weeks
Neurology/Dermatology	4 weeks
GYN/Urology/Home Based Primary Care	4 weeks
Endocrine/Radiology	2 weeks
Infectious Disease	2 weeks
Elective Time**	2 weeks
Vacation	2 weeks
Physician Assistant Refresher Course Satellite Broadcast	1 week *approx. 30 category I CME hours

Certification Courses	CME Credit Hours
Basic Life Support (BLS) RQI	None



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Curricular Components Continued
Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

Other Curricular Requirements	
National Presentation to fellow VA PA residents (virtual)	30-45 minutes in duration
Completion of Physician Education and Assessment Center (PEAC) online training	Approximately 50 modules
Completion of all assigned Talent Management System (TMS) courses	10-20 hours
Completion of online Dermatology Modules and IHI Modules	10-15 hours
Participation in CV/Resume development workshop series with MCW Advanced Practice Provider (APP) fellows	6 hours
Participation in process improvement training sessions with MCW APP fellows	4-6 hours
Participation in professional development curriculum with MCW APP fellows	15-20 hours



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Stipend, Benefits and Program Costs Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

Stipend:

The stipend is highly competitive based on national data from Office of Academic Affiliations (OAA). The stipend for each Physician Assistant Residency Program location is determined by OAA based on market analysis. It changes annually. Please contact Krista.Berner@va.gov for specific stipend amount.

Benefits:

- PA trainees within the VA system are eligible for health, dental, vision and life insurance
- 11 paid holidays *
- Preferential hiring within VA upon completion of training
- Education Debt Reduction Program (EDRP) may be available upon employment, depending on site, and subject to funding

*May be scheduled to work on federal holiday during inpatient or emergency department rotation

Resident Leave (annual and sick):

- For all preplanned leave (annual leave and some sick leave), residents must send a written leave request, with appropriate approval of the clinical supervisor to whom the resident is responsible, and to the program director.
- Leave time, including annual leave, is handled on an individual basis. All leave requests must be made in writing and approved by the program director prior to the resident taking leave.
- In order to facilitate continuity of patient care and optimize the resident's educational experience, preplanned leave must be requested prior to release of the next schedule. Generally 3-4 weeks prior to the next month. The sooner leave requests are made the more likely the program is able to accommodate. Leave should generally NOT fall in the following time periods:
 - First week of a new rotation
- As PA trainees within the VA, PA residents will accrue annual leave (AL) at the rate of 4 hours for each full biweekly pay period and sick leave (SL) at the rate of 4 hours for each full biweekly pay period.
- All other forms of leave of absence are handled on an individual basis with program director, OAA and HR as necessary following VA policies.



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Stipend, Benefits and Program Costs Continued Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

Costs:

- No tuition or application fee (*PA trainee applicant is responsible for any costs associated with obtaining PA school transcripts)
- PA trainee is responsible for all costs associated with taking the PANCE exam (\$550)
- PA trainee is responsible for all costs associated with obtaining WI state licensure (\$150-\$160)
- PA trainee is responsible for securing their own housing for the year of training
- PA trainee is responsible for any relocation costs that may be necessary to move to this training site
- If the PA trainee wishes to maintain ACLS certification, the trainee would be responsible for those costs
- All licensed trainees must complete self-query on the National Practitioner Data Bank (NPDB, \$4). Queries can be done at or through your credentialing or graduate medical education office. <https://www.npdb.hrsa.gov>
- Resident may choose to purchase reference materials to aid in rotations
- Travel to and from rotations

Since this program does not require any tuition or fees, there are no refunds if resident wishes to withdrawal from program

Malpractice Insurance:

As a VA employee malpractice insurance is not required and you are covered for liability under the Federal Torts Claims Act.

From VHA Handbook 1400.08 Education of Associated Health Professions: When providing professional services at a VA health care facility, supervising VA employee practitioners, trainees of a VA sponsored program, and trainees of an affiliated institution who are training at a VA health care facility are protected from personal liability under the Federal Employees' Liability Reform and Tort Compensation Act 28 U.S.C. 2679 (b)-(d).

- a. The government is liable, under the 28 U.S.C. 2679 (b) -(d), for malpractice claims involving trainees who were acting within the scope of their educational program at a VA health care facility.
- b. All trainees must be supervised by practitioners with relevant clinical privileges during all clinical activities related to their specific educational program. The supervising practitioner is professionally and legally responsible for the care provided by trainees.



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Duty Hours Policy

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The average duty hours for this residency program are 45-50 hours per week between clinical, didactic and asynchronous education. Duty hours vary based on clinical rotation.

The Primary Care PA Residency Program is coordinated such that the program complies with the ACGME 2015 Approved Duty Hours Standards (currently in effect) and Specialty-Specific Duty Hours Definitions, as published by the Accreditation Council for Graduate Medical Education (ACGME) (www.acgme.org). Specifically, residents work fewer than 80 hours per week, inclusive of all in-house activities, averaged over a four-week period, during all clinical assignments.

- Residents are expected to arrive at least 15 minutes prior to the start of every shift
- Rotations will vary in terms of shifts, days and holidays.
- Thursday morning and Friday afternoons are the typical scheduled didactic days, however, these times are subject to change depending on specific rotation requirements
- During off hours, self-learning activities and online (asynchronous) learning will be expected
- Resident is responsible for approximately 45-50 hours per week devoted to residency training between duty hours (onsite training, conferences, rotations) and reading, online modules and research activities
- Residents are expected to work the schedule set by preceptor and/or program director which may consist of days, evenings, nights, weekends and holidays.

****There are no overnight in-house or at home call duties for this residency program at this time****



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Advanced Placement Policy
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Academic Credit Policy

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This Primary Care Physician Assistant Post-Graduate Residency Program does not offer academic credit. A certificate of completion is presented at the end of the program.



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Supervision Policy

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Responsibilities of Supervising Practitioner, Physician Assistant Resident, and Physician Assistant Residency Program

The PA Resident is considered an Associated Health Trainee and therefore should abide by the requirements for supervision in accordance with VHA Handbook 1400.04. The Resident Supervision document can be found at:

https://www.va.gov/Vhapublications/ViewPublication.asp?pub_ID=3087

Important Points:

There are 4 types of documentation of resident supervision allowed:

1. Supervising Practitioner, progress note or other entry into the medical record.
2. Supervising Practitioner addendum to the PA resident's note
3. Co-signature by the Supervising Practitioner implies that the supervising practitioner has reviewed the resident note, and absent an addendum to the contrary, concurs with the content of the resident note or entry.
4. Resident documentation of attending supervision. (includes the involvement of the attending i.e. I have seen and discussed the patient with my supervising practitioner Dr. X and Dr. X agrees with my assessment and plan).

Outpatient: New Patient Visit/Outpatient return visit: Supervising Practitioner must be physically present in the clinic; every patient must be seen by or discussed with a Supervising Practitioner. Documentation: independent note, addendum to resident's note, or resident note description of Supervising Practitioner involvement. Co-signature not sufficient.

THE SUPERVISING PRACTITIONER: The supervising practitioner provides a central role in the clinical education of PA residents. They are responsible for monitoring the residents progress and for general supervising the residents activities. Residents look to the supervising practitioner for answers to clinical questions and direction in patient management problems. Specific guidelines for the various clinical experiences are included in the rotation specific clinical education objectives. The supervising practitioner should ensure that the resident accomplishes those objectives which are appropriate for their particular practice. The supervising practitioner evaluates the clinical acumen of the resident and documents this through the use of the MyEvaluations Program.

In addition to clinical teaching, the physician assistant residency program looks to supervising practitioners for other areas of expertise. They play an important role for the program by



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providing input which is used to modify the didactic curriculum, clinical objectives, and other requirements of the clinical experience.

RESPONSIBILITIES OF A SUPERVISING PRACTITIONER

1. The supervising practitioner is responsible for providing an orientation to the supervising practitioner's area and introducing the PA resident to the people they will be working with on a regular basis.
2. The supervising practitioner is responsible for the organization and administration of local resources to meet the goals and objectives of the physician assistant residency program.
3. The supervising practitioner will provide patients (both ambulatory and in the hospital) and associate physicians/staff to share and assist in the teaching program, and other resources available in the community which might strengthen the program.
4. The supervising practitioner is responsible for supervising all diagnostic and therapeutic procedures carried out by the PA resident.
5. The supervising practitioner is responsible for making sure that appropriate documentation of resident supervision is adhered to in accordance with VHA Handbook 1400.04 (see above).
6. The supervising practitioner is responsible for providing adequate feedback to the PA resident based on the quality of their work. The supervising practitioner is required to complete a formal evaluation of the resident's abilities for grading purposes.
7. The supervising practitioner will be the channel for communication and collaboration with the residency program director.
8. The supervising practitioner will participate in the overall evaluation of the Milwaukee VA physician assistant residency program.
9. The supervising practitioner will, in the event of any potential medical liability incident, confer immediately with the physician assistant program director.
10. The supervising practitioner must never use the PA resident to substitute for clinical or administrative staff.



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Moonlighting Policy

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PA residents are not permitted to moonlight within the VA system while enrolled in a VA training program. Moonlighting and other employment outside the VA is not strictly prohibited but is highly discouraged and should be discussed with the program director to ensure that there will not be significant distraction from an optimum learning and training experience. The PA Resident's malpractice coverage under the Federal Employees' Liability Reform and Tort Compensation Act does not cover the PA Residents outside of the VA. The PA Resident would need to secure their own malpractice coverage for any employment outside of the VA.



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Graduation Requirements

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Graduation Requirements

The following are required to successfully graduate from this PCPA post graduate residency program. Residents will be awarded a residency certificate if all of the criteria are met.

- Successful completion of all rotations
- Complete all required rotation, preceptor, and program evaluations at My Evaluations: <http://www.myevaluations.com> .
- 100% completion of Physician Education and Assessment Center (PEAC) online training assigned modules with 80% or greater of the modules at or above the passing score of 70%
- Completion of all assigned Talent Management System (TMS) courses, dermatology online modules and Institute of Healthcare Improvement (IHI) modules
- Successful completion of 1-2 oral presentations (may be in person or virtual platforms)
- Attend and participate in all assigned meetings and workshops, unless excused by Program Director
- Maintain BLS throughout residency
- Complete the Office of Academic Affiliations Trainee Satisfaction Survey at [Resources for Health Professions Trainees Coming to VA | Satisfaction Survey - Office of Academic Affiliations](#)



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Reduction in Size or Closure of Post Graduate PA Program Policy Clement J. Zablocki Primary Care Physician Assistant (PCPA) Residency

VA Physician Assistant Post Graduate Programs are funded by VHA's Office of Academic Affiliations (OAA). The budget is determined per fiscal year (12 months) and paid to the host VA facilities quarterly for PA resident stipends. Any changes in size of programs or closure recommendations would not affect the current class. Any future, already accepted, residents would be made aware of changes and offered alternative programs to apply to.