

Carlow University
Department of Physician Assistant Studies
Program Policies

Policy Title: Student Travel Policy

Effective Date: 8/11/25

Review Date(s): 8/14/25

Revision Date(s):

Approved By: Alison Wix, PA-C, Program Chair and Director, and Full Faculty

ARC-PA 5th Edition Standard(s): A3.01, A3.09, A3.14

I. Purpose

The purpose of this policy is to outline expectations, responsibilities, and safety requirements for all Physician Assistant (PA) students when traveling to clinical rotation sites.

II. Policy Statement

Students should expect to travel to any assigned clinical site within the United States, which may require travel of up to approximately 5,000 miles one way.

General Expectations

1. **Students are responsible for their own travel.** Clinical rotations may require student travel for each assigned experience. All PA students must arrange and fund transportation to and from all program-related activities, including clinical rotations, simulation sessions, community learning experiences, and off-campus events.
2. **Reliable transportation is required.** Maintaining dependable and timely transportation is an essential expectation of the program. Transportation issues are not considered acceptable reasons for lateness, absence, or missed assignments.
3. **Travel may include long distances.** Students should expect significant travel throughout the United States for clinical experiences or special program requirements.
4. **No guarantee of local placement.** The Program does not guarantee placement at sites near home or within a specific mileage range. Students must be prepared for commute variations each rotation.

Clinical Rotation Travel Requirements

- **Students should expect to travel to any assigned clinical site within the United States, which may require travel of up to approximately 5,000 miles one way.**
- Clinical assignments are based on educational needs, accreditation requirements, and site availability, not geographic convenience or personal preference.
- Students are responsible for arranging and funding all transportation and/or temporary housing associated with their assigned clinical sites, regardless of distance.
- Students must report to the clinical site at the times designated by the preceptor, including evenings, weekends, or extended hours when required.
- Travel time does **not** count toward clinical hours.

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- Students must allow adequate time for travel planning to ensure early arrival for all clinical responsibilities.

Travel Safety

1. Students must follow all state and federal laws related to travel, including seatbelt use, speed limits, and restrictions on handheld devices.
2. Students must not operate a vehicle while fatigued or under the influence of substances or medications that impair driving ability.
3. Hazardous weather should be approached with caution; however, students are expected to plan accordingly and notify the Program and the preceptor before any delay.

Liability & Insurance

1. **Personal auto insurance is required.** Students must maintain valid automobile insurance meeting state minimum coverage requirements for any vehicle used for program-related travel.
2. **Liability during travel.** The University and Program are not responsible for accidents, injuries, or vehicle-related incidents occurring during student travel.
3. University insurance does not cover personal vehicles.

Weather, Delays, and Emergency Situations

1. Students must notify both the Program and the preceptor immediately if weather, traffic, or emergency conditions impact their ability to arrive on time.
2. Make-up hours must be arranged with both the Director of Clinical Education and the preceptor.
3. The Program reserves the right to require documentation for repeated travel-related issues.

Professional Conduct During Travel

1. Personal travel must not interfere with academic or clinical responsibilities.
2. Travel for personal reasons (vacations, appointments, family events) must not conflict with required clinical activities.
3. Students traveling between sites or program activities during the academic day must do so efficiently and professionally.

Failure to Comply

Failure to comply with this travel policy, including repeated lateness, absences, safety violations, or transportation issues, may result in:

- a formal written warning,
- Professional Probation, and/or
- dismissal from the Program (according to Program and University policies).

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Orientation to Policy

1. This policy appears on the PA Program website and in the Student Manual. Students are re-introduced to the policy at their initial orientation.
2. Faculty will be oriented to this policy via the Faculty Manual.

Compliance

1. The Program Director is responsible for monitoring compliance with the policy.
2. This policy will be reviewed annually by the PA program faculty (per Program Assessment Plan) to assure it continues to reflect the current University and program policy.