

Physician Assistant Student Elective Program Application Process

Application Cycle

The following application guidelines will apply for rotations starting in Fiscal Year 2017 (September 2016) and into Fiscal Year 2018.

Rotation Dates*	Application period:	Notice of acceptance by:
June 2017 – August 2017	August 1 – November 1, 2016	December 1, 2016
September 2017 – November 2017	November 1, 2016 – February 1, 2017	March 1, 2017
December 2017 – February 2018	February 1 – May 1, 2017	June 1, 2017
March 2018 – May 2018	May 1 – August 1, 2017	September 1, 2017

*The rotation month is based upon the first day of the rotation. For example, a rotation from March 30 – April 24 is considered a March rotation. Rotations typically start on a Monday and end on a Friday.

To be considered for a rotation, all required application components must be received during the application period, no later than midnight on the last day of the application period.

Applications will be reviewed approximately six to 12 months in advance of the rotation start date. A notice of acceptance or denial will be sent to applicants according to the above timeline.

Eligibility

Before participating in an elective rotation at MD Anderson, students must have completed a minimum of 16 weeks of clinical rotations, including 4 weeks in medicine and 4 weeks in surgery.

How to Apply

Interested students should email the Office of Physician Assistant Education at paponc@mdanderson.org during the appropriate application period to initiate the application process. MD Anderson uses an online application and processing system for trainees, called Discover. An account will be created for the student at that time.

Once signed on to Discover, applicants must first complete the general application form. Included on this form is section for a Statement of Intent. Please use the Statement of Intent to describe your professional interests and career goals related to a rotation at MD Anderson.

After you complete the general application, you will have access to your document list, where you can download forms for completion and upload requested documents.

During the application process, only complete and/or upload the following items in your document list:

- CV
- Supplemental application (see instructions below)
- Unofficial transcript from PA School

You will also be provided a recommendation form by email. Please see instructions below.

Some of these items may not automatically appear in your document list, as they must be manually added to your account once you have activated it. Please allow 3-5 days.

To be considered for a rotation, only the above listed application components must be received by midnight on the last day of the application period.

Supplemental Application

In the supplemental application, please list your rotation assignments leading up to your requested elective rotation at MD Anderson.

You will also have the opportunity to provide your rotation preferences for your elective rotation at MD Anderson. When completing the form, refer to the Elective Rotation Descriptions document for descriptions of the available rotations. Please rank the rotations (1, 2, 3, etc.) according to your preference. If you are not interested in a specific rotation, do not include it in your ranking.

Recommendation Form

All applicants must have a recommendation form completed and submitted by his/her program director, clinical coordinator or academic coordinator. The recommendation form will be provided to the student by email and the student should provide the form electronically to the appropriate person.

The completed recommendation form must be submitted directly to the Office of PA Education by the recommender via email (paponc@mdanderson.org). The student should not submit the recommendation form.

Acceptance

A notice of acceptance or denial will be sent to applicants within one month of the application deadline.

Once accepted for the rotation, students must complete and submit the following at least 3 months before the start of their rotation:

- Proof of enrollment
- Immunization Compliance Report
- Background check form
- Selective Service form

Instructions for each of the items are provided in Discover.

Approximately 2 months from the start of the student's rotation, specific details regarding the assigned rotation and preceptor will be provided.