College of Science, Health, and the Liberal Arts

Physician Assistant Studies Program

Class of 2016
Student Manual
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**INTRODUCTION**

**Educational Mission Statement of the Physician Assistant Studies Program**

The mission of the Physician Assistant Studies Program of Philadelphia University is:

I. To provide students with the foundation of knowledge, technical skills and critical thinking necessary to competently perform the functions of the physician assistant profession in an ethical, empathetic manner working with a licensed practicing physician

II. A secondary focus is to prepare students to provide comprehensive medical services to diverse under-served patient populations in inner-city and rural locations.

This mission will be accomplished through a well-organized, comprehensive program of didactic courses and clinical experiences developed and implemented by highly qualified faculty and administrative staff using Philadelphia University facilities and outside clinical sites.
PURPOSE OF THIS MANUAL

This Manual is designed to be used by students in the PA Studies Program in conjunction with:

1. Philadelphia University Catalog, Undergraduate & Graduate
2. Philadelphia University Student Handbook
3. PA Studies Program Clinical Education Handbook

Together these resources are designed to provide students with information that will assist them in their academic endeavors at the University, including available resources, policies that pertain to students, lists of needed equipment, an outline of the curriculum, and some guidelines to help students in preparation for this challenging academic experience.

This Manual was not designed to be all inclusive. There are some policies that may pertain to students that may not be covered in these sources. If you have any questions that cannot be answered from these sources, please feel free to discuss these with the Program Director or faculty. Students are required to sign the attestation statement on the last page of this manual and the Clinical Education Handbook as a condition for participation in the Program.

PA Studies Program specific policies are in addition to University policies listed in the Philadelphia University Student Handbook.

Please read these sources carefully and thoroughly. We hope they will be helpful.
Graduates of the PA Program will be expected to:

1. Accurately elicit a medical history and perform an appropriate physical examination based on patient presentation.
2. Formulate an appropriate differential diagnosis based on history and physical exam findings.
3. Appropriately recommend and interpret common diagnostic studies based on history and physical exam findings.
4. Diagnose and manage acute and chronic medical and psychological disorders based on clinical presentation and diagnostic testing results for patients across the lifespan.
5. Develop and implement appropriate treatment plans for common disorders including medications, surgery, counseling, therapeutic procedures, rehabilitative therapies, or other therapeutic modalities.
6. Perform common laboratory studies and clinical procedures.
7. Screen for diseases, assess for risk factors of common disease, and initiate and recommend health promotion and disease prevention measures.
8. Provide patient education and counseling for common medical and psychological illnesses, common medical procedures, therapeutic regimens, adherence, and health maintenance.
9. Recognize when a problem is beyond the scope of the PA provider and refer the patient to the supervising physician, appropriate specialists, and/or community resources.
10. Effectively document medical information in a variety of formats.
11. Demonstrate competence in written, oral, and electronic forms of communication with patients, families, and other members of the health care team.
12. Perform a medical literature search, critically evaluate the relevance of the medical literature, and apply evidence based medicine principles to clinical practice.
13. Show sensitivity regarding the emotional, cultural and socioeconomic aspects of the patient, the patient’s condition, and the patient’s family.
14. Conduct themselves in a professional courteous manner and with the highest ethical and legal standards expected of a health care professional and consistent with the role and responsibilities of a physician assistant.
15. Continue to develop lifelong learning skills through on-going self-reflection, active engagement, and professional development.
The PA Studies curriculum has been carefully sequenced to build upon concepts in order to facilitate learning. The didactic curriculum is approximately one year in length. All didactic courses must be completed and the cumulative GPA must be a 3.0 before a student can matriculate into the clinical rotations. The clinical phase is also approximately 1 year in length and includes 10 five week clinical rotations and the Master’s Comprehensive Experience.

**Professional Phase Physician Assistant Courses (PAS and PASF courses)**

Advanced Anatomy A & B  
Medical Physiology and  
Pathophysiology  
Genetics/Immunology/Microbiology  
Medical History and Physical Diagnosis  
Applied Behavioral Science  
Evidence Based Medicine  
Clinical Medicine  
Emergency Medicine  
Clinical Correlations in Public Health  
Diagnostic Medicine  
Clinical Disciplines Overview  
Pharmacotherapeutics Seminar  
Advanced Diagnostic Medicine  
Advanced Physical Assessment  
Master’s Comprehensive Experience  
10 Clinical Rotations

**YEAR 1 (Year 4 for students in the 5-Year BS/MS option)**

<table>
<thead>
<tr>
<th>Summer Semester II (4-week session)</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Anatomy (part A)</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>credits</th>
<th>Spring Semester</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Anatomy (part B)</td>
<td>3</td>
<td>Clinical Medicine</td>
<td>8</td>
</tr>
<tr>
<td>Medical Physiology &amp; Pathophysiology</td>
<td>3</td>
<td>Clinical Reasoning</td>
<td>2.5</td>
</tr>
<tr>
<td>Medical Genetics, Immunology &amp;</td>
<td>2</td>
<td>Emergency Medicine</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical &amp; Professional Ethics</td>
<td>2</td>
<td>Pharmacology and Pharmacotherapeutics</td>
<td>4</td>
</tr>
<tr>
<td>Medical History &amp; Physical Diagnosis</td>
<td>5</td>
<td>Diagnostic Medicine</td>
<td>2</td>
</tr>
<tr>
<td>Applied Behavioral Science</td>
<td>3</td>
<td>Clinical Correlations in Public Health</td>
<td>1</td>
</tr>
<tr>
<td>Evidence Based Medicine</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total (Summer II and fall semesters)</strong></td>
<td><strong>22</strong></td>
<td><strong>Total</strong></td>
<td><strong>20.5</strong></td>
</tr>
</tbody>
</table>
### Year 1

<table>
<thead>
<tr>
<th>First Summer Semester</th>
<th>credits</th>
<th>Second Summer Semester</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacotherapeutics Seminar</td>
<td>1</td>
<td>Clinical Rotation</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Physical Assessment</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Disciplines Overview</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Diagnostic Medicine (Credit/No Credit)</td>
<td>0.5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** 8.5

**Total** 6

### Year 2 (Year 5 for students in the 5-Year BS/MS option)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>credits</th>
<th>Winter Semester</th>
<th>credits</th>
</tr>
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<tbody>
<tr>
<td>Clinical Rotation</td>
<td>6</td>
<td>Clinical Rotation</td>
<td>6</td>
</tr>
<tr>
<td>Clinical Rotation</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Rotation</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** 18

**Total** 6

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Summer Semesters</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Rotation</td>
<td>6</td>
<td>Clinical Rotation</td>
</tr>
<tr>
<td>Clinical Rotation</td>
<td>6</td>
<td>Clinical Rotation</td>
</tr>
<tr>
<td>Clinical Rotation</td>
<td>6</td>
<td>PA Master's Comprehensive Experience</td>
</tr>
</tbody>
</table>

**Total** 18

**Total** 15

**Clinical Level - Rotations (5 weeks each)**

- Clinical Rotation: Medicine
- Clinical Rotation: Pediatrics
- Clinical Rotation: Woman’s Health
- Clinical Rotation: Psychiatry/Mental Health
- Clinical Rotation: Surgery
- Clinical Rotation: Emergency Medicine
- Clinical Rotation: Primary Care 1
- Clinical Rotation: Primary Care 2
- Clinical Rotation: Medical Surgical Selective
- Clinical Rotation: Elective

### Advanced Placement

The Physician Assistant Studies Program does not usually give advanced placement standing in the Professional Phase. All Professional Phase courses must be satisfactorily completed as described in the Progression Criteria. The Program Director and course instructor will evaluate students with previous courses from another accredited PA Program, or with courses similar to those in our Program, on an individual basis. Students wishing advanced placement credit would need to submit course descriptions and syllabi to the instructor and Program Director. On rare occasions students may be able to take course examinations and other assignments in lieu of taking the entire course. The Program does not give advanced placement credit for any rotations or preceptorships.

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PROGRESSION CRITERIA

Definitions:

Cumulative GPA: calculated average grade of all semesters of the PA Program starting with the first Summer II semester of the year that the student entered the professional phase of the Studies Program through the conclusion of the Program.

Semester GPAs: calculated average of all course grades that are included in any semester that has a minimum of 8 credits.

Courses: All PAS and PASF courses, including rotations.

Didactic: All PAS 400, PASF 500, and PAS 600 level courses.

Clinical: All PAS 700 level courses.

Grading:

The following is a list of GPA equivalents of letter grades and relevant abbreviations:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>No credit</td>
</tr>
</tbody>
</table>

The following is the program grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>A-</td>
<td>88-91</td>
</tr>
<tr>
<td>B+</td>
<td>85-87</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
</tr>
<tr>
<td>B-</td>
<td>75-79</td>
</tr>
<tr>
<td>C+</td>
<td>74-72</td>
</tr>
<tr>
<td>C</td>
<td>70-71</td>
</tr>
<tr>
<td>C-</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>0-64</td>
</tr>
</tbody>
</table>

It is important to note that while a grade of “C” is officially passing, all grades below a “B” are considered marginal in the Graduate School because of the 3.000 cumulative GPA requirement.
Criteria to be in Good Standing in the PA Studies Program:

- Students must maintain a cumulative GPA of at least a 3.000 (unrounded).
- Students must obtain all semester GPAs of at least 3.000 (unrounded) during each semester.
- Students must receive a grade of “B-” or above or, if applicable, “CR” in all courses and clinical rotations.
- Students must meet with their academic advisor at least one time per semester, or more regularly if requested.
- Students must pass all end of rotation (EOR) exams with a grade 60% or greater.
- Students must pass all clinical final preceptor evaluations with a grade of 70% or greater on both parts and receive satisfactory written and verbal feedback from clinical preceptors.
- Students must pass all parts of the end-of-program Summary Testing including the Written Comprehensive and OSCE within 2 attempts.
- Students must fully comply with all University and Program Policies and Procedures, including but not limited to the University Community Standards, and the Standards of Conduct as defined this handbook.
- Students must pass all background checks and drug screens.
- Students returning to good standing from probation must comply with all criteria outlined in their probation letter and/or learning contract in the specified time frame.
Criteria for placement on PA Studies Program Probation:

- Students who obtain a cumulative GPA below a 3.000 (unrounded). *Students must complete all didactic level work with a cumulative GPA of 3.0 or they will not be permitted to progress to the clinical level.*
- Students who obtain a semester GPA below a 3.000 (unrounded).
- Students who receive a grade of “C” or “C+” in one didactic course in the Program. *A grade below “C” is criteria for dismissal.*
- Students who receive a grade below “B-” on one clinical rotation. *If a student obtains below a “C” this rotation must be repeated and a student must obtain a grade of “B” or better. Repetition of a rotation will delay graduation.*
- Students failing 1 post rotation exam with a grade below 60% while on clinical rotations.
- Students who fail to obtain a grade of 70% or better on each part of a single final preceptor evaluation while on clinical rotations.
- Students who fail a graded site visit.
- Students who fail any part of the end-of-program Summary Testing 2 times. *These students will have a special remediation contract developed to assist them in passing these exams on the 3rd and last attempt. This will delay graduation.*
- Students who display unprofessional behavior and/or conduct as outlined in this manual, the Clinical Year Handbook, or the University Code of Conduct.

Probation:

Students on academic probation will be required to improve their academic performance during their next semester (unless another time frame is specified in their probation letter) in order to be removed from academic probation. Students will receive a probation letter from the PA Studies Program Academic and Professional Standards Review Committee, which will outline remedial procedures, expectations, and a schedule for correction of the identified deficiencies. If these deficiencies are corrected in a satisfactory manner in the appropriate time frame students will be removed from academic probation. If a student is placed on probation for obtaining a course grade of “C+” or “C” they will only be considered to be on probation for the subsequent semester for purposes of dismissal. Students who fail to correct the identified deficiencies will meet criteria for dismissal (see below).
Criteria for Dismissal from the PA Studies Program:

- If the student is placed on probation and remains on probation at the end of the following semester, the student will be dismissed from the Program.

In addition, students whose academic record includes one or any combination of the following will be dismissed from the University:

- Students who refuse to sign or comply with the remediation plan/contract developed by the Academic and Professional Standards Review Committee.
- Students who fail to correct deficiencies outlined in their probation letter/contract. *This includes, but is not limited to, failure to repeat specified courses in which a grade below “B-“ was obtained, failure to gain a grade of “B” on in a repeated course, or failure to correct behavior as stipulated in the student’s probation notice.*
- Students who obtain a cumulative GPA below 3.0 for any two terms. *These terms do not have to be sequential.*
- Students who are placed on probation for any three terms, including, but not limited to students who have 3 semester GPAs that do not meet the 3.000 minimum. *These do not have to be sequential. Academic or professional probation both apply.*
- Students who obtain a grade below “B-“ in two or more courses or rotations.
- Students who receive a grade below “C”, including “W” or “NC”, in any didactic course.
- Students receiving 2 or more grades below “C”, including “W”, in more than one clinical rotation, or failure to gain a grade of “B” on a repeated rotation. *Withdrawal from a course or rotation for medical or personal reasons, and pre-approved by the Academic and Professional Standards Review Committee, may not lead to dismissal. An approved withdrawn rotation must be repeated, which will delay graduation.*
- Students who fail 2 clinical post rotation exams with a grade below 60%.
- Students who fail to obtain a grade of 70% or better on each part of 2 different final preceptor evaluations while on clinical rotations.
- Students who fail any part of the Summary Testing 3 times.
- Unprofessional behavior and/or conduct, including, but not limited to:
  - Students who display of any behavior which may present a potential risk to the health of the student, their classmates, the faculty, clinical colleagues, or patients.
  - Students who are identified by preceptors via verbal or written reports, indicating that they are not adhering to site regulations, site schedule, ethical standards of conduct, limitations of student role, or that the student is not progressing academically or not demonstrating proficiency to a level where it may jeopardize patient safety.
  - Students who fail to report significant changes in their health that may affect patient care to the Program within 48 hours.
- Students who fail to comply with required background checks including fingerprinting, drug and/or alcohol screening, or students who have misrepresented themselves to the Program on application.
- Students who fail to notify the Program of a criminal charge or arrest within 72 hours.
- Students with positive drug and/or alcohol screening results.
- Failure to communicate with the Program after taking a leave of absence for >365 days.

**Dismissal:**

Students will receive written notification of academic dismissal and may appeal by submitting a written request for reinstatement to the PA Program Director. The petition should include:

1. An explanation of the poor academic performance that led to the dismissal, i.e. insufficient credits earned and/or low GPA.
2. An explanation of whether the student worked with PA Program faculty, sought tutoring assistance or accessed other support services to address academic performance.
3. Documentation concerning any mitigating circumstances that may have contributed to poor performance. This includes but is not limited to medical or psychological documentation.
4. A plan for preventing recurrence of these academic difficulties and for raising credits and/or the GPA above the minimum standard for continued enrollment.
5. Letters of support from professors or other support staff (optional).

Students in the 5-Year Combined BS/MS Studies Program dismissed during the 1st Fall semester may complete the requirements for the BS in Health Sciences by completing at least 121 credits of the curriculum, but may NOT complete the M.S. in Physician Assistant Studies Program and are NOT eligible to sit for the NCCPA Physician Assistant National Certifying Examination or for Physician Assistant licensure.

Students dismissed from the Professional Phase of the PA Studies Program for failing a course or failing to meet GPA standards may reapply through CASPA and may be readmitted to the Program in a subsequent academic year. Readmission is not guaranteed, and is based on the Admissions Committee’s evaluation of the student’s academic record, and their assessment of student’s ability to successfully complete the training. Students readmitted to the Program would most likely be required to take all, or most, of the courses again. Students dismissed for conduct violations or failing two or more courses will not be readmitted to the Program under ordinary circumstances. In very unusual circumstances, students dismissed for these issues would be considered for readmission. These students must notify the PA Studies Program Director prior to application, and then reapply to the Office of Admissions following the usual admission procedures (CASPA). All dismissal appeals must be in writing and submitted within ten days of receiving their dismissal letter.

Students dismissed from the PA Studies Program are not eligible to sit for the NCCPA Physician Assistant National Certifying Examination, or for PA certification or licensure.
Graduation Requirements for the PA Program:

- Students must complete the entire Professional Phase within 4 academic years.
- Students must successfully complete and pass all required courses, rotations, and seminars.
- Students must successfully complete and pass the PA Master’s Comprehensive Experience, including the Master’s Project, and all components of Summary Testing including Objective Structured Clinical Examinations (OSCEs)
- Students must have a minimum 3.000 graduate cumulative grade point average.
- Students must have corrected all deficiencies as outlined in their academic probation notices within the specified time period.
- Students must have no more than one graduate course grades below a “B-”.
- Students must have no grades below a “C”.
- Students must complete the Application for Graduation on Webadvisor and the Precertification Form for Graduation with their advisor or program representative prior to the semester in which they plan to graduate.
- Students must have no outstanding financial obligations to the University.
  Students will be billed for graduation fees and must also pay these fees in order to gain a diploma.
- Students must have complied with all procedures, and meet all requirements, of the University as defined in the Student Handbook and Catalog.

NOTE: Students in the Physician Assistant Studies Program must comply with all Philadelphia University academic standing and probation policies delineated in the Philadelphia University: Student Handbook, University Catalog and Graduate Studies Catalog.

Upon successful completion of the professional phase, students will receive their master’s degree in physician assistant studies, and are eligible to sit for the PANCE examination.

The Program Completion Ceremony, at which time students will receive their certificates, is historically held on the second or third Friday of August at the conclusion of the 25 month program.
ACADEMIC & PROFESSIONAL STANDARDS REVIEW COMMITTEE

The PA Studies Program Academic and Professional Standards Review Committee are made up of faculty members from the PA Studies Program and College of Science, Health, and the Liberal Arts, and may include others such as students and representatives from other university departments. This Committee is responsible for monitoring the progress of all students in the PA Studies Program and determining an appropriate course of action for students experiencing academic and professional conduct difficulties in the PA Studies Program.

The Committee reviews student records and may interview students, faculty members, and preceptors. They can recommend remedial action, suspension, academic probation, or dismissal, which then must be approved by the Program Director. They also can recommend repetition of classes, clinical rotations, or preceptorships.

This committee evaluates progress of all PA students and reviews the cases of students who meet the criteria for PA Studies Program probation or dismissal. Referrals to this Committee can be for academic, disciplinary, or professionalism reasons. This Committee will review the student's academic and advising records on an individual basis and may interview faculty and students.

The Committee may recommend:
1) specific remedial activities; including but not limited to repeating assignments or courses
2) placement on academic probation,
3) suspension of the student; or
4) dismissal of the student from the PA Studies Program.

The Committee may develop a remedial plan/learning contract for students on probation. Students must sign this contract and agree to comply with this plan as a condition for continuation in the Program.

Committee recommendations in the must be reviewed and approved by the Program Director. Students are dismissed by the PA Program and may or may not be eligible to remain at the University. Students will be notified of all actions in writing.
**Appeal of Adverse Decisions:**

Students have the right to appeal decisions that are made regarding them by any faculty, official, or committee of the University. The PA Program Director, Dean of Students, academic advisor, or Director of Learning and Advising can advise students on the appeals process.

**Adverse Decisions Made by an Individual:**

Students should first discuss the decision with the individual who made the adverse decision. If a satisfactory resolution of the problem cannot be reached at that level, students may file a subsequent appeal with the PA Program Director. In the event a satisfactory resolution cannot be reached at that level, or if there is no intermediary, an appeal may be submitted to the Executive Dean of the College. The Executive Dean is the final appeal.

**Adverse Decisions Made by Committee:**

If the Physician Assistant Academic and Professional Standards Review Committee renders a decision, a student may appeal in writing to the PA Program Director within 10 days. In the event that a student does not feel that a satisfactory resolution has been reached, an appeal may be submitted to the Executive Dean of the College of Science, Health, and Liberal Arts. The Executive Dean is the final appeal for academic issues. Other issues such as academic integrity, or other non-academic issues such as behavioral issues, may be referred to the Dean of Students as per the University Handbook.

In the event a University committee rendered a decision, the student may file a second appeal with that same committee if there is new information that would have a bearing on the outcome of the case. The University committee is the final appeal.

PA PROGRAM TECHNICAL AND PROFESSIONAL STANDARDS

For admission to the program, candidates must:

- Have the academic ability to learn a large volume of technically detailed information and be able to synthesize and use this data to solve complex clinical problems. This information must be acquired in a short and intense period of study that requires well-developed study skills and a high level of motivation and may require considerable personal and financial sacrifice;

- Possess the emotional maturity and stability to approach highly stressful human situations in a calm and rational manner;

- Have the ability to effectively communicate with ill patients from a wide diversity of cultural and socioeconomic backgrounds in an empathetic and sensitive fashion;

- Have well-developed oral and written communication skills;

- Have comfort with the role of a dependent practitioner operating under the supervision of a licensed physician, while simultaneously feeling comfortable with the large amount of responsibility that goes along with the delivery of patient care in sometimes remote locations;

- Display strong ethical integrity consistent with working as a healthcare professional;

- Have sufficient physical abilities in the areas of sensory function (vision, hearing, and touch sensation), hand-eye coordination, and neurologic and muscular coordination and control to competently perform the technical activities that are a critical part of the program and profession, including:
  
  a. Physical examinations, which include visual inspection, listening to heart and lung sounds with a stethoscope, examination by touch to gather information such as skin temperature and texture and other maneuvers;

  b. Performance and interpretation of diagnostic studies such as blood tests, EKGs and X-rays;

  c. Surgical assisting, which can involve activities such as control of bleeding and suturing (wound closure by placing stitches); and

  d. Performing common procedures such as applying casts, suturing, cardiopulmonary resuscitation (CPR), venipuncture (placing needle into a vein to collect a blood sample) and starting an intravenous access line.
STANDARDS OF CONDUCT

Success in the physician assistant profession requires certain behavioral attributes including: empathy, discipline, honesty, integrity, the ability to work effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner. The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) Accreditation Standards for Physician Assistant Education, 4th edition states (2010):

“The role of the physician assistant demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills and the capacity to respond to emergencies in a calm and reasoned manner. Essential attributes of the graduate PA include an attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient’s welfare.”

Adherence to these attributes requires that physician assistants and physician assistant students exhibit a high level of maturity and self control even in highly stressful situations.

In keeping with these precepts, physician assistant students must conduct themselves in a highly professional manner consistent with the patient care responsibilities they will be entrusted with during their training in the Program. Students must adhere to the following standards. Failure to do so will necessitate that the student’s case will be presented before the PA Studies Program Academic and Professional Standards Review Committee and may result in corrective action or dismissal from the Program.

All students will be required to submit to urine drug testing, a criminal background check and a child abuse clearance prior to starting the PA Studies Program. The criminal background information will then be cross-checked against the student’s CASPA application (for those who applied via CASPA). If the information found via the background check does not match up with the previously submitted information, or, a significant incident is reported via either the criminal background check or the child abuse clearance, the student will be referred to the Academic and Professional Standards Review Committee for evaluation. If an admitted or matriculated student is found to have misrepresented themselves, their credentials, or (if applicable) their stated licensure/certification information on their CASPA application or other documents, they will be immediately dismissed from the Program. Criminal background checks and drug testing will be repeated prior to starting clinical rotations.

- **Respect:**
  There are controversial topics and procedures that will be discussed within the PA curriculum. These topics and procedures may be in direct conflict with your personal and/or religious views. As a health care provider, you must have a tolerance for all viewpoints and opinions, even those that you may not agree with. While you may not be asked to perform such procedures in a rotation setting, educating yourself on such procedures is important to the care and well-being of your patients. It is expected that you will respect the views and opinions of all and attend all lectures, regardless of content that you may not agree with.
Students are expected to treat all patients, faculty, university staff, clinical preceptors, health care workers, and fellow students with dignity and respect. Conflicts should be resolved in a diplomatic, reasoned manner. Students should be sensitive to, and tolerant of, diversity in the student and patient population. PA training involves a close working environment with other students and includes physical examination of fellow students and discussion groups that may reveal personal information. These situations must be approached with respect for the privacy, confidentiality, and feelings of fellow students.

Students should offer constructive criticism or suggestions in a thoughtful and reasoned manner that fosters respect and trust. Displays of anger, which include demeaning, offensive, argumentative, threatening language/behavior, or language that is insensitive to race, gender, ethnicity, religion, and sexual orientation will not be tolerated. Students must be appropriately responsive to lawful requests from their instructors, preceptors, and clinical sites. Students shall not display disruptive or obstructive behavior at the university or at clinical sites.

- **Flexibility**: PA training involves instruction from practicing clinicians with unpredictable schedules. At times, lectures or clinical session times may need to be adjusted with short notice. We believe the advantage of utilizing practicing clinicians outweighs this inconvenience, and ask students to be flexible and tolerant of changes. Student schedules in the clinical year are set by the clinical sites and may involve night and weekend hours.

- **Integrity**: Students are expected to follow all policies in the Standards of Conduct outlined in this manual as well as the University Student Handbook including those pertaining to academic honesty. Infractions such as forgery, plagiarism, stealing/copying tests, and cheating on examinations will not be tolerated. All submitted papers, regardless of course, may be evaluated by anti-plagiarism software. Students shall neither give nor receive old tests or past assignments from other students or past students. PA students are also expected to display the highest ethical standards commensurate with work as a health care professional. Some of these are outlined in the Guidelines for Ethical Conduct for the Physician Assistant Profession published by the American Academy of Physician Assistants (see Appendix A). Students shall report any illegal or unethical activity to the preceptor and Program. Students may not accept gifts or gratuities from patients or families. Breeches in confidentiality, falsification of records, misuse of medications, and sexual relationships with patients, preceptors or faculty will not be tolerated.

- **Identification**: PA students must always identify themselves as “physician assistant students” to patients and clinical site staff, and never present themselves as physicians, residents, medical students, or graduate physician assistants. Students must wear a short clinical jacket with the Program patch while at all clinical sites unless instructed not to do so by the clinical site or the Program. Students must always wear their Program-supplied name tag while at clinical sites. While in the Program students may not use previously earned titles (i.e., RN, MD, DC, Ph.D., Dr., etc.) for identification purposes.
• **Confidentiality**: Students must respect the confidentiality of patients and fellow students and are not permitted to discuss any patients by name outside the clinical encounter situation. For any academic presentations, please use patients’ initials.

• **Health and Safety**: PA students shall not exhibit any behavior that may jeopardize the health and safety of patients, faculty, or fellow students. PA students must not utilize PA faculty members as personal healthcare providers.

• **Nondiscrimination**: Students shall deliver healthcare service to patients without regard to their race, religion, gender, creed, national origin, sexual orientation, socioeconomic status, disability, disease status, legal involvement, or political beliefs.

• **Student Role**: Students at clinical sites must always work under the supervision of a preceptor. They may not function in the place of an employee, or assume primary responsibility for a patient’s care. Students shall not treat and discharge a patient from care without consultation with a clinical preceptor or supervisor. Students shall perform only those procedures authorized by the Program, clinical site, and preceptor. Students must adhere to all regulations of the Program and the clinical sites.

• **Impairment**: Students shall not appear at the university or clinical sites under the influence of alcohol or drugs. Please refer to the Drug and Alcohol Policy for more information.

• **Attire**: While in the didactic phase, students are expected to dress appropriately (i.e., neatly groomed, no revealing attire). Students will be required to dress professionally during hospital visits as well as selected class times during the didactic year. Faculty and Program administration will determine what is considered appropriate dress given that the Program utilizes frequent guest lecturers and preceptors in a professional environment.

    Students at clinical sites are expected to dress in conservative professional attire, and present a clean neat appearance. Hair should be neatly groomed and students should be conscious of personal hygiene. Clothing should allow for adequate movement during patient care, and should not be tight, short, low cut or expose the trunk or undergarments. Students are not to wear flip flops, shorts, cutoffs, hats, jeans, clothing with rips/tears, sweat clothing, workout attire, short skirts/tops, halter type tops or T-shirts. Men should wear a tie unless told otherwise by your preceptor. Students should wear a short white clinical jacket with the Program patch at all times except when specifically requested not to do so by the preceptor. Students should not wear full-length lab coats.

• **Timeliness**: Promptness is another trait the healthcare practitioner must display. Repeated tardiness reflects a lack of professionalism and is considered unprofessional conduct and, at the discretion of the faculty, the student may be referred to the Academic and Professional Standards Review Committee which may result in failure of the rotation, the delay of completion of the program or other disciplinary action. Students must report to all classes, labs, seminars, and clinical sites at the scheduled time. Students must also return messages
from the PA Studies Program, faculty, clinical preceptors, patients, and clinical sites in a timely manner (within 24 hours). You will have deadlines to meet in regards to turning in forms, completing your drug testing, etc. These deadlines must not be ignored; if so, you risk penalties ranging from written warnings to a committee hearing.

**Policy on Unprofessional Behavior**

Professional progress is as important as academic progress and any instance by a student that demonstrates unprofessional behavior will be addressed accordingly. All students are required to adhere to the University Community Standards as defined in Section 9 of the University Student Handbook (http://www.philau.edu/studenthandbook/) in addition to the Standards of Conduct as defined by the PA Program and those which govern the physician assistant profession (Appendix D: AAPA Guidelines for Ethical Conduct for the Physician Assistant Profession). Unprofessional behavior or conduct will result in one or any of the following dependent upon the severity and/or frequency of the behavior, conduct and/or violations.

- Formal notification of the infraction via e-mail, in person or phone by the program (CC, APD, PD, faculty or student advisor)
- Formal meeting with appropriate program personnel (CC, APD, PD, faculty or student advisor) and documentation in the student’s record.
- Referral to the Academic and Professional Standards Review Committee for possible disciplinary action including but not limited to removal from the classroom or rotations, failure of a course or rotation, professionalism probation, suspension and/or dismissal from the program.

Guidelines for conduct specific to the clinical training experiences are outlined in the “Responsibilities of the Students” section of the Clinical Education Handbook. These also must be fully understood and adhered to.

**PERSONAL CHANGES**

Students must inform the Program of any change in name, address or phone number within two business days of the change by submitting the appropriate form that is kept by the PA Program Administrative Assistant. Students must also change their name and address with the University by submitting the appropriate form via Webadvisor or in person at the Registrar’s office.

Changes in a student’s medical condition that may affect their own safety or the safety of those around them such as classmates, faculty, or patients, must be reported to the Program immediately. Failure to notify the program may result in referral to the Academic and Professional Standards Review Committee.
Physician Assistant Studies Attendance Policies

Attendance for all lectures and exams is mandatory. Students are expected to arrive on time for all scheduled classes, labs and seminars.

- **Excused absences.** Students will be permitted 1 hour per credit hour of excused absence time without penalty. For example, if a course is 3 credits, students may be granted 3 hours of excused absence time during the course without penalty. Students who seek excused absences are required to notify the course coordinator(s) in advance via email (preferred) or by phone. The course coordinator(s) will determine if the student is to be granted an excused absence. Any additional absences will result in a lowering of the student’s overall grade for the course by one letter (i.e. B+ → B). One letter grade reduction will continue to occur for each absence henceforth.

- **Unexcused absences.** Unexcused absences are any absences that are not pre-approved by the course coordinator. Unexcused absences are unacceptable. All unexcused absence will result in the lowering of the student’s overall grade for the course by one letter (i.e. B+ → B). One letter grade reduction will continue to occur for each unexcused absence henceforth.

- **Lateness.** Every two instances of lateness (defined as greater than 15 minutes after the scheduled time) will be considered an unexcused absence.

- **Exams.** Students must contact the professor if they need to request an absence during a scheduled examination prior to the examination to arrange a make-up exam. Failure to notify the instructor of an absence from an exam prior to the exam will result in a grade of zero for that examination. Exams must be made up at the first available time after an excused absence.

Students are responsible for the material covered in any classes in which they were absent. Students who have missed classes are responsible for contacting other students and/or the professor to obtain the material.

For absences for illness of greater than one week it may be required that a student provides a statement from their medical provider clearing them for return to class and patient care duties, without violating HIPAA or patient confidentiality.

A medical leave of absence is available upon request and is facilitated through the Dean of Student’s Office.

The Program may place refer students with repeated absences or absence patterns to the Academic and Professional Standards Review Committee.

Absence policies for clinical experiences are covered in the Clinical Education Handbook.
**Electronic Device Policy:** Students will place all electronic communication devices (pagers, cell phones) in their book bags in an OFF or SILENT mode while in class, lab, or clinical sites. There are to be no electronic devices on your desk OR in your immediate possession (i.e., laps) during class or lab sessions. If a personal event (such as an illness of a family member) necessitates that a phone be available during class time, you are to notify the instructor PRIOR to class. Faculty reserves the right to dismiss you from the classroom at any time (with or without a prior verbal warning) if a device is thought to be used during class. Violations of this policy will result in dismissal from the classroom and referral to the Academic and Professional Standards Review Committee for sanctions. Student using smartphones or laptop computers in class or clinical rotations or preceptorships should be using these devices only if instructed to do so by your instructor, and for the sole purpose of enhancing their class experience. These devices should not be used for personal matters during academic time. Each class instructor reserves the right to limit access to laptop computers, smartphones, etc, if it is believed to be interfering with the learning process for the student operating the equipment or for those around him/her.
LEAVE OF ABSENCE AND WITHDRAWAL

Students can request a Leave of Absence for medical or personal reasons, or withdrawal from the Program and University. They must request these in writing to the Program Director. A leave of absence is facilitated by the Dean of Student’s Office when taken for medical reasons. The approval process is based on appropriate processes and paperwork completion as outlined by the University, and by following all procedures outlined in the Philadelphia University Student Handbook. Students must complete the entire Professional Phase within 4 academic years which includes any Leave of Absence the student may take.

Students on Leave of Absence will be on decelerated status and may be required to complete and pass competency written examinations, practical examinations, and H&P assignments as a prerequisite for readmission into the Program. They will also be asked to audit or retake certain classes and/or labs. This will be outlined in a contract that must be signed by the student. These measures are designed to assure that the student has sufficient current mastery of previously presented material.

Students granted Leave of Absence for medical reasons are required to provide a statement from their medical provider clearing them for return to class and patient care duties. Students returning from a medical Leave of Absence must be able to meet the Program Technical and Professional Standards as found in this handbook.

DECELERATION

Students wishing to decelerate, or divide the didactic Year into two part-time years, for medical or personal reasons, must request this in writing to the Program Director with an explanation as to why the request is being made. The student’s case will be presented before the PA Studies Program Academic and Professional Standards Review Committee. It is at the discretion of the Committee whether or not to allow the student to decelerate. Voluntary deceleration will be reserved for students demonstrating substantial medical or personal need. It will not be used for academic difficulties, or offered to students with poor or marginal academic status as evidenced by course/rotation/test grades below a “B”.

Students needing to repeat a course to improve a grade or on extended Leave of Absence (more than 6 weeks) will be automatically placed on decelerated status. Students on decelerated status may be required to complete and pass competency written examinations, practical examinations, and H&P assignments as a condition for continuation in the Program. They may also be asked to audit certain classes and/or labs. This will be outlined in a contract that must be signed by the student. These measures are designed to assure that the student has sufficient current mastery of previously presented material. Students must complete the entire Professional Phase within 4 academic years which includes any deceleration.
GRIEVANCE PROCEDURE

Students may present general grievances, concerns, or constructive criticism to the Program Director during biweekly faculty/student meetings (Wrap-Up session). The purpose of these sessions is to encourage open communication between the students and Program administration, and to give the Program Director an opportunity to share new information about the Program. Our goal is to encourage feedback for the purpose of quality improvement. Students should voice their concerns in a thoughtful and constructive manner. These sessions should deal with general topics only. Any specific situations involving specific faculty members, specific students, courses, or individual student grades should be addressed in individual sessions outlined below.

Grievances with a specific faculty member should initially be addressed directly with the faculty member unless the nature of the complaint is such that the student feels uncomfortable doing this. Complaints should be expressed using a diplomatic, reasoned approach with the goal of quick amicable conflict resolution, if possible. If the student feels uncomfortable approaching the involved faculty member for whatever reason, or if they have not been successful at resolution of the conflict with the faculty member, they should register the grievance with the Didactic or Clinical Coordinator (depending on what year the student is currently in), Associate Director or Program Director of the Physician Assistant Studies Program.

If the grievance is with the Physician Assistant Studies Program Director, or if they have not been able to resolve a conflict at that level, they should contact the Executive Dean of the College of Science, Health, and Liberal Arts. If the grievance is with the Executive Dean, they should contact the Provost. Grievances against other students should be addressed using the policies outlined in the Philadelphia University Student Handbook.

DISABILITY POLICY

Students must meet the technical standards of the Physician Assistant Studies Program as listed in the University Catalog. Students who wish to request accommodations for documented physical, psychological, or learning disabilities must notify the Coordinator of Disability Services in the Academic Achievement Studies Program office before the start of the semester.

IMPAIRED STUDENT

PA students have the responsibility of patient care in addition to the usual academic responsibilities of a college student. The university has a responsibility to ensure that students are functionally capable of handling these duties in a competent, appropriate manner.

The PA educational process can be highly demanding and stressful. Many PA students have significant outside responsibilities such as family duties. These stresses, along with other
factors, sometimes leave people vulnerable to a wide variety of psychological, social, health, and substance abuse problems.

Students should keep their faculty advisor aware of any problems or stresses that may affect their academic and/or patient care responsibilities in the Program. Program faculty and staff will try to be attuned to signs of psychosocial problems in students. They will then refer the student, initially, to their faculty advisor for assistance. The faculty advisor or Program Director may advise a student to seek further help from the University Counseling Center, Student Health Center, or outside resources. The Counseling Center can provide counseling and referral to students for psychosocial problems.

If a faculty member believes that a physical or mental health problem may be impairing a student’s ability to safely and effectively learn and/or carry out their responsibilities, the Program may remove the student from classes or a clinical site.

All people have problems at some point in their life and our goal is to have joint responsibility between the faculty and students for early recognition and intervention. The Program encourages students to maintain outside activities such as hobbies, exercise, spiritual endeavors, and meditation as methods for stress reduction. We would also advise students not to isolate themselves in their studies, as outside support systems are crucial to a healthy, balanced life.

Substance abuse policies are listed in the Philadelphia University Student Handbook.

### STUDENT EMPLOYMENT

The Program strongly discourages outside employment of students while in the Program. If a student feels that it is necessary to work while in the Program, it is advisable that the student inform their faculty advisor of this. Program expectations, assignments, schedules, deadlines, and responsibilities will not be altered or adjusted to accommodate working students. It is expected that their employment will not interfere with their learning experience. No PA students may be employed within the Program itself.

### ACADEMIC ADVISING & STUDYING

All Professional Phase students will be advised by faculty associated with the PA Studies Program. Students must meet with their faculty advisor at least one time per semester to review their progress and advise them on their progress during their didactic year. Students on the clinical year will be required to check in with their academic advisor at the beginning of each clinical rotation. The faculty will schedule specific periods within the semester for these meetings and it is the student’s obligation to arrange this appointment.

Students are encouraged to meet with their advisor more frequently if they feel they are having problems academically. It is desirable to identify problems at an early stage and bring these to
the attention of your advisor so that remedies can be developed and implemented. The Learning and Advising Center, senior student tutoring, and faculty assistance are available to help students experiencing difficulty. It is the responsibility of the student to request help.

Students are encouraged to form and utilize study groups. The quantity of work involved makes well-organized time management and study skills essential. The Program recommends a scheduled daily study routine in an environment with minimal distractions. “Cramming” is not recommended. Some students find it helpful to record lectures and listen to them in the car or again at home.

LAB

Students may use the physical diagnosis laboratory for practice, if available, by asking Program faculty or secretaries. We ask that students keep the lab clean and avoid eating in the facility. Please use all laboratory equipment (skeletons, anatomy models, physical diagnosis equipment) with great care. The equipment cannot be borrowed or moved without faculty permission. Inappropriate use of lab facilities and equipment is prohibited and will be referred to the PA Studies Program Academic and Professional Standards Review Committee.

Information including hours of operation for the Library and Academic Computer Center is available in the Philadelphia University Student Handbook.

Policies concerning the cadaver lab will be distributed as part of the Advanced Anatomy course syllabus. These must be adhered to.

The RAMS simulation lab may be used only with faculty permission.

PROGRAM REQUIREMENTS AND EXPENSES

Student Malpractice Insurance:
All PA students in the Professional Phase are required to maintain malpractice liability insurance. Students will purchase these policies through the American Academy of Physician Assistants’ (AAPA) approved carrier by submitting payment to the PA Studies Program. The Program will forward this payment to the carrier. Certificates of insurance will be on file at the Program office. Copies are available to students and clinical sites upon request. The cost for this insurance will be approximately $100 annually. Students must also join the AAPA to obtain the insurance at this rate. Students are responsible for sending in their membership application and payment to the AAPA within the first week of the Professional Phase. The cost of AAPA membership is approximately $80, which covers both Professional Phase years.
Students in the Professional Phase will be required to purchase the medical equipment listed below. The Program will bring a vendor to the school to demonstrate the equipment. This vendor will give the students a group discount but students are not obligated to purchase the equipment from this vendor. The equipment prices below were effective as of summer 2013.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Otoscope/ Ophthalmoscope Kit</td>
<td>$463-687. (Average $574.)</td>
</tr>
<tr>
<td>2. Stethoscope</td>
<td>$142-150. (Average $146.)</td>
</tr>
<tr>
<td>3. Sphygmomanometer (BP Cuff)</td>
<td>$38-188. (Average $121.)</td>
</tr>
<tr>
<td>4. Reflex Hammer</td>
<td>$3. (Average $3.)</td>
</tr>
<tr>
<td>5. Tuning Fork (Frequency 128 cps)</td>
<td>$8. (Average $8.)</td>
</tr>
<tr>
<td>6. Tuning Fork (Frequency 512 cps)</td>
<td>$7-14. (Average $7.)</td>
</tr>
<tr>
<td>7. Tape Measure</td>
<td>$4. (Average $4.)</td>
</tr>
<tr>
<td>8. Clinical Jacket (minimum of 2)</td>
<td>$80 for 2 (Average $80 for 2 jackets)</td>
</tr>
<tr>
<td>9. Pocket Vision Screener</td>
<td>$3. (Average $3.)</td>
</tr>
<tr>
<td>10. Special gloves for anatomy</td>
<td>$16 (2 boxes) (Average $16.)</td>
</tr>
</tbody>
</table>

TOTAL $765-$1165. (Average $975)

Students will also be required to use a point-of-care device, such as a smartphone, in the spring semester of the didactic year as well as the clinical phase. These devices can be used to hold vast amounts of clinical information as well as for logging of patient encounters. You will need to have access to a personal computer with e-mail capability so that these devices may be synchronized. Smartphones typically cost between $200-600, depending on plan.

**BOOKS**

Students in the Professional Phase can plan on spending approximately $1,000 to $1,500 on required textbooks and an additional $75-100 on required course packets. Recommended books are not required for purchase but may serve as important reference materials.

**OTHER REQUIRED EXPENSES**

- Membership in the American Academy of Physician Assistants (AAPA).
- Membership in the Pennsylvania Society of Physician Assistants (PSPA).
- Malpractice insurance (this will be added to your university bill after joining AAPA).
- University health insurance if do not have own coverage (approximately $650-800).
- E*Value software license.
- Expenses involved with travel to a from campus parking, living/lodging expenses, and food both during didactic and clinical year,
- Registration fee for the American Heart Association CPR courses.
- Fees for background checks, drug testing, child abuse clearances, HIPAA training, and OSHA training.
HEALTH REQUIREMENTS

Students in the Professional Phase are required to have the health exams listed below prior to, and during the Program.

1. **Annual physical examination** with lab work documenting that the student is healthy and free of contagious diseases or restrictions on the approved form.

2. **PPD #1** within 6 months of starting the Program, **PPD #2** (required 7-21 days after #1) and **annually while in the Program**. If this test is positive the student must have a chest x-ray which reveals no active disease. A Tine test is not acceptable.

3. Documentation of immunization and/or protective titer levels to:
   - **Tetanus/Diphtheria/Pertussis**: (a one-time dose of Tdap if two years since last tetanus/diphtheria booster (Adacel or Boostrix are acceptable). All adults who have completed a primary series of a tetanus/diphtheria containing product should receive Td boosters every 10 years.
   - **Polio**: not required of healthcare workers per CDC (except in isolated 3rd world countries)
   - **Measles**: 2 doses plus antibody titer required
   - **Mumps**: 2 doses plus antibody titer required
   - **Rubella**: 2 doses plus antibody titer required
   - **Hepatitis B**: series of 3 doses or 2 doses if Recombivax HB brand given between the ages of 11-15 yrs; student is required to have anti-HBs serologic testing.
   - **Varicella**: 2 doses or disease plus antibody titer required to verify immunity
   - **Annual Influenza (flu)** and a one-time dose of meningococcal vaccination if under 25 years old is also strongly recommended.

   **These requirements are subject to change based on CDC guidelines.**

4. Documentation of current health insurance coverage is required by the university and clinical sites. This insurance can be obtained through the University or AAPA.

**NOTE:** All costs associated with injuries or illnesses acquired during clinical training including physician visits, diagnostic tests, treatment, and prophylactic medications or immunization must be incurred by the student. It is for this reason that the Program and all clinical sites require that students have current health care insurance with needlestick coverage while in the Program. Students should evaluate their health care insurance coverage as hospital treatment and prophylactic medications may not be covered and can be costly.

Prior to starting clinical education rotations in your 2nd year, students will have another completed physical examination, and PPD tests (and chest x-ray if needed) which must be submitted to the office of Health Services, and copies of the student’s current health insurance card must be submitted to Clinical Coordinator no later than June 15th each year. Students not submitting these documents will not be permitted to participate in clinical training. Students must report any change in their health not noted on their annual physical examination to the Program immediately. Failure to notify the Program of significant health changes which may affect patient care may result in dismissal from the Program.
CPR CERTIFICATION

Students are required to maintain current CPR certification from the American Heart Association at the Healthcare Provider level. **American Red Cross CPR certification will not be accepted.** Prior to starting clinical education rotations, copies of CPR certification cards must be submitted to the Clinical Coordinator no later than June 15th each year. Students not submitting these documents will not be permitted to participate in clinical training.

EVALUATION OF STUDENT PERFORMANCE

Testing Policy (Professional Phase)
It is expected that students will arrive on time for all examinations. If a student will be late for an examination they should promptly contact the course instructor. When arriving late for an examination the student should promptly report to the course instructor. They should enter the testing room quietly and will be asked to sit in a seat that will be the least disruptive to other students. Students WILL NOT be given additional time if they arrive late.

Students who will be absent for an examination must call the professor prior to the test and arrange a make-up exam. Failure to notify the instructor of an absence from an exam prior to the exam will result in a grade of zero for that examination. Missing a make-up examination will result in a grade of zero for the exam.

Students will bring 2-3 #2 pencils for written examinations. Prior to an exam students must leave all materials including beepers (turn off), cell phones (turn off), water bottles, food, book bags and coats either at the front or side of the classroom before sitting in their seat for the exam. Students may not wear hats during testing. Students may not leave the room during testing. Students should limit asking questions during a test as this can be disruptive to other students; as a general rule, faculty will not answer questions during an exam, but the student will have an opportunity to write comments or questions on the back of the exam, which the faculty member will review when grading the exam.

After tests are graded, students will have the opportunity to review their test results. Test scores are usually placed on Blackboard within one week of each exam. Students who wish to challenge an answer or grade must research the answer and bring this challenge along with the appropriate references to the professor’s attention within two weeks of the date the grades were released. Exam or course grades are considered final after the two week period. All exams must be returned to the professor.

As per ARC-PA: “The program must conduct frequent, objective, and documented evaluations of students related to learning outcomes for both didactic and supervised clinical education components”. (Accreditation Standards for Physician Assistant Education, 4th edition, Section C3.01, page 19).
Year 1 (4 for BS/MS): Didactic Level Evaluation
The below methods are used to evaluate student performance during the didactic level.

- Written examinations and quizzes
- Class/Lab/Seminar assignments, papers, and oral presentations
- Class/Lab/Seminar attendance and/or participation
- History and Physical Examination assignments
- Journal Article Critiques
- Clinical Skills Assessments (CSA)
- Practical Examinations
- Physical Examination Skills
- Procedure Competency Evaluations
- Oral examinations
- Simulated cases

Year 2 (5 for BS/MS): Clinical Year Evaluation
The below listed methods are used to evaluate student performance during the Clinical Year.

- End-Of-Rotation Written Examinations
- Clinical documentation to include comprehensive, directed H&P, SOAP note, admission note, pre- and post-operative rounding notes
- Research Article Critique
- Case Based Discussion Boards
- ECG Interpretations
- Patient Encounter Logs
- Mid and Final Preceptor Evaluation
- Student evaluation of site and preceptor
- Site Visits
- Summary Comprehensive Written Examination
- Summary OSCE Examination
- PA Master’s Project Presentation

PA MASTER’S PROJECT

This independent project, part of PAS771, will include a case-based project in a grand rounds format that students will need to research based on a patient case that the student experienced during their clinical year. The project is designed to be a master’s level, academically rigorous clinical review. It will be developed with, and supervised by, a faculty advisor.

All projects must be approved by the assigned PA Master’s Project faculty advisor who will guide the student’s efforts. The PA Master’s Project Committee will assess the final project. Students will have a majority of the Clinical Year to complete the project. All submitted papers may be evaluated by anti-plagiarism software.
Formative and Summative Evaluations

**Formative and Summative Evaluations**: Prior to the completion of the clinical year, there will be additional evaluations performed by the program. These evaluations will occur during Senior Seminars and include but are not limited to Objective Structured Clinical Evaluations (OSCE), Clinical Skills Assessment (CSA), Simulated Patient Cases, and the Physician Assistant Clinical Knowledge Rating Assessment Test (PACKRAT).

**Summative Testing**: The summative testing consists of two main components, the OSCE and the written examination. These will be administered after rotation Block 10 which occurs during July of the senior year. Students must pass both the OSCE component and the written examination within 2 attempts to pass the summative examination.

**OSCE Examinations** - There will be one series of OSCE examinations in the clinical year. Students will be presented with four brief case descriptions and will need to perform the appropriate history and physical exam, counseling, assessment and management plan. Students will also be required to write a CC and complete history and physical along with an assessment and plan. Students must receive a grade of 75 (NOT ROUNDED) or above to pass this examination.

*Grade: Pass/Fail*

**Comprehensive Written Exam** - This extensive written exam which includes 3 separate sections, two medicine based exams of 130 questions each and a pharmacology examination of 40 questions will encompass topics drawn from the entire PA Program curriculum. It will be based on all the Core Rotations and Primary Care Preceptorship Learning Objectives included in each rotation/preceptorship course syllabus. This test may also include case studies with multiple questions based on those cases. The students must receive an overall grade of 75 (NOT ROUNDED) or above to pass this component of the summative testing.

*Grade: Pass/Fail*

Students who fail to pass either the OSCE or the written examination in two attempts will fail PAS 771 PA Masters Comprehensive Experience course and be referred to the PA Program Academic and Professional Standards Review Committee. The Committee may recommend that the student (if not already on program academic probation) perform an additional preceptorship and/or remediation period with repeat testing. If the student, after remediation, then fails any of these examinations on the third attempt, or if a student on academic probation fails any of these tests on two attempts, the Committee may recommend dismissal of the student from the program.
Statement of Values of the Physician Assistant Profession

- Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- Physician assistants uphold the tenets of patient autonomy, beneficence, nonmaleficence, and justice.
- Physician assistants recognize and promote the value of diversity.
- Physician assistants treat equally all persons who seek their care.
- Physician assistants hold in confidence the information shared in the course of practicing medicine.
- Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
- Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
- Physician assistants use their knowledge and experience to contribute to an improved community.
- Physician assistants respect their professional relationship with physicians.
- Physician assistants share and expand knowledge within the profession.

From the Guidelines for Ethical Conduct for the Physician Assistant Profession
Drug and Alcohol Policy of the Philadelphia University Physician Assistant Studies Program

All Physician Assistant students shall be subjected to drug and alcohol testing. The Physician Assistant Studies Program reserves the right to prohibit progression in the Physician Assistant Studies Program based upon the results of such testing or the refusal to submit to such testing (see PA Student Manual Appendices). In the clinical year, some clinical sites may require repeat or additional testing of students. Students shall be responsible for paying any and all associated costs of urine drug screening, including necessary retesting for any reason. Please be aware that you signed a drug and alcohol policy prior to matriculation; this policy must be followed at all times. Copies are available for your review in the PA Program offices. In addition, please see the online student handbook for the University’s drug and alcohol policy at http://www.philau.edu/studenthandbook/1011/

Safety and Security at Philadelphia University

Philadelphia University and the PA Studies Program are committed to the safety and security of our campus community. They can be reached at 215-951-2620, or in an emergency at 215-951-2999. The Safety and Security Office of Philadelphia University is located on the Ravenhill campus. A security officer can always be reached by dialing extension 2999 while on campus. Individuals who are locked out of vehicles or buildings can call safety and security for assistance. A 24-hour escort service is available to anyone who feels unsafe walking on campus. Safety and security personnel encourage everyone on campus to call if assistance is needed.

While on campus, you are always within site of one of more than 40 "blue light" emergency telephones which, when activated, connect you directly with a security officer. In the event you are on campus late at night after 10 pm, you may call 215.951.2107 and a Ram Van will be dispatched to your location on campus.
Sexual Harassment Policy of the Philadelphia University Physician Assistant Studies Program

The Program is committed to maintaining an environment in which the dignity and worth of all members of the institutional community are respected. Sexual harassment harms the environment the Program seeks to maintain and is unequivocally prohibited. Moreover, sexual harassment is a form of sex discrimination and violates Federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or same sex, when the behavior falls within the following definition.

Definition
Sexual harassment is defined as unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, Program or activity; or submission to or rejection of such conduct is used as a basis for an academic, employment or placement decision affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience or creates an intimidating, hostile, or offensive environment for working or learning.

Examples
Examples of conduct prohibited by this policy include, but are not limited to: persistent, unwelcome flirtation, advances or propositions of a sexual nature; repeated insults, jokes, anecdotes, or gestures that are commonly considered by people of a specific sex to be demeaning to that sex; repeated, unwelcome comments of a sexual nature about an individual’s body or clothing or about sexual activity or speculations about previous sexual experience; unnecessary or unwelcome touching, such as patting, pinching, hugging, or repeated brushing against an individual’s body; direct or implied threats that submission to or rejection of requests for sexual favors will affect decisions regarding such matters as an individual’s employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; and unwarranted use of sexually suggestive materials. A faculty member’s choice of teaching techniques, selection of instructional materials, or other conduct through which the faculty member seeks to communicate with students in an instructional setting shall not be prohibited under this policy if the faculty member claims that the conduct is legitimately related to the subject matter of the course. In case of questions about such techniques or materials, the Program Director, in collaboration with the faculty and the Executive Dean of the College of Science, Health and the Liberal Arts, shall make a determination of usage.

Counseling, Advice and Informal Resolution
In many instances, informal discussion and mediation can be useful in resolving perceived instances of sexual harassment. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it. Problems, questions and grievances may be discussed with your advisor or any Program
faculty member. They may be especially useful in advising and aiding a student’s own efforts to resolve a problem. Such help may involve coaching the individual in preparation for a conversation with the person causing the problem or assisting the student in writing a letter to that person describing the offending behavior and requesting that it stop. Alternatively, the student may ask the Program Director to meet with the person causing the problem. In other cases, it may be necessary to arrange for a change (if possible) in lab section assignments or for re-evaluation of work submitted for a grade. Throughout the advising and informal resolution process, the information provided by the student will ordinarily be held in confidence unless and until the student agrees that another party or parties must be informed to facilitate a solution. The student’s identity will not be revealed to the person against whom the complaint is made without the consent of the student.

**Formal Grievance Procedures**

Any student who believes he or she has been subjected to sexual harassment may file a formal complaint with the Program after having sought informal resolution as described above, with the possible outcome of disciplinary action against the accused. The formal complaint must be in writing, signed by the complainant, and must describe the specific action(s) complained of. A complainant who wishes to pursue a formal complaint must be willing to be identified to the accused. The complaint will be investigated and resolved by the Program and the College of SHLA.
The Program requires that students join the American Academy of Physician Assistants (AAPA) which is the PA national professional organization and the Pennsylvania Society of Physician Assistants. We also strongly encourage student participation in the AAPA. This supports the profession and keeps PAs and PA students informed on important issues that affect PA education and practice. Student membership rates are very reasonable. Students may also wish to join specialty societies if they have an interest in those areas. Students will receive informational packets from the national and state organization during their first week in the Studies Program. Listed below are the addresses of the organizations.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>American Academy of Physician Assistants (AAPA)</td>
<td>2318 Mill Road, Suite 1300, Alexandria, VA 22314</td>
<td>703.836.2272</td>
<td>703.684.1924</td>
</tr>
<tr>
<td>Pennsylvania Society of Physician Assistants (PSPA)</td>
<td>Post Office Box 128, Greensburg, Pennsylvania 15601</td>
<td>(412)836-6411</td>
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<tr>
<td>Physician Assistant Education Association (PAEA)</td>
<td>300 N. Washington Street, Alexandria, VA 22314-2544</td>
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<tr>
<td>Accreditation Review Commission on Education for the Physician Assistant</td>
<td>ARC-PA 12000 Findley Road, Suite 240, Duluth, GA, 30097</td>
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<tr>
<td>National Commission on Certification of Physician Assistants (NCCPA)</td>
<td>12000 Findley Road, Suite 240, Duluth, GA, 30097</td>
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<tr>
<td>American Association of Surgeon Assistants (AASA)</td>
<td>11250-8 Roger Bacon Drive, Suite 8, Reston, Virginia 22090</td>
<td>(703) 437-4377, FAX (703)435-4390</td>
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<tr>
<td>Association of Physician Assistants in Cardiovascular Surgery (APACVS)</td>
<td>11250-8 Roger Bacon Drive, Suite 8, Reston, Virginia 22090</td>
<td>(703)707-0476, FAX (703)435-4390</td>
<td></td>
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<tr>
<td>Physician Assistants in Orthopaedic Surgery, Inc. (PAOS)</td>
<td>P.O. Box 389, Bernardsville, NJ 07924</td>
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<tr>
<td>Society of Dermatology Physician Assistants</td>
<td>5705 NE 116th Street, Vancouver, WA 98686</td>
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<tr>
<td>Society of Emergency Medicine Physician Assistants</td>
<td>P.O. Box 575, Hilliard, OH 43026-0575 (614) 527-0297</td>
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Philadelphia University
Physician Assistant Studies Program

Student Criminal Charge Report

Philadelphia University students who acquire criminal charges must report the charges within 72-hours or immediately upon return to school, whichever comes first. Charges to be reported include, but are not limited to, misdemeanors, including serious traffic violations, and any felony offenses. Charges must be reported in writing to the Program Director.

When the legal process is completed, it is the student’s responsibility to notify his/her Program Director of the outcome within 72-hours or immediately upon return to school, whichever comes first.

Failure of student to report any new criminal charges when they occur (as outlined above) may result in dismissal.

Date of Charge(s) ______________________

Criminal Charges(s)

☐ Misdemeanor
☐ Felony
☐ Other ________________________________
(explain)

_____________________________________________________________________

Jurisdiction (City, County, State where incident happened) _______________________

Explanation of Charge(s) _________________________________

_____________________________________________________________________

Court Date (if applicable) ________________ ________________

Student’s Name (please print) _________________________________

Student’s Signature ________________________ Date ________________

Signature of Director ________________________ Date ________________
I acknowledge that I have read, understand, and agree to comply with the Student Manual on RULES, REGULATIONS, and PROCEDURES of the Physician Assistant Studies Program. The Rules, Regulations, and Procedures were explained to me, and I acknowledge that I am subject to any of the disciplinary actions that may be brought against me. I am aware of my rights as students which were explained to me. I have been given a copy of the Student Manual and understand that I may ask questions at a later date if I need further clarification of its content.

_________________________________________  _______________________
Signature                                      Date

_________________________________________
Print Name