College of Science, Health, and the Liberal Arts

Physician Assistant Studies Program

Class of 2017
Student Manual
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Educational Mission, Purpose of Manual</td>
<td>4</td>
</tr>
<tr>
<td>Graduate Outcomes/Competencies</td>
<td>5</td>
</tr>
<tr>
<td>Curriculum</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>8</td>
</tr>
<tr>
<td>Progression Criteria</td>
<td>8</td>
</tr>
<tr>
<td>Dismissal</td>
<td>10</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Academic &amp; Professional Standards Review Committee</td>
<td>14</td>
</tr>
<tr>
<td>Appeal of Adverse Decisions</td>
<td>14</td>
</tr>
<tr>
<td>Standards of Conduct</td>
<td>16</td>
</tr>
<tr>
<td>Personal Changes</td>
<td>19</td>
</tr>
<tr>
<td>Attendance and Class Protocols</td>
<td>19</td>
</tr>
<tr>
<td>Leave of Absence or Withdrawal</td>
<td>24</td>
</tr>
<tr>
<td>Deceleration</td>
<td>24</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>25</td>
</tr>
<tr>
<td>Disability Policy</td>
<td>25</td>
</tr>
<tr>
<td>Impaired Student</td>
<td>25</td>
</tr>
<tr>
<td>Student Employment</td>
<td>26</td>
</tr>
<tr>
<td>Student Academic Advising and Studying</td>
<td>26</td>
</tr>
<tr>
<td>Lab and Classroom Utilization</td>
<td>27</td>
</tr>
<tr>
<td>Student Malpractice Insurance</td>
<td>27</td>
</tr>
<tr>
<td>Equipment</td>
<td>28</td>
</tr>
<tr>
<td>Books</td>
<td>28</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>28</td>
</tr>
<tr>
<td>Health</td>
<td>29</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>29</td>
</tr>
<tr>
<td>Evaluation of Student Performance</td>
<td>29</td>
</tr>
<tr>
<td>PA Master’s Project</td>
<td>32</td>
</tr>
<tr>
<td>Formative and Summative Evaluations</td>
<td>33</td>
</tr>
<tr>
<td>APPENDICES:</td>
<td></td>
</tr>
<tr>
<td>Technical Standards,</td>
<td>34-57</td>
</tr>
<tr>
<td>Guidelines for Ethical Conduct, Drug</td>
<td></td>
</tr>
<tr>
<td>and Alcohol Policy,</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td></td>
</tr>
<tr>
<td>Safety/Security Information, Professional Organizations,</td>
<td></td>
</tr>
<tr>
<td>Student Criminal Charge Report</td>
<td>58</td>
</tr>
<tr>
<td>Honor Code (to be signed &amp; given to Program)</td>
<td>58</td>
</tr>
<tr>
<td>Student Consent (to be signed &amp; given to Program)</td>
<td>59</td>
</tr>
</tbody>
</table>
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 on both the Philadelphia and Atlantic City campuses 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.

The Philadelphia University Physician Assistant Program Student Handbook, which contains policies and procedures relevant to the operations of the program, will apply to all students enrolled in the Philadelphia University Physician Assistant Program regardless of campus location (i.e. Philadelphia versus Atlantic City) unless otherwise specifically noted in the handbook. For example, this might include varying locations or times for instruction, changes to the schedule or weather related issues. Also, there may be circumstances where policies at the clinical sites may supersede program policies. This will be dealt with as the need arises.

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>
<th>Fall Semester</th>
<th>credits</th>
<th>Spring Semester</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Anatomy (part A)</td>
<td>2</td>
<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>Medical Genetics, Immunology &amp; Microbiology</td>
<td>2</td>
<td>Emergency Medicine</td>
<td>3</td>
</tr>
<tr>
<td>Medical Genetics, Immunology &amp; Microbiology</td>
<td>2</td>
<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>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>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total (Summer II and fall semesters) 22
Total 20.5
<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>
<tr>
<td><strong>Total</strong></td>
<td><strong>8.5</strong></td>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**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>
</thead>
<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>Clinical Rotation</td>
<td>6</td>
</tr>
<tr>
<td>Clinical Rotation</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<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>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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.

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>75-79</td>
</tr>
<tr>
<td>B-</td>
<td>74-72</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>67-69</td>
</tr>
<tr>
<td>F</td>
<td>0-64</td>
</tr>
<tr>
<td>W</td>
<td></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 3.000 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 “C-” in two or more courses or rotations.
  • Students who receive a grade below “C”, including “W” or “NC”, in any didactic course. Students who withdraws prior to the “W” being notated on their transcript will be handled in the same manner. *Withdrawal from a course for medical or personal reasons, and pre-approved by the Academic and Professional Standards Review Committee, may not lead to dismissal.*

Withdrawal from a course for medical or personal reasons, and pre-approved by the Academic and Professional Standards Review Committee, may not lead to dismissal.
An approved withdrawn course must be repeated to progress in the Program. Repetition of a course will delay graduation.

- 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.
- Repetition of 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 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.
- Repetition of 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 receive 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.
- 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.
  - 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.

http://www.philau.edu/catalog/UniversityAcadPolicyProcedures/GradStudentAcademicPandP/index.html#Appeal
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. Breaches 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 health care 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.

- **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 reduction of grade, failure of the course, 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/](http://www.philau.edu/studenthandbook/)) in addition to the Standards of Conduct as defined by the PA Program and those which govern the University.
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 DEMOGRAPHICS 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 form included in the appendices. 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 for disciplinary action.

ATTENDANCE and CLASS PROTOCOLS

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.

**Catastrophic Event Absence Policy**

Catastrophic events include circumstances which may require an extended need for absence or a regular repeated absence throughout a semester. Examples include death or serious illness of a 1st degree relative (parent, sibling, spouse, or child), recurring medical treatment such as chemotherapy treatments, medication infusions, etc. or other personal situations approved by the course coordinator(s) and program director that fit the catastrophic event criteria. A Change in Medical Status form should be completed and submitted to the Program Director. Students will be permitted 2 hours per credit hour of excused absence for catastrophic events as determined by the course coordinator(s) and program director. Course coordinator(s) and program director MUST be notified by email or phone of such circumstances immediately to discuss the situation, prior to the missed classes. Prior and future excused and unexcused absences will be factored into the student’s attendance on a case by case basis. Any additional absences will result in a lowering of the student’s overall grade for the course by one letter (i.e. B+ → B). Students are still responsible for the material missed and must pass all assessments. It is strongly encouraged that if more than the allotted excused absences may be exceeded, the student should request a leave of absence or medical leave of absence from the program or Dean of students. It should also be noted that if the course coordinator(s) and program director feel that the student’s absences will have a detrimental effect on the student’s progress, a leave of absence from the program will be suggested by the course coordinator(s) and program director.
For absences for illness meeting or exceeding the regular attendance policy 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 (not vibrate) 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, lab sessions, or exams. 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 or exam. Violations of this policy will result in dismissal from the classroom and referral to the Academic and Professional Standards Review Committee for sanctions.

**Computers in the Classroom:** Laptop, smartphone and tablet use in the classroom will be limited to courses in which visualizing radiographs or diagnostic studies is necessary and for course assessments. In general, this means that laptops or computers will be limited to regular utilization in Clinical Reasoning, Diagnostic Medicine, Advanced Diagnostic Medicine, and Pharmacotherapeutics Seminar. Otherwise, students using smartphones, tablets 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, tablets, etc, if it is believed to be interfering with the learning process for the student operating the equipment or for those around him/her.

**Dress Code:** As health professionals, Physician Assistant students are expected to maintain the highest possible standard of appearance. Students are expected to be conservatively and neatly dressed and groomed throughout all phases of their professional education.
During the **didactic phase** of the program, students shall dress in the following manner:

<table>
<thead>
<tr>
<th>Clothing</th>
<th>Didactic year students should dress in business casual attire during all classes. Clothing should be clean and not tight, short, low cut or wrinkled.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students are not to wear such items as flip-flops, tennis shoes, sneakers, cut-offs, T-shirts, sweat pants/shirts, workout attire, leggings, ripped, torn or see-through clothing.</td>
</tr>
<tr>
<td></td>
<td>Men are to wear collared shirts or sweaters. Ties are not routinely required during the didactic phase.</td>
</tr>
<tr>
<td></td>
<td>Students are not to wear short skirts or shorts, short revealing tops, or halter tops.</td>
</tr>
<tr>
<td></td>
<td>Items that are permissible during the didactic year that don’t always fit with the traditional “business casual” definition include dressy jeans, longer shorts, and sandals. These items are permissible.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jewelry</th>
<th>Jewelry should not be distracting in size or number and should not be offensive.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nails</td>
<td>Fingernails should be kept trimmed.</td>
</tr>
<tr>
<td>Tattoos</td>
<td>Students may not exhibit offensive tattoos.</td>
</tr>
<tr>
<td>Hair</td>
<td>Hair, including facial hair, should be kept neat and clean.</td>
</tr>
<tr>
<td>Perfume</td>
<td>No excessive or heavy perfumes or aftershaves/colognes.</td>
</tr>
</tbody>
</table>

*When students are in the clinical setting during the didactic year they shall abide by the clinical phase dress code.*

During the **clinical phase** of the program, students shall dress in the following manner unless otherwise requested by the Preceptor:

<table>
<thead>
<tr>
<th>Clothing</th>
<th>Clothing should be clean, allow for adequate movement during patient care, and should not be tight, short, low cut or wrinkled.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students are not to wear such items as jeans, flip-flops, tennis shoes, sneakers (setting specific), open toe shoes, shorts, cut-offs, T-shirts, hats, sweat pants/shirts, workout attire, leggings, ripped, torn or see-through clothing.</td>
</tr>
<tr>
<td></td>
<td>Men are to wear dress shirts and ties.</td>
</tr>
<tr>
<td></td>
<td>Students are not to wear short skirts, short revealing tops, or halter tops.</td>
</tr>
<tr>
<td></td>
<td>A short white lab coat with Philadelphia University student identification will be worn at all times unless directed otherwise by the preceptor.</td>
</tr>
</tbody>
</table>
| Jewelry                  | Jewelry should not be distracting in size or number and should not be offensive  
|                         | Earrings - no more than two earrings per ear  
|                         | No other visible body piercings are permitted.  
| Nails                   | Fingernails should be kept trimmed and without nail polish.  
| Tattoos                 | Students may not exhibit offensive tattoos.  
| Perfume                 | No excessive or heavy perfumes or aftershaves/colognes.  
| Hair                    | Hair should be clean and arranged so as not to interfere with patient care. Facial hair should be neatly trimmed and groomed.  
| Name tags               | A name tag identifying you as a Philadelphia University PA student is mandatory at all times, and must be worn on either your lab coat or clothes while at the clinical site.  

**Eating in the classroom/clinical setting:**

Many classrooms on both the Philadelphia and Atlantic City campuses prohibit eating in the classroom. When in classrooms where this is not the case, eating will be limited to ready-made snack items and beverages. Students are discouraged from consuming meals during class time unless otherwise instructed. Gum-chewing is prohibited only in the anatomy lab.

No gum-chewing or use of tobacco products will be allowed in the clinical setting.
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 outline 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 reinstatement into the PA Program. They may 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 (see Catalog or Web Site).

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 5 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. Registering with Disability Services does not except a student from the need to meet the Technical Standards.

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 illness, family duties, financial difficulties, etc. 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 Drug and Alcohol Policy and 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 an 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 AND CLASSROOM UTILIZATION**

Students may use the Philadelphia or Atlantic City Physical Diagnosis Laboratories for practice, if available, by asking Program faculty or secretaries. We ask that students keep the labs 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 for the Philadelphia campus and on the Richard Stockton University website for the Atlantic City campus.

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

The RAMS simulation lab in Philadelphia 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.

**EQUIPMENT**

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 2014.

<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. Nitrile 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. Recommended books are not required for purchase but may serve as important reference materials. Many required books are now accessible on the PhlaU library website as electronic versions through the Clinical Key application.

**OTHER REQUIRED EXPENSES**

- Membership in the American Academy of Physician Assistants (AAPA).
- Membership in the Pennsylvania Society of Physician Assistants $50 or New Jersey State Society of Physician Assistants $40.
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).
Needlestick rider for medical insurance.
E*Value and ExamSoft software licenses.
Expenses involved with travel to and from campus, in between the Philadelphia and Atlantic City campuses, 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 to verify immunity.
   - Mumps: 2 doses plus antibody titer required to verify immunity.
   - Rubella: 2 doses plus antibody titer required to verify immunity.
   - 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 Hep B antibody quantitative levels showing immunity.
   - Varicella: 2 doses or disease plus antibody titer required to verify immunity
   - Annual Influenza (flu) is required and a one-time dose of meningococcal vaccination if under25 years old is also strongly recommended.

   **Any student who requires a medical exception must discuss their need with the Program Director and provide documentation. 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.
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 July 1st 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.

<table>
<thead>
<tr>
<th>CPR CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are required to maintain current CPR certification from the American Heart Association at the Healthcare Provider level. <strong>American Red Cross CPR certification will not be accepted.</strong> 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATION OF STUDENT PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Testing Policy (Professional Phase)</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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 must bring a laptop that is capable of maintaining a charge for at least 3 hours to exams. An extra battery or power supply may need to be brought. Scratch paper will be
provided by the Program and will be collected by the Program at the conclusion of the exam. Students will bring a writing instrument if they would like to use scratch paper.

Exams will be administered through Exam Soft. Exams must be downloaded prior to the exam administration time. The password will be supplied at the specified time. Any student attempting to open the exam ahead of time, attempting to open other programs during an exam, or otherwise attempting to “hack” Exam Soft will be referred to the Academic and Professional Standards Review Committee.

Prior to an exam students must leave all materials including cell phones (turned off), water bottles, food, book bags and hoodies/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 on the scratch paper, 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.
APPENDICES

Technical, Academic 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, 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 in the English language.
- 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 health care 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:
  - Physical examinations of male and female patients, 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.
  - Performance and interpretation of diagnostic studies such as blood tests, EKG's, and X-rays.
  - Surgical assisting, which can involve activities such as control of bleeding and suturing (wound closure by placing stitches).
  - 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.
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. 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.

It is the policy of the Physician Assistant Program to provide an environment which is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of alcohol and other legal drugs. Additionally, this policy requires that everyone perform their duties without the presence in their system of drugs, alcohol beyond the limits permitted by this Policy, or Medication or Prescribed drugs which are improperly acquired or misused. The manufacture, use possession, sale, purchase, or transfer of drugs by anyone is strictly prohibited. Arriving on campus, at clinical rotations, or at other school-related locations while under the influence of a drug is prohibited. The PA Program prohibits the use or abuse of drugs or alcohol to the extent that performance, fitness for classroom or clinical study, and safety are adversely affected. The objective of this policy is to ensure a safe, healthy, and work efficient environment for everyone at the Philadelphia University Physician Assistant Program and the general public.

The student shall be responsible for paying any and all associated costs of urine drug screening including necessary retesting for any reason. A University approved testing site will provide testing.

Generally, the Philadelphia University Physician Assistant Program prohibits the manufacture, use, consumption, possession, and/or distribution of drugs and alcohol during participation in the Physician Assistant Program. With this understood, the specific requirements of the Philadelphia University Physician Assistant Program are as follows:

1. For the purpose of this policy, the term “drug(s)” shall mean:
   a. Controlled substances which are illegal to possess, use, and/or distribute under Pennsylvania and/or Federal law;
   b. Controlled substances which are legally obtainable under Pennsylvania and/or federal law, but not which were not legally obtained, i.e. Medication or Prescribed Drugs for which the student has no valid prescription; and
   c. Medication or Prescribed Drugs which are legal to possess or use, but which the student misuses, abuses, or uses in a manner or for a purpose other than that which is prescribed.

2. Medication or Prescribed Drugs: Medication or Prescribed Drugs, for purposes of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

3. Expectations: Students are expected and required to report for clinical experiences, lectures, and labs on time and in appropriate mental and physical condition. Reporting to clinical sites or classes while under the influence of drugs or alcohol is strictly prohibited.
4. Testing:
   a. All testing is at the student’s expense, including random urine drug screens and repeated samples for dilute urine.
   b. All Physician Assistant students shall be subjected to 10 drug panel testing prior to matriculation into the Physician Assistant program and prior to the start of clinical education in the second year. The Physician Assistant Program reserves the right to withdraw any offer of admission or prohibit progression in the Physician Assistant Program based upon the results of such testing or the refusal to submit to such testing.
   c. The 10 drug panel test evaluation will test for and analyze levels for the following substances at the following levels:

<table>
<thead>
<tr>
<th>Substance</th>
<th>Initial Level</th>
<th>Confirmatory Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana Metabolites</td>
<td>50 ng/ml</td>
<td>15 ng/ml</td>
</tr>
<tr>
<td>Cocaine Metabolites</td>
<td>300 ng/ml</td>
<td>150 ng/ml</td>
</tr>
<tr>
<td>Opiates</td>
<td>2000 ng/ml</td>
<td>2000 ng/ml</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>1000 ng/ml</td>
<td>500 ng/ml</td>
</tr>
<tr>
<td>Phencyclidine (PCP)</td>
<td>25 ng/ml</td>
<td>25 ng/ml</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>300 ng/ml</td>
<td>200 ng/ml</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>300 ng/ml</td>
<td>300 ng/ml</td>
</tr>
<tr>
<td>Methadone</td>
<td>300 ng/ml</td>
<td>300 ng/ml</td>
</tr>
<tr>
<td>MDMA</td>
<td>500 ng/ml</td>
<td>250 ng/ml</td>
</tr>
<tr>
<td>Propoxyphene</td>
<td>300 ng/ml</td>
<td>300 ng/ml</td>
</tr>
</tbody>
</table>

   d. The permissible level for alcohol is a blood alcohol concentration of less than 0.04 g/dl.
   e. The Philadelphia University Physician Assistant program may require any student to submit to drug and alcohol testing upon reasonable suspicion that the student is or appears to be under the influence of drugs or alcohol or who otherwise exhibits signs, symptoms, and/or effects of drug or alcohol use, misuse, or abuse. Examples may include but are not limited to the following:
      a. When a student sustains an injury on campus or at a clinical rotation that may result in lost time.
      b. When a controlled substance is missing.
      c. When a student is suspected of being unfit for duty.
   f. Students returning from substance abuse programs must submit to random drug and/or alcohol testing in a manner determined by the Program.
   g. Clinical sites may require additional drug testing. Failure to comply may result in probation, suspension, dismissal, and/or failure of the clinical rotation.
   h. All students may be tested randomly during their enrollment in the Physician Assistant Program.
   i. Any student returning from a leave of absence of a semester or more must have drug testing repeated.

5. Positive Results:
   a. Positive results are confirmed via secondary testing.
   b. The Medical Review Officer at Certiphi will attempt to contact the student 3 times to investigate positive results.
c. Prescribed Drugs: If a student tests positive for Medication or Prescribed Drugs, they must obtain a written statement from the prescribing health care provider stating that the drug level is within prescribed limits and that the level does not indicate abuse.

d. The health care provider must indicate that the drug will not interfere with safe practice in the clinical area when applicable. A medical leave of absence may be recommended if a student cannot safely participate in Program activities for a discrete period of time exceeding the Program attendance policies.

e. Students testing positive for illicit drugs, who are not appropriately taking prescribed drugs, those who have a blood alcohol level above the permissible limit described in this Policy during class or clinical time, or those criminally charged with drug/alcohol violations are entitled to a hearing before the Physician Assistant Studies Program Academic and Professional Standards Committee and may be subject to the sanctions outlined below.

6. Discipline:

a. Any prospective student who refuses to submit to testing or who tests positive for drugs shall be refused admission into the Physician Assistant Program.

b. Any prospective or matriculated student who attempts to or knowingly and willfully alters or substitutes a sample provided by that person or another person for testing may be subject to probation, suspension, or dismissal from the Program.

c. Students involved in violations may be referred to proper legal authorities and may be subject to probation, suspension, or dismissal from the Program.

d. Any enrolled student who refuses to submit to testing or who tests positive for drugs or alcohol may be subject to probation, suspension, or dismissal from the Program.

e. Students with a substance abuse problem, identified prior to or while enrolled in the Program, are encouraged to seek help in dealing with the condition. Students who voluntarily seek assistance within an approved licensed treatment facility may be eligible to remain at the University and in the Program in a probationary status. Academic and clinical performance will be monitored closely and further violations of Program or University policy may subject the student to suspension or dismissal.

f. Any student testing positive while in a substance abuse program shall be subject to suspension or dismissal.

g. Additionally, all students are required to adhere to the University drug policy which states “Possession, sale, use, transfer, purchase or delivery of illegal drugs and/or paraphernalia on campus is prohibited”. Violations of this University policy may result in referral to the University Student Conduct Committee and may result in probation, suspension, or dismissal from the University.

7. Confidentiality: Test results and/or Counseling Progress Reports shall be treated confidentially. The results of any test performed under this policy shall be disclosed to the Medical Review Officer (MRO) at Certiphi. If test results are deemed positive the Physician Assistant Program Director and the Associate Program Director for that student’s campus will be notified. The Program Director shall release information only on a need-to-know basis to the following individuals: academic advisor, PA Program Clinical Coordinator, Dean of Students’ Office, University Counseling Services (if used for
referral), Executive Dean of the College of Science, Health, and the Liberal Arts (if
disciplinary procedures are initiated).

8. Legality: As a condition of continuing enrollment, students must abide by the terms of
this policy and must immediately report to the Program Director any arrest, criminal
charge, or conviction for any offense involving a violation of Pennsylvania or Federal
drug laws that occurs during enrollment in the Physician Assistant Program. Failure to
do so shall be subject to dismissal from the Physician Assistant Program. Any student
arrested or criminally charged with a suspected drug or alcohol related charge,
including, but not limited to driving under the influence, possession, public intoxication,
derug or distribution, sale or distribution must report this in writing to the PA Program
Director within 72 hours of the alleged incident by submitting the form found in the PA
Student Manual appendices.

An Academic and Professional Standards Committee meeting will convene to review the
charges with the student in order to determine whether a hearing is warranted or if
sanctions may apply.

These proceedings may occur prior to, concurrent with, or at the conclusion of any legal
proceedings. Program sanctions may be decided independently of any criminal
dispositions. Sanctions may include a written warning, Professionalism Probation,
suspension, or dismissal from the program. Any related issue that is thought to affect
patient, student, or faculty safety will be addressed and an Academic and Professional
Standards Committee hearing may be convened.

State licensing boards, credentialing boards, and future employers may specifically ask
about these types of charges. This may negatively impact the graduate’s ability to gain
licensure after graduation, regardless of whether or not the PA Program imposes any
sanctions.

8. Financial Aid Implications: Any students receiving financial aid may lose their financial
aid if convicted of a drug related offense. In accordance with federal statutes governing
distribution of federal financial aid, students convicted of a drug related offense could
lose entitlement to awarded funds. An established appeal process can be reviewed with
the Director of Student Financial Services of Philadelphia University.

This Physician Assistant Studies Program Drug and Alcohol Policy is in addition to, and not in place of,
the University’s drug and alcohol policy which is found online in the student handbook at
http://www.philau.edu/studenthandbook/.
<table>
<thead>
<tr>
<th>Responsible Individual/Department</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> PA Program</td>
<td>Provides the student with the Philadelphia University PA Program Drug and Alcohol Policy and Consent for Drug and Alcohol Testing through Certiphi. These forms will be distributed by the PA Program prior to matriculation, annually, and additionally as required.</td>
</tr>
<tr>
<td><strong>2.</strong> Student</td>
<td>Signs Philadelphia University Drug and Alcohol Policy. Completes Drug and Alcohol Consent form. Completes urine drug screen or serum alcohol level when directed at the designated site. (NIDA, HHS, or SAMHSA certified laboratory) All accepted students will complete a drug screening process at the approved testing site within 14 days prior to the start the Program. This must be repeated prior to students starting clinical rotations. Additionally testing may be required as outlined in the Policy. <strong>Results</strong> Students will be provided with the results of their urine drug screen or serum alcohol level, which also will be provided to the Medical Review Officer (MRO) at Certiphi. A negative result indicates the urine drug levels or serum alcohol level falls below the tolerated limit. This is a passed test. A positive result indicates that the urine or serum levels exceed the tolerated limits. This is a failed test. <strong>False Information/Fraudulent Sample</strong> Any false information contained on any forms pertaining to the student urine drug screen or serum alcohol level will be considered as a failed drug test. (Please refer to positive results section.) <strong>Refusal to Test</strong> Students refusing to consent to a urine drug screen or serum alcohol level testing shall be subject to dismissal. <strong>Dilute Urine Samples</strong> Dilute samples are not acceptable and must be repeated at the expense of the student.</td>
</tr>
<tr>
<td><strong>3.</strong> Drug and Alcohol Testing Facility</td>
<td>Sends results of the student drug screen or serum alcohol level to the designated Medical Review Officer (MRO) at Certiphi.</td>
</tr>
<tr>
<td><strong>4.</strong> Medical Review Officer (MRO)</td>
<td><strong>Negative results</strong> Certiphi designates a MRO who will generate a program specific list of names of the students who have passed the urine drug screen and distributes the information to Program.</td>
</tr>
<tr>
<td>Positive urine or serum results</td>
<td>A confirmation test will be conducted on every positive urine test result. Within the intent of this policy, a confirmation test is a test conducted with greater sensitivity to the identification and level of any drug present in the same sample originally provided by the student. The MRO will interpret the results and contact the student to discuss any prescription medications use. If MRO investigation reveals appropriate medical usage as outlined above, no further action is required at this time other than notification to the Program. If further analysis proves the results are positive, the MRO will notify the applicant and the Physician Assistant Studies Program, Program Director/Associate Program Director. The MRO must make three attempts to reach the person by phone and if unable to reach them the Program will evaluate the individual situation.</td>
</tr>
</tbody>
</table>

Confidentiality:  
Test results and information obtained during testing will be held in confidence and treated as medical information. If a student tests positive and corrective action is required, only those personnel noted in the Program policy with a need-to-know will be provided access to the test information. |

| 5. PA Program Director/Associate Program Director | Reviews the list of students who have undergone testing. Negative results will be shared with appropriate clinical institutions on a need to know basis. When notified of a confirmed positive drug screen by the MRO, the PA Program Director/Associate Program Director notify the appropriate need to know personnel and initiate disciplinary action. Identifies any student that should be sent for random sampling upon suspicion of use. |
INFORMED CONSENT/RELEASE FROM LIABILITY FORM.

I understand that, according to the Philadelphia University Physician Assistant Program Drug and Alcohol Policy, a copy of which I have received and reviewed, I will be required to submit a sample of my urine for chemical analysis and sample of my blood for serum alcohol levels at the required times as discussed in the policy as requested by persons identified in the policy. I understand that qualified laboratory personnel at an independent laboratory selected by the University will conduct the analysis.

The purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited controlled substances in my urine or blood as set forth in the Philadelphia University Physician Assistant Program Drug and Alcohol Policy.

I consent freely and voluntarily to any request for a urine sample or serum sample under this policy, I hereby release the Philadelphia University, its trustees, officers, employees, agents, and contractors, from legal responsibility or liability for decisions made concerning my eligibility for the Physician Assistant Program while a student at the University based on the results of this analysis.

I understand a documented chain of custody for my urine or serum sample exists to ensure the identification of my sample throughout the collection and testing process.

_______________________________  ______________________________
Student Signature                       Date

______________________________
Print Name

______________________________
Philadelphia University Student Identification Number
ACKNOWLEDGMENT OF THE RECEIPT OF PHILADELPHIA UNIVERSITY PHYSICIAN ASSISTANT PROGRAM DRUG AND ALCOHOL POLICY

I, ___________________________________________, hereby acknowledge that I have received a copy of the Philadelphia University Physician Assistant Program Drug and Alcohol Policy. I further acknowledge that I have read the information and that the policy was clear to me. I certify that I understand the provisions of the policy.

____________________________________  _______________________
Student Signature                           Date

____________________________________
Print Name

Philadelphia University Student Identification Number
AUTHORIZATION FOR RELEASE OF TESTING INFORMATION AND RECORDS

I hereby authorize release to those persons described in the Philadelphia University Physician Assistant Program Drug and Alcohol Policy, my drug or alcohol test results that are required or requested during my time of enrollment in the Physician Assistant Studies Program, relating to the provisions of the policy applicable to all members of the Philadelphia University Physician Assistant Program.

I hereby release Philadelphia University, its trustees, officers, employees, agents and contractors, from legal responsibility or liability for the release of such information and records.

Intending to be legally bound hereby, I have signed this document on the date listed below.

____________________________________  ______________________
Student Signature                      Date

____________________________________
Print Name

____________________________________
Philadelphia University Student
Identification Number
Safety and Security

Police

Philadelphia
215-951-2999 - 24 Hour Communications Center/Campus Emergency
215-951-2620 – Campus Security Main Office
www.philau.edu/security
Email: securityrequest@philau.edu
City of Philadelphia
311 Non-Emergency
http://www.phillypolice.com/
215-686-3390 Philadelphia Police 39th District Non-Emergency

Atlantic City
The Carnegie Center
609-626-3844 Carnegie Center Security (Affiliated with Stockton University Police)
609-347-5780 Atlantic City Police Non-Emergency
http://www.acpolice.org/

Stockton University Campus
609-652-4378 Police Non-Emergency
609-652-4378 Police Administration
www.stockton.edu/police
Shore Memorial Hospital – Somers Point
609-653-3500 Switchboard/Security
609-927-6161 Somers Point Police Non-Emergency
http://www.somerspointgov.org/police/

Crime Report

Philadelphia University’s Security/Fire Safety Report required by the Jeanne Clery Campus
Security Act and the Pennsylvania College and University Security Information Act are available
at www.philau.edu/security/cleryrpt.html. The document contains information regarding
campus security and personal safety including topics such as: crime prevention, crime reporting
policies, crime/fire statistics, disciplinary procedures, fire safety and other matters of
importance related to security on campus. You can receive a paper copy of the report by
contacting the Department of Safety and Security at (215) 951-2620.

The Richard Stockton College of New Jersey Annual Security and Fire Safety Report can be
found at http://intraweb.stockton.edu/eyos/police/content/docs/2014%20Annual%20Report.pdf . This
document contains important security and fire safety information listed above for the Carnegie Center and the Stockton campus.

**Safety Tips: Deterring Theft**

"Opportunity" or "temptation" crimes may occur when property is left unattended. By taking away the opportunity, these thefts cannot be committed. With everyone's assistance, these crimes can be deterred and the campus rendered much safer. The following sensible precautions can be taken to protect property and reduce the possibility of becoming the victim of these crimes:

- If you are the victim of a crime, no matter how minor it might seem, notify Security or police immediately
- In the academic and administrative buildings, lock your office door whenever you are not present, even if you are only leaving for a few moments
- Do not leave your personal belongings (books, purses, backpacks, gym bags, computers, coats, cell phones, etc.) unattended in the library, academic buildings, athletic facilities or classrooms;
- When your vehicle is parked, do not leave items of value in plain view. Always lock your car doors and roll up the windows
- Report any suspicious person(s) or activities immediately
- Be aware of your surroundings avoid distractions such as cell phone conversations and displaying cell phones on the street
- Don’t walk alone

**Emergency Procedures**

In Philadelphia emergencies such as crime, fire, serious illness or injury, and bomb scares, call Campus Security at 215-951-2999 or ext. 2999 from a campus telephone. In the event of a campus telephone failure contact Campus Security at 215.848.5555. Throughout campus, there are “blue light” emergency telephones which, when activated, automatically connect you to the department of Safety and Security. You are strongly encouraged to register your cell phone to receive emergency text alerts at https://www.philau.edu/security/ and click on the Rave Mobile Security button. The University publishes emergency procedures in the Emergency Resource Guide, which can be found online at: http://www.philau.edu/security/erg.html or can be viewed by downloading the Philadelphia University App for IPhone or Android and selecting the Alert Info button.

The Richard Stockton College of New Jersey has established an emergency procedure guide located at:
It contains information on their all hazards approach to emergency planning. Stockton's text messaging system is an opt in system. To “opt in,” go to the College’s Web site and log onto the goStockton portal, then to the STUDENT SERVICES TAB. Click on UPDATE EMERGENCY TEXT MESSAGING CONTACTS, and provide contact information. For more information on this subject go to www.stockton.edu/hr. The Atlantic County Office of Emergency Management (Atlantic City and Somers Point) has a Code Red Emergency Notification System that can be accessed at www.aclink.org/oep/.

Sexual Misconduct

Philadelphia University is committed to fostering a safe living and learning environment for all students. This includes freedom from any form of discrimination, including sexual harassment and sexual violence. We expect community members to engage in relationships that are characterized by mutual respect and affirmative consent. The Philadelphia University Non-Discrimination Statement details the obligation of the University and all its members to respect the rights of all individuals.

The University’s response to any sexual misconduct seeks to balance the rights, needs and privacy of victims and those of the accused, while maintaining the health and safety of the campus community. Special emphasis is placed on violence prevention, providing support for those who may have been victimized, and ensuring a vigorous enforcement of institutional policy and law.

If you or someone you know may be a victim of sexual harassment, sexual violence, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from The Dean of Students Office, Safety and Security, The Counseling Center or Health Services or the local Police Department. The Dean of Students serves as the Title IX Coordinator, and in that role oversees all matters related to sexual misconduct, including the complaint process. Full information on Title IX and Sexual Misconduct Policies can be found at http://www.philau.edu/titleix/

Parking

Every member of the campus community (faculty, staff, students, and visitors) must register their vehicle. Please see the current Parking and Traffic Regulations brochure at the web address below, during parking registration on the web or by requesting a paper copy from the department of safety and security.

A parking permit can be obtained from any networked computer by going to www.PhilaU.edu/security/parking and completing the registration process on line. (Please be sure to have your vehicle information available). To pick up a permit, the registrant must
personally appear at the Safety and Security and present a current Campus ID, valid driver's license, state vehicle registration card, and proof of insurance.

Philadelphia University shall assume no liability or responsibility for theft, damage or loss that may occur while parked in any locations listed above.

Atlantic City
The preferred parking lot for the Carnegie Center is located at 1713 Pacific Avenue. A parking permit can be obtained at the security office on the first floor of the building. Carnegie security staff actively patrols the areas between the building and parking lots. They are available to provide escorts to vehicles upon request.

Additional Philadelphia Resources

Car Trouble
The Department of Safety and Security provides "jump-start" assistance in the event of a dead battery. Safety and Security can be reached by dialing 215-951-2999 using any of the blue light emergency phones around campus or any campus phone. It is recommended that you place the emergency number in your cell phone-215-951-2999.

Ram Shuttle
The Ram Shuttle is a free service available for Philadelphia University community. The drivers are not permitted to pick up or discharge passengers at any location other than those listed below. When road conditions are deemed unsafe for vehicular traffic, the service will not operate or will cease operation. The Ram Shuttle is for the security and safety of the campus community as part of a comprehensive security program and not for convenience. Therefore, transportation is not guaranteed and individuals with disabilities have transportation priority. The Ram Shuttle circuit is a continuous loop with stops across from the Safety and Security Building, The Tuttleman Center Lot, Downs Hall Lot, The Ram Stop at Philadelphia University Drive, and the Falls Center. The location of the shuttle can be viewed by downloading the Philadelphia University App for IPhone or Android and selecting the transit button. Escorts are available after the Ram Van shuttle stops running. Contact Safety and Security at 215-951-2999 for a safety escort.

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 of the Philadelphia campus.

On main 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 main 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.

On the Atlantic City campus, the Carnegie Center is monitored during open hours by a security guard. Parking lots are monitored. An escort is available for students leaving after dark.

**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 or New Jersey State Society of Physician Assistants. We also strongly encourage student participation in the AAPA by being part of the Challenge Bowl, attending the Annual Conference, and supporting relevant legislative changes. 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/Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Academy of Physician Assistants (AAPA)</td>
<td>2318 Mill Road, Suite 1300, Alexandria, VA 22314</td>
<td>p. 703.836.2272 f. 703.684.1924</td>
</tr>
<tr>
<td>New Jersey State Society of Physician Assistants (NJSSPA)</td>
<td>760 Alexander Road, PO Box 1, Princeton, NJ 08543</td>
<td></td>
</tr>
<tr>
<td>Pennsylvania Society of Physician Assistants (PSPA)</td>
<td>Post Office Box 128, Greensburg, Pennsylvania 15601 (412)836-6411</td>
<td></td>
</tr>
<tr>
<td>Physician Assistant Education Association (PAEA)</td>
<td>300 N. Washington Street, Alexandria, VA 22314-2544</td>
<td></td>
</tr>
<tr>
<td>Accreditation Review Commission on Education for the Physician Assistant</td>
<td>ARC-PA 12000 Findley Road, Suite 240, Duluth, GA, 30097</td>
<td></td>
</tr>
<tr>
<td>National Commission on Certification of Physician Assistants (NCCPA)</td>
<td>12000 Findley Road, Suite 240, Duluth, GA, 30097</td>
<td></td>
</tr>
<tr>
<td>American Association of Surgeon Assistants (AASA)</td>
<td>11250-8 Roger Bacon Drive, Suite 8, Reston, Virginia 22090 (703)437-4377, FAX (703)435-4390</td>
<td></td>
</tr>
<tr>
<td>Association of Physician Assistants in Cardiovascular Surgery (APACVS)</td>
<td>11250-8 Roger Bacon Drive, Suite 8, Reston, Virginia 22090 (703)707-0476, FAX (703)435-4390</td>
<td></td>
</tr>
<tr>
<td>Physician Assistants in Orthopaedic Surgery, Inc. (PAOS)</td>
<td>P.O. Box 389, Bernardsville, NJ 07924</td>
<td></td>
</tr>
<tr>
<td>Society of Dermatology Physician Assistants</td>
<td>5705 NE 116th Street, Vancouver, WA 98686</td>
<td></td>
</tr>
<tr>
<td>Society of Emergency Medicine Physician Assistants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Philadelphia University
Physician Assistant Studies Program

Student Criminal Charge Report or Loss of Medical License

Philadelphia University students who acquire criminal charges or lose a medical license 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 or loss of a medical license 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
Philadelphia University Physician Assistant Studies

Change in Medical Status

Philadelphia University students are required to report a significant change in health status that may affect patient care within 72-hours or immediately upon return to school, whichever comes first. Changes to be reported include, but are not limited to, fractures, surgical emergencies, and communicable diseases. Changes must be reported in writing to the Program Director but need not include information protected by HIPAA. Medical clearance to return to class or clinical setting may be required if an absence exceeds the attendance policy or if patient/student/faculty safety is a concern.

Failure of student to report a change in medical status when it occurs (as outlined above) may result in referral to the Academic and Professional Standards Review Committee.

Date of Change______________________________

Date of Medical Clearance to Return to Class or Clinical Setting:____________________________

Student’s Name (please print) ____________________________________________

Student’s Signature_____________________________________________________

Date__________________________________________________________________

Signature of Director____________________________________________________

Date ________________________________________________________________
STUDENT HONOR CODE

Students in the health care professions are entrusted with special responsibilities involved in the care of patients. This privilege demands the highest level of professional competence, integrity, and personal responsibility. Since health care professionals are responsible for the lives of their patients, graduation from a health care program must dictate that the graduate meets certain standards in the area of medical knowledge, and competence in clinical reasoning and technical procedures. It is therefore crucial that academic and professional integrity be maintained at the highest levels in health care professional programs.

An Honor Code formally recognizes that students must take responsibility for their academic, ethical, and professional behavior. It further acknowledges that violations of these standards can have a profound impact on the lives of patients, and may compromise the reputation of the PA Studies Program, University, and PA Profession. This in turn may negatively affect the graduates’ ability to effectively practice. Sharing unauthorized information with other students may on a superficial level appear to be an act of assistance, but in the long term can harm the student’s ability to effectively learn the required information necessary to pass the certification examination and practice medicine safely. Medical licensing boards, hospital credentialing committees, and patients assume and trust that graduation from an accredited physician assistant program equates to the graduate having acquired and demonstrated an adequate level of expertise.

Students shall comply with all of the aspects of this Code. These precepts are in addition to those outlined in other Program and University publications such as the: PA Student Manual, PA Studies Program Clinical Rotation/Preceptorship Handbook, University Student Handbook, and University Undergraduate and Graduate Catalogs.

Only by instilling and maintaining a strong sense of honor can the Physician Assistant Studies Program and its students reach their full potential.
Attributes of a Philadelphia University Physician Assistant Student

Students will seek to be the best and portray the best of their ability in the following areas:

- Medical Knowledge Mastery
- Clinical Competence (knowledge, skills, attitudes, problem-solving, decision-making)
- Effective Communication Skills
- Self-motivation
- Honesty
- Integrity
- Tolerance
- Empathy
- Compassion
- Life-long Learning
Academic and Personal Integrity

1. I am responsible for acquiring the required knowledge and skills in an ethical and appropriate manner.

2. I will maintain high standards of integrity, and academic and professional honesty.

3. I will put the welfare of patients as my highest priority in the clinical education setting.

4. I will respect the modesty, privacy, and dignity of patients.

5. I will be respectful toward patients, their families, faculty, staff, students, preceptors, and clinical site personnel.

6. I will use caution not to jeopardize the safety and health of other students, patients, faculty, staff, preceptors, and clinical site staff.

7. I will not participate in any form of cheating including, but not limited to:
   - Copying, communicating, or sharing examination questions or answers from, or with, another student
   - Using “cheat sheets” or hidden materials with possible test information during an examination
   - Transmitting or using unauthorized old examination items
   - Using test breaks or bathroom breaks to research test answers or share information with others
   - Stealing, gaining access to, reproducing, distributing, or using unauthorized information, material, or assistance related to examinations, evaluations, or assignments. This includes retaining, possessing, memorizing, stealing, or using old examinations
   - Hacking computerized testing software or accessing exams prior to or after the designated time without authorization
   - Unauthorized collaboration with others in assignments specifically designed to be completed individually
   - Participation in any activity which gives a student an unfair advantage over others
   - If another student is cheating from my exam I will inform a faculty member or the Program Director or I potentially may be involved with this method of cheating

8. I will not fabricate research results or clinical findings.

9. I will not lie, deceive, misrepresent, or transmit false information to faculty, staff, administration, University officials, preceptors, or clinical site personnel.

10. I will not falsify, tamper with, or inappropriately alter medical, research, or academic records or documents.
11. I will not commit forgery of another person’s signature or alter a medical record, test, or document.

12. I will not make inappropriate or unauthorized use of University or clinical site facilities (including computer and duplicating equipment), or other University or clinical site resources.

13. I will not destroy, damage, or deface any library, lab, classroom, University or clinical site property.

14. I will not participate in plagiarism, which includes:
   - Representation of the words or ideas of others as your own without appropriately citing or referencing them
   - Failing to properly quote, cite, or give credit to references or sources of information. Exact sentences or phrases should be in quotation marks and followed by a citation. All material obtained from other sources (i.e. all but your own ideas or opinions, or material in the “common knowledge” domain) should be properly referenced
   - Using, submitting, or transmitting assignments or work performed by another person. The sources of this work could be another student, a graduate, the Internet, a “paper mill”, a database, or others
   - Improper paraphrasing, rephrasing, or summing up another person’s ideas without proper citation, using quotation marks, or without substantially changing the language. You must substantially change the language, not merely rearrange or change some words
   - Cutting and pasting another person’s work into your paper

15. I will not violate the confidentiality of patients.

16. I will not misrepresent myself as a graduate PA, resident, physician or anything else other than a physician assistant student.

17. I will not engage in sexual or other forms of harassment.

18. I will not discriminate against others, and I will act with tolerance and sensitivity.

19. I will not make any unauthorized use of medications or prescription writing materials.

20. I will not steal.

21. I will not participate in behaviors that may obstruct, disrupt, or interfere with student learning, program function, or clinical care.

22. I will not accept unauthorized gifts from patients.

23. I will not engage in sexual or inappropriate relationships with patients.

24. I will not use illicit drugs or alcohol during school or clinical hours, or in a time proximity that would impair my performance while at the University or clinical sites.
25. I will promptly report any violations of this Honor Code to a faculty member or the Program Director.

26. I will not make false complaints of the Honor Code against other students.

Sources:
Extensive research was done in preparation of this document. We would like to acknowledge the following documents and web sites that were of particular assistance.

   [www.academicintegrity.org](http://www.academicintegrity.org)
   [www.amc.edu/Academic/college/college_honor_system.htm](http://www.amc.edu/Academic/college/college_honor_system.htm)
   [http://www.kumc.edu/som/medsos/hc.html](http://www.kumc.edu/som/medsos/hc.html)
   [http://www.medstudent.ucla.edu/sao/policies-prod/hcode.htm](http://www.medstudent.ucla.edu/sao/policies-prod/hcode.htm)
   [http://www.uomhs.edu/osa/honor.htm](http://www.uomhs.edu/osa/honor.htm)
   [http://www.miami.edu](http://www.miami.edu)
8. University of Louisville. School of Medicine.  
   [http://www.louisville.edu/medschool/stuaffairs/policies.html](http://www.louisville.edu/medschool/stuaffairs/policies.html)
I hereby attest that I have received, read, fully understand and will comply with the Philadelphia University Physician Assistant Student Honor Code. I am aware that violations will be referred to the Physician Assistant Studies Program Academic and Professional Standards Review Committee, and other University committees or officials as deemed necessary. Any violation of this Honor Code may result in disciplinary action or University dismissal.

Signature __________________________________________

Print Name_________________________________________  Date ______________
I, ______________________________, have read, understand and agree to comply with the RULES, REGULATIONS, and PROCEDURES outlined in the Student Manual of the Philadelphia University 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. I take full responsibility for being aware of all policies found in this manual for the duration of my time in the Philadelphia University Physician Assistant Program.

_______________________________  _____________________
Signature                  Date

_____________________________
Print Name