



PHYSICIAN ASSISTANT STUDIES

STUDENT HANDBOOK 2009

For the Classes of 2010 & 2011

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1. INTRODUCTION

This Student Handbook is designed to provide both the potential and matriculated student with information about the educational program leading to a Master of Science in Physician Assistant Studies as well as standards and expectations for students to remain in good standing and successfully complete the program. It should be viewed as an adjunct to Shenandoah University's **Graduate Catalog**, which contains specific information regarding the university and related policies. The information herein is subject to periodic revision, and these changes will be relayed to students in a timely manner. It is ultimately the student's responsibility to be aware of all requirements and to work closely with an advisor to ensure these requirements are fulfilled.

2. OVERVIEW OF THE PROFESSION AND PROGRAM

Physician Assistants (PAs) are health-care professionals prepared to practice medicine with physician supervision. Within the physician/PA relationship, physician assistants exercise autonomy in decision-making and provide a wide range of diagnostic and therapeutic services. The role of the physician assistant includes provision of primary and specialty care in medical and surgical practices located in rural, urban or suburban areas. Physician assistant practice is patient care centered but may include education, research and administrative duties.

The Shenandoah University Physician Assistant program is a graduate, entry-level professional course of study enabling individuals who hold baccalaureate degrees to become physician assistants. The program is designed to prepare graduates for primary care practice with emphasis on service to medically underserved populations and the team approach to the delivery of health care. The program integrates graduate-level critical thinking and analysis, problem solving, scientific inquiry, self-directed learning and the effective use of modern technology for professional practice that includes elements of research, leadership, education and continued enhancement of the physician assistant profession.

3. PURPOSE AND GOALS

The purpose of the Physician Assistant program is to graduate competent professionals who are well prepared for the demands of modern professional practice in a rapidly changing health-care environment. The curriculum goals were developed based upon the AAPA/PAEA/NCCPA/ARC-PA "Competencies for the Physician Assistant" document, standards for educational programs contained in the "Accreditation Standards for Physician Assistant Education," the program's Mission Statement and the needs of the PA profession. In the PA program curriculum, knowledge, skills and attitudes are considered to be critical elements of professional practice and are addressed in the following curricular goals.

The graduate of the Physician Assistant program will demonstrate the following:

- A. Entry-level proficiencies necessary for high quality, cost-effective practice as a primary care physician assistant in a dynamic health care delivery system.
- B. An understanding of the principles of scientific inquiry and research design as well as the ability to apply these principles to read critically and interpret the literature and enhance the delivery of health care.
- C. An ability to incorporate the basic principles of education and teaching-learning into programs that benefit the patient, the patient's family and the community.

- D. Attitudes and skills that exemplify a commitment to personal growth and development, and to the growth and development of the profession.
- E. Attitudes and skills that demonstrate sensitivity to cultural and individual differences.
- F. An ability to assume a leadership role in professional activities and organizations that advance the physician assistant profession.
- G. A health care team and community-oriented approach to the delivery of health care utilizing up-to-date technology for the benefit of the patient, the patient's family and the community.

4. *MISSION STATEMENT*

The mission of the Shenandoah University Division of Physician Assistant Studies is to provide a comprehensive educational program in a collaborative and supportive environment to develop highly skilled, well-educated, compassionate primary care oriented physician assistants who are capable of providing high quality, patient-centered health care in a variety of settings.

5. *CORE VALUES OF THE PA PROGRAM*

We believe physician assistants should:

- A. Practice competently, ethically, and cost-effectively.
- B. Serve where needed, both domestically and globally.
- C. Demonstrate sensitivity to cultural and individual differences.
- D. Commit to continued personal and professional growth through lifelong learning.
- E. Contribute to the profession and humankind through leadership, teaching and active scholarship.
- F. Promote wellness and personal responsibility for maintaining health.
- G. Advocate for a team approach to health-care delivery.
- H. Promote and uphold the physician assistant profession and its ideals.
- I. Enrich patients and communities through service and a broad-based humanistic approach to the practice of their profession.

6. *CURRICULUM DESIGN*

The curriculum design is based upon the concepts of adult-centered learning and professional education, which focus on mastery of knowledge, skills and attitudes required by the graduate to practice effectively as a physician assistant. The curriculum, offered in didactic and experiential components, is an approach which moves from basic to more advanced skills. The curriculum design assumes students will develop the necessary skills to be self-directed learners and to apply effectively what they learn in the clinical setting.

7. PROGRAM DELIVERY MODEL

The Physician Assistant program is offered on a full-time basis only. Length of the program is seven semesters (27 months). The credit load ranges from nine to 15 hours per semester. Students are expected to adjust their non-curricular demands in order to complete the degree requirements. As adult learners, it is expected that students will actively engage in independent study, inquiry and clinical rotations outside the classroom to augment learning and to maximize effectiveness of classroom and laboratory contact time. Students will be expected to complete and present a scholarly project as a culmination of their studies.

Since the PA program will use computer technology in the delivery of the curriculum, all PA students must be computer literate. The Shenandoah University PA program has implemented a technology program, which provides a laptop computer and technology support. Participation in this program is mandatory.

Note: It is not recommended that any student attempt to continue employment (even part-time) while attending the Physician Assistant program.

8. NON-DISCRIMINATION POLICY

Shenandoah University does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, age, or physical disability.

9. RULES, REGULATIONS AND PROCEDURES OF THE DIVISION OF PHYSICIAN ASSISTANT STUDIES

- A. In addition to the rules and regulations contained here within, students are expected to adhere to the rules and policies of Shenandoah University and also to the rules, regulations and policies of any other institution or facility where they may be assigned. Any conflicting policies must be reported to the Program Director. All information herein is subject to change with timely notification to students in writing.

10. DEFINITIONS

- A. The Clinical Coordinator is the Physician Assistant program faculty member responsible for the clinical phase of the program.
- B. Preceptor or Clinical Instructor is the Physician, Physician Assistant, or other health-care provider who generally is an employee of the hospital, clinic or other health-care setting and is responsible for the supervision and evaluation of the students while they are participating at a clinical rotation.
- C. A Program Required Course is one listed in the program's course sequence and deemed to be integral to the students' preparation for the Physician Assistant profession.

11. NAME, ADDRESS AND EMERGENCY TELEPHONE NUMBER

- A. Any change in name, address, telephone number, or emergency phone number must be reported to the program secretary, in writing, immediately. This is in addition to reporting changes to the Registrar's Office. Refer to the Clinical Year Guidelines for second year requirements.

12. ***ADVISORS***

- A. Students enrolled in the Physician Assistant program will be assigned an advisor.
- B. The role of the advisor is to: a) meet with the students on a regular basis, b) assist the student directly or refer to an appropriate University resource when student issues arise that are either academic or nonacademic.
- C. Students are required to meet with their advisor during orientation week and encouraged to meet with their advisor within the first two weeks of each semester. See Advisor form in Appendix C. Additional meetings for a given semester may be set at that time or by appointment as the need arises. In some cases (e.g. academic difficulties) the student may be required to meet with his/her advisor.

13. ***TRANSPORTATION/HOUSING/COMMUNICATIONS***

- A. The second year of the program is offered at hospitals and other clinical facilities primarily throughout the region. However, students may be assigned to rotations outside the Northwest Virginia area and surrounding states. Students must provide their own reliable transportation to clinical sites and classroom activities and must have a valid driver's license. Students are responsible for their own housing during all phases of the program. The program will attempt to assist with identification of housing when a student is assigned to a remote clinical site but this cannot be guaranteed.
- B. A significant amount of communications to students is handled via email or the web-based course software (e.g. Blackboard). Students are required to check their email at least every 48 hours, and course announcements on a regular basis and no less than three (3) times per week. This is especially important during the clinical year when students are not on campus.
- C. The PA program utilizes web-based course management tools for most of its courses. Students are strongly encouraged to secure high-speed internet connectivity (DSL or cable) in order to take full advantage of these instructional tools.

14. ***HEALTH/HEALTH INSURANCE***

- A. Every student is required to present to the Wellness Center evidence that she/he is in good health and free from communicable disease prior to matriculation in the Physician Assistant program and prior to beginning the first assignment to the clinical year. In most cases this includes, but is not limited to, a physical examination, up-to-date immunizations, or immunity against tetanus, diphtheria, pertussis, polio, mumps, measles, rubella, varicella and Hepatitis B, and TB skin test (two-step). Forms and procedures are provided by the Wellness Center upon acceptance to the program. Students must meet the health requirements of each clinical site before beginning a rotation there. Some clinical sites may impose additional requirements beyond those listed above (e.g. more frequent TB testing and follow-up on positive TB tests). Immunization requirements are reviewed annually to be consistent with the recommendations of the Centers for Disease Control as well as the general requirements of clinical affiliates. Students will be provided more detailed health requirements during general orientation and at pre-clinical orientation sessions.
- B. Certain medical problems as determined by the student's health care provider and SU policies might preclude a student's placement in a clinical facility. Questions concerning this should be referred to the Program Director.

- C. Medical or surgical conditions (including pregnancy) that arise while a student is enrolled in the program must be reported to the Medical Director or Program Director. In some cases the program may need to adapt the course/curriculum requirements to ensure the safety of students. In no case will program requirements pre-empt the directions of a student's personal health care provider.
- D. Students are required to maintain comprehensive health insurance coverage and submit verification of this to the Wellness Center. The University offers a health insurance policy. Enrollment forms are made available to all matriculating students as part of the orientation. If a student fails to maintain health insurance coverage, the University reserves the right to secure the University health insurance on behalf of the student and add the premium charge to the student's account.

15. *APPEARANCE*

Personal appearance must be compatible with that of a health care professional. Physician Assistant students must appear acceptable to patients, physicians, and other health professionals. The following guidelines are designed to develop a professional image throughout your tenure at the SU Physician Assistant program. Violations of the dress code will be referred to the Program Director and/or Program Review Panel. Students are required to wear nametags while in the Winchester Medical Center complex including the cafeteria.

Didactic Year

- A. During your first 15 months of didactic training, you will be immersed in lectures. The following guidelines are for this period:
 - 1. Didactic courses other than labs:
 - a) Acceptable Attire: Business/smart casual. Khaki pants, button-down shirts and golf shirts are acceptable. Women in khakis/dress pants, or suits/skirts with blouses acceptable. Open toed shoes acceptable. All clothing must be clean and wrinkle-free with no holes or frays. Shoes must be worn at all times. Polo shirts are acceptable, but must fit properly and cannot contain inappropriate wording, design, graphics or pictures.
 - b) Unacceptable Attire: Pajamas, jeans, t-shirts, sweatshirts, shorts, sweatpants/workout clothes/nylon jogging suits/cut-offs, leggings (lycra-like tights),, casual/beach sandals, loose tank-tops, mini-skirts, un-tucked shirt tails, crop-tops/mid-driffs, or hats. In general, students should dress modestly at all times with no undergarments visible.
 - 2. Laboratory sessions:
 - a) Acceptable attire: Same as above in A1a. Open toed shoes are not permitted in the laboratory spaces for safety reasons. Scrubs are acceptable attire only for the cadaver lab. Lab coats may be required for some lab experiences. (Consult course syllabus.)
 - b) Unacceptable attire: Items addressed above in A1b.
 - c) Hair must be neat, clean, and controlled. Persons with long hair must wear it pinned or tied back. Bangs, if worn, must not be so long as to interfere with vision.
- B. An odor-free and clean, neat and modest appearance is required.
- C. Students dressed inappropriately will be excused from classes or clinical training and asked to report to the Program Director. Repeated violations of the dress code are subject to disciplinary action.

- D. The Instructor/Course Coordinator for the class reserves the right to change the dress code for his/her course in consultation with the Program Director.
- E. The Program Director, in consultation with the faculty, staff and students, may call for occasional "dress-up" or "dress-down" days.

Clinical Year and First Year Clinical Experiences

- A. During your clinical phase or first-year clinical experiences, professional dress is expected with a clean, well-kept short white lab coat with SU identification tag and PA program approved name tag while on clinical sites. Additional guidelines regarding appearance are found in the Clinical Year Guidelines manual. Generally, dress and appearance during the clinical aspects of the program are more stringent than that in the didactic phase. For example, males are to wear shirts and ties with dress pants.
- B. Nails must be clean and well-trimmed. Nail polish will not be worn during the surgical rotation. Makeup and jewelry should not be worn in excess. No perfume or cologne should be worn during clinical rotations due to potential allergies for some patients. No visible body piercing except ears is allowed. No visible tattoos are permitted. Hair must be neat, clean, and controlled. Persons with long hair must wear it pinned or tied back. Bangs, if worn, must not be so long as to interfere with vision.
 - 1. A clinical site may impose additional requirements.
 - 2. Dress code for End of Rotation (EOR) days is consistent with didactic phase. (See Didactic Year A.1.a. above.)

16. *OUTSIDE EMPLOYMENT*

- A. Students enrolled in the Physician Assistant program are cautioned regarding accepting employment. The intensity and continuity of the program is such that employment may detract from course responsibilities. Students should also realize that during the clinical year they may be on call for evening, night, or emergency duty and that some rotations involve changing shifts frequently.
- B. Students enrolled in the Physician Assistant program will not be permitted to work for the Physician Assistant program.
- C. A conflicting work schedule will not be considered just cause for a change in rotation assignment or schedule.
- D. Employment will not be considered an acceptable excuse for violation of the attendance policy outlined in Section on Attendance.
- E. Since it is imperative that the program be able to contact the student at all times, a copy of the student's work schedule and a phone number where he/she can be reached must be filed with the program secretary.
- F. Employment should not interfere with a satisfactory level of student performance in program activities.
- G. A potential conflict of interest may occur when a clinical training site is also the student's place of employment. In such cases, the student will be reassigned. In no cases will a

17. *ATTENDANCE*

- A. Attendance at clinical rotations and first-year clinical experiences is expected and any unexcused absence will be considered inappropriate. Excessive absence or tardiness, excused or unexcused, will be referred to the program director or program review panel as appropriate.
- B. Regular class attendance is expected. If illness or emergency should necessitate a brief absence from class, the student should confer with his/her instructors upon return. However, early notification is encouraged. When absent from class or clinical rotations for more than 2 consecutive days, written verification is required and must be filed with the program secretary. In the case of illness, the verification must be from the student's health care provider. When absent for a week or more due to prolonged illness, students must consult the Program Director or Associate Director. Students having problems with class work because of a prolonged absence should confer with the instructor. Instructors have the prerogative to establish additional attendance requirements through the course syllabus.
- C. To provide each student with the best clinical training and experience possible, the program may assign a student to a rotation site or to duties that involve variable hours including evening shifts, night call or weekends. Travel may be required to reach rotation sites and classes. Students are expected to participate fully in all rotation and class activities. Some clinical assignments may be at a distance, making daily commuting undesirable or unpractical. In these cases, the program will make every attempt to assist with arrangements for temporary housing (may be a "call room" at a hospital) but ultimately it is the student's responsibility to secure his/her own housing.
- D. During the clinical year, each student will be permitted a total of eight (8) personal days of absence and not more than two consecutive days except for end of rotation seminars which are limited to one day per year. Absences of 1 to 4 hours are considered half-days and absences of greater than four hours will be considered a full day absences. Personal days may be used in the case of illness, personal commitments or job interviews and must be submitted at least 48 working hours prior to requested day off except in cases of illness. Request forms must be filed as per the clinical manual. If a student misses more than five (5) days during a 6-week or 10-week rotation, more than 3 days of a 4-week rotation, or more than 2 days for a 2-week rotation, he/she will receive a failing or incomplete grade (at the discretion of the Clinical Coordinator) and may be required to repeat the entire rotation. Additional information regarding attendance requirements and processes are found in the Clinical Year Guidelines.
- E. Chronic absence or tardiness will be considered unprofessional conduct and referred to the Program Review Panel or Program Director for review. The Panel may recommend dismissal from the program.

18. *LEAVE OF ABSENCE*

- A. In the event that a matriculated student in the Physician Assistant program encounters a situation that requires a prolonged absence from the program, that student may either withdraw from the program or request a leave of absence. A request for a leave of

absence must be submitted in writing to the Program Director with sufficient information to explain the situation. In the event that the student is ill or otherwise indisposed, the written requirement may be waived, or the Program Director may initiate the action independently.

- B. If the request for leave is deemed reasonable and appropriate for the circumstance, and if the student is in good academic standing at the time, the Program Director, in consultation with the program faculty, may grant the leave. Otherwise, the Program Director may, at his/her discretion, deny the leave, recommend that the student withdraw from the program, or may recommend that the student be dismissed from the program. Conditions will be determined individually according to the merits of each case.
- C. A student who is granted a leave of absence is expected to complete all missed work upon return to the program. This may mean that a student may have to withdraw from courses (if allowed by Shenandoah University), reregister, and take the courses from the beginning upon return to the program.
- D. Generally a student will not be granted a leave of absence for a period of time longer than 12 calendar months. See Graduate Catalog sections on Continuous Enrollment and Withdrawal.
- E. The Program Director, in consultation with the program faculty, may recommend that a student take a leave of absence to complete certain remedial work that is deemed necessary to allow the student to succeed in the program.
- F. If a leave of absence is granted for a period of time equivalent to two or more semesters, the student must notify the Program Director, in writing, of intent to return. In cases where the leave of absence is for medical reasons, the student must also provide documentation from his/her health-care provider verifying that the medical/surgical condition has resolved and that the student is cleared to return to studies. Unless prior arrangements are made with the Program Director, this notification must be accomplished prior to the beginning of the semester preceding the return if the program is expected to guarantee that a space will be available for the student.
- G. When a student's leave of absence is one semester or more, the program may require the student to repeat the criminal background check and/or urine drug screen as a condition to rematriculate. This will be at the student's expense.
- H. Upon return to the program, the Program Director may require the student to demonstrate clinical competencies (e.g., history, physical examination techniques, and surgical skills) and/or take a didactic phase proficiency exam. The student must receive a 75% or higher in both of these evaluation procedures in order to proceed to clinical rotations. The student may also be required to repeat courses and participate fully in program activities with the new cohort.
- I. Upon return to the PA Program, the student will be subject to any revisions or additions to the Program curriculum, policies or procedures.

19. **WITHDRAWAL**

- A. Withdrawal from a course generally requires the approval of the Program Director and must be submitted on the appropriate form, which may be obtained from the Registrar's Office.

- B. Within the add/drop period (generally six calendar days of the beginning of the semester), withdrawal from courses will not be noted on the transcript of credit. The notation of "W" will appear on the transcript of credit if the student withdraws before the date listed on the academic calendar (normally prior to four weeks before end of term). A student unable to complete a semester for reasons totally beyond his/her control such as an emergency medical condition, may petition the Program Director in writing for permission to withdraw from the class late. See the Shenandoah University Academic Calendar for specific information on each term.
- C. Since withdrawal from a course affects a student's academic progress, such actions will be reviewed by the Program Director and the faculty.
- D. A student may voluntarily withdraw from the program at any time.
- E. Should a student drop two program-required courses in any one semester, that student will be considered as withdrawing from the program unless the student submits justification for the Program Director to interpret the action otherwise.
- F. Unofficial withdrawal from one or more courses in the curriculum will be considered as student failure, and the student may be dismissed from the program.
- G. Any student who withdraws or is dismissed from the program must follow the stated application procedures to be considered for re-admission. Applicants for re-admission are evaluated once annually along with new applicants.

20. *SUSPENSION*

- A. If in the judgment of a member of the faculty of the Physician Assistant program, a situation has occurred or is about to occur that would jeopardize in some fashion the student, patients, other students, the program or its affiliates, the Program Director may immediately suspend a student from any Physician Assistant course for a period no longer than 48 hours (excluding weekends).
- B. The Program Director may extend that suspension until appropriate investigation and resolution can be reached.
- C. If the Program Director, in consultation with the clinical affiliate, determines that the student is unable to participate in the clinical phase of the program without endangering the safety of patients, staff or others, the student's case will be referred to the PA program faculty or Program Review Panel for further recommendations which may include dismissal from the program.

21. *PROMOTION AND RETENTION*

- A. A student must satisfactorily complete all of the prescribed program sequence to qualify for promotion. The Program Director, in consultation with the program faculty, shall determine what constitutes satisfactory performance.
- B. Since graduates are expected to enter a professional life involving significant responsibilities to other people, maintenance of a sound academic transcript is not sufficient, per se, to remain in good standing in the program. At the end of each semester, the Program Director and faculty will review the performance record of each student. Not only are didactic grades and other academic work evaluated but also a student's clinical performance, patient interactions, professional attitudes and demeanor.

22. TRANSFER AND CREDIT FOR EXPERIENTIAL LEARNING

- A. The Division of PA Studies will consider requests for up to 12 semester hours (or equivalent quarter hours) of transfer credit into the curriculum. In order to be considered, courses must be graduate-level and have been successfully completed with a grade of "B" or better at an accredited institution of higher learning within the past three years. Courses will be considered for transfer only if they are directly applicable to the established physician assistant program curriculum, as determined by the faculty after thorough review of all appropriate documents (application, transcripts, recommendations and personal request).
- B. If the request for transfer is from another physician assistant educational program, it must be from another graduate-level program in which the student is in good standing, and with the specific recommendation of the Program Director, Dean, or other appropriate official. The faculty will determine satisfaction of program course prerequisites for transfer students from other PA programs on a case-by-case basis. Candidates not accepted as a transfer student may apply to the program during a regular admission cycle.
- C. The program does not offer academic credit for experiential learning. However, matriculated students with appropriate documented experience may request the instructor of record to accept the experience in lieu of a specific course requirement. The faculty member has the option of accepting the experience, accepting the experience but requiring a competency evaluation, or denying the request. If the course requirement is waived without examination, the weighting of other course requirements will be adjusted accordingly.

23. PROGRAM GRADING SCHEME

- A. Grading policies for program courses (lecture and/or laboratory) will be determined by the faculty and noted on the course syllabi. Further information on grading and the quality point system is in the Graduate Catalog.

24. ACADEMIC STANDING

- A. In order to complete the Physician Assistant program, a student must register for and pass each course set forth in the program's curriculum outline including passing proficiency examinations (see next section) and satisfactory completion and defense of the Scholarly Project, or earn credit acceptable to the Program Director and the faculty for any course not taken as a resident in the program (e.g. transfer courses). In addition, a student must be in good academic standing after completing the proscribed program. The following guidelines will be used by the Faculty Promotions Committee in arriving at a recommendation to the Program Director.
- B. To remain in good academic standing in the Physician Assistant program, a student must be able to demonstrate:
 - 1) Cumulative grade point indexes of at least 3.0.
 - 2) A minimum of a "C" grade in all of the courses listed in the PA program Course Sequence.
 - 3) Satisfactory grades (i.e., "A", "B", "C" or the equivalent) on each preceptor evaluation as well as the cumulative grade for each clinical rotation.
 - 4) Satisfactory evidence of good interpersonal relations and professional conduct.
 - 5) No more than twelve (12) total credit hours of "C."

- 6) A passing grade on the didactic and clinical phase proficiency examinations.
(See next section.)
- C. The Faculty Promotions Committee meets at the end of each term to review the progress of each student in relation to the criteria identified above as well as the student's general performance within the program. Recommendations are forwarded to the Program Director. Failure to achieve all the criteria listed above shall be adequate grounds for probation or dismissal of the student from the program for academic deficiencies.
- D. A student who does not complete the first year of the program in good academic standing may be required to complete appropriate remedial work before receiving permission to participate in clinical rotations.
- E. If a student fails or earns a "D" in any program required course, his/her case shall be presented for review to the Faculty Promotions Committee. Upon their recommendations and with the concurrence of the Director, the student may be:
 - 1) Allowed to repeat the course or portions of the program
 - or-
 - 2) Dismissed from the program

A student who receives two or more D grades in any one semester forfeits the opportunity to repeat and will be subject to dismissal.

- F. The Program Director, in consultation with the Faculty Promotions Committee, shall consider dismissal of a student from the program on grounds of academic deficiencies if the student does one or more of the following:
 - 1) Fails (earns a letter grade of "F") in a program required course.
 - 2) Earns two or more unsatisfactory preceptor evaluations. A clinical evaluation that includes unsatisfactory performance in any of the professional conduct sections of the preceptor evaluation will be sufficient grounds for dismissal from the program irrespective of the quality of grades.
 - 3) Earns a letter grade of "D" in two or more PA required courses.
 - 4) Fails to achieve a minimal cumulative grade point index of 3.0 at the conclusion of two consecutive semesters.
 - 5) Fails to demonstrate good interpersonal relations and professional conduct.
 - 6) Fails to achieve a passing grade on the didactic or clinical phase proficiency examinations. (See next section.)
 - 7) Exceeds twelve (12) credit hours of "C."
- G. A student admitted under probationary status whose cumulative GPA falls below 3.0 following completion of the first semester will be subject to dismissal.
- H. Decisions of the Program Director will be sent to the student in writing.
- I. Should a student dispute a decision of the Program Director, he/she may submit a written petition requesting a reconsideration of the action, submit additional information, and appear before the Faculty Promotions Committee in person to explain his/her case. The student has at his/her disposal due process through the SU Grievance Procedure. Further information is available in the Graduate Catalog and the SU web site.
- J. In reviewing a student's performance, the faculty may discover deficiencies in the student's background that are causing difficulty. Additional course work may be required to prepare the student to succeed. The program required for this particular student, therefore, may encompass more than two years given in the curriculum outline. This may

result in additional expense to the student for repeated courses or specially designed remediation courses.

- K. Continuance in the program requires that students meet all the criteria set forth in the Section on ACADEMIC STANDING. Students who are unable to meet program requirements and are dismissed can reapply. Applicants must follow the stated application procedures to be considered for re-admission. Applicants for re-admission are evaluated once annually along with new applicants.

25. *SUMMATIVE EXAMINATIONS*

Didactic Phase Summative Examination

Near the end of the didactic phase of the program, at a time and date designated by the faculty, a didactic phase proficiency examination will be administered to all students. The examination will consist of written and practical portions and is designed to be a summative evaluation reflecting the content of the didactic phase of the program. The pass level is set at 60% for the written component and 70% for the practical component. However, the faculty reserve the right to apply a curve. Both components of the examination (written and practical) must be passed independently of each other. The didactic phase proficiency examination is a required component of PA-642. Therefore, failure to pass the proficiency examination will result in a failing grade for that course.

Failure of the examination will result in one or more of the following based upon the overall score and prior academic performance:

- A. Delayed progression to the clinical phase of the program
- B. Independent study and opportunity to retest. Examination retake opportunities will be strictly held to the pass levels identified above with no curve applied.
- C. Repetition of all or portions of the didactic curriculum
- D. Academic probation or dismissal

Clinical Phase Summative Examination

Near the end of the clinical phase of the program, at a time and date designated by the faculty, a clinical phase proficiency examination will be administered to all students. The examination will consist of written and practical portions and is designed to be a summative evaluation reflecting the content of the entire program. The pass level is set at 65% for the written component and 75% for the practical component. However, the faculty reserve the right to apply a curve. Both components of the examination (written and practical) must be passed independently of each other. The clinical phase proficiency examination is a required component of PA-662. Therefore, failure to pass the proficiency examination will result in a failing grade for that course.

Failure of the examination will result in one or more of the following based upon the overall score and prior academic performance:

- A. Delayed graduation and ineligibility to take the national certification examination.
- B. Independent study and opportunity to retest. Examination retake opportunities will be strictly held to the pass levels identified above with no curve applied.

- C. Repetition of all or portions of the curriculum
- D. Academic probation or dismissal

Retaking Summative Examinations

Performance on the didactic or clinical phase proficiency examinations and overall academic performance (i.e., course grades) will be considered by the faculty when determining sanctions including probation or dismissal for poor academic performance. Students are normally permitted one opportunity to retake the proficiency exams (written or practical). If a student is unable to successfully pass a proficiency examination component after one retake, he/she may petition (in writing) the faculty to permit one additional retake. The petition must be forwarded within 48 hours of notice of failure and include rationale for the request. The PA program faculty will recommend approval or disapproval to the Program Director within 72 hours of receipt of the petition. A student who is granted approval will be delayed from progression in the program until the retake can be scheduled and will be subject to additional fees to cover the cost of retesting. Normally, the student will be required to also demonstrate a remediation plan that addresses deficiencies prior to scheduling the retake examination.

26. *ACADEMIC PROBATION*

- A. Students placed on academic probation shall sustain certain restrictions on privileges within the Physician Assistant program. These restrictions shall be maintained until the student acquires good academic standing.
- B. Students serving as class-elected representatives to the program committees or in student leadership positions must be in good academic standing. Any student placed on academic probation must waive the privilege of serving as a committee member or in other leadership positions. Elected alternates or another elected class member will serve as the representative to the committee until probationary status is removed.
- C. Students on academic probation do not have the privilege of requesting a leave of absence, except for verifiable personal or medical reasons.
- D. Extended absences from course work or clinical assignments due to attendance at national conferences, state conferences, medical missions, SU sponsored travel (e.g. GCP or GEL programs), or other such professional sessions is prohibited for students on academic probation.

27. *CLINICAL PREREQUISITES*

- A. Permission to enter the clinical phase of the program is granted by the Program Director with consultation of the faculty.
- B. In order to be granted permission to enter clinical training students must:
 - 1) Be in good academic and professional standing as defined in the Section on **ACADEMIC STANDING**.
 - 2) Participate in the liability/malpractice insurance program (see Section on **MALPRACTICE INSURANCE**).
 - 3) Present evidence of good health and up-to-date immunizations and TB testing (see Section on **HEALTH/HEALTH/INSURANCE**) and health insurance.

- 4) Be certified as having satisfactorily completed BLS and ACLS by American Heart Association standards. This certification must be valid through the end of the clinical training period.
- 5) Satisfactorily complete the first-year program courses.
- 6) Pass the didactic phase proficiency examinations (see Section on Proficiency Examinations).
- 7) Complete the criminal background check and urine drug screening processes.*
- 8) Complete training modules on HIPAA and Universal Precautions.
- 9) The PA program reserves the right to impose additional requirements as the need arises. Notice will be provided through communication by the Program Director and/or a pre-clinical orientation session.

* Note: Clinical affiliated agencies may restrict access to students with felony convictions on their records or a positive drug screen. In the event that the University is unable to place the student for these reasons, the student will be required to withdraw from the program. Additional policies related to the urine drug screen are in the Clinical Manual.

28. MALPRACTICE INSURANCE

- A. Physician Assistant students are required to participate in the liability insurance program approved by Shenandoah University while they are involved in clinical training (first year clinical exposure and clinical rotations). There is a per semester fee which will be posted to the student's account.

29. IDENTIFICATION

- A. Physician assistant students must be readily identifiable at all times. In all clinical areas or places where other health professionals or patients are likely to be met, a program approved nametag identifying the wearer as a Physician Assistant Student and a SU student ID card must be properly worn and visible. When meeting another health professional or a patient, a Physician Assistant student must introduce him/herself as a Physician Assistant student and do so with sufficient clarity to insure that the other person understands. Shenandoah University policy requires that all students carry their Shenandoah University badge while on the campus. Some clinical sites may require additional identification.
- B. Students employed in health-care fields or settings are not permitted to identify themselves as Physician Assistant students while employed in another capacity.

30. SELECTION OF CLINICAL SITE

- A. Assignment of a student to a clinical site will be determined by the Clinical Coordinator. The Clinical Coordinator will provide information regarding clinical site selection and scheduling via written communications and informational sessions prior to the clinical year. Every attempt will be to communicate assignments several weeks in advance. However, changes may be required due to unforeseen circumstances and students are urged to remain flexible. In no cases are students permitted to trade assignments with other students. While the program permits students to suggest preceptors and training sites to the Clinical Coordinator, they are not required to provide their own clinical training sites. Requests for clinical training opportunities at locations remote from Shenandoah University will be considered on a case-by-case basis. In general, the following criteria

will be used: student's progress in current courses and scholarly project, academic and professional standing, and quality of the clinical training site. Additional information and request forms will be provided in the Clinical Manual or Blackboard.

31. *CONSTRAINTS ON CLINICAL ACTIVITY*

- A. Physician Assistant students must not make a diagnosis or carry out any diagnostic or therapeutic procedure or administer therapy without specific and appropriate direction or supervision of the clinical instructor or preceptor. See Clinical Year Guidelines for additional information on clinical activity constraints and reporting of incidents. Students are not permitted to serve as replacements for staff or residents while participating in the clinical training phase of the program.
- B. The clinical preceptor must be on-site during the student's clinical assignment. This does not preclude the utilization of another qualified health care provider as a substitute preceptor. In addition, some clinical sites may use more than one preceptor due to the nature of the practice (e.g. Emergency Medicine). In all cases, the Clinical Coordinator must be notified in advance of the substitute or alternate clinical preceptor.

32. *RULES RELATED TO THE PHYSICIAN ASSISTANT PROGRAM FACILITIES*

- A. Copy Machine. All copy requests will be handled by the PA program receptionist and will be limited to program educational or business purposes. Requests of an urgent nature should be hand delivered with a note with instructions (# of copies, stapling, etc.). Non-urgent requests are to be placed in the copy request tray and will generally be completed within one working day. All requests must conform to the U.S. copyright laws and restrictions relative to fair use.
- B. Printer. The student printer is located in Room 4156. Please be sure to print class notes before class is scheduled to begin. PowerPoint presentations should be printed in either outline form or 3 slides per page in order to conserve paper. Students are encouraged to take advantage of laptops by taking notes on the computer, saving to disk and not printing paper copies. Please refrain from printing non-essential items such as email messages etc. Under the technology program, students are permitted to print up to 750 sheets per semester without incurring additional fees.
- C. Phones. Two phones are available for student use. One is located in Room 4156 and one in the student lounge. They are both set up for local calls only but can be used with personal calling cards or for toll free long distance.
- D. Cell Phones. Cellular phones and pagers must be turned off or placed in non-audible mode during class or lab sessions. Emergency calls will be relayed immediately. The following numbers can be used for emergency contacts 540-542-6208 or 540-545-7381.
- E. Study Room. The PA program has developed a comprehensive reference library of textbooks, computer-based learning and audio-visual materials. Because of the limited copies, no materials are to be removed from the PA Studies Center. Additional educational resources are available in the Health Professions Library.

- F. Fax. The PA program fax number is 540-542-6210. Generally, the fax machine is not available for student use but requests will be considered under special circumstances. Complete the fax cover sheet available at the receptionist desk and place in the copy tray.
- G. General Clean – Up. Although the program utilizes a cleaning service, it is important that each student take a role in ensuring trash is placed in containers and the facilities are straightened up after use. Please turn off lights if you are the last to leave a room. Each class is responsible for developing and maintaining a cleaning schedule for the student lounge area, refrigerator and microwave. Please ensure leftovers are removed from the refrigerator in a timely manner. General guidelines for the laboratory will be provided at a later date.
- H. Personal Effects. The program is not responsible for personal effects. Please keep your valuables stored in your assigned locker. You are responsible for providing your own lock. A lost and found box will be kept at the receptionist desk.
- I. Safety. Please ensure that all aisles and halls remain clear. Place book bags etc. in your locker or under the desk. A coat rack is available in the hall near the student lounge. Avoid stretching extension cords across aisles in the classroom. See additional guidelines in Appendix D.
- J. Fire. No open flames are permitted. In case of any emergency, immediately notify a member of the staff or faculty. In life threatening emergencies, dial 536-4444. We are located in Medical Office Building Two, Suite 430.
- K. Smoking. No smoking is permitted on the Winchester Medical Center campus.
- L. Parking. Students are required to purchase a Shenandoah University parking permit and also register their automobile through Winchester Medical Center. Students may only park in areas designated by the program. Students found parking in unauthorized areas, particularly patient parking, will be subject to disciplinary procedures.

33. *STUDENT RECORDS/REFERENCE REQUEST*

- A. Directory Information. Student files and academic information are kept in strict confidence. No student information except directory information or that required by law is released without permission of the student. For students in the Physician Assistant program, directory information is defined as name, address (including email address), telephone number, date of birth, previous institution(s) attended, major field of study, degree(s) conferred and dates of attendance. Directory information will not normally be released unless a written request is filed with the Division of Physician Assistant Studies' office. Student's consent for release of directory information is assumed unless a written request is filed. Information other than directory information will not be released to external agencies or individuals without the express written permission of the student (or graduate). The record release form used by the Division of Physician Assistant Studies can be found in Appendix F and on the web site (www.su.edu/pa).

34. *INAPPROPRIATE BEHAVIOR AND UNPROFESSIONAL CONDUCT*

- A. Students must conduct themselves in a professional manner at all times and be constantly vigilant of the need to inspire confidence on the part of patients and the staff observing their performance. In many ways the student's opportunities to learn, and

later, to obtain employment will depend on his/her success in achieving this goal. Each student needs to be aware that his/her behavior will reflect on the program as a whole, one's classmates, and how subsequent classmates are accepted or treated at a rotation site.

- B. Students are not permitted to use cell phones in the classroom, laboratory or clinical site unless the instructor or preceptor grants specific permission. Cell phones and pagers must be operated in the non-audible mode during all formal program activities. The only exception to this rule is that pagers provided by the clinical site for "on-call" should be operated as instructed by the preceptor.
- C. Evidence of inappropriate behavior considered as such by a member of the Physician Assistant program faculty or staff may be referred to the program Director. Behavior considered inappropriate includes, but is not limited to, the following:
 - 1) Any form of dishonesty including, but not limited to, plagiarism, cheating on quizzes or examinations, lying, submitting false attendance reports, or falsifying medical records.
 - 2) Chronic absenteeism or tardiness.
 - 3) Use of profane, vulgar, abusive, obscene, or threatening language (verbal or non-verbal) of any sort while participating in program or University activities.
 - 4) Illegally obtaining, possessing, selling, or using prescription/illegal substances.
 - 5) Using or being under the influence of drugs or alcohol while participating in any program activity or while present in any facility where program activities occur.
 - 6) Failure to maintain strict confidentiality of patient records or patient encounters.
 - 7) Uncooperative, hostile, negative, or disrespectful attitudes manifested toward patients, instructors, University or medical staff, visitors, or fellow students.
 - 8) Failure to respond in a timely manner to faculty or staff communications.
 - 9) Conviction of a felony or offense involving moral turpitude while a Physician Assistant student.
 - 10) Failure to adhere to these Rules, Regulations and Procedures or to the Rules and Policies of Shenandoah University (as outlined in the Shenandoah University Student Handbook), or the spirit in which they are offered.
 - 11) Violation of the Shenandoah University Honor Code (see SU Student Handbook).
 - 12) Failure to conform to the professional conduct standards in a faculty member's syllabus or in the Clinical Year Guidelines manual.
 - 13) Failure to conform to the regulations, policies, or procedures of a clinical affiliate or their associated agencies.
 - 14) Being an accessory to any of the violations of professional conduct as described above (1-13).
- D. Classroom Use of Electronic Devices: The unauthorized and/or distracting use of electronic devices will not be tolerated in the classroom. Electronic devices include, but are not limited to, computers, cell phones, pagers, and PDAs. Examples of unauthorized use include: "Instant-Messaging"; inappropriate internet browsing/surfing; playing games; talking on cell phones; e-mailing. Students are expected to turn off audio notification for cell phones and pagers. A student who engages in distracting or unauthorized use of electronic equipment in class is considered to be in violation of the SU PA professional standards and will be asked to immediately leave and report to the Program Director. Being dismissed from class will count as an absence. Further sanctions will be applied for repeat offenses.

35. *DISCIPLINARY PROCEDURES*

- A. Matters of disciplinary nature will initially be discussed between the appropriate faculty member, the Program Director, and the student. Generally, a verbal warning is given for the first offense if it is considered to be minor. If the situation is not resolved, reoccurs or if similar behavioral issues are observed, a written reprimand will be issued. In cases where the behavioral issues are considered to be major or ongoing, the student will be referred to the Program Review Panel for a hearing and sanctions, if deemed appropriate.
- B. If in the judgment of the Program Director or the student, the problem cannot be resolved, the matter may be brought to the attention of the Program Review Panel composed of the following individuals: the Program Director and one faculty member selected by the Director who is not directly involved in the case and one student. The Panel will hear charges or complaints and interview the persons involved according to guidelines in the Shenandoah University Honor Code. A student may elect to waive the Review Panel hearing and request resolution through the Program Director. Decisions regarding probation, dismissal, or other disciplinary sanctions will be forwarded to the student by the Program Director.
- C. Should a student dispute a decision of the Program Director, he/she can submit a written petition to the Shenandoah University Honor Court requesting a reconsideration of the action, submit additional information and appear before the Court in person to explain his/her case. Additional information and procedures are found in the Shenandoah University Student Handbook Shenandoah University Honor Code section.
- D. Violations of the Shenandoah University Policies as described in the Student Handbook or the Shenandoah University Honor Code may be subject to additional sanctions.
- E. SU Academic Honor Code policies and procedures are found on the SU web site. The URL is http://www.su.edu/academic_affairs/template.cfm?page=honorcode.

36. ***INDEBTEDNESS***

- A. All financial indebtedness incurred at Shenandoah University must be paid in full before the Master of Science in Physician Assistant Studies is awarded. Students with outstanding debts to Shenandoah University may be prevented from registration in subsequent semesters. This does not include student educational loans secured through the financial aid office.

37. ***EXPECTATIONS FOR PAPERS***

- A. Unless otherwise noted in the course syllabus, all papers submitted for credit in the Physician Assistant program are expected to conform to the following:

All written assignments must be typed or word-processed using a font style and size (10-12 point) that is easily read. Do not use script fonts. Use double-spacing, one-inch margins and appropriate pagination. Include a cover page with at least the following: title of paper or assignment, course name, student name(s), and instructor's name. Check papers thoroughly for grammar and spelling. Papers submitted in fulfillment of the Scholarly Project requirements must also follow the guidelines found in the Physician Assistant Program Research Manual.

Written assignments will be graded according to the following standards:

- 1) Use of citations and references: All papers must include researched and referenced ideas unless the assignment is designated as reflective or otherwise. Students are expected to use a variety of sources to support their ideas including current periodicals and books. Citations and references must be made using AMA style (see the American Medical Association Manual of Style, 10th edition or APA Style (see American Psychological Association Publication Manual, 5th edition). Papers will be evaluated according to the breadth and quality of outside resources. Students are urged to exercise caution to avoid plagiarism by ensuring direct quotes or other's ideas are appropriately cited.
- 2) Use of critical thinking and analysis: Papers must include evidence of critical thinking and analysis. Students are expected to demonstrate the ability to synthesize multiple perspectives, to apply theory and research findings to their analysis and conclusions, and to suggest new approaches to the problem or topic. This means that simply reporting or summarizing other works, although necessary, is insufficient.
- 3) Clarity of thought: Students must demonstrate clarity of thought. A logical progression of ideas that support the arguments and positions must be evident.
- 4) Technical quality: Papers must be edited and free from basic spelling and grammatical errors. A neat and organized appearance is expected. Cover papers must include title, course name and number, instructor's name, student's name and date submitted. A complete bibliography is required. In addition, it is expected that the paper sufficiently address the topics/requirements provided for the assignment which will be more fully described in the course syllabus.

38. *EVALUATION PROCEDURES*

- A. All examinations, including proficiency examinations, must be taken at the date and time scheduled by the course instructor or Program Director. In cases of extenuating circumstances, the student may petition for delayed or early examination (see request form in Appendix G). Approval is not automatic and is at the discretion of the faculty member in consultation with the Program Director.
- B. On examination days, only the following items are permitted in the classroom: pencils, covered beverage, and student identification card. Do not bring notes, book bags, books and the like to the classroom. During written examinations, students are expected to respect the need for a quiet and distraction free environment. This includes avoiding candy wrapper noise and minimal movement in the classroom. Students are encouraged to use the restroom **before** the examination begins. If a restroom break is necessary, raise your hand to receive the proctor's permission to leave the room. Only one student is permitted to leave at a time. For test security purposes, there will be no restroom breaks permitted after the first student completes the examination and leaves the classroom. If a question occurs regarding the examination, raise your hand the proctor will come to your seat, do not leave your seat. Students are expected to be in their seats and ready to begin the exam at the appointed time.
- C. Students entitled to special testing accommodations by Academic Support Services, must make arrangements with the course instructor a minimum of 24 hours in advance.
- D. Grades for each examination will normally be distributed (in person or electronically) within a two-week period from the day the examination is given. Examinations will not be returned in order to maintain security of test items. Students will be made aware of the specific times when the tests will be available for review or group reviews will be conducted. Examinations cannot be reviewed beyond that time period. Students are also encouraged to use a faculty member's regular office hours for test review.

- E. Graded assignments (e.g. research papers, article critiques etc.) will normally be distributed within a two-week period from the due date. In most cases, graded assignments will be returned to the student, however in some cases the assignment will be placed in the student's file. In all cases, grades and feedback will be provided through the mechanism outlined by the course director/instructor.
- F. Specific information regarding review of examination/quiz performance and feedback will be determined by the course instructor and outlined in the syllabus. Mechanisms for addressing discrepancies on examinations will be provided in the course syllabus.
- G. Should a discrepancy arise regarding the evaluation of a written assignment, the student needs to submit, in writing, justification as to why they believe a discrepancy exists. In some cases, the instructor may require the student to provide outside references. A student may petition the Program Director for a second review by another faculty member (to be selected by the Director) if he/she feels the assignment was graded unfairly. The request must be made in writing with an explanation of why the student feels the second review is being requested. A clean copy of the assignment and requirements as outlined in the syllabus must be attached to the request. The student must agree to accept the grade for the second review even if that grade is lower.
- H. A student may make up one (1) exam per semester. An authorized excuse must be submitted in writing to the course director/instructor. Final grades will be withheld without documentation of authorized excuse for the absence in question. Anyone missing an examination without an authorized excuse will be given a 0 (zero) for that exam. This grade will be factored into the cumulative score.
- I. All make-up exams will be administered within one week from the day the original exam is given unless there are approved, extenuating circumstances (e.g. extended illness). Failure to make up an exam within this time period will result in a 0 score to be factored in to the cumulative grade. Arrangements to schedule a make-up examination are the responsibility of the student and must be made through the course director/instructor.
- J. Decisions of the course instructor regarding individual test items and make-up examinations are final. However, the student may appeal to the Program Director if he/she feels there are compelling reasons. Decisions regarding course grades and academic standing may be appealed as outlined in Section 24.0 of the Physician Assistant Program Student Handbook as well as the University appeal process.

39. *ACADEMIC CODE**

All students enrolled in the PA Program are required to abide by the Shenandoah University Honor Code (see: http://www.su.edu/academic_affairs/template.cfm?page=honorcode). The academic code of the Physician Assistant PA Program requires that students individually and collectively:

- A. Will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
- B. Will do their share and take an active part in seeing to it that others as well as themselves uphold the academic code.

Examples of conduct that have been regarded as being in violation of the Honor Code include:

- Copying from another's examination paper or allowing another to copy from one's own paper
- Unpermitted collaboration
- Plagiarism
- Giving or receiving unpermitted aid on a take-home examination
- Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

** note: adapted in part from Honor Code - Stanford University Office of Judicial Affairs:
<http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode.htm>*

40. **TECHNICAL STANDARDS**

The technical standards for admission establish the expectations and abilities considered essential for students admitted to the Physician Assistant program in order to achieve the level of competency required for graduation and practice. All students admitted to the PA program are expected to be able to demonstrate the abilities specified below.

Physician Assistant program students:

- must have the mental capacity to assimilate and learn a large amount of complex, technical and detailed information; to solve clinical problems; and to synthesize and apply concepts and information from various disciplines in order to formulate diagnostic and therapeutic plans;
- must have the ability to maintain composure and emotional stability during periods of high stress;
- must have the ability to communicate effectively and sensitively with patients from different social and cultural backgrounds and develop effective professional rapport with patients and co-workers;
- must have the ability to record examination and diagnostic results clearly, accurately and efficiently, in verbal, written and electronic formats;
- must have adequate sensory function to fulfill minimum competency objectives for palpation, percussion and auscultation necessary to perform a physical examination;
- must possess sufficient postural control, neuromuscular control and eye-to-hand coordination to use standard medical/surgical instruments and possess sufficient control of the upper extremities to meet the physical requirements for training and for performing a safe physical examination and procedure;
- are expected to learn and perform common diagnostic and therapeutic procedures (e.g., blood drawing, suturing) and interpret the results;
- are expected to have the degree of coordination of motor skills necessary to respond to emergency situations quickly and appropriately;
- must be able to safely operate a motor vehicle in order to transport oneself to educational experiences off campus.

Applicants are urged to ask questions about the program's technical standards for clarification and to determine whether they can meet the requirements with or without reasonable accommodations. Questions may be directed to the Program Director or Director of Academic Support Services. Revealing a disability is voluntary; however, such disclosure is necessary before any accommodations may be made in the learning environment or in the program's procedures. Information about disabilities is handled in a confidential manner. Reasonable accommodations will be made to comply with the Americans with Disabilities Act. These require program and institutional approval. Requests for accommodations must be submitted in writing, allowing sufficient time prior to matriculation for action on these requests. Candidates who feel that they may not meet the technical standards are encouraged to contact the Program Director to discuss and identify what accommodations, if any, can be made by Shenandoah University so that the candidate might be able to meet the standards.

41. *OTHER SITUATIONS*

- A. Any other situation or condition not spoken to in these RULES, REGULATIONS AND PROCEDURES should be brought to the attention of the Program Director. Each will be considered independently according to the merits of the case. As far as possible each will be dealt with in a manner comparable to similar conditions described in this document.
- B. These RULES, REGULATIONS AND PROCEDURES may be amended from time to time. Any change will be initiated by the Program Director but will be subject to approval by the appropriate University officials.

Updated: 06/22/2009

APPENDICES

Shenandoah University
Physician Assistant Program
APPENDIX B - COURSE SEQUENCE

YEAR ONE			
Semester	Title	Credits	Course #
FALL I			
	Medical Physiology & Genetics	3	PA-504
	Physician Assistant & Health Care Dynamics	2	PA-510
	Principles of Epidemiology, Research & Statistics	3	PA-512
	Principles of Interviewing and Patient Interactions	2	PA-514
	Anatomy for Physician Assistants I	<u>3</u>	PA-503
	TOTAL	13	
SPRING I			
	Anatomy for Physician Assistants II	3	PA-505
	History Taking & Patient Evaluation	4	PA-516
	Functional Neuroanatomy	3	PA-672
	Clinical Medicine I	<u>5</u>	PA-522
	TOTAL	15	
SUMMER I			
	Clinical Pharmacology	4	PA-540
	Diagnostic & Therapeutic Skills	5	PA-518
	Emergency Medicine & Surgery	<u>3</u>	PA-524
	TOTAL	12	
YEAR TWO			
Semester	Title	Credits	Course #
FALL II			
	Clinical Therapeutics	2	PA-640
	Clinical Medicine II	3	PA-642
	Obstetrics & Gynecology & Pediatrics	3	PA-580
	Behavioral Medicine	2	PA-582
	Humanities for the PA Profession	<u>3</u>	PA-610
	TOTAL	13	
SPRING II			
	Health Promotion & Disease Prevention Strategies	2	PA-612
	Clinical Practicum I-III	9	(see below)
	Scholarly Project I	<u>1</u>	PA-660
	TOTAL	12	
SUMMER II			
	Clinical Practicum IV-VI	<u>9</u>	(see below)
	TOTAL	9	
FALL III			
	Community Preceptorship	6	PA-650
	Scholarly Project II & Capstone	<u>3</u>	PA-662
	TOTAL	9	
TOTAL PROGRAM HOURS		83	

Clinical Rotations Title	Course #	# Weeks	Credits
Pediatric Clinical Practicum	PA-620	6	3
Emergency Medicine Clinical Practicum	PA-622	6	3
Internal Medicine Clinical Practicum	PA-624	6	3
Family Medicine Clinical Practicum	PA-626	6	3
Surgery Clinical Practicum	PA-628	6	3
Elective Clinical Practicum	PA-630	4	2
Obstetrics & Gynecology Clinical Practicum	PA-632	2	1
Community Preceptorship	PA-650	10	6
TOTALS		46	24

APPENDIX C

Shenandoah University
Division of Physician Assistant Studies

Academic Advising Statement of Purpose

The Shenandoah University physician assistant program utilizes an academic advisee-advisor system to serve as a resource for students during their tenure in the program. Each student is paired with a faculty or staff person who will serve as the student's advisor.

The relationship between the advisor and advisee is primarily student-driven. Students are strongly encouraged to meet with their advisor at the onset of any circumstances which could adversely affect their success in the program. The advisor can then counsel the student in managing program requirements and direct the student to other helpful resources.

The advisor is also the resource for the student to turn to when the student simply wishes to enrich his or her experience or learning in the PA program or if mentoring is needed in any area related to the PA program or beyond. If the advisor is unable to assist the student directly, he or she can direct the student to the appropriate resource.

The best way for the student to utilize this relationship is to stay in periodic contact with his or her advisor so the advisor can develop knowledge and understanding of the student. This will assist the advisor in giving direction consistent with the student's goals and priorities.

If problems arise, the student is expected to meet with her or his advisor (or instructor, if it is a course related issue) and attempt to work out a plan of action *before* seeking an audience with the program director or other staff. If such a meeting with the advisor does not satisfactorily address the student's concerns, he or she may then meet with the program director.

The advisor-advisee relationship can contribute value and enrichment to a student's tenure in the program, and students are encouraged to avail themselves of it in order to get the most out of their education in the PA program.

Please sign below to indicate that you and your advisor have met and discussed how the advising program can benefit you.

Student's Signature, Date

Advisor's Signature, Date

Appendix D
Student Access to MOB II Suite 430
Outside of Normal Hours

Routine office hours are 8:00 AM – 5:00 PM, Monday-Friday. Access during class days is from 5:00 AM – 9:00 PM only. On weekends and holidays, hours of access are limited to between 9:00AM – 9:00PM.

Access is limited to currently enrolled students in the PA program. Others, without routine access to the suite, are subject to being detained by VHS Security personnel.

When entering the suite, the door must never be propped open for any reason. After 9:00PM, you cannot access the lobby elevators to return to the suite.

If using the suite after normal work hours you must enter and leave by the back door only. Do not exit via the reception area.

When leaving the suite, turn off the lights and check carefully that any appliances, computers, or audiovisual equipment are turned off.

If using the classroom, skills lab, or lounge space after hours, keep the entire area clean and ready for routine business the following day. Appropriately dispose of papers and trash, clean the kitchen area, etc.

*VHS Security 536-4175
Emergency 536-4444*

Revised 05/09

Appendix E
Important Shenandoah University Policies and Links

You will find the documents below on the SU Student Portal or on the PA Web page (www.su.edu/pa - “Students”). Should you have any difficulty locating these documents, please contact the program secretary.

- Inclement Weather
- SU Student Handbook
- Academic Honor Code
- Institutional Computing Policy
- Academic Calendar (Note: PA program Schedule May Differ)

Appendix F

**SHENANDOAH UNIVERSITY
PHYSICIAN ASSISTANT PROGRAM
RELEASE OF INFORMATION**

TO:

I am applying for employment. In furtherance of my application, I authorize the SU Physician Assistant program (and its faculty, agents or employees) to release to the interested entities listed below or their agents any information concerning my academic achievement, abilities, competence, character, qualifications or any information relevant to my employment as a physician assistant. I release from any liability all individuals, entities and representatives who, with this expressed written consent, provide information about me at the request of the listed entities.

Please check below:

- | | |
|--|---|
| <input type="checkbox"/> Potential Employer | <input type="checkbox"/> Hospital Credentials Committee |
| <input type="checkbox"/> State Licensing Board | <input type="checkbox"/> School |
| <input type="checkbox"/> Other, describe: | |

Please forward reference letter to the following:

Full Name and Title:

Complete Address:

City:

State:

Zip:

Date Needed:

Handling Instructions: Mail Directly

Briefly write any information you wish the referee to include in the reference letter or special instructions for handling:

Signature of Student/Graduate

Printed Name of Student/Graduate

Date

Witness



Appendix G

E-Mail Notification Sent: _____
Assigned Room #: _____

Request for Rescheduled Exam

Please submit completed form to the director at least two weeks in advance.

Today's Date: _____

Student's Name: _____

Phone: _____ Class: _____ EMail: _____

Please List Exam(s) You Wish to Reschedule:

Name of Exam (Please don't abbreviate)	Name of Instructor	Original Exam Date	Make-Up Exam Date & Time (completed by instructor)

Reason for Delayed/Early Examination: _____

(students are encouraged to attach appropriate documentation to support the request)

Make-Up Examinations

Students missing an examination due to an excused absence may take a make-up examination only after permission is granted from the program director. The time, location and format of make-up exams are at the discretion of the instructor and/or coordinator. Scheduling of make-up examinations is done as course instructor/coordinator, usually within 72 hours of the originally scheduled exam. Scores assigned for unexcused absences will be 0% for the unit exam. If the make-up examination is not taken at the specified time, the student will receive a grade of 0% for that specific exam. Students with repeated absences excused or otherwise will be referred to the Professional Conduct Committee for review and possible disciplinary action. For unanticipated events (illness, car accident, etc.), this form is not used. However, students should notify the instructor/coordinator by email and/or phone as soon as feasible, and follow-up to reschedule the exam.

For Office Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Director _____	Date _____

Appendix H

**Shenandoah University
Division of Physician Assistant Studies
School of Health Professions**

Student Criminal Charge Report

Shenandoah University Health Professions students who acquire criminal charges must report the charges within 72-hours or immediately upon return to school, whichever comes first. Charges to be reported include, but are not limited to, misdemeanors, including serious traffic violations, and any felony offenses. Charges must be reported in writing to the student's dean or director.

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

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

Date of Charge(s) _____

Criminal Charges(s)

- Misdemeanor
- Felony
- Other (explain) _____

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

Explanation of Charge(s) _____

Court Date (if applicable) _____ SSN _____

Student's Name (please print) _____

Student's Signature _____ Date _____

Signature of Director _____ Date/Time _____

Appendix I

**Shenandoah University
Physician Assistant Studies Program**

I, the undersigned, have read, understand and agree to comply with the Student Handbook on RULES, REGULATIONS, AND PROCEDURES of the Physician Assistant 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 a student which were explained to me. I have been given a copy of the Student Handbook and understand that I may ask questions at a later date if I need further clarification of its content.

Students Name (Print) _____

Signature _____

Date _____