Physician Assistant Studies Program

Student Handbook
Class of 2018

Revised 2/2/18 On December 14th, 2017, the Accreditations and Approvals page was modified to include the following information: details regarding the accreditation status of the Physician Assistant Studies Program sponsored by Johnson & Wales University. https://catalog.jwu.edu/aboutjwu/accreditationsandapprovals/
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I. PHYSICIAN ASSISTANT PROGRAM – GENERAL INFORMATION

A. INTRODUCTION

For purposes of brevity, certain abbreviations and acronyms are used throughout this Handbook. The term “university” refers to Johnson & Wales University. “JWU” also refers to Johnson & Wales University. The “MSPAS Program” and the “PA Program” both refer to the Masters of Science Physician Assistant Studies Program.

This Handbook is designed to be used by students in the MSPAS Program in conjunction with:

1. JWU Catalogs, Undergraduate & Graduate
2. JWU Student Handbook
3. MSPAS Program Clinical Education Manual

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

By attending Johnson & Wales University, you agree to conform to the rules, codes and policies as outlined in this publication, as well as in the catalog and all applicable student handbooks, including any amendments. You are required to abide by all the rules, codes and policies established by the university, which apply to all students, both while inside and outside the university. MSPAS Program specific policies are in addition to university policies listed in the JWU Student Handbook. The catalogs and each campus’ student handbook is available online at www.jwu.edu. Copies of each handbook and catalog are also available at Student Academic & Financial Services. This Handbook is not designed to be all inclusive. The JWU Student Handbook, catalog and other publications contain many important policies, procedures and rules that are not included in this document. Excerpts of some policies from the JWU Student Handbook are included herein as a convenience. Please note that in event of that this Handbook conflicts with and/or is more restrictive or specific than the JWU Student Handbook, the provision in this Handbook shall apply.

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 statements on the last page of this Handbook and the Clinical Education Manual as a condition for participation in the Program.

Please read these sources carefully and thoroughly. Ignorance of the rules will not excuse infractions. We hope they will be helpful. If you have any questions regarding these rules, please contact the Program Director.
The university reserves the right to amend this handbook and change or delete any existing rule, policy or procedure or add new rules, policies and procedures at any time and without prior notice.

B. PHYSICIAN ASSISTANT PROGRAM MISSION STATEMENT

The mission of the JWU Physician Assistant Program is to educate students to become collaborative practitioners with the respect, empathy and trust inherent to patient centered, humanistic health care.

C. PHYSICIAN ASSISTANT PROGRAM GOALS

1. Recruit and matriculate applicants who meet or exceed admission requirements.

2. Offer an integrated didactic curriculum that provides the knowledge, skills, and humanistic principles required for the clinical year.

3. Provide experiential education in a variety of clinical environments with diverse populations that foster the development of humanistic and clinical practice skills needed for entry into the workplace.

4. Graduate physician assistants with a collaborative and humanistic approach to patient care who demonstrate professional competency, ethical integrity and lifelong learning.

5. Follow an ongoing program self-assessment process necessary for JWU Physician Assistant Program accreditation that meets and exceeds standards required by the Accreditation Review Commission on Education for the Physician Assistant.

D. PHYSICIAN ASSISTANT GRADUATE OUTCOMES

The graduates of the JWU Physician Assistant Program shall demonstrate they can:

- Work collaboratively as part of the health care team.
- Develop rapport and an atmosphere of trust with patients and families by providing patient centered humanistic care.
- Accurately elicit a medical history and perform an appropriate physical examination based on patient presentation.
- Formulate an appropriate differential diagnosis based on the clinical presentation.
- Appropriately select and interpret common diagnostic studies based on the clinical presentation.
- Diagnose acute and chronic medical, surgical, and psychological disorders through the application of scientific medical principles and based on clinical presentation and diagnostic testing results for patients across their lifespan.
- Develop, implement, and manage appropriate acute, chronic, or ongoing treatment plans including pharmacological and non-pharmacological approaches, surgery, counseling, therapeutic procedures, rehabilitative therapies, or other therapeutic modalities.
- Perform common laboratory studies and clinical procedures.
- Initiate and recommend health promotion and disease prevention measures such as disease screening, risk factor identification and education, diet and nutrition, and immunizations.
- Recommend and provide patient education and counseling for common medical and psychological illnesses, common medical procedures, therapeutic regimens, adherence, and health maintenance.
• 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.
• Effectively document medical information in a variety of formats.
• Utilize effective interpersonal skills in written, oral, and electronic forms of communication with patients, families, and other members of the health care team.
• Utilize and apply evidence based medicine principles and skills to guide decision making in clinical practice.
• Demonstrate sensitivity regarding the emotional, cultural, and socioeconomic aspects of the patient, the patient’s condition, and the patient’s family.
• 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.
• Engage and employ lifelong learning skills through on-going self-reflection, active engagement, and professional development.

E. TECHNICAL STANDARDS

To participate in the Physician Assistant Program at Johnson & Wales University, each student, with or without reasonable accommodations, must be able to safely and effectively meet the following technical standards. Technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities that a student must be able to perform in order to be admitted, to progress satisfactorily, and to graduate from the Physician Assistant Program and subsequently enter clinical practice.

As further detailed below, all students must possess aptitude, ability, and skills in the following six (6) areas:

1. Active Participation
2. Observation
3. Communication
4. Sensory and motor coordination and function
5. Intellectual, conceptualization, integration and quantitation
6. Behavioral and social skills, abilities, and aptitudes

The functions described below are critically important and must be autonomously performed by the student. It should be understood that these are standards for minimum competence in the program:

1. Active Participation in the Program

Students must be able to actively participate in all components of the Physician Assistant Program. This means that students must be able to:

• Attend and participate in all classroom activities;
• Complete all academic requirements of the program, including but not limited to academic papers, exams, presentations, meetings, and labs, etc. Some of these academic requirements, like papers and exams, will test the student’s ability to receive, understand and incorporate the subject matter. Other academic requirements, like presentations and meetings, reflect industry practices that a graduate of this program will be required to demonstrate.
• Communicate effectively and appropriately with faculty, staff, and fellow students in person, via written, and electronic correspondence.
• Lift and transport a minimum weight of 25 lbs.
• Safely maneuver in classroom, laboratory, and clinical settings.
• Utilize industry specific equipment.
• Maintain the health and safety of self. Not pose a risk to other students, instructors, and others present during all educational experiences and components of the program.
• Understand and implement all safety and security policies and procedures, including but not limited to those related to fires, evacuation proceedings, etc.
• Participate in all required components, including clinical rotations.

2. Observation

The student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic sciences.

The student must also be able to directly and accurately perceive a patient at a distance and close at hand, with or without standard medical instrumentation. A student must be able to perceive a patient’s demeanor, see a patient’s physical condition, and obtain a medical history and perform a physical examination correctly on the patient. The student must be able to integrate the information derived from these perceptions and develop an accurate diagnostic and treatment plan.

Furthermore, a student must be able to:
• acquire information from written documents;
• perceive and interpret information as presented in images from paper, films, slides or video;
• interpret x-ray and other graphic images, and digital or analog representations of physiologic phenomenon (such as EKGs) with or without the use of assistive devices;
• competently use diagnostic instruments, including, but not limited to, an otoscope, ophthalmoscope, stethoscope and microscope.

3. Communication

Students must be able to relate effectively to patients while conveying compassion and empathy. They must be able to clearly communicate with patients in order to elicit information, accurately describe changes in mood, activity and posture of patients, and understand verbal as well as nonverbal communication.

Communication includes not only speech, but reading and writing. Physician assistant education presents exceptional challenges in the volume and breadth of reading required to master subject areas and impart the information to others. Students must be able to communicate quickly, effectively, and efficiently in oral and written English in the classroom and with patients and all members of the health care team.

Students must be able to communicate in a way that achieves the following:
• rapidly and clearly communicating with the medical staff on rounds or elsewhere;
• eliciting an accurate history from patients;
• communicating complex findings in appropriate terms to patients and to various members of the health care team. Students must be able to learn to recognize and promptly respond to
emotional cues, such as sadness and agitation; accurately and legibly record observations and plans in legal documents, such as the patient record;

- accurately enter patient data into an electronic medical record or other database;
- prepare and communicate concise, complete summaries of both limited patient encounters and complex, prolonged encounters, including hospitalizations. Students must be able to complete forms, in a timely fashion, and according to directions.

4. **Sensory and Motor Coordination and Function**

Students must possess sufficient sensory and motor function to perform physical examinations using palpation, auscultation, percussion and other diagnostic maneuvers. This requires sufficient exteroceptive sense (visual, auditory, touch and temperature), coordination to manipulate patients and adequate motor skills to operate diagnostic instruments.

Students must be able to:

- evaluate various components of the voice, such as pitch, intensity, and timbre;
- accurately differentiate percussive notes and auscultatory findings, including but not limited to, heart, lung, and abdominal sounds;
- accurately discern normal and abnormal findings, using instruments including, but not limited to, tuning forks, stethoscopes, and sphygmomanometers;
- execute physical movements needed to provide general care and emergency treatments to patients. Students, therefore, must be able to respond promptly to emergencies within the hospital or practice setting and not hinder the ability of their co-workers to provide prompt care. Examples of emergency treatment reasonably required of a physician assistant include arriving quickly when called and assisting in cardiopulmonary resuscitation (CPR), administering intravenous medications, applying pressure to arrest bleeding, maintaining an airway, suturing wounds, and assisting with obstetrical maneuvers. As further illustration, CPR may require moving an adult patient, applying considerable chest pressure over a prolonged period of time, delivering artificial respiration and calling for help;
- learn to perform basic laboratory tests such as wet mount, urinalysis, gram stain, etc., and diagnostic/therapeutic procedures such as venipuncture or placement of catheters and tubes. The administration of intravenous medications requires a certain level of dexterity, sensation, and visual acuity.
- measure angles and diameters of various body structures using a tape measure or other devices to measure blood pressure, respiration and pulse, and interpret graphs describing biologic relationships;
- attain transportation to a variety of clinical rotation settings in a timely manner.

5. **Intellectual, Conceptualization, Integration and Quantitation**

Problem-solving, a critical skill demanded of physician assistants, often requires rapid intellectual function, especially in emergency situations. These intellectual functions include numerical recognition, measurement, calculations, reasoning, analysis, judgment, synthesis and application. Students must be able to identify significant findings in the patient’s history, physical examination and laboratory data, provide a reasoned explanation for likely diagnoses, and choose appropriate medications and therapy.

It is essential the student is able to incorporate new information from many sources toward the
formulation of a diagnosis, and plan and recall information in an efficient and timely manner. Professionally sound and evidence-based judgment in patient assessment and diagnostic/therapeutic planning is also essential. When appropriate, students must be able to identify and communicate the extent of their knowledge to others.

6. Behavioral and Social Skills; Abilities and Aptitudes

Students must possess the emotional and mental health required for full use of their intellectual abilities, the exercise of professional judgment, the prompt completion of all responsibilities associated with the diagnosis and care of patients and the development of mature, sensitive, and effective relationships in diagnosis and care of patients. Students must demonstrate the integrity, excellence, compassion, altruism, respect, empathy and service inherent to learning the practice of humanistic medicine. Students must be able to monitor and react appropriately to their own emotional needs. For example, students need to maintain balanced demeanor and good organization in the face of long hours, fatigued colleagues, and dissatisfied patients.

Students must be able to develop appropriate professional relationships with their colleagues and patients, provide comfort and reassurance to patients and protect patients’ dignity and confidentiality. Students must be able to monitor changes in class and rotation schedules and be on time for all scheduled classes, clinical rotations and other scheduled expectations and responsibilities. Students must possess the endurance to tolerate physically taxing workloads and to function effectively under stress. All students are, at times, required to work for extended periods of time, occasionally with rotating schedules. Students must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the practice of medicine. Students must be able to accept suggestions and criticisms, and if necessary, to respond by modifying their behavior.

The above technical standards are essential to the Physician Assistant Program in the Graduate School and also reflect industry requirements and standards.

Please note that the P.A. Program is in the process of reviewing and updating the technical standards that all students must meet to successfully participate in and complete the P.A. Program. Once final, the P.A. Program will provide advanced (6 months) notice of these standards on its website and in its handbook.

F. PROGRAM CURRICULUM

YEAR 1

Summer Semester:  
PAS 5100 Applied Anatomy  
PAS 5200 Foundations of Medicine  
PAS 5325 Patient Care I  
PAS 5344 Professional and Health Policy Issues I  

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<td>PAS 5200 Foundations of Medicine</td>
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<tr>
<td>PAS 5325 Patient Care I</td>
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<td>PAS 5344 Professional and Health Policy Issues I</td>
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Fall Semester

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<tr>
<td>PAS 5533 Clinical Medicine II</td>
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<tr>
<td>PAS 5560 Pharmacotherapeutics I</td>
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</tr>
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<tr>
<td>PAS 5620 Diagnostic Skills I</td>
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<td>PAS 5425 Patient Care II</td>
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<td>PAS 5454 Professional and Health Policy Issues II</td>
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**Spring Semester**

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<td>PAS 5643 Clinical Medicine III</td>
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<td>PAS 5570 Pharmacotherapeutics II</td>
<td>4</td>
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<td>PAS 5632 Diagnostic Skills II</td>
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<td>PAS 5735 Patient Care III</td>
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<td>PAS 5464 Professional and Health Policy Issues III</td>
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**Year 1 Total Credits**

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**YEAR 2**

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<td>PAS 6100 Introduction to Clinical Practice</td>
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<td>PAS 6250 Internal Medicine Clinical Course</td>
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<td>PAS 6200 Family Medicine Clinical Course</td>
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**Fall Semester**

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<td>AS 6300 Pediatric Medicine Clinical Course</td>
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<td>PAS 6350 Women’s Health Clinical Course</td>
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<td>PAS 6400 Emergency Medicine Clinical Course</td>
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**Spring Semester**

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<td>PAS 6450 Behavioral and Mental Health Clinical Course</td>
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<td>PAS 6500 Surgery Clinical Course</td>
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<tr>
<td>PAS 6600 Clinical Elective Course I</td>
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<td>PAS 6700 Clinical Elective Course II</td>
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**Year 2 Total Credits**

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**Total Curriculum Credits**

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<td><strong>104</strong></td>
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* this course will span the clinical year, credit will be awarded only in Spring Semester
G. PROGRAM SCHEDULE (CLASS 2018)*

Please Note: The PA Program Academic Calendar does not align with the published JWU or Graduate School Academic Calendar. Semester start and stop and other dates differ. Students should consult with the Program Director prior to scheduling non-program activities.

Year One
Summer Semester (12 weeks)
Classes begin: Monday, June 6, 2016
No Class: Monday, July 4, 2016
Classes end: Friday, August 26, 2016

Intersession Break Saturday, August 27 – Monday, September 5, 2016

Fall Semester (16 weeks)
Classes begin: Tuesday, September 6, 2016
No Class: Monday, October 10, 2016
Holiday Break: Wednesday, November 23 – Sunday, November 27, 2016
Classes Resume: Monday, November 28, 2016
Classes End: Friday, December 16, 2016

Intersession Break Saturday, December 17 – Tuesday, January 3, 2017

Spring Semester (20 weeks)
Classes begin: Wednesday, January 4, 2017
No Class: Monday, January 16, 2017
Spring Break: Monday, March 6 – Sunday, March 12, 2017
Classes Resume: Monday, March 13, 2017
No Class: Friday, April 14, 2017
Classes end: Friday, May 19, 2017

Intersession Break Saturday, May 20 – Sunday, June 4, 2017

Year Two
Introduction to Clinical Practice (2 weeks)
Class begins: Monday, June 5, 2017
Class ends: Friday, June 16, 2017

Clinical Rotation Schedule
Rotation 1 Monday, June 19 – Wednesday, July 19, 2017
Senior Seminar 1 Thursday, July 20 – Friday, July 21, 2017
Rotation 2 Monday, July 24 – Thursday, August 24, 2017
Senior Seminar 2 Friday, August 25, 2017
Rotation 3 Monday, August 28 – Wednesday, September 27, 2017
**Senior Seminar 3**  
*Thursday, September 28 – Friday, September 29, 2017*

Rotation 4  
Monday, October 2 – Thursday, November 2, 2017

**Senior Seminar 4**  
*Friday, November 3, 2017*

Rotation 5  
Monday, November 6 – Thursday, December 7, 2017

*Thanksgiving Holiday*  
*Thursday, November 23 – Friday, November 24, 2017*

**Senior Seminar 5**  
*Friday, December 8, 2017*

Rotation 6  
Monday, December 11 – Thursday, January 18, 2018

*Holiday Break*  
*Sunday, December 24, 2017 – Monday, January 1, 2018*

**Senior Seminar 6**  
*Friday, January 19, 2018*

Rotation 7  
Monday, January 22 – Thursday, February 22, 2018

**Senior Seminar 7**  
*Friday, February 23, 2018*

**Summary Testing Week (on campus)**  
*Monday, Feb 26- Friday, March 2, 2018*

Rotation 8  
Monday, March 5 – Thursday, April 5, 2018

**Senior Seminar 8**  
*Friday, April 6, 2018*

Rotation 9  
Monday, April 9 – Thursday, May 10, 2018

**Senior Seminar 9**  
*Friday, May 11- Tuesday, May 15, 2018*

Graduation  
Friday, May 18, 2018*

*Schedule is subject to change*

**H. VOLUNTEER OPPORTUNITIES**

Students will not be required to perform any clerical or administrative work or teaching on behalf of the PA Program. On occasion, the faculty or staff of the program may make students aware of volunteer opportunities in the university or community. Students are not obligated to volunteer and shall not be financially compensated for this activity. Student employment through the university work-study program will be governed by university policies.

**I. PROGRAM ASSESSMENT IN THE PURSUIT OF EXCELLENCE**

Consistent with the program’s accreditation review process, the JWU PA program is committed to the pursuit of excellence and, therefore, will collect, review and analyze program and student data as part of its ongoing self-assessment plan. The following are examples of some of the data which will be collected:
Performance evaluations (written examination, OSCE’s, practicals, projects, presentations)
Instructor/lecturer/preceptor surveys and evaluations
Course/module evaluations
Professionalism assessment
Clinical rotation logs
Clinical site evaluations
PAEA End of Rotation Examinations
Exit surveys
Town Hall Meetings
NCCPA/PACKRAT scores
Graduate surveys
Research projects

II. Physician Assistant Program – Rules and Regulations

A. INTRODUCTION

This section contains policies and requirements for students seeking enrollment or enrolled in the Physician Assistant Program. These policies are unique to the PA Program and are designed to promote standards for academic competency, professional behavior and integrity, and conduct and personal responsibility. Section III represents the parameters of achievement and behavior the Program faculty expect of its students as future health practitioners who will be serving the public and consumer. It is the responsibility of all students to be knowledgeable about Program policies. The policies will be applied to all aspects of the student’s academic progress and conduct for as long as the student is enrolled in the Program. To the extent that any issues are not covered by this Handbook, but are covered by other university policies, those such policies apply.

B. PROGRAM REQUIREMENTS

1. Background Checks / Drug and Alcohol Testing

Background Checks

Enrollment in the JWU Physician Assistant Program is based upon successful background checks and drug screenings. The background checks take place prior to matriculation and as necessary throughout the program. The student is responsible for all costs related to background checks.

Upon admission, but prior to enrollment, all Physician Assistant students are subject to a University-mandated background check. During the clinical year, some sites may require repeat or additional testing of students, such as additional background checks, drug testing and/or fingerprint screening.

In the event a student has a positive finding on a background check, such information will be forwarded to the university’s background check review committee. A student may be denied enrollment depending on the circumstances regarding the offense and the Failure to submit to a background check will result in termination from the program.
Drug Screenings

Drug screenings occur prior to and during clinical experiences. In the event of a positive drug screening for an unprescribed controlled substance, students may be subject to removal from the program, removal from clinical experiences and/or disciplinary proceedings, including up to dismissal from the university.

The student is responsible for all costs associated with drug screenings.

Other Screenings

A clinical site may request additional testing (i.e., color blindness test, respiratory fit testing (N-95 mask) and others) to which the student agrees to participate and for which the student will be held financially responsible.

DISCLAIMER:

Please note that different clinical sites have different eligibility requirements. It is possible that a student with a criminal history could be permitted to participate in the program, but may not find any or a desirous clinical site, which is a requirement of graduation. Similarly, different states have different licensure requirements. It is possible that a student with a criminal history could be permitted to participate in and graduate from the program but not meet the licensure requirements of any or their desired state. Information on state licensure requirements can be found on the website for the American Academy of Physician Assistants at http://www.aapa.org/twocolumnmain.aspx?id=1849.

By signing this handbook, students seeking to enroll, enrolled in, or formerly enrolled in the physician assistant program at Johnson & Wales University agree that they understand and appreciate the risks associated with having a criminal history. These risks include, but are not limited to: not meeting the requirements of eligibility for a clinical site, not finding a desirous or proximate clinical site, inability to meet one or more state licensure requirements, and inability to obtain a job as a physician assistant.

IN FULL RECOGNITION OF THESE RISKS AND IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN THE PHYSICIAN ASSISTANT PROGRAM, THE STUDENT RELEASES, WAIVES, FOREVER DISCHARGES, AND COVENANTS NOT TO SUE THE UNIVERSITY, ITS GOVERNING BOARD, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LIABILITY FOR ANY HARM, INJURY, DAMAGE, CLAIMS, DEMANDS, ACTIONS, CAUSES OF ACTION, COSTS, AND EXPENSES OF ANY NATURE RELATED TO THE STUDENT’S CURRENT OR FUTURE CRIMINAL HISTORY AND STUDENT’S INABILITY TO MEET THE REQUIREMENTS OF ELIGIBILITY FOR A CLINICAL SITE, INABILITY TO FIND A DESIROUS OR PROXIMATE CLINICAL SITE, INABILITY TO MEET ONE OR MORE STATE LICENSURE REQUIREMENTS, AND/OR INABILITY TO OBTAIN A JOB AS A PHYSICIAN ASSISTANT. IN SIGNING THIS HANDBOOK, STUDENT ACKNOWLEDGES AND REPRESENTS THAT STUDENT HAS FULLY INFORMED HIM/HERSELF OF THE CONTENT OF THE FOREGOING WAIVER OF LIABILITY AND ASSUMPTION OF RISK AND THAT HE/SHE UNDERSTANDS ITS CONTENTS.

2. Policy on Immunizations and Physical Examination

All JWU Physician Assistant students are absolutely required to meet both University and CDC health and immunization requirements prior to any clinical activities are permitted. This includes the following
list, subject to change:

- A current physical examination;
- A negative two-step tuberculosis test within 12 months; (Those known to have infection or disease in the past will NOT be tested. They will need to provide medical documentation from their health care provider and a negative chest x-ray done after the date of the positive PPD documentation.)
- Three doses of hepatitis B vaccine and proof of a protective titer showing immune status;
- Two doses of MMR vaccine and proof of a protective titer showing immune status;
- Completion of the chicken pox vaccine series and proof of a protective titer showing immune status;
- Up to date annual influenza vaccination;
- Tdap vaccination within past 10 years;
- A color blindness test (Ishihara).

Failure to meet any of these requirements will result in a Health Services hold being placed on the student’s account, which prohibits the student from registering/reinstating at the university. All documents must be submitted to Health Services before a hold will be removed.

Students will also be required to meet the physical examination and immunization requirements of their clinical education sites which may include requirements not listed above. The cost of all testing is the responsibility of the student.

3. **Malpractice Insurance**

The university shall enroll students in malpractice insurance while they are matriculated in the PA Program. For information on this policy, to understand its coverage and limits, please contact the university’s Risk Manager.

4. **Textbooks**

All course syllabi will provide a list of required texts and other resources and/or supplies which must be purchased by the student. Students can plan on spending approximately $1,000 to $3,000 for these required items over the two years of the program. To the extent practicable, a list of required texts will be made available as soon as possible prior to the start of classes. In addition, each course syllabus will include a list of recommended texts and resources which students are not required to purchase but may wish to have as important reference materials. The JWU library also provides access to many online textbooks, some of which are the required texts for courses. If an online required course text is available, purchase of a hard text is optional. All students are required to have a laptop capable of accessing these electronic materials (see item 7 below). For those texts not available online, students are expected to have the required text by the beginning of class for each semester.

5. **Supplies**

The following supplies must be procured by the student.

**Scrubs:** Students must wear surgical scrubs during the summer Anatomy course. Two sets of scrubs are optimal. The color of scrubs is the choice of the student. Scrubs will be useful to wear during other labs throughout the year. Cost of scrubs is approximately $50 for the required two sets.
Short White Clinical Coat: Students are required to have a long sleeved, short white clinical coat. A clinical coat ends at the upper thigh/ top of inseam. A clinical coat that ends lower than this (at mid-thigh) is too long. White jackets are the required dress code for all clinical experiences. They signify “student” status. Coats/ jackets cost $22-30 and will be available in the JWU University Bookstore.

Nametags and Patches: For your white jacket/ coat, students are required to have a JWU PA Program patch and JWU PA Program nametag (estimated cost $10, available through the University Bookstore.)

6. Medical Equipment

The following is a list of the required and recommended equipment:

<table>
<thead>
<tr>
<th>Required Equipment</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oto-Ophthalmoscope set (Welch Allyn full size/3.5 volt diagnostic set with traditional coaxial ophthalmoscope). Panoptic ophthalmoscopes are not acceptable unless the Panoptic device also includes a coaxial option.</td>
<td>$450-800</td>
</tr>
<tr>
<td>Stethoscope (Littman Cardiology III or better)</td>
<td>$140</td>
</tr>
<tr>
<td>Reflex hammer</td>
<td>$3-4</td>
</tr>
<tr>
<td>Tuning forks-128cps and 512 cps</td>
<td>$8 each</td>
</tr>
<tr>
<td>Sphygmomanometer (blood pressure cuff)</td>
<td>$90-150</td>
</tr>
<tr>
<td>Examination Gown (“Johnnie”) that ties in the back</td>
<td>$10</td>
</tr>
<tr>
<td>Examination Drape (Flat twin sheet, white)</td>
<td>$10</td>
</tr>
<tr>
<td>2 Short White Coats with PA Program Patch</td>
<td>$22-30 each</td>
</tr>
<tr>
<td>JWU PA program name tag</td>
<td>$10</td>
</tr>
<tr>
<td>Anatomy Dissection Kit</td>
<td>$25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended Equipment</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penlight</td>
<td>$5-10</td>
</tr>
<tr>
<td>Medical Bag</td>
<td>$10-60</td>
</tr>
<tr>
<td>Metric tape measure</td>
<td>$5</td>
</tr>
<tr>
<td>EKG caliper</td>
<td>$5-15</td>
</tr>
</tbody>
</table>

**Total Approximate Costs** $750 to $1,500

At the beginning of the Program each year, the Program will introduce the students to one or more sales representatives who are aware of the specifications of the supplies required. Students are free to purchase from other parties at their discretion. All supplies must be pre-approved by the Program.

7. Information Technology Requirements

Students must have a notebook or laptop computer with reliable wireless Internet access. Both the program and the university use e-mail as the primary method of communication. Students must also be able to access ULearn, the university's online course management system, for class materials and grades. Students must also be able to access ExamSoft*, the computer-based, secure testing platform. During the clinical year, students must be able to complete patient logs and other reports online. Information Services recommends Firefox for some online applications. Students must have software that allows them to prepare PowerPoint presentations and Word documents, along with up-to-date virus/malware protection. In addition, students must be able to create materials as well as access them, so an iPad or similar device may not be appropriate. The cost for an appropriate device is
estimated at $1000.

To accomplish the above, the following are specific laptop requirements (no tablet computers or virtual operating systems):

**PC Users:**
- OS System: 32-bit or 64-bit versions of Windows Vista, or better
- CPU Processor: 1.86 Ghz Intel Core 2 Duo or better
- RAM: Highest recommended for OS or 2 Gb
- Hard Drive: highest recommended for OS or 1 Gb of available space
- Internet connection
- Screen resolution: 1024x768 or higher
- Adobe Reader version 9 or 11
- Administrator level account permissions

**Surface Pro 1, 2, 3, or 4**

Please note, Non-Pro Surface devices will not meet requirements
- External keyboard (USB or Bluetooth)
- Hard Drive: minimum of 1 Gb available space
- Adobe Reader XI
- Internet connection
- Screen resolution 1920x1080
- Administrator level account permissions

**Mac Users**
- OS System: OS X 10.7 (Lion) or better
- CPU: Intel processor
- RAM: 2 Gb
- Hard Drive: 1 Gb of available space or greater
- Internet connection

These additional software programs are available to students and should work on fairly new computers that are only 2-3 years old. However, especially with Adobe Products, the more up-to-date and the faster the computer, the better the programs will work.

Microsoft Office Products available: [http://it.jwu.edu/students/software-discounts/microsoft-office-365-proplus/](http://it.jwu.edu/students/software-discounts/microsoft-office-365-proplus/) (note: updated link)

- Windows PC and Mac users are able to obtain Microsoft Office 365 ProPlus that includes Office 2016 apps (Word, Excel, PowerPoint, OneNote, Outlook) for free while a student at JWU

Adobe Products available: [http://it.jwu.edu/students/software-discounts/adobe-creative-cloud/](http://it.jwu.edu/students/software-discounts/adobe-creative-cloud/) (note: updated link)

- Adobe Creative Cloud includes Adobe Pro, Photoshop, Illustrator, Premier, etc.
- Subscription for one year is about $10 for entire Adobe CC Suite

*ExamSoft requirements can be found: [http://www.examsoft.com/jwupa](http://www.examsoft.com/jwupa) (note: updated link)*
Please note: All students are required to comply with the university’s Computer and Technology Use Policy (available at http://it.jwu.edu/Security/policies/Computer-and-Technology-Use-Policy/ (note: updated link)

8. **Pre-enrollment Training and Certifications**

**Basic Life Support (BLS) Training**: All students are required to have completed the American Heart Association (AHA) *Basic Life Support for Healthcare Provider* course (BLS) prior to matriculation and must maintain current AHA BLS certification throughout the program. The student is responsible for the cost of this training.

**Health Insurance Portability and Accountability Act (HIPAA)**: Once matriculated, all students will be required to complete HIPAA training, which may require updating or re-certification prior to starting clinical rotations. The Program will provide this training.

**Occupational Safety and Health Administration (OSHA) Precautions**: Working in a clinical setting can expose the student to a wide variety of health risks and infectious disorders. Health care professionals and students can also act as vectors carrying infectious illnesses to patients who are already ill and sometimes immune-compromised. Safety of the student, patients and other health care provider is critical to the health and well-being of all. Health care practitioners can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. *Therefore all students will complete OSHA training* and must be compliant with OSHA and universal precaution requirements including the use of gloves, care of sharp objects, use of eyewear, protective clothing, and other precautionary measures. The Program will provide this training.

C. **ACADEMIC PERFORMANCE POLICY AND PROCEDURES**

1. **Policy Statement**

Students are ultimately responsible for their own academic performance. Students are in the best position to truly understand their level of comprehension and are encouraged to reach out to faculty members with questions or to seek instruction, advice and resources. The university has a number of resources to assist students experiencing academic challenges, including academic advisors and the Learning Centers.

Students must demonstrate satisfactory academic performance in order to remain enrolled in the program. The PA Program has developed the following procedures regarding satisfactory academic performance. Students who fail to maintain the appropriate grade point average will be placed on academic probation and/or given academic warning. Upon failure to improve, such students will be dismissed.

**2. Graduation Requirements**

To successfully graduate from the PA Program, students must:

(1) Complete the entire program within three (3) academic years; and
Successfully complete and pass all required courses, rotations, and program requirements with a grade of C or better and have a minimum cumulative GPA of 3.0.

3. Grading

The Physician Assistant Program requires a minimum 3.0 cumulative grade point average ("GPA"). While 70% is considered passing, scores below 80% are considered subpar performance in the Program. The grading system for the PA program is defined below. Grades in italics, while passing, are considered sub-par performance in the PA program.

Students must complete and pass all semester courses before they can progress to the next semester of the program. In general, successful academic performance in the program is demonstrated by successfully passing all required courses, rotations, and program requirements with a grade of C or better and having a minimum cumulative GPA of 3.0.

Final grades are generally not appealable. In the case of clerical or mathematical errors in the calculation or recording of a grade, students have one semester from the semester ending date within which they may appeal an official grade. This appeal must be addressed to the faculty member in writing. Any change to a student’s final grade is only viewable by accessing the student’s academic transcript or Degree Audit. For more information please go to: http://catalog.jwu.edu/handbook/academicpolicies/gradeappeals/

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>95–100</td>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>90–94</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>87–89</td>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>83–86</td>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>80–82</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>77–79</td>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>73–76</td>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>70–72</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>0.00</td>
</tr>
<tr>
<td>Withdrawal/Fail</td>
<td>WF</td>
<td>0.00</td>
</tr>
<tr>
<td>Withdrawal/Pass</td>
<td>WP</td>
<td>0.00</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>No Credit</td>
<td>NC (non-punitive withdrawal)</td>
<td></td>
</tr>
<tr>
<td>Grade Pending</td>
<td>GP</td>
<td></td>
</tr>
<tr>
<td>Audit</td>
<td>AU</td>
<td></td>
</tr>
<tr>
<td>Satisfactory/Unsatisfactory</td>
<td>S/U</td>
<td></td>
</tr>
<tr>
<td>No Grade</td>
<td>NG</td>
<td></td>
</tr>
</tbody>
</table>

4. Methodology for Determining Student’s Academic Standing

<table>
<thead>
<tr>
<th>Status at Start of Semester</th>
<th>Cumulative GPA</th>
<th>Status at Semester Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td>3.0-4.0</td>
<td>Good Standing</td>
</tr>
</tbody>
</table>
5. **Academic Review Process**

**Academic Probation**

Students may be placed on Probation due to the above circumstances. These students risk permanent dismissal from the university if they are unable to meet the above academic standing guidelines.

**Academic Warning**

Students may be placed on Academic Warning due to the above circumstances. These students risk permanent dismissal from the university if they are unable to meet academic standing guidelines. The warning designation is sometimes used to override academic standing decisions at the end of the term due to mitigating circumstances.

**Academic Dismissal**

Dismissed students may no longer matriculate at the university.

An academic dismissal may not be appealed.

**Remediation**

Remediation is a program-defined and applied process for addressing deficiencies in a student’s knowledge and skills such that the correction of these deficiencies is measurable and can be documented. Remediation is the opportunity to correct unsatisfactory academic performance, progress and/or professional conduct in the program. A remediation plan is not automatic and may not be offered. Recommendations regarding a remediation plan will be made by individual faculty, in consultation with the Program Director, after considering all pertinent circumstances in each case, including but not limited to the student’s demonstrated dedication to learning, active participation in the educational program, overall academic/clinical performance, regular attendance, individual initiative and utilization of resources available to him/her. Students who are provided Remediation are on probationary status. Students who fail to meet and/or complete a remediation plan will be subjected to Academic Dismissal.

<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>2.0-2.99</th>
<th>Academic Probation Good Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Probation</td>
<td>0.0-1.99</td>
<td>Academic Dismissal</td>
</tr>
<tr>
<td>Academic Warning</td>
<td>3.0-4.0</td>
<td>Good Standing</td>
</tr>
<tr>
<td>Academic Warning</td>
<td>0-2.99</td>
<td>Academic Dismissal</td>
</tr>
<tr>
<td>Academic Warning</td>
<td>0-2.99</td>
<td>Good Standing</td>
</tr>
<tr>
<td>Academic Warning</td>
<td>3.0-4.0</td>
<td>Academic Dismissal</td>
</tr>
</tbody>
</table>
6. **Repeat of Failed Courses**

The MSPAS graduate students will be allowed a maximum of two (2) opportunities to successfully pass each module, course or rotation. The MSPAS graduate students will only be permitted to remediate a failed course or rotation as part of a remediation plan. Failure to pass a course or rotation on the second opportunity will result in academic dismissal from the program.

7. **Satisfactory Academic Progress – Financial Aid**

Separate from the University’s policies, federal law requires that students receiving financial aid must demonstrate that they are meeting Satisfactory Academic Progress (SAP) requirements, which are defined by federal law. SAP measures a students’ completion of coursework toward a degree. JWU evaluates SAP at the end of each semester, including summer, for each student. Students who do not meet all SAP criteria may lose their eligibility to receive all types of financial aid (e.g., federal, state, private, institutional and other aid). Students will be notified of SAP decisions by Student Academic & Financial Services both verbally and in writing.

8. **Deceleration**

Deceleration is the loss of students from their entering cohort who remain matriculated in the Physician Assistant program. Under extraordinary circumstances, students may be permitted to decelerate. Deceleration occurs when students are granted the ability to disengage from their entering cohort and join the following year’s cohort. This request must be made in writing to the Program Director who will present it to the faculty for discussion and recommendations upon which the Program Director will make the decision. Any student who is granted deceleration and joins the following year’s cohort will be held responsible to the policies and procedures and curricula requirements as defined by the PA Student Handbook for that following year’s class. This may necessitate additional course work and/or may delay graduation.

Deceleration may only occur once and the student must meet the following criteria to be considered:

- Current minimum cumulative GPA of 3.0 in PA Program *Note: if a request occurs during first semester of the program, student must have sufficiently demonstrated the commitment, dedication, and academic aptitude needed to be successful in the program*

- Has demonstrated behavior, attitude, and ethics consistent with professional demeanor expected of a physician assistant student as determined in the sole discretion of the Program Director.

9. **Advanced Placement**

There is no advanced placement in the PA program.

10. **Prior Work Experience**

The PA Program does not provide credit for any prior work experience.
11. **Transfer Credit**

The PA Program does not accept any transfer credits.

12. **Refund Policy**

Information on the university’s refund policy is available at:
http://catalog.jwu.edu/financingyourdegree/refundpolicies/

D. **CLASSROOM AND CLINICAL SITE POLICIES**

1. **Attendance Policy**

Foreseen absences may be excused with prior written approval by both the module coordinator and Academic Coordinator.

2. **Cellphones**

Communication devices, such as cellphones, pagers, etc., may not be used in the classrooms, libraries, computer labs, Center for Academic Support or any academic-related facility and must be turned off, set to vibrate or otherwise rendered inaudible.

3. **Examination Protocol**

The following rules apply to all students during an examination:

1. Students are required to be present for all scheduled examinations.

2. A student who arrives late to an examination will not be given additional time to complete the exam. If a student arrives 15 or more minutes late from the exam start time, it will be the prerogative of the module coordinator to determine if the student will be permitted to take the exam or whether the exam will be rescheduled for that student. If the exam is rescheduled, the exam will cover the same subject material as covered by the original examination; however, the exam may be in a different format than the original examination. Furthermore, any student arriving after other students have completed the exam and left the testing area will not be allowed to start the examination.

3. A student who is unable to attend a scheduled examination for any reason must immediately notify both the module coordinator and Academic Coordinator (in person or via e-mail) as soon as possible prior to the start of the exam. The module coordinator and Academic Coordinator will determine whether the student will be permitted to make up the missed examination. A medical health provider note for absences due to illness may be requested.

4. If the student is granted a make-up examination, the date and time will be determined by the module coordinator and Academic Coordinator. Students missing an exam must contact the module coordinator and Academic Coordinator to discuss the scheduling of the examination upon their return to campus. Although make-up examinations test the same subject material as covered by the original examination, the format may be different than the original examination.
5. Failure to make up the examination within the specified time period will result in a grade of “zero” for that examination.

6. If a student fails to appear for an examination and fails to notify the course coordinator prior to the exam, formal documentation will be placed in the student file. In addition, the student will receive a grade of zero for the exam and no make-up exam will be offered. Such behavior violates the PA Standards of Professional Conduct.

7. All examinations remain property of the Program. No student is permitted to retain a copy of an examination or part of an examination. Theft or possession of an exam outside of a classroom constitutes theft under The Student Code.

Upon entry into the examination site, the student must place all books, notes, study aids, coats and personal possessions on the floor at the front of the room. No talking is allowed once an examination starts. Any student engaging in disruptive behavior or inappropriate conduct during an examination is subject to disciplinary action. Obtaining a copy of the exam, or a previous year’s exam or questions, and/or getting help from another student during the exam are all considered cheating.

The following items are prohibited in the seating area of the testing room. Possession of any of these items will result in expulsion from the examination and a score of zero for the exam. Students may also face disciplinary actions related to Academic Integrity.

- Watches with an alarm, computer or memory capability
- Cellular phones
- Paging devices
- Recording/filming devices
- Personal digital assistants of any kind
- Reference materials
- Backpacks, briefcases, coats
- Food items, water bottles
- Hats of any kind, hoods from sweatshirts, and sunglasses are not permitted to be worn during examinations

4. Needle Stick/Bodily Fluids Exposures

Exposure to bodily fluids and/or inadvertent needle sticks may represent a health or safety concern.

If an exposure occurs during the didactic year, the student should instantly cleanse the affected area and report the exposure to the Academic Coordinator immediately. Immediate medical care and lab work will be done at either the nearest appropriate emergency department or with the student’s primary care provider, in the sole discretion of the Academic Coordinator. Any and all expenses for the care and potential treatment are the responsibility of the student.
If an exposure occurs at a clinical site during the clinical year, the supervising physician or supervisor must be notified **IMMEDIATELY**. The protocol at the clinical site may govern the medical approach to that exposure. Immediate medical care and lab work will be done at either the nearest appropriate emergency department or at the rotation site. Additional care and follow up may be with the student’s personal provider. *Clinical sites are under no obligation to provide the student with free medical care.* Any and all expenses for the care and potential treatment are the responsibility of the student.

Students must also notify the Clinical Coordinator within two hours of the exposure and complete the *Student Exposure Form* located the Appendix of this Handbook. Any and all expenses for the care and potential treatment are the responsibility of the student. Please see *Needle Stick/Bodily Fluids Exposure Guidelines* in Appendix C.

**E. DRESS CODE**

As health professionals, Physician Assistant students are expected to maintain the highest possible standard of appearance. Students should dress neatly, appropriately and in good taste, and exhibit courtesy and dignified behavior at all times, especially when representing the Program and the University. These actions are also essential to a successful career.

1. **Classroom Attire and Appearance**

In all didactic settings students must be dressed in appropriate attire, which includes clean and neat clothing, personal grooming and hygiene. Hair should be neat and clean. Facial hair should be neat, clean and well-trimmed. Fingernails should be clean and trimmed short. Long, acrylic and/or gel fingernails interfere with performing physical examination and diagnostic skills and are prohibited in all clinical settings. Jewelry (including body jewelry) and fragrances should be kept to a minimum.

*The following should be avoided: plunging or revealing neckline, midriff exposures, strapless or strapped blouses, cropped tops, tank tops, mini-skirts, prominent slogans or images that may cause offense, clothing of any kind with tears, holes or rips. Students are not to wear hospital-specific attire, such as scrubs. Students are expected to wear appropriate footwear while attending class.*

Clinical skills and anatomy laboratory attire will align with the expected laboratory assignment. Students should be dressed appropriately at the onset of the laboratory session. Laboratory attire may include: in the clinical skills lab – gym shorts and hospital gowns, sports bras for women; in the anatomy lab – individually purchased scrubs or student lab coats.

2. **Clinical Attire**

Appearance projects a professional image representing the student, the profession and the University.

When in the clinical setting, students are to be well groomed and appropriately dressed for working with patients and other health care professionals. Students not meeting such standards of dress may be denied access to both clinical settings and patients.

Physician Assistant students must be in full professional attire which includes wearing a short white lab coat/jacket with a JWU PA program patch and their JWU name tag listing their name and "Physician Assistant Student."
Students shall dress in the following manner unless otherwise requested by the Preceptor:

*Female students shall wear a shirt or blouse, slacks (non-jean) or skirt, appropriate stockings or socks, and closed-toe shoes.*

*Male students shall wear a dress shirt with a collar and tie, (non-jean) slacks, socks and closed-toe shoes.*

Clothing must allow for adequate movement during patient care, and must not be tight, short, low-cut or expose the trunk or undergarments. Students are not to wear flip flops, shorts, cutoffs, hats, jeans, clothing with rips/tears, sweat clothing, workout attire, short skirts/tops, halter type tops or T shirts.

All clothing will be neat and clean. Students will be appropriately groomed for the clinical rotation. Hair and fingernails shall be clean; long hair that might otherwise shed into an open wound must be neatly gathered behind the head. For the sake of patients who may have allergies, strong perfumes must be avoided.

3. **Senior Seminar Attire**

When clinical year students return to campus for Senior Seminar Days, business casual dress is required as defined below:

*For males: trousers/khakis and a shirt with a collar; blazer/sports/suit coat optional, belt, shoes with socks.*

*For females: Slacks/khakis, or knee-length skirt with a blouse or shirt with a collar.*

Jeans, shorts, athletic wear, tee shirts, sweatshirts, flip-flops, and other leisure/beach wear are not permitted. This dress code extends to any professional activity.

F. **STUDENT MISCONDUCT**

Student misconduct falls into one of three categories: behavioral misconduct (see Student Code of Conduct below), academic misconduct and behavior that violate the Physician Assistant Programs’ Standards of Professional Conduct.

1. **Student Code of Conduct**

The purpose of the Student Code of Conduct and the Conduct Review Process is to help the university maintain a safe, healthy and positive campus community and online environment for living, learning and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and its surrounding communities. The Student Code of Conduct sets forth the behavioral requirements for community. The Code of Conduct applies to student behavior that takes place both on and off-campus. Violations of this Code are resolved through the Conduct Review Process. For more information please see: [http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/](http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/)
2. **Academic Misconduct**

Instances of academic dishonesty, including, but not limited to, cheating, plagiarism and unauthorized collaboration, are prohibited under the Student Code of Conduct. Allegations of academic dishonesty that *originate in the academic setting* are managed by faculty and resolved through the “Academic Integrity Review Process” found at: http://catalog.jwu.edu/handbook/academicpolicies/academicmisconduct/.

3. **The Physician Assistant Program’s Standards of Professional Conduct.**

PA students are required to consistently conduct themselves in a professional manner commensurate with the role and responsibility of a health care professional. The standards of such behavior are set forth in the PA Program’s Standards of Professional Conduct, to which all PA students are subject. The Standards are in effect at all times to all students while enrolled in the PA program and covers all student conduct, whether that student is on-campus or off-campus.

The Standards of Professional Conduct are found in Exhibit A.

**III. GENERAL UNIVERSITY RULES AND REQUIREMENTS**

The following section contains information on policies that are of particular importance to this Program. However, please note that all students are responsible for reviewing and understanding all provisions of the general Student Handbook. For any policies that may conflict, the terms and conditions of the general Student Handbook control.

A. **ACADEMIC POLICIES**

1. **Leaves of Absence**

Under certain circumstances, students may request a leave of absence from the university. A “leave of absence” enables a student to remain enrolled in the university during their departure. Students may not request a leave of absence for academic reasons. Requests (including required documentation) will be reviewed in a timely fashion and either approved or rejected by Student Academic & Financial Services in consultation with the PA Program Director.

For more information about leaves of absence, please see: http://catalog.jwu.edu/handbook/generalinformationandpolicies/withdrawalfromjwu/financialaidleaveofabsence/.

2. **Withdrawal**

Students may withdraw from a course, term or the university. Prior to withdrawing, students must contact and meet with the PA Program Director and Student Academic & Financial Services to address the impact of withdrawal on their status. Students may be denied a withdrawal from a course or rotation.

For more information on withdrawals, please see: http://catalog.jwu.edu/handbook/generalinformationandpolicies/withdrawalfromjwu/
B. ACADEMIC RESOURCES

1. Academic Advising

All students are assigned a Faculty Advisor. Students must meet with their Faculty Advisor at least once each semester during their first year and as determined by the faculty at each Senior Seminar Day(s) during their second year. Required student advising meetings are scheduled by the faculty advisor. The purpose of the meeting is to review the student’s progress and to discuss any problems the student may be experiencing. Students are encouraged to meet with their advisor more frequently if they are having academic problems or if they would like to strengthen their experience. The Program Director will not be assigned advisees except under special circumstances.

2. The Learning Centers

The Learning Centers are available to all students and offer tutoring and study skills workshop in areas such as time management, test-taking strategies and stress management. For more information go to: http://www.jwu.edu/content.aspx?id=278 or http://www.jwu.edu/content.aspx?id=8706

3. Students with Disabilities

Johnson & Wales University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as well as with state and local laws that prohibit institutions of higher education from discriminating against students with disabilities. Johnson and Wales is committed to achieving equal educational opportunities for persons with disabilities. It is our policy that no qualified person be excluded from participating in any university program or activity, including the PA program.

In order to be qualified to participate in the PA program, students must be able to meet the university and program requirements (including, but not limited to technical standards, clinical requirements, and professional requirements) with or without reasonable accommodations.

The Center for Academic Support provides a variety of reasonable accommodations to qualified students with disabilities. To request an accommodation or for more information, please contact the Center at 401-598-4689 or visit https://www.jwu.edu/content.aspx?id=8802 or http://www.jwu.edu/content.aspx?id=8772.

C. HEALTH AND WELLNESS

1. Health Insurance

During their matriculation in the JWU Physician Assistant Program, students are responsible for the costs associated with any routine or non-routine medical care.

All students are required to have health insurance coverage while enrolled in the PA program. If students have health insurance coverage through another means (e.g., parent’s health insurance or an employer program), they do not have to enroll in the Johnson & Wales student health insurance plan.
They can opt out of/waive the university plan by submitting the online waiver form to demonstrate evidence of coverage. A new waiver form must be submitted each academic year. Students who do not waive/opt out of the Johnson & Wales University plan will be enrolled in and charged for it. The online waiver form and details of the plan, including the full brochure and benefit flyer, can be found on the University Health Plans website. https://www.universityhealthplans.com/

2. **Student Health Services, Student Mental Health Services**

The University maintains two Health Services offices where health care is provided to students — one for the Downcity Campus at Wales Hall and one for the Harborside Campus at the Harborside Recreation Center. Students may visit either office. For more information: http://www.jwu.edu/content.aspx?id=10320

In addition, the University offers two student health centers on its campuses. Counseling Services, available on the Downcity campus and on the Harborside campus, provide counseling and referral to students. Its confidential services include, but are not limited to, individual and group counseling, emergency psychological services and sexual assault support services.

**Downcity Health Services**
Wales Hall, 3rd floor
401-598-1104
Mon and Weds 7am-4pm
Tues and Thurs 8am-4pm
Fri 8am-2pm
Physician available: Mon and Weds 9:30am–1:30pm

**Harborside Health Services**
Recreation Center, 1st floor
401-598-1151
Mon-Thur 7am-10pm
Fri 9am-3pm
Sundays 9am-3pm (when culinary weekend classes are in session)
Physician available: Tue 9:30am–1:30pm and Thu 9:30-11:30am

**Downcity Counseling Location**
Wales Hall, 2nd Floor
8 Abbott Park Place
Providence, RI 02903
phone 401-598-1016
fax 401-598-2220
Mon–Fri, 8:30am-4:30pm

**Harborside Counseling Location**
The Friedman Center, 2nd floor
401-598-1016
Mon–Fri, 8:30am-4:30pm

After business hours or for emergencies, please contact Safety and Security at 401-598-1103.

3. **Recreational Facilities**

Students enrolled in the PA Program may take advantage of the fitness programs available on campus. There are two fitness centers. The Wildcat Center Gym & Fitness Center is on the Harborside campus and Wales Hall maintains a Fitness Center Downcity.

For more information on these facilities and specific fitness programs, see: http://providence.jwuathletics.com/information/fitness_programs/index
4.  **Coping with Stress**

The Physician Assistant Studies Program is an intensive and rigorous program of academic and experiential learning. The program requirements can be highly demanding and stressful, alone or in combination with other events in students’ personal lives. We strongly encourage students to utilize the resources available to them on campus, including Student Health Center, our counseling centers, the Learning Center and our recreational facilities.

In addition, we encourage students to inform their faculty advisors in the event they experience problems or stresses that may affect their academic obligations. Students must inform their faculty advisors in the event they are unable to maintain patient care responsibilities. The faculty advisor will endeavor to work with the student to try to arrive at a solution in which both the student’s and patients’ needs are met, within the parameters of the academic program.

5.  **Smoking Policy**

Smoking is strictly prohibited in all campus facilities. This includes, but is not limited to, residence halls, common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, vehicles and all other enclosed facilities.

6.  **Drug and Alcohol Policy**

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university premises is prohibited except for lawful use at events, operations or programs sanctioned by university officials (see the Student Code of Conduct). Disciplinary sanctions which may be imposed on a student found to be in violation this policy include, but are not limited to, revocation of certain privileges, community service, conduct warning, conduct probation, fine or restitution for loss, suspension or dismissal from the university and/or university housing, and referral to alcohol education classes. The university also reserves the right to notify parents of violations by students who are under the applicable legal drinking age.

For a full statement of the Drug and Alcohol Policy, see: [http://catalog.jwu.edu/handbook/generalinformationandpolicies/drugandalcoholpolicy/](http://catalog.jwu.edu/handbook/generalinformationandpolicies/drugandalcoholpolicy/)

7.  **Campus Safety and Security**

Campus Safety & Security promotes the safety and well-being of JWU students, faculty, staff and property. Campus Safety & Security contributes to the quality of university life by fostering an environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs. JWU strongly encourages the prompt and accurate reporting of all suspicious or criminal activity that occurs on or near university property. Students and staff should report this activity immediately by calling 401-598-1103. In any emergency situation, students should dial 911 or (9) 911 from a university telephone. Officers are available 24 hours a day, 365 days a year.
Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report that contains information about campus security and statistics concerning reported crimes that occurred on campus, on public property close to campus or on other property used or controlled by the university.

For information on that Report and for more information on Campus Security & Safety, please see: http://catalog.jwu.edu/handbook/student-services/safety-and-security/

D. OTHER INSTITUTIONAL POLICIES

1. Communication

E-mail is the official method of communication to its students. Students are required to check their university e-mail on a daily basis (once every 24 hours). The Program is not responsible if students have inaccurate or missed information because they do not routinely read, check and clear their e-mail accounts. Email from accounts other than the student’s JWU email will not be accepted or used for any communication. Students are expected to keep their JWU email inboxes accessible and able to accept program communications (e.g., not full). If a student’s email is returned due to a “full” account, the returned email will not be resent and the student will be responsible for the content of the returned email.

2. School Cancellations for Inclement Weather

Any cancellation of classes due to inclement weather will be announced over radio stations WPRO-AM (630) and WWBB-FM (101.5) and television stations WLNE (Channel 6) and WJAR (Channel 10). Cancellations will also be posted in the emergency alerts section of jwuLink and the campus website.

In addition, Campus Safety & Security utilizes this number for school closings: 401-598-5555. Call it for the most current storm and cancellation information. Please refrain from calling other university numbers for information on cancellations or closings due to inclement weather.

3. Change of Address

Throughout the program, students are required to notify the Program immediately when there is a change in their address or phone number. The Program will not be responsible for lost mail or late notification when a student does not provide notification of a change. This is in addition to following required university policies for maintaining addresses. Visit http://catalog.jwu.edu/handbook/general-information-and-policies/jwu-communications-with-students for additional information.

4. Student Employment while in the Program

Students are discouraged from having outside employment while in the Program. Program expectations, assignments, deadlines and responsibilities will not be altered or adjusted to accommodate working students and it is expected that the student employment will not interfere with the student learning experience.

Students are not required to work for the P.A. Program. Students may not substitute for or function as instructional faculty. Students with specific prior knowledge, experiences and skills may assist faculty in
didactic and laboratory sessions to share their knowledge and skills, however these students will never be asked or permitted to serve as the primary instructor or instructor of record for any component of the curriculum. Additionally, students may not and will not substitute for clinical or administrative staff during supervised clinical practical experiences.

5. **Transportation and Housing**

Students are required to secure their own reliable transportation to class, laboratory, on or off campus patient encounters, simulation exercises and clinical sites.

Some of the clinical rotation experiences in the clinical year may require travel to sites outside the greater Providence area. Students are responsible for all costs associated with these clinical rotations, including but not limited to travel, parking, and living expenses.

6. **Discrimination and Harassment Policy**

Johnson & Wales University prohibits discrimination on the basis of race, religion, national origin, ethnicity, age, sex, sexual orientation, gender identity or expression, genetic information, disability, veteran status or any other unlawful basis in admission to, access to, treatment of or employment in its programs or activities. Individuals found responsible for acts of discrimination or harassment will be subject to the Student Code and/or HR policies, as appropriate.

To review the university’s full Prohibited Discrimination and Harassment Policy, including contact information for our nondiscrimination officer and how to file a complaint, please see: [http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment/](http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment/)

7. **Complaints and Grievances**

The University maintains a complaint and grievance procedure for the resolution of conflict between members of the university community. This procedure is not intended to be a forum to redress inappropriate or prohibited conduct or challenge university policy. Rather, it is a means by which an individual can seek a timely and fair review of his or her concerns. For information on this procedure, including the types of grievances it covers and the steps to follow, please see: [http://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/](http://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/)
The Clinical Year – Section IV

A. OVERVIEW

This section provides general information covering the clinical year. Students will receive a Clinical Year Manual which will include all necessary information, policies, and procedures during the spring semester prior to the beginning of their scheduled Clinical Year.

B. THE CLINICAL YEAR CURRICULUM

The clinical year (12 months) of the Physician Assistant Program consists of a total of nine (9) five-week clinical rotation blocks, PAS 6100 Introduction to Clinical Practice, PAS 6800 Master’s Course and Senior Day Seminars.

The student cannot begin the clinical year until successfully completing all didactic course work; background checks; documentation of all required immunizations, titers and health care insurance; and completion of HIPAA, OSHA and ACLS training. Failure to complete any of these required items by their designated due date may result in a delayed start to the clinical year. This may in turn delay the student’s graduation from the Program. Some rotations have additional requirements which students will also be required to complete prior to starting the specific rotation (i.e., drug testing or physical exam, site orientation, etc.).

The clinical portion of the Program involves an in-depth exposure to patients in a variety of clinical settings. The settings, characteristics, assigned tasks, and student schedules will vary greatly depending on the site. The organization of the clinical experiences is outlined below, although the order of experiences will vary for each student. A student may be dismissed for failing to pass a clinical rotation for a second time within the clinical year.

Required Clinical Rotations

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Rotations</th>
<th>Length</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAS 6200</td>
<td>Family Medicine</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 6250</td>
<td>Internal Medicine</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 6300</td>
<td>Pediatric Medicine</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 6350</td>
<td>Women’s Health Medicine</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 6400</td>
<td>Emergency Medicine</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 6450</td>
<td>Behavioral and Mental Health</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 6500</td>
<td>Surgery</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 6600</td>
<td>Elective I</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 6700</td>
<td>Elective II</td>
<td>5 wks</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Clinical Rotations will have a designated preceptor who is responsible for coordination of the student’s overall learning experience. The preceptor may delegate some of the teaching or coordination functions to other qualified clinicians, such as other attending physicians, residents, physician assistants, or nurse practitioners.
Clinical rotations will average approximately 40 hours a week on site. Some rotations may involve shorter or longer hours, evening or on-call responsibilities, and weekend hours. The preceptor will determine the student’s on-site schedule and clinical responsibilities. Students MUST adhere to each rotation site schedule and to all assignments developed by the sites and preceptors.

Additional Curriculum Requirements during the Clinical Year

In addition to rotations, students will also be enrolled in two courses throughout the clinical year and will be required to return to campus to attend and participate in the Rotation Seminars.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAS 6100</td>
<td>Introduction to Clinical Practice</td>
<td>2.0</td>
</tr>
<tr>
<td>PAS 6800</td>
<td>Master’s Course</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Credit Hours for Clinical Year: 43.5

Clinical Year Goals

1. Provide students with the opportunity and access to a diverse population of patients and a variety of diseases and injuries involving all body systems across the life span and in varied medical disciplines and settings.
2. Provide opportunities for the student to apply and practice medicine within the scope of practice of a Physician Assistant in training.
3. Provide opportunities for the student to work collaboratively as part of the health care team and to apply and practice humanistic approaches to a wide variety of patient encounters and medical settings.
4. Provide supervised clinical experiences which will support ongoing development and mastery of the student’s ability and skill in obtaining a patient-centered medical history, conducting a physical examination, recommending diagnostic studies, and discussing and recommending treatment plans.
5. Provide ongoing interactive opportunities for the student to develop rapport and an atmosphere of trust with patients and their families.
6. Provide supervised patient care-based opportunities which foster the development of the student’s ability to recommend, select and interpret (where applicable) appropriate diagnostic methods in the evaluation of a patient.
7. Provide clinical-based opportunities to continue to develop the student’s ability to generate differential diagnoses and determine a primary diagnosis.
8. Provide supervised patient care-based opportunities which foster the development of the student’s ability to recommend appropriate treatment plans for each patient encounter, including pharmacologic and non-pharmacologic therapies, patient education and counseling.
9. Provide clinical opportunities and access for students to practice and perform common clinical, diagnostic and laboratory procedures.
10. Provide supervised patient care-based opportunities which foster the student’s ability to recognize situations where referral to other healthcare providers is necessary and to identify the appropriate referral resource.
11. Provide patient care-based opportunities which foster the development of the student’s ability to generate written documentation of patient encounters in a variety of formats.
12. Expose students to the use of written and computer-based medical records for the
documentation and transmission of patient-centered information to other members of the healthcare team.

13. Provide opportunities for continued development of the student’s ability to effectively and efficiently communicate with a diverse population of patients, as well as with others professionals in the health care environment.

14. Provide opportunities for continued development of the skills needed to search, interpret, and evaluate medical literature in relationship to medical decision making and patient care.

15. Expose and provide opportunities to foster inter-professional understanding and collaboration.

16. Expose students to ways of incorporating the principles of public health and health promotion and disease prevention into patient care and practice.

17. Expose and provide opportunities to foster and support professional and ethical behavior and conduct.

18. Encourage the use of lifelong learning skills.

**Clinical Rotation Placement**

Clinical rotation placement for each student is the responsibility of the Clinical Coordinator(s) and Program. All decisions regarding student placement will be made by the Program.

The Program develops and maintains the clinical education sites and clinicians who work with the program to provide clinical experience and training; priority will be given to student placement in these sites. While students will have the opportunity to request new sites and/or preceptors, they may not independently develop or arrange their own clinical sites or clinical schedule.

Once the rotation schedule has been set, requests for changes by the student will be limited to emergency situations only. Students may not switch rotation assignments with other students or arrange their own rotations solely to avoid moving or placement at a particular site. While the program has a considerable number of sites in the immediate and greater Providence area, students must also expect to be placed in out-of-state sites. The Program works toward firmly establishing each five-week block, however unforeseeable events can occur which may require a student to be moved to a different site with short notice, just prior to starting and/or during a rotation. Students are responsible for all financial costs associated with travel and/or relocation regardless of the cause.

**Student Preparation of Self and Others**

In anticipation of the clinical year, students will need to begin to think about how to best prepare themselves and any significant others who will be affected by a student’s long hours and time away from home either because of driving to or living in the area of a rotation. This is a process for which students must be making arrangements now. There is no guarantee of placement in any particular location for any period of time.

**Policy on Housing and Transportation**

Students are responsible for securing and paying for their own housing during the clinical year. This may include additional housing, food and transportation costs in addition to those of their primary or local residence. Students must plan ahead to ensure they have housing in time for the start of a rotation. Failure to secure housing may result in forfeit or removal from that rotation block, which will have to be rescheduled at the end of the clinical year. This could delay graduation. Plan ahead! Student must have
reliable transportation during the clinical year. Lack of a functioning vehicle is not an acceptable excuse for missing a clinical assignment.

**Senior Day Seminars**

Students are required to return to campus as directed during the clinical year for Senior Day Seminars. Various educational and professional events and seminars will be presented during these days, as well as ongoing review and assessment of clinical skills, student advisor meetings, summative testing and master’s project presentations. Attendance is required for these days. All travel and housing expenses to and from campus for these seminars are the responsibility of the student.
Section V – APPENDIX A

Physician Assistant Program Standards of Professional Conduct

I. OVERVIEW

Professional conduct (the way a person behaves), along with academic standing and progress, holds equal importance in the determination of success in the program and assessing readiness for entry into clinical practice. The program encourages students to always strive for academic, professional and personal excellence in all things. Success requires certain behavioral attributes including empathy, discipline, honesty, integrity, the ability to work collaboratively and effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner. Additional qualities and characteristics include civility, accountability and commitment, demeanor and appearance displayed by the students to faculty, staff, preceptors, clinical site staff, peers, patients, and colleagues in health care, other educational settings and the public.

In addition to the JWU Student Code of Conduct, PA students are expected to consistently conduct themselves in a professional manner commensurate with the role and responsibilities of a health care professional to include demonstrating respect, compassion and integrity, sensitivity to differences in all interaction and to meet the program technical standards on a continual basis, including demonstrate emotional resiliency, stability, flexibility and tolerance of ambiguity and anxiety. Such conduct is defined in Section III below, which may be modified from time to time by the university.

II. DISCIPLINARY PROCEDURE

Suspected violations of these Standards of Professional Conduct will be referred to the Physician Assistant Faculty Committee. The Faulty Committee will review and discuss the relevant circumstances and, if appropriate and necessary, meet with the student, other students, Faculty Advisor, Clinical Preceptor or other individuals as necessary to obtain additional information. Upon a review of all facts, the Faculty Committee will suggest a course of action to the Program Director. The Program Director will determine the appropriate outcome. There is no appeal.

Students who are found to have violated these Standards will be subject to disciplinary outcomes, including, but not limited to, suspension (which may delay graduation and increase costs to the student) and dismissal from the Physician Assistant Program. Further, the Physician Assistant’s Program will be required to provide all information related to such proceedings to any subsequent credentialing body, which may negatively impact the student’s ability to obtain or retain a job.

III. STANDARDS OF PROFESSIONAL CONDUCT FOR PHYSICIAN ASSISTANT STUDENTS
Behavior and Professional Image

Students are expected to behave in a mature, responsible, reliable and dependable manner that engenders the humanistic qualities of compassion, trust, integrity and openness. Student must project a professional image in manner, dress, grooming, speech and interpersonal relationships that are consistent with being a medical professional.

While engaged in academic activities, students are required to adhere to the dress code identified in the PA Program Handbook.

While engaged in clinical experiences, students must wear a short, white, clinical jacket while at all clinical sites unless instructed not to do so by the clinical site or the Program. Students must always wear their official nametag while at clinical sites. If they are instructed not to by their preceptor, they must immediately contact the PA program for further guidance.

Attendance, Promptness, Preparedness and Initiative

Students are required to attend all program-sponsored activities and remain through the duration of the activity. Student must be on-time. Repeated tardiness is a violation of these Standards.

Students are responsible for taking an active part in their education and experiential activities and for demonstrative initiative and an eagerness to learn. Students are responsible for following up in areas in which they need further review or explanation. Students are responsible for obtaining missing work.

Clinical experience: It is the responsibility of the student to report to clinical sites promptly at assigned times designated by the Preceptor and to comply with the clinical site and the Program defined policies regarding attendance, tardiness and absence. Students are obligated and required to contact BOTH the preceptor and the Clinical Coordinator prior their report time in case of absence. Students must report to clinical sites fully prepared for work with all necessary equipment (i.e. stethoscope, etc.).

Respect and Civility

Students are expected to treat all individuals whom they encounter during their academic and clinical experiences with respect (thoughtfulness and politeness) and civility (courteous, good manners, consideration). Students are expected to be sensitive and tolerant of diversity including socioeconomic status, physical stature, body size, marital status, legal involvement or political beliefs. Conflicts should be resolved in a diplomatic and reasoned manner. The program will not tolerate incivility. Examples of incivility include rude, sarcastic, obscene, disruptive or disrespectful remarks or behavior, verbal or physical threats, or damage to property.

Other forms of prohibited discrimination are addressed in the university’s Prohibited Discrimination and Harassment Policy.
**Integrity**

Integrity is the quality of consistency and steadfast adherence to a defined code of principles, conduct and/or ethics. It includes truthfulness, honor, and reliability. Students are expected to demonstrate integrity by following all policies and procedures defined by JWU, the Graduate School, the PA Program, and those of the clinical rotation sites in which they are placed. In addition, the student is expected to demonstrate integrity pertaining to academic dishonesty and unethical behavior, as well as display the highest ethical standards commensurate with a physician assistant student and as a future health care professional.

**Accountability and Commitment**

PA students are expected to exemplify the qualities of accountability, which includes accepting responsibility and being reliable and dependable through dedication to the follow-through and completion of tasks and responsibilities as defined and expected. Such behaviors may include offering to assist, willingness to stay longer than required, or taking extra steps to resolve a situation.

**Flexibility and Resiliency**

Physician Assistant training, like clinical practice itself, involves unpredictability. At times lectures, classes, examinations or clinical rotation placements or schedules may need to be adjusted on short notice. The ability to adapt and adjust to sudden change (flexibility) and manage the ambiguity and anxiety it creates (resiliency) are critical to successfully navigating this unpredictability both in the role of a PA student and ultimately as a health care provider.

**Confidentiality**

Students must respect the confidentiality of patients and fellow students. Academic assignments and presentations may not include patient identifying data, including name, initials, date of birth, or facility. Students are not permitted to discuss any patients by name outside the clinical encounter situation. Students may not discuss other students with preceptors.

Students are prohibited from discussing, recording, uploading, sharing or transferring any information, issues, images, videos or other information in social media (or any other technology unrelated to the PA program) without the express written permission of the clinical site and the Director of the PA Program.

**Health and Safety**

Students may not engage in any activities that threaten the health, safety, well-being or property of any individual, including self. This includes refraining from any behaviors, activities or action that result in mental, intellectual and/or physical impairments, such as the use of alcohol, drugs, injurious behavior, or carrying a concealed weapon. Effective self-care is a critical component of the provision of effective medical services.

**Adherence to the PA Program Reporting Requirements and Clinical Site Policies and Procedures**
The student must meet all procedural requirements issued by the PA program, including, but not limited to clinical schedules, patient logs, rotation deliverables, evaluations, etc. The student must follow all policies, regulations and procedures set forth by the clinic locations, including any additional training and/or testing required by the facility.

**Standard of Care / Due Regard for Student Function**

Physician Assistant students must always identify themselves as Physician Assistant students to patients and site staff, and never present themselves as physicians, residents, medical students, or graduate Physician Assistants. While in the Program, students may not use previously earned titles (i.e. RN, DC, Ph.D., etc.) for identification purposes.

Students must adhere to the generally approved practices for Physician Assistant students. Students at clinical sites must always work under the supervision of a Preceptor. Students may not function in the place of an employee or assume primary responsibility for a patient’s care. Students must seek advice when appropriate and may not evaluate or treating patients without supervision from, and direct access to a supervising clinical preceptor at all times.

Unusual or abnormal physical findings must be confirmed by a licensed provider. Students shall perform only those procedures authorized by the preceptor. Students must adhere to all regulations of the Program and the clinical sites. The student is to contact the Program immediately with any questions or concerns about the student’s role at a site. Students shall not treat and discharge a patient from care without the patient being seen by the clinical preceptor. All patients must be seen by a licensed provider PRIOR to leaving the facility.

**Communication**

Timely and appropriate communication is key to the professional work of a physician assistant and paramount during the educational process of becoming a medical professional. Students must check their JWU e-mail accounts daily as any and all communication to and from the Program will be through the University e-mail system. Student should empty e-mail mailboxes regularly to ensure space for incoming message from the Program, staff and faculty. “Not checking my e-mail” is not an allowable excuse for missing a Program event or notification. Student must respond to Program e-mails within 24 hours. Communication is also critical while on rotation site between the student, the preceptor, the site staff and the program. The student and preceptor should communicate on a regular basis to discuss expectations, goals and performance.
Section VI – APPENDIX B

Competencies for the Physician Assistant Profession
(Originally adopted 2005; revised 2012)

PREAMBLE
Between 2003-2004, the National Commission on Certification of Physician Assistants (NCCPA) led an effort with three other national PA organizations – Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), American Academy of Physician Assistants (AAPA), and Physician Assistant Education Association (PAEA), formerly Association of Physician Assistant Programs (APAP) – to define PA competencies in response to similar efforts conducted within other health care professions and the growing demand for accountability and assessment in clinical practice. The resultant document, Competencies for the Physician Assistant Profession, provided a foundation from which physician assistant organizations and individual physician assistants could chart a course for advancing the competencies of the PA profession.

In 2011, representatives from the same four national PA organizations convened to review and revise the document. The revised manuscript was then reviewed and approved by the leadership of three of the four organizations in 2012; the AAPA House of Delegates will consider the new version in 2013.

INTRODUCTION
This document serves as a map for the individual PA, the physician-PA team, and organizations committed to promoting the development and maintenance of professional competencies among physician assistants. While some competencies will be acquired during formal PA education, others will be developed and mastered as physician assistants progress through their careers. The PA profession defines the specific knowledge, skills, attitudes, and educational experiences requisite for physician assistants to acquire and demonstrate these competencies.

The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. Professional competencies for physician assistants include the effective and appropriate application of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice.

Patient-centered, physician assistant practice reflects a number of overarching themes. These include an unwavering commitment to patient safety, cultural competence, quality health care, lifelong learning, and professional growth. Furthermore, the profession’s dedication to the physician-physician assistant team benefits patients and the larger community.

Medical Knowledge
Medical knowledge includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigative and analytic thinking approach to clinical situations.
Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

- evidence-based medicine
- scientific principles related to patient care
- etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- signs and symptoms of medical and surgical conditions
- appropriate diagnostic studies
- management of general medical and surgical conditions to include pharmacologic and other treatment modalities
- interventions for prevention of disease and health promotion/maintenance
- screening methods to detect conditions in an asymptomatic individual
- history and physical findings and diagnostic studies to formulate differential diagnoses

**Interpersonal & Communications Skills**

Interpersonal and communication skills encompass the verbal, nonverbal, written, and electronic exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients’ families, physicians, professional associates, and other individuals within the health care system.

Physician assistants are expected to:

- create and sustain a therapeutic and ethically sound relationship with patients
- use effective communication skills to elicit and provide information
- adapt communication style and messages to the context of the interaction
- work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

**Patient Care**

Patient care includes patient- and setting-specific assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, safe, high quality, and equitable.

Physician assistants are expected to:

- work effectively with physicians and other health care professionals to provide patient-centered care
- demonstrate compassionate and respectful behaviors when interacting with patients and their families
- obtain essential and accurate information about their patients
- make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- develop and implement patient management plans
- counsel and educate patients and their families
- perform medical and surgical procedures essential to their area of practice
- provide health care services and education aimed at disease prevention and health maintenance
- use information technology to support patient care decisions and patient education
Professionalism
Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one’s own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements.

Physician assistants are expected to demonstrate:
- understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- professional relationships with physician supervisors and other health care providers
- respect, compassion, and integrity
- accountability to patients, society, and the profession
- commitment to excellence and on-going professional development
- commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- sensitivity and responsiveness to patients’ culture, age, gender, and abilities
- self-reflection, critical curiosity, and initiative
- healthy behaviors and life balance
- commitment to the education of students and other health care professionals

Practice-based Learning & Improvement
Practice-based learning and improvement includes the processes through which physician assistants engage in critical analysis of their own practice experience, the medical literature, and other information resources for the purposes of self- and practice-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices.

Physician assistants are expected to:
- analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
- locate, appraise, and integrate evidence from scientific studies related to their patients’ health
- apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness
- utilize information technology to manage information, access medical information, and support their own education
- recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others

Systems-Based Practice
Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs must work to improve the health care system of which their practices are a part.
Physician assistants are expected to:
- effectively interact with different types of medical practice and delivery systems
- understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
- practice cost-effective health care and resource allocation that does not compromise quality of care
- advocate for quality patient care and assist patients in dealing with system complexities
- partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes
- accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- apply medical information and clinical data systems to provide effective, efficient patient care
- recognize and appropriately address system biases that contribute to health care disparities
- apply the concepts of population health to patient care
Section VII – APPENDIX C

Needle Stick/Bodily Fluids Exposure Guidelines

Students who believe they have been exposed must:

1. **Immediately** cleanse the affected area:
   - Wash needlesticks and cuts with soap and water
   - Flush splashes to the nose, mouth or skin with water
   - Irrigate eyes with clean water, saline or sterile fluids

2. **Immediately** report the exposure:
   - Didactic year: Academic Coordinator
   - Clinical year: supervising physician or other supervisor

3. **Immediately** seek medical evaluation and treatment. If there is no established protocol on site, seek treatment at the closest Emergency Department.

4. If exposure occurred at a clinical rotation site, the Clinical Coordinator must be notified within 2 hours.

5. Complete and submit the *Student Exposure Form* to the Academic (didactic year) or Clinical Coordinator (clinical year) within 24 hours.
The following information is based on the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA)

**Student Exposure Form**

This form is to be completed when there has been a student needle stick or bodily fluid exposure and submitted via fax (401/598-4834) or e-mail to the Clinical Coordinator within 24 hours of the exposure. Students must also directly report the exposure incident to the Clinical Coordinator within 2 hours of the exposure.

Date: ____________________

Name of Student: ______________________________________________________________

Date and Time of Exposure: ______________________________________________________

Rotation #:  □ 1  □ 2  □ 3  □ 4  □ 5  □ 6  □ 7  □ 8  □ 9

Rotation Type:  □ IM  □ FM  □ Surgery  □ ER  □ WH  □ Peds
               □ Behavioral/Mental Health  □ Elective  I  □ Elective II

Name of Site: __________________________________________________________________

Name of person notified at the site: ________________________________________________

Date ____________________  Time ____________________

Please provide a brief description of incident, including how the exposure occurred and location (body part).

*Continue to next page*
Did you receive medical evaluation and/or treatment?  □ Yes  □ No

Did you notify the PA program (Clinical Coordinator)?  □ Yes  □ No

Date _______________________  Time____________________

Name of person notified at the Program:  __________________________

Signatures:

Student:  ____________________________

Clinical Coordinator/ Faculty:  ____________________________

Program Director:  ____________________________
AAPA Guidelines for Ethical Conduct for the Physician Assistant Profession

Introduction

The physician assistant profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. Economic pressures of the health care system, social pressures of church and state, technological advances, and changing patient demographics continually transform the landscape in which PAs practice.

Previous codes of the profession were brief lists of tenets for PAs to live by in their professional lives. This document departs from that format by attempting to describe ways in which those tenets apply. Each situation is unique. Individual PAs must use their best judgment in a given situation while considering the preferences of the patient and the supervising physician, clinical information, ethical concepts, and legal obligations.

Four main bioethical principles broadly guided the development of these guidelines: autonomy, beneficence, nonmaleficence, and justice.

Autonomy, strictly speaking, means self-rule. Patients have the right to make autonomous decisions and choices, and physician assistants must respect these decisions and choices.

Beneficence means that PAs must act in the patient’s best interest. In certain cases, respecting the patient’s autonomy and acting in their best interests may be difficult to balance.

Nonmaleficence means to do no harm, to impose no unnecessary or unacceptable burden upon the patient.

Justice means that patients in similar circumstances must receive similar care. Justice also applies to norms for the fair distribution of resources, risks, and costs.

Physician assistants are expected to behave both legally and morally. They must know and understand the laws governing their practice. Likewise, they must understand the ethical responsibilities of being a health care professional. Legal requirements and ethical expectations will not always be in agreement. Generally speaking, the law describes minimum standards of acceptable behavior, and ethical principles delineate the highest moral standards of behavior.

When faced with an ethical dilemma, PAs may find the guidance they need in this document. If not, they may wish to seek guidance elsewhere – possibly from a supervising physician, a hospital ethics
committee, an ethicist, trusted colleagues, or other AAPA policies. PAs must seek legal counsel when they are concerned about the potential legal consequences of their decisions.

The following sections discuss ethical conduct of PAs in their professional interactions with patients, physicians, colleagues, other health professionals, and the public. The "Statement of Values" within this document defines the fundamental values that the PA profession strives to uphold. These values provide the foundation upon which the guidelines rest. The guidelines were written with the understanding that no document can encompass all actual and potential ethical responsibilities, and PAs must not regard them as comprehensive.

**Statement of Values of the Physician Assistant Profession**

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

**The PA and Patient**

**PA Role and Responsibilities**

Physician assistant practice flows out of a unique relationship that involves the PA, the physician, and the patient. The individual patient–PA relationship is based on mutual respect and an agreement to work together regarding medical care. In addition, PAs practice medicine with physician supervision; therefore, the care that a PA provides is an extension of the care of the supervising physician. The patient–PA relationship is also a patient–PA–physician relationship.

The principal value of the physician assistant profession is to respect the health, safety, welfare, and dignity of all human beings. This concept is the foundation of the patient–PA relationship. Physician assistants have an ethical obligation to see that each of their patients receives appropriate care. PAs must be sensitive to the beliefs and expectations of the patient. PAs must recognize that each patient is unique and has an ethical right to self-determination.

Physician assistants are professionally and ethically committed to providing nondiscriminatory care to all patients. While PAs are not expected to ignore their own personal values, scientific or ethical standards,
or the law, they must not allow their personal beliefs to restrict patient access to care. A PA has an ethical duty to offer each patient the full range of information on relevant options for their health care. If personal moral, religious, or ethical beliefs prevent a PA from offering the full range of treatments available or care the patient desires, the PA has an ethical duty to refer a patient to another qualified provider. That referral must not restrict a patient’s access to care. PAs are obligated to care for patients in emergency situations and to responsibly transfer patients if they cannot care for them.

Physician assistants must always act in the best interests of their patients and as advocates when necessary. PAs must actively resist policies that restrict free exchange of medical information. For example, a PA must not withhold information about treatment options simply because the option is not covered by insurance. PAs must inform patients of financial incentives to limit care, use resources in a fair and efficient way, and avoid arrangements or financial incentives that conflict with the patient’s best interests.

**The PA and Diversity**

The physician assistant must respect the culture, values, beliefs, and expectations of the patient.

**Nondiscrimination**

Physician assistants must not discriminate against classes or categories of patients in the delivery of needed health care. Such classes and categories include gender, color, creed, race, religion, age, ethnic or national origin, political beliefs, nature of illness, disability, socioeconomic status, physical stature, body size, gender identity, marital status, or sexual orientation.

**Initiation and Discontinuation of Care**

In the absence of a preexisting patient–PA relationship, the physician assistant is under no ethical obligation to care for a person unless no other provider is available. A PA is morally bound to provide care in emergency situations and to arrange proper follow-up. PAs must keep in mind that contracts with health insurance plans might define a legal obligation to provide care to certain patients.

A physician assistant and supervising physician may discontinue their professional relationship with an established patient as long as proper procedures are followed. The PA and physician must provide the patient with adequate notice, offer to transfer records, and arrange for continuity of care if the patient has an ongoing medical condition. Discontinuation of the professional relationship must be undertaken only after a serious attempt has been made to clarify and understand the expectations and concerns of all involved parties.

If the patient decides to terminate the relationship, they are entitled to access appropriate information contained within their medical record.

**Informed Consent**

Physician assistants have a duty to protect and foster an individual patient’s free and informed choices. The doctrine of informed consent means that a PA provides adequate information that is comprehensible to a competent patient or patient surrogate. At a minimum, this must include the
nature of the medical condition, the objectives of the proposed treatment, treatment options, possible outcomes, and the risks involved. PAs must be committed to the concept of shared decision making, which involves assisting patients in making decisions that account for medical, situational, and personal factors.

In caring for adolescents, the PA must understand all of the laws and regulations in his or her jurisdiction that are related to the ability of minors to consent to or refuse health care. Adolescents must be encouraged to involve their families in health care decision making. The PA must also understand consent laws pertaining to emancipated or mature minors. (See the section on Confidentiality.)

When the person giving consent is a patient’s surrogate, a family member, or other legally authorized representative, the PA must take reasonable care to assure that the decisions made are consistent with the patient’s best interests and personal preferences, if known. If the PA believes the surrogate’s choices do not reflect the patient’s wishes or best interests, the PA must work to resolve the conflict. This may require the use of additional resources, such as an ethics committee.

Confidentiality

Physician assistants must maintain confidentiality. By maintaining confidentiality, PAs respect patient privacy and help to prevent discrimination based on medical conditions. If patients are confident that their privacy is protected, they are more likely to seek medical care and more likely to discuss their problems candidly.

In cases of adolescent patients, family support is important but must be balanced with the patient’s need for confidentiality and the PA’s obligation to respect their emerging autonomy. Adolescents may not be of age to make independent decisions about their health, but providers must respect that they soon will be. To the extent they can, PAs must allow these emerging adults to participate as fully as possible in decisions about their care. It is important that PAs be familiar with and understand the laws and regulations in their jurisdictions that relate to the confidentiality rights of adolescent patients. (See the section on Informed Consent.)

Any communication about a patient conducted in a manner that violates confidentiality is unethical. Because written, electronic, and verbal information may be intercepted or overheard, the PA must always be aware of anyone who might be monitoring communication about a patient.

PAs must choose methods of storage and transmission of patient information that minimize the likelihood of data becoming available to unauthorized persons or organizations. Computerized recordkeeping and electronic data transmission present unique challenges that can make the maintenance of patient confidentiality difficult. PAs must advocate for policies and procedures that secure the confidentiality of patient information.

The Patient and the Medical Record

Physician assistants have an obligation to keep information in the patient’s medical record confidential. Information must be released only with the written permission of the patient or the patient’s legally authorized representative. Specific exceptions to this general rule may exist (e.g., workers compensation, communicable disease, HIV, knife/gunshot wounds, abuse, substance abuse). It is
important that a PA be familiar with and understand the laws and regulations in his or her jurisdiction that relate to the release of information. For example, stringent legal restrictions on release of genetic test results and mental health records often exist.

Both ethically and legally, a patient has certain rights to know the information contained in his or her medical record. While the chart is legally the property of the practice or the institution, the information in the chart is the property of the patient. Most states have laws that provide patients access to their medical records. The PA must know the laws and facilitate patient access to the information.

Disclosure

A physician assistant must disclose to his or her supervising physician information about errors made in the course of caring for a patient. The supervising physician and PA must disclose the error to the patient if such information is significant to the patient’s interests and well-being. Errors do not always constitute improper, negligent, or unethical behavior, but failure to disclose them may.

Care of Family Members and Co-workers

Treating oneself, co-workers, close friends, family members, or students whom the physician assistant supervises or teaches may be unethical or create conflicts of interest. For example, it might be ethically acceptable to treat one’s own child for a case of otitis media but it probably is not acceptable to treat one’s spouse for depression. PAs must be aware that their judgment might be less than objective in cases involving friends, family members, students, and colleagues and that providing “curbside” care might sway the individual from establishing an ongoing relationship with a provider. If it becomes necessary to treat a family member or close associate, a formal patient-provider relationship must be established, and the PA must consider transferring the patient’s care to another provider as soon as it is practical. If a close associate requests care, the PA may wish to assist by helping them find an appropriate provider.

There may be exceptions to this guideline, for example, when a PA runs an employee health center or works in occupational medicine. Even in those situations, the PA must be sure they do not provide informal treatment, but provide appropriate medical care in a formally established patient-provider relationship.

Genetic Testing

Evaluating the risk of disease and performing diagnostic genetic tests raise significant ethical concerns. Physician assistants must be informed about the benefits and risks of genetic tests. Testing must be undertaken only after proper informed consent is obtained. If PAs order or conduct the tests, they must assure that appropriate pre- and post-test counseling is provided.

PAs must be sure that patients understands the potential consequences of undergoing genetic tests – from impact on patients themselves, possible implications for other family members, and potential use of the information by insurance companies or others who might have access to the information. Because of the potential for discrimination by insurers, employers, or others, PAs must be particularly
aware of the need for confidentiality concerning genetic test results.

Reproductive Decision Making

Patients have a right to access the full range of reproductive health care services, including fertility treatments, contraception, sterilization, and abortion. Physician assistants have an ethical obligation to provide balanced and unbiased clinical information about reproductive health care.

When the PA’s personal values conflict with providing full disclosure or providing certain services such as sterilization or abortion, the PA need not become involved in that aspect of the patient’s care. By referring the patient to a qualified provider who is willing to discuss and facilitate all treatment options, the PA fulfills their ethical obligation to ensure the patient’s access to all legal options.

End of Life

Among the ethical principles that are fundamental to providing compassionate care at the end of life, the most essential is recognizing that dying is a personal experience and part of the life cycle.

Physician Assistants must provide patients with the opportunity to plan for end of life care. Advance directives, living wills, durable power of attorney, and organ donation must be discussed during routine patient visits.

PAs must assure terminally-ill patients that their dignity is a priority and that relief of physical and mental suffering is paramount. PAs must exhibit non-judgmental attitudes and must assure their terminally-ill patients that they will not be abandoned. To the extent possible, patient or surrogate preferences must be honored, using the most appropriate measures consistent with their choices, including alternative and non-traditional treatments. PAs must explain palliative and hospice care and facilitate patient access to those services. End of life care must include assessment and management of psychological, social, and spiritual or religious needs.

While respecting patients’ wishes for particular treatments when possible, PAs also must weigh their ethical responsibility, in consultation with supervising physicians, to withhold futile treatments and to help patients understand such medical decisions.

PAs must involve the physician in all near-death planning. The PA must only withdraw life support with the supervising physician’s agreement and in accordance with the policies of the health care institution.

The PA and Individual Professionalism

Conflict of Interest

Physician assistants must place service to patients before personal material gain and must avoid undue influence on their clinical judgment. Trust can be undermined by even the appearance of improper influence. Examples of excessive or undue influence on clinical judgment can take several forms. These may include financial incentives, pharmaceutical or other industry gifts, and business arrangements
involving referrals. PAs must disclose any actual or potential conflict of interest to their patients.

Acceptance of gifts, trips, hospitality, or other items is discouraged. Before accepting a gift or financial arrangement, PAs might consider the guidelines of the Royal College of Physicians, “Would I be willing to have this arrangement generally known?” or of the American College of Physicians, “What would the public or my patients think of this arrangement?”

**Professional Identity**

Physician assistants must not misrepresent directly or indirectly, their skills, training, professional credentials, or identity. Physician assistants must uphold the dignity of the PA profession and accept its ethical values.

**Competency**

Physician assistants must commit themselves to providing competent medical care and extend to each patient the full measure of their professional ability as dedicated, empathetic health care providers. PAs must also strive to maintain and increase the quality of their health care knowledge, cultural sensitivity, and cultural competence through individual study and continuing education.

**Sexual Relationships**

It is unethical for physician assistants to become sexually involved with patients. It also may be unethical for PAs to become sexually involved with former patients or key third parties. Key third parties are individuals who have influence over the patient. These might include spouses or partners, parents, guardians, or surrogates.

Such relationships generally are unethical because of the PA’s position of authority and the inherent imbalance of knowledge, expertise, and status. Issues such as dependence, trust, transference, and inequalities of power may lead to increased vulnerability on the part of the current or former patients or key third parties.

**Gender Discrimination and Sexual Harassment**

It is unethical for physician assistants to engage in or condone any form of gender discrimination. Gender discrimination is defined as any behavior, action, or policy that adversely affects an individual or group of individuals due to disparate treatment, disparate impact, or the creation of a hostile or intimidating work or learning environment.

It is unethical for PAs to engage in or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment, or

- Accepting or rejecting such conduct affects or may be perceived to affect professional decisions
concerning an individual, or

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s training or professional position.

The PA and Other Professionals

Team Practice

Physician assistants must be committed to working collegially with other members of the health care team to assure integrated, well-managed, and effective care of patients. PAs must strive to maintain a spirit of cooperation with other health care professionals, their organizations, and the general public.

Illegal and Unethical Conduct

Physician assistants must not participate in or conceal any activity that will bring discredit or dishonor to the PA profession. They must report illegal or unethical conduct by health care professionals to the appropriate authorities.

Impairment

Physician assistants have an ethical responsibility to protect patients and the public by identifying and assisting impaired colleagues. “Impaired” means being unable to practice medicine with reasonable skill and safety because of physical or mental illness, loss of motor skills, or excessive use or abuse of drugs and alcohol.

PAs must be able to recognize impairment in physician supervisors, PAs, and other health care providers and must seek assistance from appropriate resources to encourage these individuals to obtain treatment.

PA–Physician Relationship

Supervision must include ongoing communication between the physician and the physician assistant regarding patient care. The PA must consult the supervising physician whenever it will safeguard or advance the welfare of the patient. This includes seeking assistance in situations of conflict with a patient or another health care professional.

Complementary and Alternative Medicine

When a patient asks about an alternative therapy, the PA has an ethical obligation to gain a basic understanding of the alternative therapy being considered or being used and how the treatment will affect the patient. If the treatment would harm the patient, the PA must work diligently to dissuade the patient from using it, advise other treatment, and perhaps consider transferring the patient to another
provider.

**The PA and the Health Care System**

**Workplace Actions**

Physician assistants may face difficult personal decisions to withhold medical services when workplace actions (e.g., strikes, sick-outs, slowdowns, etc.) occur. The potential harm to patients must be carefully weighed against the potential improvements to working conditions and, ultimately, patient care that could result. In general, PAs must individually and collectively work to find alternatives to such actions in addressing workplace concerns.

**PAs as Educators**

All physician assistants have a responsibility to share knowledge and information with patients, other health professionals, students, and the public. The ethical duty to teach includes effective communication with patients so that they will have the information necessary to participate in their health care and wellness.

**PAs and Research**

The most important ethical principle in research is honesty. This includes assuring subjects’ informed consent, following treatment protocols, and accurately reporting findings. Fraud and dishonesty in research must be reported so that the appropriate authorities can take action.

Physician assistants involved in research must be aware of potential conflicts of interest. The patient’s welfare takes precedence over the desired research outcome. Any conflict of interest must be disclosed.

In scientific writing, PAs must report information honestly and accurately. Sources of funding for the research must be included in the published reports.

Plagiarism is unethical. Incorporating the words of others, either verbatim or by paraphrasing, without appropriate attribution is unethical and may have legal consequences. When submitting a document for publication, any previous publication of any portion of the document must be fully disclosed.

**PAs as Expert Witnesses**

The physician assistant expert witness must testify to what he or she believes to be the truth. The PA’s review of medical facts must be thorough, fair, and impartial.

The PA expert witness must be fairly compensated for time spent preparing, appearing, and testifying. The PA must not accept a contingency fee based on the outcome of a case in which testimony is given or
derive personal, financial, or professional favor in addition to compensation.

The PA and Society

Lawfulness

Physician assistants have the dual duty to respect the law and to work for positive change to laws that will enhance the health and well-being of the community.

Executions

Physician assistants, as health care professionals, must not participate in executions because to do so would violate the ethical principle of beneficence.

Access to Care / Resource Allocation

Physician assistants have a responsibility to use health care resources in an appropriate and efficient manner so that all patients have access to needed health care. Resource allocation must be based on societal needs and policies, not the circumstances of an individual patient–PA encounter. PAs participating in policy decisions about resource allocation must consider medical need, cost-effectiveness, efficacy, and equitable distribution of benefits and burdens in society.

Community Well Being

Physician assistants must work for the health, well-being, and the best interest of both the patient and the community. Sometimes there is a dynamic moral tension between the well-being of the community in general and the individual patient. Conflict between an individual patient’s best interest and the common good is not always easily resolved. In general, PAs must be committed to upholding and enhancing community values, be aware of the needs of the community, and use the knowledge and experience acquired as professionals to contribute to an improved community.

Conclusion

The American Academy of Physician Assistants recognizes its responsibility to aid the PA profession as it strives to provide high quality, accessible health care. Physician assistants wrote these guidelines for themselves and other physician assistants. The ultimate goal is to honor patients and earn their trust while providing the best and most appropriate care possible. At the same time, PAs must understand their personal values and beliefs and recognize the ways in which those values and beliefs can impact the care they provide.

Disclaimer: All information in this handbook is presented in good faith to inform the specific entering class of the University and Physician Assistant Program current policies and procedures. The Program is responsible for graduating competent PAs who will be serving the public and consumer. As such, the Program maintains the right to refuse to matriculate or graduate a student deemed by the faculty to be academically or professionally incompetent, does not meet the program technical standards, in violation
of university policies, procedures or rules or applicable legal requirements, or otherwise unfit or unsuited for continued enrollment. In addition, the Physician Assistant program reserves the right to make changes in the rules and regulations of the program, its academic calendar, admission policies, procedures and standards, degree requirements, and standards necessary for successful completion of the program at its sole discretion. Additionally, change may include, but is not limited to changes in course content, scheduling of courses offered, and canceling of scheduled classes and/or other program related activities.
STUDENT SIGNATURE SHEET

I attest that I have received, read, fully understand and agree to comply with all policies and procedures set forth in the JWU Physician Assistant Student Handbook Class of 2018. In particular, I have read and understand the waiver of liability set forth in Section II.B.1 regarding enrollment with a criminal record.

__________________________________________  ____________
Student Signature                      Date

__________________________________________
Student Name (Print)

Parent/Legal Guardian, if student is under the age of 18 years old:

__________________________________________  ____________
Parent Signature                      Date

__________________________________________
Parent Name (Print)

This form is due back to the Physician Assistant Office by 3 PM on Friday, June 3, 2016