



JOHNSON & WALES
UNIVERSITY

Physician Assistant
Studies Program

Student Handbook
Class of 2020

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I. PHYSICIAN ASSISTANT PROGRAM – GENERAL INFORMATION

A. INTRODUCTION

For brevity, certain abbreviations and acronyms appear 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.

Students in the MSPAS Program should use this Handbook in conjunction with:

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

Together these resources provide students with information that will assist them in their academic endeavors at the university: services available to students, policies, lists of needed equipment, an outline of the curriculum, and guidelines to prepare for this challenging academic experience.

By enrolling at Johnson & Wales University, students agree to conform to the rules, codes, and policies as outlined in this publication, in the catalog, and in all applicable student handbooks, including any amendments. Students must abide by all the rules, codes, and policies established by the university both on and off campus. MSPAS-Program-specific policies are in addition to university policies listed in the JWU Student Handbook. All catalogs and handbooks are available online at www.jwu.edu and at Student Academic & Financial Services. The JWU Student Handbook, catalog, and other publications contain important policies, procedures, and rules that are not included in this document. **Please note, in the event 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 a student has questions that cannot be answered by these sources, the student should discuss them with the Program Director or a faculty member. Students are required to sign the attestation statement on the last page of this handbook and of the Clinical Education Manual as a condition for participation in the Program.

Please read these sources *carefully* and *thoroughly*. Ignorance of the rules does not excuse infractions.

The university reserves the right to amend this handbook and change or delete any existing rule, policy, or procedure, or to 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 who have a collaborative and humanistic approach to patient care and demonstrate professional competence, ethical integrity, and lifelong learning.
5. Follow an on-going 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 and PROGRAM COMPETENCIES

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 and 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 meet safely and effectively 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 to 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 participate actively in all components of the Physician Assistant Program. This means the student 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. Some of these academic requirements, such as papers and exams, will test the student’s ability to perceive, understand, and incorporate subject matter. Other academic requirements, such as presentations and meetings, reflect industry practices that a graduate of this program must demonstrate.
- Communicate effectively and appropriately with faculty, staff, and fellow students in person or via written and electronic correspondence.
- Lift and transport a minimum weight of 25 lbs.
- Safely maneuver in classroom, laboratory, and clinical settings.
- Use industry-specific equipment.
- Maintain personal health, so as not to pose a risk to other students, instructors, and others present during all components of the program.

- Understand and implement all safety and security policies and procedures, including but not limited to those related to fires and evacuation proceedings.
- 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 directly and accurately to observe a patient at a distance and close at hand, with or without standard medical instruments. The student must be able to perceive a patient's demeanor, observe a patient's physical condition, 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 communicate clearly 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, families, and all members of the health care team.

Students must be able to:

- rapidly and clearly communicate with the medical staff on rounds or elsewhere;
- elicit an accurate history from patients;
- communicate complex findings in appropriate terms to patients and to members of the health care team.
- recognize and respond promptly to emotional cues, such as sadness or agitation;
- record observations and plans accurately and legibly in legal documents, such as the patient record;
- accurately enter patient data into an electronic medical record or other database;
- prepare and communicate concise and complete summaries of limited patient encounters and of complex, prolonged encounters, including hospitalizations.
- complete forms in a timely fashion 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 intact exteroceptive senses (visual, auditory, touch and temperature), motor skills sufficient to examine and perform procedures on patients, and motor skills adequate to operate diagnostic instruments.

Students must be able to:

- evaluate various components of the voice, including 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;
- 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, assisting in cardiopulmonary resuscitation (CPR), administering intravenous medications, applying pressure to arrest bleeding, maintaining an airway, suturing wounds, and assisting with obstetrical maneuvers. 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, and gram stain, and diagnostic/therapeutic procedures such as venipuncture and 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, employ other devices to measure blood pressure, respiration, and pulse, and interpret graphs describing biologic relationships;
- have reliable 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 to 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 the practice of humanistic medicine. Students must be able to monitor and react appropriately to their own emotional needs. Further, students need to maintain a calm 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 indicated, to respond by modifying their behavior.

The above technical standards are essential to the Physician Assistant Program in the College of Health and Wellness and also reflect industry requirements and standards.

The Physician Assistant may amend its Technical Standards from time to time. These Program will publish any changes in print and on its website before admitting students to the next entering cohort of students.

F. PROGRAM CURRICULUM

YEAR 1

Summer Semester:	Credits
PAS 5100 Applied Anatomy	3
PAS 5200 Foundations of Medicine	4
PAS 5325 Patient Care I	4
PAS 5344 Professional and Health Policy Issues I	<u>2.5</u>
Totals	13.5

Fall Semester	Credits
PAS 5523 Clinical Medicine I	4
PAS 5533 Clinical Medicine II	4
PAS 5560 Pharmacotherapeutics I	3
PAS 5620 Diagnostic Skills I	4.5
PAS 5425 Patient Care II	3
PAS 5454 Professional and Health Policy Issues II	<u>2</u>
Totals	20.5

Spring Semester	
PAS 5643 Clinical Medicine III	5
PAS 5653 Clinical Medicine IV	5
PAS 5570 Pharmacotherapeutics II	4
PAS 5632 Diagnostic Skills II	3
PAS 5735 Patient Care III	7
PAS 5464 Professional and Health Policy Issues III	<u>2.5</u>
Totals	26.5

Year 1 Total Credits 60.5

YEAR 2

Summer Semester	
PAS 6100 Introduction to Clinical Practice	2
PAS 6250 Internal Medicine Clinical Course	4.5
PAS 6800 Master's Course*	NC
PAS 6200 Family Medicine Clinical Course	<u>4.5</u>
Totals	11.0

Fall Semester	
AS 6300 Pediatric Medicine Clinical Course	4.5
PAS 6350 Women's Health Clinical Course	4.5
PAS 6400 Emergency Medicine Clinical Course	4.5
PAS 6800 Master's Course*	<u>NC</u>
Totals	13.5

Spring Semester	
PAS 6450 Behavioral and Mental Health Clinical Course	4.5
PAS 6500 Surgery Clinical Course	4.5
PAS 6600 Clinical Elective Course I	4.5
PAS 6700 Clinical Elective Course II	4.5
PAS 6800 Master's Course*	<u>1</u>
Totals	19

Year 2 Total Credits 43.5

Total Curriculum Credits 104

* This course spans the clinical year, but credit is awarded only in Spring Semester

G. PROGRAM SCHEDULE (CLASS 2020)*

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

Year One

Summer Semester (12 weeks)

Classes begin: Monday, June 4, 2018
No Class: Wednesday, July 4, 2018
Classes end: Friday, August 24, 2018

Intersession Break Saturday, August 25 – Sunday, September 9, 2018

Fall Semester (16 weeks)

Classes begin: Monday, September 10, 2017
Holiday Break: Wednesday, November 21 – Sunday, November 25, 2018
Classes Resume: Monday, November 26, 2018
Classes End: Friday, December 21, 2018

Intersession Break Saturday, December 22 – Monday, January 1, 2019

Spring Semester (20 weeks)

Classes begin: Tuesday, January 2, 2019
No Class: Monday, January 21, 2019
Spring Break: Monday, March 4– Sunday, March 10, 2019
Classes Resume: Monday, March 11, 2019
No Class: Friday, April 19, 2019
Classes end: Friday, May 17, 2019

Intersession Break Saturday, May 18– Sunday, June 2, 2019

Year Two

Summer Semester

Introduction to Clinical Practice (2 weeks)

Class begins: Monday, June 3, 2019
Class ends: Friday, June 14, 2019
White Coat Ceremony: Friday, June 14, 2019

Clinical Rotation Schedule

Rotation 1 Monday, June 17 – Friday, July 19, 2019
Back to Campus 1 Thursday, July 18 – Friday, July 19, 2019

Rotation 2 Monday, July 22– Friday, August 23, 2019
Back to Campus 2 Friday, August 23, 2019

Fall Semester

Rotation 3 Monday, August 26 – Friday, September 27, 2019
Back to Campus 3 Thursday, September 26 – Friday, September 27, 2019

Rotation 4 <i>Back to Campus 4</i>	Monday, September 30 – Friday, November 1, 2019 <i>Friday, November 1, 2019</i>
Rotation 5	Monday, November 4 – Friday, December 6, 2019
<i>Thanksgiving Holiday</i>	<i>According to each individual clinical site schedule</i>
<i>Back to Campus 5</i>	<i>Friday, December 6, 2019</i>
Rotation 6	Monday, December 9 – Friday, January 17, 2018
<i>Holiday Break</i>	<i>Monday, December 23, 2019 – Friday, December 27, 2019</i>
<i>Back to Campus 6</i>	<i>Friday, January 17, 2020</i>
Rotation 7 <i>Back to Campus 7</i>	Monday, January 20– Friday, February 21, 2020 <i>Friday, February 21, 2020</i>
<i>Summary Testing Week (on campus)</i>	<i>Monday, Feb 24- Friday, February 28, 2020</i>
Rotation 8 <i>Back to Campus 8</i>	Monday, March 2 – Friday, April 3, 2020 <i>Friday, April 3, 2020</i>
Rotation 9 <i>Back to Campus 9</i>	Monday, April 6 – Friday, May 8, 2020 <i>Friday, May 8, 2020</i>
<i>Back to Campus 10</i>	<i>Monday, May 11 – Wednesday, May 12, 2020</i>
Graduation	Friday, May 15, 20120

*Schedule is subject to change

H. VOLUNTEER OPPORTUNITIES

Students are not 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 will, therefore, 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 collected:

Performance evaluations written examination, OSCEs, practical examinations, projects, presentations)

Instructor/lecturer/preceptor surveys and evaluations
Course/ module evaluations
Professionalism assessment
Clinical rotation logs
Clinical site evaluations
PAEA End-of-Rotation Examinations
Town Hall Meetings
Exit surveys
PANCE and 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 competence, professional behavior, integrity, conduct, and personal responsibility. Section III represents the parameters of achievement and behavior the Program faculty expect of 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 are 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

Continued enrollment in the JWU Physician Assistant Program is based upon satisfactory results on background checks and drug screenings. 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 further testing of students, such as additional background checks, drug testing, and/or fingerprint screening. The student is responsible for all costs related to these checks.

In the event a student has an unsatisfactory 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. Failure to submit to a background check will result in denial of admission or dismissal from the program.

Drug Screenings

Drug screenings occur prior to and during clinical experiences. In the event of a drug screening positive for a non-prescribed controlled substance, students may be subject to removal from the program,

removal from clinical experiences, and/or disciplinary proceedings, including dismissal from the university. Failure to submit to a drug screen will result in denial of admission or dismissal from the program.

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

Other Screenings

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

DISCLAIMER:

Please note that a criminal background may affect a student's ability to complete the program or be licensed as a physician assistant. A criminal background may affect a student's ability to enter the program. Once in the program, a criminal background may affect a student's ability to complete it. For example, participation in clinical experiences are required for graduation. Different clinical sites have different eligibility requirements, some of which may bar participation based on criminal history. 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 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 seeking readmission to 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 eligibility requirements for a clinical site, not finding an acceptable clinical site, inability to meet one or more state licensure requirements, and inability to obtain employment 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, AND FOREVER DISCHARGES THE UNIVERSITY, ITS GOVERNING BOARD, OFFICERS, AGENTS, AND EMPLOYEES (THE "UNIVERSITY PARTIES") 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, AS A RESULT OF SUCH CRIMINAL HISTORY, TO, AMONG OTHER THINGS:

- * MEET THE ELIGIBILITY REQUIREMENTS FOR A CLINICAL SITE;
- * FIND A DESIRABLE OR PROXIMATE CLINICAL SITE;
- * MEET ONE OR MORE STATE LICENSURE REQUIREMENTS;
- * AND/OR OBTAIN A JOB AS A PHYSICIAN ASSISTANT.

THE STUDENT ASSUMES ALL RISK RELATED TO SUCH CRIMINAL HISTORY. THE STUDENT FURTHER COVENANTS NOT TO SUE ANY OF THE UNIVERSITY PARTIES WITH RESPECT TO ANY OF THE FOREGOING.

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, subject to change:

- A current physical examination;
- Before the didactic year: a negative tuberculosis skin test. Before the clinical year: 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 documentation from their health care provider and a negative chest x-ray performed 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 varicella (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).
- Respiratory fit testing

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 are also 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 and to understand its coverage and limits, please contact the university's risk manager.

4. **Textbooks**

All course syllabi include 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. The program makes a list of required texts available as soon as possible prior to the start of classes. In addition, each course syllabus includes 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 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. Given the rapid pace of the course, the program strongly suggests two sets of scrubs. Students may choose the color of scrubs. These will be useful to wear during other labs throughout the year. Cost of scrubs is estimated at \$50 for the required two sets.

Short White Clinical Coat: Students are required to have a short, long-sleeved, 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. The Program provides one coat with a JWU patch at the beginning of the didactic year, but students should purchase a second prior to the clinical year.

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

6. **Medical Equipment**

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

Required Equipment	Estimated Cost
Oto-Ophthalmoscope set (Welch Allyn full size/3.5 volt diagnostic set with traditional <u>coaxial</u> ophthalmoscope). Panoptic ophthalmoscopes are not acceptable unless the Panoptic device also includes a coaxial option. Also an insufflation bulb.	\$450-800
Stethoscope (Littman Cardiology IV or better)	\$170
Reflex hammer	\$3-4

Tuning forks-128 cps and 512 cps	\$8 each
Sphygmomanometer (blood pressure cuff)	\$90-200
Examination gown (“johnnie”) that ties in the back	\$11
Examination drape (flat twin sheet, white)	\$11
2 short white coats with PA Program Patch*	\$22-30 each
JWU PA program name tag	-----
Anatomy Dissection Kit	\$25
Recommended Equipment	Estimated Cost
Penlight	\$5- 10
Medical Bag	\$10-60
Metric tape measure	\$5
EKG calipers	\$5-15
Total Approximate Costs	\$750 to \$1,500

* The PA Program provides one white coat with patch at the beginning of the didactic year. Students should plan on purchasing a second before the beginning of the clinical year.

Before the didactic year begins, the program introduces 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. The PA Program Director or Academic Coordinator must approve any substitutions for the required equipment.

7. **Information Technology Requirements**

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 Exemplify*, a 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 software 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/notebook requirements (no tablet computers or virtual operating systems):

PC Users:

- OS System: 32-bit or 64-bit versions of Windows Vista, Windows 7, Windows 8, and Windows 10
- CPU Processor: 1.86 Ghz Intel Core 2 Duo or greater
- RAM: Highest recommended for OS or 2 Gb

- Hard Drive: highest recommended for OS or 2 Gb of available space
- Internet connection
- Screen resolution: 1024x768 or higher
- Administrator level account permissions

Surface Pro, Surface Books and Surface Laptops are supported.

Please note: Non-Pro Surface devices do not meet requirements

- External keyboard (USB or Bluetooth)
- Hard Drive: minimum of 1 Gb available space
- Internet connection
- Screen resolution 1920x1080
- Administrator level account permissions

Mac Users

- OS System: OS X 10.9 (Mavericks), 10.10 (Yosemite), 10.11 (El Capitan) and 10.12 (Sierra)
- CPU: Intel processor
- RAM: 2 Gb
- Hard Drive: 1 Gb of available space or higher
- Internet connection

These additional software programs are available to students and should work on 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: <https://it.jwu.edu/microsoft-office-365-proplus-student-discount/>

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

Microsoft OneDrive is available to all JWU students: <https://it.jwu.edu/onedrive/>

- OneDrive is a cloud-based storage system to store, share and organize up to 1TB of data files
- Accessible from anywhere with an internet connection

Adobe Products available: <https://it.jwu.edu/adobe-creative-cloud-student-discount/>

- Adobe Creative Cloud includes Adobe Pro, Photoshop, Illustrator, Premier, etc.

- Subscription for one year is about \$10 for entire Adobe CC Suite
- *ExamSoft Exemplify requirements can be found: <http://www.examssoft.com/jwupa>

Symantec Antivirus Software is available: <https://it.jwu.edu/symantec-antivirus-student-discount/>

- Windows PC and Mac users are able to obtain Symantec Antivirus free while a student at JWU
- Please note: All students are required to comply with the university's Computer and Technology Use Policy (available at <https://it.jwu.edu/pagec>)

8. Pre-enrollment Training and Certifications

Basic Life Support (BLS) Training: All students must complete a *Basic Life Support for Healthcare Providers* course (BLS) from the American Heart Association, Red Cross, or other qualified program prior to matriculation. The student is responsible for the cost of this training. Students will receive updated BLS training prior to the clinical year as part of the Clinical Skills course.

Health Insurance Portability and Accountability Act (HIPAA): Once matriculated, all students must complete HIPAA training, which may require updating or re-certification prior to starting clinical rotations. The Program provides 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, including infectious disorders. Health care professionals and students can also act as vectors for infectious illnesses to patients who are already ill and sometimes immune-compromised. Safety of the student, patients, and other health care providers 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. With failure to improve, such students may 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
- (2) 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 3.00.

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 less than expected performance in the Program. The grading system for the PA program is defined below.

Students must complete and pass all semester courses before they can progress to the next semester of the program. Successful academic performance in the program is demonstrated by passing all required courses, rotations, and other program requirements with a grade of C or better and having a minimum cumulative GPA of 3.00.

In general, students may not appeal final grades. In the case of clerical or mathematical errors in the calculation or recording of a grade, students have one semester from the semester end date to appeal an official grade, in writing, to the pertinent faculty member. For more information please go to: <https://catalog.jwu.edu/handbook/academicpolicies/gradeappeals/>

	Letter Grade	Quality Points
Grade Range		
95–100	A+	4.00
90–94.99	A	4.00
87–89.99	A-	3.70
83–86.99	B+	3.30
80–82.99	B	3.00
77–79.99	B-	2.70
73–76.99	C+	2.30
70–72.99	C	2.00
Below 70	F	0.00
Withdrawal	W	0.00
Withdrawal/Fail	WF	0.00
Withdrawal/Pass	WP	
Incomplete	I	
No Credit	NC (non-punitive withdrawal)	
Grade Pending	GP	
Audit	AU	
Satisfactory/Unsatisfactory	S/U	
No Grade	NG	

4. Method for Determining Student's Academic Standing

Status at Start of Semester	Cum. GPA at End of That Semester	Status at Semester Completion
Good Standing	3.0-4.0	Good Standing
Good Standing	2.0-2.99	Academic Probation
Good Standing	0-1.99	Academic Dismissal
Probation	3.0-4.0	Good Standing
Probation	0.0-2.99	Academic Warning or Dismissal
Academic Warning	3.0-4.0	Good Standing
Academic Warning	0-2.99	Academic Dismissal

5. Academic Review Process

Academic Probation

Students may be placed on probation due to failure to maintain a 3.0 GPA or to attain a C or better in all program requirements. Students on probation risk permanent dismissal from the university if they are unable to attain Good Standing by the end of the following semester. Academic Probation may be appealed first to the PA Program Director and then to the Office of the Provost.

Academic Warning

Students may be placed on Academic Warning as outlined above. 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 Warning status may be appealed first to the PA Program Director and then to the Office of the Provost.

Academic Dismissal

Dismissed students may no longer matriculate into the Physician Assistant Program at the university. An academic dismissal may be appealed first to the PA Program Director and then to the Office of the Provost. A final appeal may be made to the Deans Academic Appeal Committee.

Remediation

Remediation is a program-defined process for addressing and correcting deficiencies in a student's knowledge and skills. Remediation is an opportunity to correct unsatisfactory academic performance, academic progress, and/or professional conduct issues in the program. An opportunity for remediation is not automatic and may not be offered. 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, professionalism, and utilization of available resources, individual faculty members, in consultation with the student's advisor, the Academic Coordinator, the Clinical Coordinator, and/or the

Program Director may recommend a remediation plan and a means of ascertaining satisfactory post-remediation performance. This may necessitate additional course work and/or delay graduation. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees. Students who fail to meet these remediation requirements will be subjected to Academic Dismissal.

6. *Repeat of Failed Courses*

If granted the opportunity to remediate as described in the above section titled “Remediation”, MSPAS graduate students may be allowed the opportunity to remediate a failed module, course, or rotation. They will be permitted to remediate a failed course or rotation only as part of a detailed remediation plan. This may necessitate additional course work and/or delay graduation. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees. Failure to pass a course or rotation on the second opportunity could 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, as defined by federal law. SAP measures a student’s completion of coursework toward a degree. JWU evaluates SAP at the end of each semester 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 aid). Students are notified of SAP decisions by Student Academic & Financial Services both verbally and in writing. Failure to achieve satisfactory academic progress may result in a remediation or other plan that may necessitate additional course work and/or delay graduation. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees. This additional cost may not qualify for financial aid.

8. *Deceleration*

Deceleration is the loss of students from their entering cohort. Under extraordinary circumstances, students may be permitted to decelerate. Deceleration occurs when students are granted permission to disengage from their entering cohort and join the following year’s cohort. A student requesting deceleration must communicate the request in writing with the Program Director. The Program Director will present the request to the faculty for discussion and recommendations and make a final decision. Any student who is granted deceleration and joins the following year’s cohort will be held responsible to the policies, procedures, and curricular requirements as defined by the *PA Student Handbook* for that class. This may necessitate additional course work and/or delay graduation. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees.

Deceleration may occur only once. The student must meet the following criteria to be considered for deceleration:

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*

Demonstration of behavior, attitude, and ethics consistent with professional demeanor expected of a physician assistant student is determined by Program Director in his/her sole discretion.

9. *Advanced Placement*

There is no advanced placement in the PA program.

10. *Prior Work Experience*

The PA Program does not provide academic 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*

Attendance is essential to student success. Attendance at all assigned classes, seminars, testing sessions, interprofessional activities, cooking for health & wellness classes and labs, and other program activities is considered an aspect of professional responsibility and individual dependability. The student is expected to be in attendance and on-site daily and when asked or requested, to be available for evenings and/or weekend hours. In addition, students are not permitted to arrive late to a program activity or leave early without the permission as discussed below.

Promptness is another professionalism trait the healthcare practitioner must display. Students are expected to arrive on site on time, preferably 5-10 minutes early. Repeated tardiness is considered unprofessional conduct and at the discretion of the faculty member and/ or Academic Coordinator, may be referred to their assigned faculty advisor, and/or the Program Director.

Failure to comply with this section is a violation of the *Attendance and Promptness* Sections of the Physician Assistant Program Standards of Professional Conduct and the JWU Code of Conduct. When an attendance or tardiness problem cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university.

(See Appendix A.)

Students are not permitted to take “vacations” during the academic or clinical year. Students must adhere to the schedule of the academic and clinical year.

Approved and other types of absences:

For all anticipated time away from required activities that exceeds one “work day”: a Request for Time Off form must be completed. This request is subject to approval or denial by the Academic Coordinator.

For all anticipated time away from required activities that is less than one “work day”: students do not need to complete a Request for Time Off form for absences but students must seek approval in advance from the Academic Coordinator *and* the faculty member who is the module coordinator prior to the absence. Failure to notify the appropriate individuals in a timely manner may result in conduct sanctions.

Unapproved absences are considered a reflection of unprofessional conduct and may result in referral to the faculty advisor and/ or PA Program Director. When an attendance or tardiness problem cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university.

In the event of an acute illness or other unanticipated emergency event: notification of the Academic Coordinator and faculty member who is the module coordinator may be delayed but it is expected that the student or his/ her designee contact them as soon as possible to discuss the absence.

For an **absence due to illness of more than two “work days”:** the student is required to provide a medical note to the Academic Coordinator from their medical provider (cannot be family members or friends) who saw, examined, and treated the student in an office/clinic or hospital setting. Under some circumstances the student may be required to provide evidence of illness and medical clearance from the health provider who saw, examined, and treated him/her before being permitted to return to class or the clinical setting.

In all cases, absences of three (3) or more “work days” from required activities: The student will be required to make up the missed activities. If this cannot be achieved during the semester, the program may require the student to complete the activities at other times. This may in turn delay the student’s graduation from the program. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees.

Students may request to be excused for religious holidays; however, these dates must be discussed and approved by the Academic Coordinator.

Failure to comply with this section is a violation of the *Attendance and Promptness* Sections of the Physician Assistant Program Standards of Professional Conduct and the JWU Code of Conduct are subject to disciplinary review. (See Appendix A.)

When a problem related to absences cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university.

2. Cellphones

Communication devices such as cellphones and pagers 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 is 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 examination is rescheduled, the exam will cover the same subject material as covered by the original examination; however, it may be modified from 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, via text, 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. They may require a health provider note for absences due to illness.
4. If the student is granted a make-up examination, the module coordinator and Academic Coordinator determine the time and date. Students who miss an exam must contact the module coordinator and Academic Coordinator to discuss the scheduling of the examination upon their return to campus. If the examination is rescheduled, the exam will cover the same subject material as covered by the original examination; however, it may be modified from the original examination.
5. Failure to make up the examination within the specified time period will result in a grade of zero (0) for that examination.
6. If a student fails to appear for an examination and fails to notify the course/module 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 or any part of an examination. Possession of an exam outside of a classroom constitutes theft under the Student Code.

Upon entry into the examination site, students 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 begins. 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

Students may not wear hats of any kind, sweatshirt hoods, or sunglasses during examinations.

4. Needle Stick/Bodily Fluids Exposures

Exposure to bodily fluids and/or inadvertent needle sticks represent a health and 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, at the sole discretion of the Academic Coordinator. Any and all expenses for the care and treatment are the responsibility of the student.

If an exposure occurs at a clinical site, 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 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 in the Appendix of this Handbook. Any and all expenses for the care and 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.

1. Classroom Attire and Appearance

Appropriate attire and grooming in the didactic setting includes: clean and neat clothing and hair, (including facial hair), fingernails trimmed short, minimum jewelry and fragrances. Please note that long, acrylic, and/or gel fingernails interfere with performing physical examination and diagnostic skills and are prohibited in all clinical settings.

The following should be avoided: plunging or revealing necklines, 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 depends upon the anticipated laboratory assignment. Laboratory attire may include: in the clinical skills lab – gym shorts and hospital gowns, sports bras or bathing suit tops for women; in the anatomy lab – individually purchased scrubs or student lab coats.

2. Clinical Attire

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

Full professional attire includes a short white lab coat/jacket with a JWU PA program patch and a JWU name tag listing the student's 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 or skirt, appropriate stockings or socks, and closed-toe shoes.

Male students shall wear a dress shirt with a collar and tie, 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 pants or shirts, workout attire, short skirts/tops, halter-type tops or T shirts.

All clothing must be neat and clean. Students must wear attire appropriate to the given clinical rotation. Hair and fingernails shall be clean and long hair gathered behind the head. For the sake of patients who have allergies, students should avoid strong perfumes.

N.B. Some clinical sites may have more stringent requirements, such as no visible tattoos or a single pair of earrings only. At these sites the more stringent requirements apply.

3. *Back to Campus Attire*

When clinical year students return to JWU for Back to Campus Days, they should wear “business casual” dress as defined below:

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

For females: Slacks/khakis or knee-length skirt with a blouse or shirt with a collar, a knee-length (or longer) dress, or business suit, closed-toe shoes and appropriate hosiery.

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 violates the Physician Assistant Program’s 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/>

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:

<https://catalog.jwu.edu/handbook/academicpolicies/academicintegrity/>

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

PA students are required to conduct themselves consistently 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. The Standards are in effect at all times, apply 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 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 supersede those of the Program.

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 time away. Students may not request a leave of absence for academic reasons. Student Academic & Financial Services, in consultation with the PA Program Director, review requests and required documentation in a timely manner and will accept or deny them.

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 or a term, or the university. Prior to withdrawing, students must 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/>

<http://catalog.jwu.edu/handbook/academicpolicies/readmittancepolicy/>.

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 didactic year and as determined by the faculty at Back to Campus Day(s) during their clinical year. Faculty advisors schedule required student advising meetings. 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: <https://academicsupport.jwu.edu/providence>

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. JWU 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://academicsupport.jwu.edu/providence>

C. HEALTH AND WELLNESS

1. *Health Insurance*

While matriculated 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 acceptable health insurance coverage (e.g., parent's health insurance or an employer program), they do not have to enroll in the JWU student health insurance plan. They can opt out of the university plan by submitting the online waiver form to demonstrate evidence of coverage. Students must submit a new waiver form each academic year. Students who do not waive the JWU 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](https://www.universityhealthplans.com/) 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 at Wales Hall for the Downcity Campus and one at the Harborside Recreation Center for the Harborside Campus. Students may visit either office. For more information: <https://health.jwu.edu/>

In addition, the University offers two student mental health centers on its campuses. Counseling Services, available on both the Downcity campus and 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

Harborside Health Services

Recreation Center, 1st floor
401-598-1151

Downcity Counseling Location

Wales Hall, 2nd Floor
8 Abbott Park Place
Providence, RI 02903
phone 401-598-1016
fax 401-598-2220

Harborside Counseling Location

The Friedman Center, 2nd floor
401-598-1016

After business hours or for emergencies, students should 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 on the Harborside campus and Wales Hall 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, the counseling centers, the Learning Center, and the recreational facilities.

In addition, we encourage students to inform their faculty advisors in the event they experience problems or stresses that might 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/>

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: <https://safety.jwu.edu/providence>

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 (at least 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 to

program communications. 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 is announced over radio stations WPRO-AM (630) and WWBB-FM (101.5) and television stations WLNE (Channel 6) and WJAR (Channel 10). Cancellations are posted in the emergency alerts section of the JWU Providence campus website: <https://sites.jwu.edu/alerts/providence.html>

In addition, Campus Safety & Security utilizes this number for school closings: 401-598-5555. Students may 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 <https://sites.jwu.edu/alerts/update-your-information.html> for additional information.

4. *Student Employment while in the Program*

Students are strongly 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. Student employment must not interfere with the student's 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 Human Resource policies, as appropriate.

To review the university's full Prohibited Discrimination and Harassment Policy, including contact information for the nondiscrimination officer and how to file a complaint, please see:
<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/>

The Clinical Year – Section IV

A. OVERVIEW

This section provides general information covering the clinical year. Before beginning the second year of the program, students receive a Clinical Year Manual which includes all necessary information, policies, and procedures.

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, and PAS 6800 Master's Course.

The student cannot begin the clinical year until they have successfully completed 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 be required to complete prior to starting the specific rotation (e.g., drug testing, physical exam, site orientation).

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 vary depending on the site. The organization of the clinical experiences is outlined below, although the order of rotations 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

Course No.	Rotations	Length	Credits
PAS 6200	Family Medicine	5 wks	4.5
PAS 6250	Internal Medicine	5 wks	4.5
PAS 6300	Pediatric Medicine	5 wks	4.5
PAS 6350	Women's Health Medicine	5 wks	4.5
PAS 6400	Emergency Medicine	5 wks	4.5
PAS 6450	Behavioral and Mental Health	5 wks	4.5
PAS 6500	Surgery	5 wks	4.5
PAS 6600	Elective I	5 wks	4.5
PAS 6700	Elective II	5 wks	4.5

Each clinical rotation has 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 attending physicians, residents, physician assistants, or nurse practitioners.

Clinical rotations average 40 hours a week on site. Some rotations may involve shorter or longer hours, evening or on-call responsibilities, and weekend hours. The preceptor determines 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 enroll in two courses during the clinical year and must complete all requirements pertaining to these courses in order to graduate.

PAS 6100	Introduction to Clinical Practice		2.0
PAS 6800	Master’s Course		1.0

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. The program makes all decisions regarding student placement.

The program develops and maintains the clinical education sites and educates clinicians who work with the program to provide clinical experience and training; priority is 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. While the program has a considerable number of sites in the immediate and greater Providence area, students may also be placed in distant or out-of-state sites. The program works toward a firm schedule for each student; however, unforeseeable events 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 need to consider how to best prepare themselves and any significant others who will be affected by the student's long hours and time away from home, either because of driving to or living in the area of a rotation. The program cannot guarantee 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 of or removal from that rotation block, which will have to be rescheduled at the end of the clinical year. This could delay graduation. Students 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 during the clinical year for Senior Day Seminars, a mandatory part of the Masters Course. These days include various educational and professional events and seminars as well as ongoing review and assessment of clinical and presentation skills, student-advisor meetings, summative testing, and master's project presentations. Attendance is REQUIRED for these days. All travel and housing expenses for these seminars are the responsibility of the student.

Section V – APPENDIX A

Physician Assistant Program Standards of Professional Conduct

I. OVERVIEW

Both professional conduct and academic progress are important in determining a student's success in the program and assessing readiness for entry into clinical practice. The program encourages students to 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 adhering to the JWU Student Code of Conduct, PA students are expected to conduct themselves in a professional manner commensurate with the role and responsibilities of a health care professional, i.e., demonstrating respect, compassion, integrity, and sensitivity to others. Students must meet the program technical standards on a continual basis, and demonstrate emotional resilience, 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

The Physician Assistant Faculty Committee investigates suspected violations of these Standards of Professional Conduct. The Committee reviews and discusses the relevant circumstances and, if appropriate and necessary, meets with the student, other students, Faculty Advisor, Clinical Preceptor, or other individuals to obtain additional information. Upon a review of all facts, the Faculty Committee suggests a course of action to the Program Director. The Program Director will determine the appropriate outcome.

When a problem related to the above cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university. Probation and/ or suspension may be appealed to the Office of the Provost. Dismissal can be appealed to the Deans Appeals Committee.

Students who are found to have violated these Standards are subject to disciplinary outcomes, including but not limited to suspension (which may delay graduation and increase costs to the student) or dismissal from the Physician Assistant Program. The Physician Assistant Program is required to provide

all information related to such proceedings to any 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 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 nametags 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 for which they need further review or explanation. Students are responsible for completing 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 to their report time in case of absence. Students must report to clinical sites fully prepared for work with all necessary equipment (e.g., stethoscope).

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 (courtesy, good manners, and consideration). Students are expected to be sensitive and tolerant of diversity including but not limited to socioeconomic status, physical stature, body size, marital status, sexual orientation, gender identity, legal involvement, and 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 consistent and steadfast adherence to a defined code of principles, conduct, and 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 their clinical rotation sites. In addition, the student is expected to demonstrate integrity in regards to academic requirements and ethical standards commensurate with those expected of a future health care professional.

Accountability and Commitment

PA students are expected to exemplify the qualities of accountability, which include accepting responsibility, being reliable and dependable, completing tasks and responsibilities as defined and expected. Examples of commitment include offering to assist others, willingness to stay longer than required, or taking extra steps to resolve a difficult situation.

Flexibility and Resilience

Physician Assistant training, like clinical practice, involves unpredictability. At times, lectures, classes, examinations, or clinical rotation placements or schedules may need to be modified on short notice. The ability to adapt and adjust to change (i.e., demonstrate flexibility) and manage the ambiguity and anxiety these changes may create (i.e., demonstrate resilience) are critical to navigating PA studies successfully and ultimately success as a health care provider.

Confidentiality

Students must respect the confidentiality of patients and fellow students. Academic assignments and presentations must not include patient identifying data, including name, initials, date of birth, or facility. Students must not discuss patients by name outside the clinical encounter, nor discuss other students with preceptors.

Students must not discuss, record, upload, share, or transfer any information, issues, images, videos, or other information on social media (or any other technology unrelated to the PA program) without the express written permission of the Director of the PA Program.

Health and Safety

Students must not engage in any activities that threaten the health, safety, well-being, or property of any individual, including self. This includes refraining from behaviors, activities, or actions that may result in mental, intellectual, and/or physical impairments to self or others, such as the excessive use of

alcohol, use of non-prescribed 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 of the PA program, including but not limited to clinical schedules, patient logs, rotation deliverables, and evaluations. 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 (e.g., RN, DC, Ph.D.) 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 clinical 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 treat 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 role at a site. Students shall not treat and discharge a patient from care before the patient is seen by the clinical preceptor. All patients must be seen by a licensed provider PRIOR to leaving the facility.

Communication

Timely and appropriate written and verbal 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

(promulgated by the National Commission of Certification of Physician Assistants, the American Academy of Physician Assistants, the Accreditation Review Commission on Education for the Physician Assistants, and the Physician Assistant Education Association, 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 to bodily fluids or experienced a needle stick must:

1. **Immediately** cleanse the affected area:
 - Wash needle sticks 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 to:
 - Didactic year: Academic Coordinator or Program Director
 - Clinical year: supervising physician or other supervisor
3. **Immediately** seek medical evaluation and treatment. If there is no established protocol at a given site, seek treatment at the closest Emergency Department.
4. If an exposure occurs at a clinical rotation site, the student must notify the Clinical Coordinator within 2 hours.
5. Complete and submit the *Student Exposure Form* to the Academic (didactic year) or Clinical Coordinator (clinical year) within 24 hours.

Student Exposure Form

Students must report any exposure incident to the Clinical Coordinator (401.598.4578 or cell 401.480.0235) or Program Director (401.598.5011 or cell 508.280.2237) **within 2 hours** of the exposure. This form must be completed if a student sustains a needle stick or bodily fluid exposure and submitted by e-mail to the Clinical Coordinator (Kelli.Kruzel@juw.edu) or Program Director (George.Bottomley@juw.edu) within 24 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: Internal Med. Family Med. Pediatrics Emergency Med.

Women's Health Behavioral Health Surgery Elective

Name of Clinical Site: _____

Name of person notified at the site: _____

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/PD)?

Yes

No

Date _____ Time _____

Name of person notified at the Program: _____

Date and time of Program notification: _____

Signatures:

Student: _____

Clinical Coordinator/ Faculty: _____

Program Director: _____

Section VIII – APPENDIX D

AAPA Guidelines for Ethical Conduct for the Physician Assistant Profession

(Adopted 2000, amended 2004, 2006, 2007, and 2008)

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 record keeping 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 2020. 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 noon on
Friday, June 1, 2018**

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