Physician Assistant Studies

Student Handbook Class of 2028

Johnson & Wales University

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GENERAL INFORMATION

Welcome Message

We are pleased to welcome you to the **Physician Assistant Studies Program** at Johnson & Wales University's College of Health & Wellness**.**

Your time here is a partnership between students, faculty, and staff. We build this partnership to help you to be successful in your endeavors and develop into a successful PA. Our expectations are that each member of our community will be honest, respectful, accountable, and committed to excellence. This depends on the sharing of constructive feedback and full participation in the learning process. Students must be reflective in learning and practice, adhere to standards, and understand all of the rights and responsibilities of being a student in the PA Program. Staff will provide support for admissions, data collection, and day-to-day programmatic support. Faculty must endeavor to guide the acquisition of knowledge leading to the ultimate graduation of a competent PA.

As part of these responsibilities, you are required to be familiar with the *Physician Assistant Studies Handbook*. Our goal is to provide you with the tools to be the best you can be – exceptionally competent PAs.

Please familiarize yourself with the information in this handbook as well as the university-wide policies that are referenced here. We encourage you to stretch your minds as you take in new ideas and experiences over the coming months. Please ask questions when you have them. Chances are you are not the only one who is stumped. Our department thrives on respect and open communication. We will ask for your feedback frequently as it helps us move towards excellence.

You have all completed rigorous undergraduate programs and met stringent requirements. We are confident that you have what it takes to succeed in your work here so you can take your place in the global community of the JWU **Physician Assistant Studies Program** promoting well-being and participation. We are glad you are here!

Thomas P. Meehan, Ph.D., PA-C

Program Director

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Introduction

Purpose of the Handbook

This Program Handbook is intended to supplement, not replace, the policies and procedures set forth in the official publications of Johnson & Wales University, including but not limited to:

1. JWU Providence Campus Catalog
2. JWU Providence Student Handbook
3. MSPAS Program **Clinical Education Manual**

Together, these resources provide students with comprehensive information about academic expectations, student services, university policies, and institutional procedures. Students are responsible for reviewing and complying with all applicable university wide policies in addition to those outlined in this Program Handbook. The policies contained within this Program Handbook and those incorporated by reference are applicable to students in all education settings regardless of location (campus or clinical sites) while engaging in educational activities.

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," the "Physician Assistant Program," the "PA Program", and "Program" refer to the Master of Science Physician Assistant Studies Program.

By enrolling at and attending Johnson & Wales University, students agree to abide by all university catalogs, codes of conduct, handbooks, manuals, policies, procedures, regulations, and rules (collectively, "JWU Publications"). These include, but are not limited to, this Program Handbook, the JWU Catalog, and the JWU Student Handbook applicable to all students at JWU. The university may, at any time and without prior notice, add to, amend, change, modify, revise or supersede any of its catalogs, codes of conduct, handbooks, manuals, policies, procedures, regulations, rules and any other publications (including, without limitation, marketing or promotional publications), and the university may, at any time and without prior notice, add, cancel, change, modify, postpone, revise, supersede or withdraw any policies, provisions, requirements or rules in any JWU Publications and may also at any time and without prior notice, add, cancel, change, modify, postpone, revise, supersede or withdraw any classes, courses, activities, events, internships, laboratories, and programs (of study or otherwise); without limiting the generality of the foregoing, this includes, but is no way limited to, transitioning from in-person to remote classes, courses, activities, events, internships, laboratories, and programs (of study or otherwise). No refund of tuition or fees will be given in such cases.

In the case of an inconsistency between this Handbook and another JWU Publication, this Handbook generally shall apply, but the university reserves the right to determine that another policy or procedure applies and to resolve any inconsistency as it deems appropriate in its sole discretion. Please read these resources carefully and thoroughly. You are responsible for knowing, understanding, and complying with all JWU Publications. Ignorance or lack of understanding of any JWU Publication does not excuse infractions. *This Handbook does not constitute a contract between the university and its students or applicants, employees, or any other person.*

Students are expected to read all applicable resources carefully and thoroughly. Ignorance of a policy or procedure does not excuse noncompliance.

Program Overview

Program Mission

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.

The PA Program's goals are as follows:

1. To recruit and matriculate students who meet or exceed our admissions requirements, resulting in successful completion of Physician Assistant medical education.
2. Offer an integrated didactic curriculum that provides the knowledge, skills, and humanistic principles required for the clinical year.
3. Provide Supervised Clinical Practice Experiences (SCPE) in a variety of clinical environments/settings, ranging from community to tertiary care facilities, increasing student exposure to diverse populations and care levels while supporting the graduation of humanistic and culturally competent PAs.
4. To graduate physician assistants who are prepared to enter clinical practice, employ lifelong learning, utilize and apply evidence-based medicine (EBM) in decision-making, and demonstrate clinical skills and humanistic qualities such as rapport and cultural sensitivity.

Program Philosophy

Program Assessment in the Pursuit of Excellence

Consistent with its accreditation review process, the PA Program is committed to the pursuit of excellence and will, therefore, collect, review, and analyze Program and student quantitative and qualitative data as part of its ongoing self-assessment for continuous quality improvement and accreditation purposes. The following are examples of some of the data collected:

- Performance evaluations, written examination, OSCEs (Objective Structured Clinical Examinations), practical examinations, projects, and presentations
- Instructor/lecturer/preceptor surveys and evaluations
- Course evaluations
- Professionalism assessment
- Clinical rotation logs
- Clinical site evaluations
- PA Education Association (PAEA) End-of-Rotation Examinations (EOR)
- Town Hall meeting notes
- Exit survey results
- PA Clinical Knowledge Rating and Assessment Tool (PACKRAT) scores
- PA National Certifying Examination (PANCE) scores
- Graduate survey results
- Research projects

History of the Physician Assistant Profession

We encourage you to review the history of the PA profession by visiting the PA History Society website. It will provide an exceptional overview of the PA profession, which started its journey in 1965 and continues to advance.

Program Graduate Outcomes and Competencies (ARC-PA Std A3.11g)

The graduates of the JWU Physician Assistant Program shall demonstrate they can achieve the graduate outcomes in the following domains.

Clinical and Technical Skills

1. Develop rapport and an atmosphere of trust with patients and families while providing patient centered humanistic care.
2. Recommend and perform clinical procedures for common medical disorders.

Clinical Reasoning and Problem-solving Abilities

3. Utilize and apply evidence-based medicine principles and skills to guide decision making in clinical practice.
4. Engage and employ lifelong learning skills through on-going self-reflection, active engagement, and professional development.

Interpersonal Skills

5. Utilize effective interpersonal skills in oral and written communication with patients and families and work collaboratively with members of the health care team.

Medical Knowledge

6. Accurately elicit a medical history, perform a physical examination, formulate a differential diagnosis, and appropriately select and interpret diagnostic studies to diagnose medical conditions.
7. Develop and manage appropriate treatment plans for preventative, acute, chronic, and emergent disorders of patients across the lifespan.

Professional Behaviors

8. Conduct oneself in a professional and ethical manner consistent with the role and responsibilities of a physician assistant.

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Accreditations and Approvals

Institutional

Johnson & Wales University is accredited by the New England Commission of Higher Education (the "Commission"; formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges Inc.). This accreditation encompasses the university's campuses in Providence, Rhode Island; and Charlotte, North Carolina, and its online programs.

Programmatic

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued** status to the **Johnson & Wales University Physician Assistant program** sponsored by **Johnson & Wales University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **October 2027**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Where required or appropriate, the policies and procedures herein have been derived from the "Accreditation Standards for Physician Assistant Education" Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA). As applicable, ARC-PA accreditation required policies are indicated in parentheses next to the policy.

Curriculum Overview (ARC-PA Std A3.11d,e)

Course Sequence (by semester)

The PA Program reserves the right to modify this curriculum at any time and to require on-ground learning, remote learning, or a combination of the two; among other things, the university may change course format and structure at any time. The university, like other schools, is subject to factors outside of its control, including, but in no way limited to, applicable federal, state, and local guidance and law related to the COVID-19 pandemic and any other epidemics, pandemics, or matters of health and safety. Changes are always possible and within the university's discretion; learning environments are always subject to change, as are modes of delivering the university's educational and other programs.

YEAR 1

	Course Titles	Credits
SUMMER	PAS 5110 Applied Anatomy	4
	PAS 5200 Foundations of Medicine	4
	PAS 5325 Patient Care I	4
	PAS 5345 Professional and Health Policy Issues I	2
	Totals	**14.0**
FALL	PAS 5425 Patient Care II	3
	PAS 5456 Professional and Health Policy Issues II	1.5
	PAS 5470 Intro to Evidence-Based Practice	1
	PAS 5480 Food is Medicine I	1
	PAS 5515 Clinical Hematology	1
	PAS 5525 Clinical HEENT	2
	PAS 5540 Clinical Pulmonology	3
	PAS 5560 Clinical Dermatology	1
	PAS 5575 Clinical Behavioral Medicine	1
	PAS 5580 Clinical Cardiology	4
	PAS 5810 Clinical Nephrology and Urology	3
	Totals	**21.5**
SPRING	PAS 5736 Patient Care III	3
	PAS 5767 Professional and Health Policy Issues III	1.5
	PAS 5782 Food is Medicine II	1
	PAS 5825 Clinical Orthopedics and Rheumatology	3
	PAS 5860 Clinical Endocrinology	2
	PAS 5830 Clinical Gastroenterology	2

	PAS 5840 Clinical Neurology	2
	PAS 5880 Clinical Gynecology and Obstetrics	3
	PAS 5870 Clinical Infectious Disease	1
	PAS 5891 Clinical Pediatrics	2
	PAS 5960 Surgical Principles	1
	PAS 5950 Clinical Geriatrics	1
	PAS 5910 Emergency Medicine	2
	PAS 5930 Problem-Based Learning	2.5
	Totals	**27.0**
	Year 1 Total Credits	**62.5**

YEAR 2: Sequencing of Courses is at Programmatic Discretion.

	Course Titles	Credits
SUMMER	PAS 6200 Family Medicine Clinical Course	4.5
	PAS 6250 Internal Medicine Clinical Course	4.5
	PAS 6800 Master's Course*	NC
	Totals	**9.0**
FALL	PAS 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 6450 Behavioral and Mental Health Clinical Course	4.5
	PAS 6800 Master's Course*	NC
	Total	**18.0**
SPRING	PAS 6500 Surgery Clinical Course	4.5
	Clinical Elective I***	4.5
	Clinical Elective II***	4.5
	PAS 6800 Master's Course*	1
	Totals	**13.5**
	Year 2 Total Credits	**41.5**

<u>Clinical Elective Courses (4.5 Credit hours each)</u>

PAS 6610 Clinical Elective: Internal Medicine Specialty

PAS 6620 Clinical Elective: Dermatology

PAS 6630 Clinical Elective: Surgical Specialty

PAS 6640 Clinical Elective: Pediatric Specialty

PAS 6650 Clinical Elective: Urgent Care

PAS 6710 Clinical Elective: Other Specialty

Total Curriculum Credits **104**

* This course spans the clinical year, but credit is awarded only in the spring semester.

** Rotation order is different for each student. Clinical course order listed above is for demonstration purposes.

*** Students are afforded two clinical elective rotations during the clinical year. Electives may be a repeat of a core rotation or in one of the specialty areas.

Program Schedule (Class of 2028)*

Please Note: The PA Program Academic Calendar does not align with the published JWU Academic Calendars. Semester start-, stop-, and other dates differ. Students should consult with the Directors of Didactic or Clinical Education (as appropriate) prior to scheduling non-Program activities.

Orientation *Thursday – Friday, May 28-29, 2026*

Year One (Didactic Year)

Summer Semester (11 weeks)

Classes begin:	Monday, June 1, 2026
No Class:	Friday, June 19, 2026 (Juneteenth Holiday)
No Class:	Friday, July 3, 2026 (Independence Day Observed)
Classes end:	Friday, August 14, 2026

Intersession Break *Saturday, August 15 – Sunday, August 23, 2026*

Fall Semester (16 weeks)

Classes begin:	Monday, August 24, 2026
No Classes:	Monday, September 7, 2026 (Labor Day)
No Classes:	Monday, October 12, 2026 (Indigenous Peoples' Day)
No Classes:	Wednesday, November 11, 2026 (Veterans' Day)
Thanksgiving Break:	Wednesday, November 25 – Sunday, November 29, 2026
Classes End:	Friday, December 11, 2026

Intersession Break *Monday, December 14, 2026 – Friday, January 1, 2027*

Spring Semester (20 weeks)

Classes begin:	Monday, January 4, 2027
No Class:	Monday, January 18, 2027 (Martin Luther King, Jr. Holiday)
Spring Break:	Monday, March 1 – Friday, March 5, 2027
No Class:	Friday, March 26, 2027 (Spring Holiday)
Classes end:	Friday, May 21, 2027
Intersession Break	*Saturday, May 22 – Thursday, June 4, 2027*

Year Two (Clinical Year)

Summer Semester

Orientation (Required)	Friday, June 5 – Thursday, June 10, 2027
White Coat Ceremony	Friday, June 11, 2027

Clinical Rotation Schedule

Rotation 1	Monday, June 14 – Friday, July 16, 2027
Back to Campus 1	*Thursday, July 15 – Friday, July 16, 2027*
Rotation 2	Monday, July 19 – Friday, August 20, 2027
Back to Campus 2	*Friday, August 20, 2027*

Fall Semester

Rotation 3	Monday, August 23 – Friday, September 24, 2027
Back to Campus 3	*Friday, September 24, 2027*
Rotation 4	Monday, September 27 – Friday, October 29, 2027
Back to Campus 4	*Friday, October 29, 2027*
Rotation 5	Monday, November 1 – Tuesday, December 3, 2027
Thanksgiving Holiday	*Wednesday, November 24 – Sunday, November 26, 2027*
Back to Campus 5	*Friday, December 3, 2027*
Rotation 6	Monday, December 6, 2027 – Friday, January 14, 2028
Holiday Break	*Saturday, December 25, 2027 –Saturday, January 1, 2028*
Back to Campus 6	*Friday, January 14, 2028*

Spring Semester

Rotation 7	Monday, January 17– Friday, February 18, 2028
Back to Campus 7	*Friday, February 18, 2028*
Rotation 8	Monday, February 21 – Friday, March 24, 2028
Back to Campus 8	*Friday, March 24, 2028*

Summative Testing Week (on campus)	*Monday, March 27 – Friday, March 31, 2028*
Rotation 9	Monday, April 3 – Friday, May 5, 2028
Back to Campus 9	*Thursday – Friday, May 4-5, 2028*
Graduation	Saturday, May 6, 2028 (Subject to change)
Final Callback Days	*Monday, May 8 – Wednesday, May 10, 2028*
Degree Conferred	Friday, May 12, 2028

***Schedule is subject to change**

PROGRAM REQUIREMENTS

Background Checks

Continued enrollment in the PA 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 that must be completed by March 1st of the matriculation year; failure to satisfy this deadline may result in forfeiture of the student's seat in the class.

In the event a student has an unsatisfactory finding on a background check or a positive drug screen for a non-prescribed controlled substance, 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 or, if already enrolled, suspended or removed from the PA Program or the university and suspended or removed from clinical experiences; students may also be subject to disciplinary proceedings. Failure to submit to a background check will result in denial of admission to or dismissal from the PA Program.

If a student is charged with any crime during their enrollment in the PA Program, the student must notify the PA Program immediately, and the PA Program will notify the student's clinical site, as appropriate. The clinical site may re-evaluate the student's eligibility to participate in the clinical experience. The student may need to undergo an updated background check. If the updated background check reveals a criminal record, the student may be disqualified from a clinical placement or employment in the field. This may impact the student's ability to continue in or complete the PA Program. Students who do not report a crime with which they are charged will be subject to discipline, up to and/or including dismissal from the PA Program. The student should also contact the relevant state licensing authority regarding the student's ability to obtain licensure in light of any criminal charge or conviction.

For further information on background checks and clinical placements, please review Background Checks and Drug Screening (clinical year).

Immunizations and Physical Examination (ARC-PA Std A3.09)

In accordance with the guidelines set by the PA Program, students are required to submit mandatory documentation (physical examination, CPR (cardiopulmonary resuscitation) certification, required vaccinations etc.) to the clinical compliance platform prior to a clinical start. Failure to meet any of these requirements will result in a Program hold placed on the student's account, which will prohibit the student from registering for clinical courses and therefore prevents progress in the Program and/or delays graduation time. All detailed requirements are provided in the clinical compliance platform.

All PA Program students are **required** to meet both university and current Centers for Disease Control and Prevention (CDC) health and immunization requirements before engaging in any clinical activities. For any international experiences, (as applicable), students must follow the CDC recommendations for the country of the rotation. This includes the following, subject to change:

- A current health history and immunization record submitted to University Health Services.
- 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 had tuberculosis infection or disease in the past will NOT be tested but instead 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.
- Up-to-date COVID-19 vaccination, including annual boosters as required by clinical sites.
- Tdap vaccination within past 10 years.
- A color blindness test (Ishihara).
- Respiratory fit testing (Prior to the clinical year).

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 requisite documents must be submitted to the clinical compliance platform 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. For further information, please refer to Immunizations and Other Requirements.

Allergy Concerns

When students are in the PA Program or in another healthcare environment, students may be exposed to allergens, including without limitation, latex. The student should always consult with their primary care provider, allergist, or other appropriate healthcare provider to assess the risk of exposure and any potential treatments needed should an exposure occur. Students with a known

sensitivity or allergy/reaction to latex or other allergens are responsible for assessing their own level of risk and ensuring they have taken appropriate precautions, including carrying an epinephrine pen or other treatment, as prescribed by their healthcare provider. The student should also notify the PA Program if an allergy exists. If a student is concerned that they are having an allergic reaction, they should contact 911 immediately. After having an allergic reaction, students must be medically cleared by a licensed medical professional prior to returning to the PA Program or clinical setting and must complete the Student Injury and/or Exposure Form.

Required Training and Certifications

Basic Life Support (BLS) Training:

Prior to enrollment, all students must complete a *Basic Life Support for Healthcare Providers* course from the American Heart Association or Red Cross that remains in effect for the two years of the PA Program. Students are responsible for the cost of this training. Students will receive advanced cardiovascular life support (ACLS) training, for which BLS is required prior to the clinical year as part of the Clinical Skills course.

Malpractice Insurance

The university provides malpractice insurance for all students while in a supervised internship program while they are matriculated in the PA Program. Please contact the Program director for additional details.

Textbooks and Online Resources

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 $2,000 for these **required** items over the two years of the PA Program, although prices are subject to change. The PA Program will make 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. For those texts not available online, students are expected to have the required text by the beginning of class for each semester.

Supplies

The following supplies must be procured by the student:

Scrubs:

Students must wear surgical scrubs during the summer Anatomy course and may find them useful to wear during other labs throughout the year. Given the rapid pace of the course, the PA Program strongly suggests having two sets of scrubs. Students may choose the color of scrubs. Cost of scrubs is estimated at $60 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 because they signify “student” status. As part of the first-year medical equipment fee, the PA Program provides one coat with a JWU patch at the beginning of the didactic year and an additional one prior to the clinical year.

Nametags and Patches:

For each white jacket/coat, students are required to wear the coat with the JWU PA Program patch. A JWU PA Program nametag will be provided during PA Program orientation and must always be worn on the white coat. If lost, students must pay for a replacement name tag.

Required Shoes for Anatomy and Food is Medicine:

Shoes need to be graded as NON-SLIP and should have a "closed back" (no open heel or strap backs). Many shoe retailers will have "professional / work" shoe sections, we suggest looking there for work clogs. If using amazon, we strongly recommend the search term(s): "Non slip shoes", "ASTM certified"

Medical Equipment (subject to change):

The following is a list of the required and recommended equipment (in addition to what is indicated above):

Required Equipment	**Estimated Cost – Included in first-year equipment fees (subject to change)**
Oto-Ophthalmoscope set (Welch Allyn full size/3.5 volt diagnostic set with traditional **coaxial** ophthalmoscope). Panoptic ophthalmoscopes are not acceptable unless the Panoptic device also includes a coaxial option. Also, an insufflation bulb.	$570
Stethoscope (Littman Cardiology IV or better)	$189
Reflex hammer	$2
Tuning forks-128 Hz and 512 Hz	$10 each
Sphygmomanometer (blood pressure cuff)	$200
Penlight	$7
Snellen eye chart	$0
Metric tape measure	$3
EKG calipers	$5
Examination gown (“johnnie”) that ties in the back	$7
Examination drape (flat twin sheet, white)	$7
Recommended Equipment	**Estimated Cost**
Medical Bag	$34
Total Approximate Costs	***$1050***

The cost of the above medical equipment is included in the first year Medical Equipment Fee. Before the didactic year begins, the PA Program will connect students with a sales representative who is aware of the specifications of the supplies required.

Information Technology Requirements

In order to fully participate, all students are expected to have access to a laptop computer. All courses utilize the university's learning management system and the use of other technology platforms may also be required for your Program. Chromebooks and the apps for Apple and Android devices allow you to complete some course-related tasks, but a laptop computer is required for successful completion of all course-related tasks. For the most up-to-date IT requirements and resources, please review the following:

- Computer and Browser Requirements
- Student Software - this link provides information on software available to students through JWU.

Students must have reliable internet access for accessing university systems. Students will be required to log into the clinical compliance platforms.

In addition, students' computers must meet the minimum system requirements for platforms used specifically in the PA Program, which include ExamSoft Examplify,* a computer- based secure testing platform; and CORE, a web-based system for evaluations and patient logging that will be used during the clinical year.

To accomplish the above, the following are specific laptop/notebook requirements (adapted from the requirements for ExamSoft; no tablet computers or virtual operation systems will meet these requirements): Examplify Minimum System Requirements.

Email is the official method of communication from the university and the PA Program to its students. Students are required to check their university email on a daily basis (at least once every 24 hours or more frequently as circumstances may require). The PA Program is not responsible if students have inaccurate or missed information because they do not routinely check, read, and clear their email 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 re-sent, and the student will be responsible for the content of the returned email.

JWU's learning management system, ulearn, is the official source of information about courses for the PA Program. Students are expected to check ulearn frequently for course updates and materials.

Use of AI tools (e.g., ChatGPT, Microsoft Copilot, and Zoom AI Companion) in the PA Program is permitted under the following conditions:

- Instructor or Clinical Site Authorization: Students may only use AI tools for assignments, clinical documentation, or coursework if explicitly permitted by the course instructor or clinical site supervisor. Unauthorized use may constitute a violation of the university's Academic Integrity Policy.
- Compliance with University Policies: All use of AI tools must comply with the university's Academic Integrity Policy and Student Code of Conduct. Students are responsible for

understanding and adhering to these policies.

Technical support is provided via the University IT Service Desk, which can be reached at 866-JWU-HELP (866-598-4357) or it@jwu.edu (emails received after hours will be processed the next business day). Please also visit the JWU IT website which answers many questions about technology at JWU.

Change of Contact Information/Address

Throughout the Program, students are required to notify the Program director immediately and in writing when there is any change in their contact information, including their local address, permanent mailing address, email or phone number. This is in addition to following required university policies for maintaining addresses and contact information.

Cellphones

Communication devices such as cellphones and pagers may not be used in the PA Program classrooms, clinical skills lab, or gross anatomy lab without the permission of the appropriate faculty member.

Students will place all electronic communication devices (pagers, cell/smart phones) in the **OFF** mode, set to vibrate, or otherwise render devices inaudible while at clinical sites. Use of social media (Facebook, X, GroupMe, etc.) is **not** permitted in the classroom or while at the clinical site. Students are prohibited from recording, discussing, uploading, sharing, or transferring any data, images, videos, or any information related to their clinical experiences without the express written permission of the clinical site and the director of the PA Program. Students are required to comply with site policies regarding the use of cell/smart phones within the facility.

Student use of cell/smart phones, iPads, tablets, and/or use of the facility site computer for clinical site work, Program business, or Program-related research ***must be approved by the preceptor.*** Students are required to comply with site policies regarding the use of cell/smart phones within the clinical facility.

Failure to comply with this section is a violation of the *Respect and Civility, Integrity, and Confidentiality* Sections of the Physician Assistant Program Standards of Professional Conduct, subject to disciplinary review. (See Appendix A.)

Professional Attire and Appearance

Students are expected to maintain a professional appearance at all times when representing the university, including during classes, labs, clinical placements, and university-sponsored events. Appropriate attire demonstrates respect for the profession, patients, faculty, and peers. Students who are participating in any clinical experience (during the didactic year on hospital visits or in the clinical year on rotations) are required to wear clinical attire at all times.

The following apply to both didactic and clinical years. Clinical year may impose additional dress code requirements based on clinical site placement (see Clinical Year Handbook).

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 minimum or no fragrances. Please note that long, acrylic, and/or gel fingernails interfere with performing physical examination and diagnostic skills and are prohibited during the didactic and clinical years.

The required professional dress is considered business casual. Jeans, shorts, athletic wear, tee shirts, hats, sweatshirts, flip-flops, and other leisure/beach wear are not permitted. Students are not to wear hospital-specific attire, such as scrubs, unless told to do so. Students are expected to wear appropriate footwear while attending class. 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, and clothing of any kind with tears, holes, or rips.

Clinical skills, anatomy, and Food is Medicine laboratory attire depends upon the anticipated laboratory assignment. Laboratory attire may include: in the clinical skills lab—gym and/or swim apparel and hospital gowns; in the anatomy lab—individually purchased scrubs, student lab coat and closed toe shoes.

Required Shoes for Anatomy and Food is Medicine

Shoes need to be graded as NON-SLIP and should have a closed back (no open heel or strap backs).

Clinical Attire and Appearance (ARC-PA Std A3.06)

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 these standards of dress and grooming may be denied access to clinical settings and to patients.

- Full professional attire is required to properly identify PA students in a clinical setting and includes a short white lab coat with a JWU PA Program logo and JWU PA name tag.
- Students shall dress in business attire consistent with office/clinic standards and appropriate to the given clinical rotation. Students are not to wear scrubs unless told to do so.
    - 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, and clothing of any kind with tears, holes, or rips.
- Back to campus attire: When clinical year students return to JWU for Back to Campus Days, they should dress professionally in business casual.

Clinical supervisors, preceptors, and PA Program faculty reserve the right to remove any student from a clinical site/experience who is not appropriately dressed.

Identification Policy (ARC-PA Std A3.04)

Physician assistant students must be clearly identified while in any clinical setting by wearing the PA-Program-issued white coat with the JWU PA logo and JWU nametag. At minimum, students will introduce themselves as physician assistant students and sign all documentation with their legible full signature followed by 'PA-S' or 'PA student.' At no time should a student misrepresent themselves as being other than a physician assistant student. While in the PA Program, students may not use previously earned titles (e.g., RN, MD, DC, PhD, etc.). Failing to identify oneself appropriately or misrepresenting oneself will result in immediate dismissal from the PA Program.

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

Employment While Enrolled (ARC-PA Std A3.02, A3.03, A3.14i)

Students are strongly discouraged from having outside employment while in the PA Program. PA 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 PA 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.

Students who choose to volunteer or to be paid employees during the course of their physician assistant training cannot use their affiliation with the Program in any aspect of that employment. Any activity undertaken by the student independent of the Program is not covered by the liability insurance offered for clinical work associated with physician assistant training.

Clinical rotations are an educational experience for the physician assistant student. At no time during the clinical experiences should the student be called upon or used to substitute for regular clinical or administrative staff. If a situation arises where an individual is asked to perform in a role other than that of student or to substitute for a staff member, the student should contact the clinical faculty for guidance.

TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS

To participate in the PA Program at Johnson & Wales University, each student, with or without reasonable accommodations, must be able to safely and effectively meet certain 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 PA Program and subsequently enter clinical practice.

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

1. Active participation in the PA Program
2. Observation
3. Communication
4. Sensory and motor coordination and function
5. Intellectual ability, 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 PA Program.

Active Participation in the PA Program

Students must be able to actively participate in all components of the PA Program.

This means that students must be able to

- Attend and participate in all required classroom activities.
- Complete all academic requirements of the PA Program, including but not limited to academic papers, exams, presentations, meetings, and labs. Some of these academic requirements, like papers and exams, will test the student's ability to receive, understand, and incorporate the subject matter. Other academic requirements, like presentations and meetings, reflect industry practices that a graduate of this Program will be required to demonstrate.
- Communicate effectively and appropriately with faculty, staff, and fellow students in person, orally, and via written and electronic correspondence.
- Lift and transport a minimum weight of 25 lbs.
- Maneuver safely in classroom, laboratory, and clinical settings.
- Utilize industry-specific equipment.
- Maintain their own health and safety. This includes not posing a risk to other students, instructors, and others present during all educational experiences and components of the PA 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.

Observation

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

The student must also be able to directly and accurately perceive a patient at a distance and close at hand, with or without standard medical instrumentation. A student must be able to perceive a patient's demeanor, 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 ECGs) with or without the use of assistive devices.
- Competently use diagnostic instruments, including, but not limited to, an otoscope, ophthalmoscope, stethoscope, and microscope.

Communication

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

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

Students must be able to communicate in a way that achieves the following:

- Rapidly and clearly communicate with the complete healthcare team on rounds or elsewhere.
- Elicit an accurate history from patients.
- Communicate complex findings in appropriate terms to patients and to various members of the healthcare team. Students must be able to learn to recognize and promptly respond to emotional cues, such as sadness or agitation, and accurately and legibly record observations and plans in official documents, such as the patient record.
- Accurately enter patient data into an electronic medical record or other database.
- Prepare and communicate concise, complete summaries of both limited patient encounters and complex, prolonged encounters, including hospitalizations. Students must be able to complete forms in a timely fashion and according to directions.

Sensory and Motor Coordination and Function

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

Students must be able to

- Evaluate various components of the voice, such as pitch, intensity, and timbre.
- Accurately differentiate percussive notes and auscultatory findings, including but not limited to heart, lung, and abdominal sounds.
- Accurately discern normal and abnormal findings using instruments, including but not limited to tuning forks, stethoscopes, and sphygmomanometers.
- Execute physical movements needed to provide general care and emergency treatment to patients. Students, therefore, must be able to respond promptly to emergencies within the hospital or practice setting and not hinder the ability of their co-workers to provide prompt care.
- Learn to perform basic laboratory tests such as wet mount and urinalysis, as well as diagnostic/therapeutic procedures such as venipuncture or placement of catheters and tubes. The administration of intravenous medications requires a certain level of dexterity, sensation, and visual acuity. Additionally, students must possess the manual dexterity to safely handle needles, tongue blades, gynecologic speculum, and scalpel.
- Measure angles and diameters of various body structures using a tape measure or other devices to measure blood pressure, respiration, and pulse, and interpret graphs describing biologic relationships.
- Assure transportation to a variety of clinical rotation settings in a timely manner.

Intellectual Ability, Conceptualization, Integration, and Quantitation

Problem-solving is a critical skill demanded of PAs that often requires rapid intellectual function, especially in emergency situations. These intellectual functions include numerical recognition, measurement, calculations, reasoning, analysis, judgment, synthesis, visual-spatial conceptualization, 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.

Students must be able to order diagnostic laboratory and imaging modalities based on sound clinical necessity coupled with fiduciary consideration.

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

Behavioral and Social Skills; Abilities and Aptitudes

Students must possess the emotional and mental capacity 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 the diagnosis and care of patients. Students must demonstrate the integrity, excellence, compassion, altruism, respect, empathy, and service inherent to learning the practice of humanistic medicine. Students must be able to monitor and react appropriately to their own emotional needs. For example, students need to maintain a balanced demeanor and good organization in the face of long hours, fatigued colleagues, and dissatisfied patients.

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

The above technical standards are essential to the PA Program and also reflect industry requirements and standards.

Completion of this Program requires that each student independently demonstrates these capabilities continuously throughout enrollment. Surrogates cannot be used to accomplish the essential requirements. Students may not have undue dependence on technology or trained intermediaries.

CODE OF ETHICS

Relevant Professional Association

Please refer to Appendix B.

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 PA 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.

ACADEMIC POLICIES AND PROCEDURES (ARC-PA STD 3.14A-D,F)

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 PA 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. With failure to improve, such students may be dismissed.

Academic Performance

Grading Scale

The Physician Assistant Program requires a minimum 3.0 term and cumulative GPA. While a passing score may be lower, scores below 80% are considered less than expected performance in the PA 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 PA Program. Successful academic performance in the PA Program is demonstrated by passing all required courses, rotations, and other Program requirements with a grade of C or better and having a minimum term and cumulative GPA of 3.00.

In general, students may not appeal final grades. However, in the case of clerical or mathematical errors in the calculation or recording of a grade, PA Program students may appeal the grade, in writing, to the pertinent faculty member within five (working) days of that grade being posted; appeals not in writing or outside of this time period will not be considered. This policy supersedes the JWU grade appeal process. For more information, please see Grade Appeals.

Grade Range	Letter Grade	Quality Points
95–100	A+	4.00
90–94.99	A	4.00

Grade Range	Letter Grade	Quality Points
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	

Academic Standing

A student's academic standing is based on grade point average (GPA) in conjunction with total attempted credits and is evaluated after the completion of each semester of enrollment.

Each student within the PA Program must maintain a minimum 3.0 (4.0 scale) semester and cumulative GPA to maintain good standing in the PA Program. Student progress in the PA Program will be discussed by the PA Program faculty at regularly scheduled faculty meetings and at the conclusion of each semester.

Academic Standing Standards

Status at Start of Semester	Cumulative or Term GPA	Status at Semester Completion
Good Standing	3.0-4.0	Good Standing
Good Standing	2.0-2.99	Academic Probation
Good Standing	0.0-1.99	Academic Dismissal
Probation	3.0-4.0	Good Standing
Probation	0.0-2.99	Academic Dismissal
Academic Warning	3.0-4.0	Good Standing
Academic Warning	0.0-2.99	Academic Dismissal

- A grade of "C" or higher is required for all required courses within the PA Program. If a

student receives an "F" (i.e., the grade below a "C") in a course required by the Program in the didactic year, the student will be dismissed from the Program. If a student received an "F" in a clinical rotation course in the clinical year, the student will be placed on Academic Probation and must repeat the entire clinical rotation course. PA Program students will be allowed a maximum of two (2) opportunities to successfully pass a clinical rotation course. They will be permitted to repeat a failed clinical rotation course only as part of a detailed remediation plan. Failure to pass a clinical rotation course on the second opportunity will result in academic dismissal from the Program. The opportunity to repeat a clinical rotation course is limited to once during the Program. A second failure of a clinical rotation course will result in dismissal from the Program. During the clinical year, repeated courses will result in a delay in graduation.

- If a student is placed on Academic Probation a second time, either for low cumulative or term GPA or failure of a course, the student will be automatically dismissed from the PA Program and the university.

Academic Review Process

At-Risk

A student who demonstrates a negative trend in grades or demonstrates a high degree of variability in academic performance over a given time period may, at the discretion of the PA Program and after a holistic assessment, be deemed "At-Risk." The student's GPA may still be in the 3.0-4.0 range when deemed "At-Risk." As such, they will be counseled by their faculty adviser and referred for tutoring or alternate options in an effort to support the student's academics. The student may bring any mitigating circumstances (which could include by way of example but not limitation, life events, medical issues, or personal issues) to the attention of the student's faculty advisor, who shall inform the director of the PA Program as the faculty advisor deems necessary. Documentation of a plan for academic improvement should be developed and filed on a Program Encounter Form. It is ultimately the student's responsibility to actively participate in their own academic success which includes self-awareness of worsening academic performance and a capacity for self-reflection about potential mitigating circumstances leading to a degradation of their typical academic performance. At-Risk status places the student at higher risk of being placed on Academic Probation but is not a required step for being placed on Academic Probation.

Academic Probation

Students may be placed on probation if they fail to maintain a cumulative or term GPA of 3.0 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**. For further information, please see the Academic Standing handbook page.**

Academic Warning

Students who are reinstated into the university will be placed on Academic Warning. 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 semester due to mitigating circumstances.

Academic Recovery

Academic Recovery is a collaborative process between the student and their assigned advisor/academic advisor to explore and address the circumstances that may have led to their probation status. Students not in good academic standing will not be able to register until they have met with their assigned academic advisor. At this meeting, the academic recovery plan will be

reviewed. An academic agreement outlining the grades needed to return to good academic standing will also be developed and the schedule hold will be removed. Students are urged to make an appointment with their assigned academic advisor at the beginning of their probation semester.

Academic probation may affect a student's ability graduate.

Leave of Absence Policy

JWU recognizes that, from time to time, a student may derive educational and personal value from taking a personal leave of absence from their studies. Students contemplating personal leaves are strongly encouraged to carefully consider their individual situations, including progress toward degree completion and whether circumstances dictate that they should temporarily interrupt their course of study at JWU.

Students wishing to take a personal leave from JWU may do so, with the approval of the Program director and communication with Student Academic Services. A personal leave of absence functions as a withdrawal from the university, during which time the student is not enrolled at JWU. If a student intends to take a personal leave from JWU, they should review associated information in the student handbook, meet with their Program director, and complete the online University Withdraw Form. Reinstatement is at the discretion of the Program and students must meet with the Program director and obtain written permission from the Program director prior to reenrolling. Students should see the section entitled Remediation below, as the student may be required to retake courses as part of the conditions for the student's return to the Program.

Remediation and Deceleration (ARC-PA Std A3.14c,d)

Remediation

Remediation is a Program-defined process for addressing and correcting deficiencies for students in the Program who either have not met an academic standard and are still active in the Program, taken a leave of absence, or have decelerated. 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.

Remediation may occur at the Program-level for a failed course, for a student returning from a non-academic leave of absence, or for violations of professionalism and/or behavioral policies.

Remediation inside a course is triggered for a non-passing grade on a critical assessment as identified in the course syllabus and required for progression in the Program. The critical assessments in the Program include didactic course exams, end-of-didactic year OSCE, clinical year end-of-rotation exams, and all of the components of the Program summative evaluation. Failure of any of these key assessments would require remediation before progressing in the Program. The number of times a student may remediate critical assessments is limited to two times per didactic semester and two times during the clinical year. Further remediation would require approval by the PA Program director upon recommendation of the faculty.

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 course coordinator, and/or the PA Program director, may recommend a remediation plan including a timeline for completion and criteria for successful remediation. Copies of the remediation plan and outcomes of remediation are maintained in the student's individual Program

file. Students who fail to meet these requirements will be subject to dismissal from the PA Program.

Repeat of Failed Clinical Rotation Courses

If granted the opportunity to remediate as described above, PA Program students may be allowed to repeat a failed clinical rotation course 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 clinical rotation course on the second opportunity results in academic dismissal from the Program.

Deceleration

Deceleration is the loss of students from their entering cohort. Under extraordinary circumstances and at the sole discretion of the Program director, 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 director of the PA Program. The director of the PA Program 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 for meeting 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.

Prior to rejoining the Program from a deceleration or extended leave of absence, the Program may require the student to demonstrate previously learned knowledge and skills. This will be documented as part of a detailed remediation plan.

Deceleration may occur only once. Deceleration will not be granted to avoid dismissal from the Program. 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 the first semester of the PA Program, student must have sufficiently demonstrated the commitment, dedication, and academic aptitude needed to be successful in the PA Program.*
>
> Demonstration of behavior, attitude, and ethics consistent with professional demeanor expected of a PA student, as determined by director of the PA Program in their sole discretion.

Withdrawals and Removals

Course Withdrawal

Course withdrawals will be treated in accordance with the university's policy for course withdrawals. For more information on withdrawals, please see Course Withdrawal, located within the JWU Student Handbook.

Withdrawal from any course will generally extend a student's time to graduate from the PA Program. Prior to course withdrawal, a student must meet with the Program director.

Program Withdrawal (ARC-PA Std A3.14e)

Permanent withdrawal from the Program will be treated in accordance with the university's policy for University Withdrawal. Students intending to withdraw from the Program must meet with the Program director and complete the University withdrawal form. If a student wishes to withdraw

and return in a subsequent semester, the deceleration policy above is applicable.

Removal from Class or Clinical Placement

The Program reserves the right to remove students from a class or clinical placement for any reason, including but not limited to: failure to adhere to the guidelines in this Handbook; Clinical Handbook; unprofessional or disruptive behavior in class or clinical placement, including bullying; violations of the clinical site or university substance abuse policy; exposure to infectious or communicable diseases; issues resulting in a negative impact on student, faculty, or patient safety; violations of academic integrity or honesty; HIPAA (Health Insurance Portability and Accountability Act) violations; or any inappropriate use of social media. Removal from a class or a clinical placement may delay continuation, progression, and/or graduation in the Program.

Refund Policy (ARC-PA Std A1.02h)

Information on the university's refund policy is available at the Refund Policies catalog page.

Professional Conduct Review

The Physician Assistant Faculty Committee ("Committee"), which consists of all Program faculty, investigates suspected violations of the Program's Standards of Professional Conduct (included in Appendix A). If a faculty member becomes aware of a possible violation of the Standards of Professional Conduct, the faculty member may describe the possible violation at a Committee meeting. The Committee will review and discuss the relevant circumstances and, if appropriate and necessary, meet with the relevant student, other students, the student's Faculty Advisor, the student's Clinical Preceptor, or other individuals to obtain additional information about the possible violation. Upon a review of all facts, the Faculty Committee will suggest a course of action to the PA Program director, which may include but is not limited to recommending sanctions such as suspension or dismissal from the Program. The PA Program director will determine the appropriate outcome and will notify the student.

Students who are found to have violated the Standards of Professional Conduct 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 PA Program. The PA 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.

In the event of a suspected violation of the Standards of Professional Conduct that may also be a breach of the Student Code of Conduct, this Professional Conduct Review may apply in the place of or in addition to the Student Conduct process.

Dismissal and Appeals (ARC-PA Std 3.14 f,h)

Dismissed students may no longer matriculate in the PA Program at the university. If a student is dismissed from the PA Program, the Program director will send a letter of dismissal to the student, registrar, Director of Student Academic Services, and Dean of the College of Health & Wellness (CH&W).

Academic Dismissal

A student who fails to maintain the appropriate grades or grade point average may be placed on

probation or dismissed from the PA Program, as described above.

Dismissal for 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.

Student Code of Conduct

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. Please see the Student Code of Conduct.

Academic Misconduct

The Academic Integrity Policy sets forth the expectations for Academic Integrity for members of the JWU community. Please see the Academic Integrity Policy.

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 cover all student conduct, whether that student is on or off campus. The Standards of Professional Conduct are found in Appendix A.

Appeals Process (ARC-PA Std A3.14h)

Appeals from dismissal or any other sanction under the Student Code of Conduct are permitted as described in the Student Code of Conduct.

Appeals from dismissal or deceleration for reasons not governed by the Student Code of Conduct are permitted as described below.

Eligibility to Appeal

Students who have been notified in writing of dismissal or deceleration from the Program for academic or non-academic reasons not governed by the Student Code of Conduct (collectively, "Program Dismissal") may appeal the decision.

Filing an Appeal

Appeals must be submitted in writing to the Program dean or an applicable designee (collectively, "dean"), no later than three calendar days from the date the student receives written notification of dismissal or deceleration. The appeal must include:

- The basis for the appeal;
    - Appeals will be considered only on the following grounds:
        - Procedural error: A deviation from established policy or process that materially impacted the dismissal or deceleration decision;
        - Factual error: Incorrect calculation of GPA or misapplication of academic standards or other similar factual error that materially impacted the dismissal or deceleration decision;
        - New evidence: Information not known or reasonably knowable by the

decision-maker at the time of dismissal or deceleration that could materially impact the dismissal or deceleration decision.

    - Note: Disagreement with academic judgment alone is not a valid basis for appeal.

- A summary of any discussions with Program representatives and any supporting documentation;
- The specific outcome or remedy sought;
- Any new or additional information relevant to the dismissal or deceleration.

The appeal should be limited to no more than 750 words, not including relevant attachments that are directly germane to the appeal. If the student requires greater than 750 words for the student's appeal, the student may request an increase in the word limit in writing from the Program director, to be granted or denied in the Program director's discretion. Otherwise, any words above 750 in the submission and any irrelevant attachments will be disregarded.

The dean will convene or notify an existing Program appeals committee, constituted in the discretion of the dean, and request the committee to make a recommendation to the dean within three days if reasonably feasible. Following this recommendation, the dean will either uphold or not uphold the committee recommendation in the sole discretion of the dean. The dean will forward the appeal, committee recommendation, and dean's decision to the provost for informational purposes.

The dean or committee may request additional information or consult with any other university personnel about the appeal and the underlying decision as they deem appropriate in their sole discretion.

The appeal shall be decided within a reasonable period of time as determined in the sole discretion of the dean.

Notification and Finality

The dean will notify the student and the provost in writing of the final decision.

The decision of the dean shall be final and not subject to further appeal.

Delegation

For avoidance of doubt, the dean may act through designees at any point in this process. If there is no applicable dean, the position equivalent or closest to the dean shall have the responsibilities described herein.

Graduation Requirements (ARC-PA Std A3.14b)

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 grade point average (GPA) of 3.00.

Commencement

When students are delayed in completing any Program coursework (class or clinical placement, etc.) for any reason, their ability to participate in the JWU commencement ceremony may be affected.

For further information, please see the JWU Commencement page within the Student Handbook.

Satisfactory Academic Progress (SAP for Financial Aid)

To be eligible for federal and state financial aid, all students must satisfy Satisfactory Academic Progress (SAP), which is required by federal law. Students will be notified of the decision both verbally and in writing.

For further information, please review the Satisfactory Academic Progress Policy.

Advanced Placement (ARC-PA Std A3.12c)

There is no advanced placement in the PA Program. The PA Program does not provide academic credit for any prior work experience.

Transfer Credit (ARC-PA Std A3.12c)

The PA Program does not accept any transfer credits from prior education.

Attendance Policy

Attendance is essential to student success. Attendance at all assigned classes, labs, seminars, testing sessions, interprofessional activities, and other Program activities is considered an aspect of professional responsibility and individual dependability. During the didactic year, students are required to be available Monday through Friday 8 a.m. to 5 p.m. and should schedule appointments during semester breaks if at all possible. During the clinical year, students are required to work the schedule assigned to them by the clinical site and must meet clinical hour minimums listed in the course syllabus. 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 PA Program activity or leave early without the permission as discussed below.

Students must also display the professionalism behavior of promptness. Students are expected to arrive 5-10 minutes early to be ready for class on time. Repeated tardiness is considered unprofessional conduct and at the discretion of the faculty member and/or director of didactic education, a tardy student may be referred to their assigned faculty advisor and/or the director of the PA Program.

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 in the Didactic Year:

Anticipated absences Didactic Year:

Request for an anticipated absence must be made in advance (at least four weeks or as soon as possible) in writing (Program Time-off Request Form) and by email to the director of didactic education AND the principal faculty course coordinator. Students are limited to two approved absence days per didactic semester. Approved absences may be utilized for personal reasons including key life events and routine medical appointments (although preference is for appointments to be scheduled during breaks). Any partial day will be counted as a half day. Make-up work must be completed for all excused absences. These assignments might differ from the work missed. For any anticipated absences for medical appointments beyond two days, the student is required to provide a medical note to the director of didactic education from a medical provider

(who cannot be a family member or friend) indicating the necessity of the frequency of appointment.

Subsequent absences will be considered unapproved, and no make-up work will be accepted. 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 director of the PA Program. Any student requiring more frequent absences must discuss the need with the director of the PA Program for approval.

Students may request to be excused for religious holidays; however, these dates must be discussed and approved by the director of didactic education. These holidays will not count against the two approved absence maximum.

Unexpected absences:

In the event of illness or other unexpected reason for absence, the student must notify the director of didactic education AND the principal faculty course coordinator by e-mail or telephone as soon as possible. The student must complete the Program Time-off Request Form as soon as possible after unexpected illness or emergency has occurred. A routine doctor's appointment is not unexpected and would fall into the anticipated absences above. For an absence due to illness of more than one "work day," the student is required to provide a medical note to the director of didactic education from a medical provider (who cannot be a family member or friend) who saw, examined, and treated the student in an office/clinic or hospital setting. Make-up work will be assigned as appropriate. For unexpected absences greater than once within a semester, the PA Program may require a medical note even if only one day is missed.

Return after breaks:

Students should plan to arrive back locally 24-48 hours prior to resumption of class after scheduled breaks (e.g., spring break, semester break, holiday break). Any missed class days after break due to travel delays will be considered unexcused.

Absences in the Clinical Year:

Students are not permitted to take "vacations" during the clinical year. Students must adhere to the schedule of the rotation/site/preceptor during the clinical year.

Requests for time off for non-urgent personal reasons should be for *major life events only* and are **NOT** guaranteed to be approved by the clinical year team. A Request for Time Off form must be submitted through CORE six weeks prior to the expected absence. This request is subject to approval or denial by the director of clinical education or the clinical coordinator(s). If the clinical year team approves the request, student may then inform the preceptor of the approved absence. **Students are not to request time off from a preceptor or clinical site without first seeking approval from the clinical tear team.** Students are required to make up all missed time. Failure to notify the appropriate individuals in a timely manner may result in conduct sanctions.

Absences of three (3) or more consecutive "workdays" from required activities

Three or more consecutive workdays missed constitutes significant missed content/activities in the didactic year and significant time in the clinical year. As above, the student will be required to make up all missed activities. If this cannot be achieved during the semester or clinical rotation block, the PA Program may require the student to complete the activities at other times. This may in turn delay the student's graduation from the PA Program or result in deceleration to the next cohort. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees.

Failure to comply with this section is a violation of the *Attendance, Promptness, Preparedness, and Initiative* Section 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 PA Program level, the student may be referred to the Office of Community Standards and Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the PA Program and university.

(See Appendix A.)

Examination Protocol (may be modified for remote exams)

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 examination. If a student arrives 15 or more minutes late from the exam start time, it is the prerogative of the Principal Faculty Course Coordinator to determine if the student will be permitted to take the examination or whether the examination will be rescheduled for that student. If the examination is rescheduled, the examination 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 examination 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 notify both the Principal Faculty Course Coordinator AND the Director of Didactic Education (in person, via phone, or via e-mail) as soon as possible ***prior*** to the start of the exam. The Principal Faculty Course Coordinator and the Director of Didactic Education 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 Principal Faculty Course Coordinator and the Director of Didactic Education will determine the time and date. Students who miss an examination must contact the Principal Faculty Course Coordinator and the Director of Didactic Education 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 for that examination.
6. If a student fails to appear for an examination and fails to notify the Principal Faculty Course Coordinator and the Director of Didactic Education prior to the examination, formal documentation will be placed in the student file. In addition, the student will receive a grade of zero for the examination, and no make-up examination will be offered. Such behavior violates the PA Program Standards of Professional Conduct.
7. All examinations remain property of the PA Program. No student is permitted to retain a copy or any part of an examination. Possession of an examination outside of a classroom constitutes theft under the Student Code of Conduct.
8. 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 examination or a previous year's exam or questions and/or getting help from another student during the examination are considered cheating and may result in disciplinary action related to Academic Integrity.

9. 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 examination. Students may also face disciplinary actions related to Academic Integrity.

    - Watches with an alarm, computer, or memory capability
    - Headphones or ear buds of any kind
    - Cellular phones
    - Paging devices
    - Recording/filming devices
    - Personal digital assistants of any kind
    - Reference materials
    - Backpacks, briefcases, and coats
    - Food/drink items except for water bottles
    - Students may not wear hats of any kind, sweatshirt hoods, or sunglasses during examinations.

CLINICAL/FIELDWORK EDUCATION

Clinical Rotation Placement Policy (ARC-PA Std A3.08)

Clinical rotation placement for each student is the responsibility of the director of clinical education and the clinical coordinator(s) and the PA Program. The PA Program makes all decisions regarding student placement. Students are not required to find their own rotation sites or preceptors.

The PA Program will work diligently to create a positive match between a student's interests and learning needs with the attributes and availability of each experiential site. Specific requests for placement locations are considered, but not guaranteed. All placements will be made geographically accessible to the student's location. Every attempt will be made to place the student within 60 miles from the university location for those living on or near campus.

Considerations will be made for students who wish to move to another state/location during their full-time placements. In these cases, the Program will make every reasonable effort to place the student within 60 miles of their new address. Once a placement is confirmed, students will not be able to change their placement unless a hardship arises with the student or site.

The PA Program develops and maintains many clinical education sites and educates clinicians who work with the Program to provide clinical experience and training to meet the required clinical rotation outcomes. For this reason, student placement in these sites is required for the core rotations. Students have the opportunity to request new sites and/or preceptors for elective rotations only through the Rotation Placement Preference Form. However, they may not independently develop or arrange their own clinical sites or clinical schedule.

Once the rotation schedule has been set, rotation site assignments are non-negotiable. The PA Program is not required to take into account the personal circumstances of a student in making assignments to sites. While personal considerations are respected when possible, the primary focus of rotation assignments is to give each student a well-rounded clinical experience. Therefore, students are required to attend each site to which they are assigned. Students may not switch rotation assignments with other students or arrange their own rotations.

Transportation and Travel Expectations (ARC-PA Std A3.14j)

Students are responsible for arranging their own transportation to and from and housing for all Program-related activities, including:

- Clinical or fieldwork placements
- Off-campus labs or simulations
- Interprofessional education (IPE) events
- Community-based learning or service opportunities

Some placements may be located outside the immediate campus area and may require travel by car or public transportation. Students are responsible for all associated costs, including but not limited to fuel, parking, tolls, transit fares, and living expenses (housing and food).

Of note: no student will be required to participate in any rotation that is more than 60 miles from JWU's campus. For rotations more than 60 miles from campus, students with established housing in the rotation area will be contacted to inquire about interest. Students will be responsible for all costs associated with temporary housing.

The university is not responsible for delays, absences, or missed assignments due to transportation issues. Students are encouraged to plan accordingly and communicate proactively with faculty or site supervisors if challenges arise.

General

Students must be in full compliance with all programmatic, class, and clinical site requirements in order to attend clinical courses (including simulation, lab, on and off-campus clinicals, interprofessional education (IPE) activities, etc.). Students are responsible for maintaining continuous compliance with any requirements at clinical experience sites. Missing clinical days/experiences due to a non-compliance hold is considered an unexcused clinical miss and may impact a student's ability to pass the clinical course.

Students must submit all required items via the compliance platform in sufficient time to receive approval to attend clinical sites. The approval process may take several weeks to be completed. Students are encouraged to review the compliance platforms frequently to see which items may be coming up for renewal. Updates to the compliance platforms do not occur or weekends or holidays or after business hours. Students are encouraged to review missing or incomplete items frequently. Students who do not have their required materials approved by the compliance platforms by the stated deadline may lose their assigned clinical spot and may not be able to continue in the PA Program. Alternate clinical sites will not be provided.

Students beginning clinical coursework must upload materials evidencing compliance with clinical requirements to the clinical compliance platform prior to the March 15 before the start of clinical coursework. Please note, compliance dates are subject to change with student notification.

The deadlines apply to all PA Program documents including all required clinical compliance platform documents, as well as clinical site requirements (e.g., site required orientation and safety training (Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen training, Health Insurance Portability and Accountability Act (HIPAA) training, etc.).

Students will have use of the clinical compliance platforms throughout their enrollment in the PA Program. It is the student's responsibility to maintain account access.

Clinical sites have specific orientation and placement requirements. The PA Program will provide students with instructions on completing the appropriate agency orientation materials, including all applicable deadlines.

Background Checks and Drug Screening (clinical year)

Students may be subject to a mandatory background check prior to attending clinicals. This will be accessed via the clinical compliance platform. Some sites may require repeat or further testing of students, including additional background checks, drug testing, and/or fingerprint screening. The student may be responsible for some or all costs related to compliance platform access, background checks, drug testing and/or fingerprint screening, along with any additional requirements of clinical placement sites.

DISCLAIMER – Licensure & Professional Certification: In the event a student has an unsatisfactory finding or pending criminal federal, state, or local charge on a background check, the student may be prohibited from attending a clinical rotation and/or be ineligible to sit for the national certification or obtain state licensure. It is the student's responsibility to thoroughly research the issue with the national board or state licensing authority. If a student is aware of a pending or prior federal, state, or local charge, the student should contact the relevant state licensing authority regarding the ability to obtain licensure before beginning the PA Program.

For further information, please refer to Background Checks above.

Immunizations and Other Requirements

Students must remain in compliance with all immunization/titers and any other university or clinical site requirements (vaccinations, point-of-care testing, N-95 use, etc.). For further information, please refer to Immunizations and Physical Examination.

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 PA Program provides this training.

Occupational Safety and Health Administration (OSHA) Precautions (ARC-PA Std A3.05a)*:*

Working in a clinical setting can expose the student to a wide variety of health risks, including infectious disorders, including but in no way limited to COVID-19. Health care professionals and students can also act as vectors for infectious illnesses to patients who are already ill and sometimes immuno-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 while on clinical rotations. The PA Program will provide this training prior to any exposure in the didactic year and then additionally before the beginning of the clinical year.

Failure to comply with this section is a violation of the *Health and Safety* Section of the Physician Assistant Program Standards of Professional Conduct and is subject to disciplinary review. (See Appendix A.)

Environmental Hazards/Needle Stick/Bodily Fluids Exposure Guidelines (ARC-PA Std A3.05b, c)

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

Immediately report the exposure to:

- Didactic Year: Course director and Director of Didactic Education
- Clinical Site: Preceptor and Director of Clinical Education

Exposure to environmental hazards may occur during the didactic year in the human donor and clinical skills laboratories.

If an exposure occurs during the didactic year, the student should instantly cleanse the affected area and report the exposure to the course director and the director of didactic education ***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 discretion of the director of didactic education or program director. Any and all expenses for the care and treatment are the responsibility of the student.

Based on guidelines from the Centers for Disease Control and Prevention (CDC) (Centers for Disease Control and Prevention, 2021), students who believe they have been exposed to bodily fluids or experienced a needle stick must:

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

If an exposure occurs at a clinical site, the preceptor 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 primary care 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.

If an exposure occurs at a clinical rotation site, the student must notify the Director of Clinical Education as soon as possible.

Complete and submit the Student Injury and/or Exposure Form located in Appendix C to the Director of Didactic Education or the Director of Clinical Education as soon as possible, preferably within 24 hours of incident.

Students may not attend classroom, lab, or attend clinical until they have been cleared to return by

a licensed healthcare professional.

Other Student Injury in the Program or at a Program Clinical Site

Students may be engaged in activities, while on-campus or at any Program clinical site, where the risk of injury is possible. Students will be instructed in infection control and other safety guidelines prior to beginning in any new healthcare facility during the Program. Some clinical sites may have additional guidelines to which students must adhere.

In the event of an injury or diagnosis of communicable disease, students should:

Immediately report the injury to:

- Didactic Year: Course director and Director of Didactic Education
- Clinical Site: Preceptor and Director of Clinical Education

Immediately seek medical evaluation and treatment. If there is no established protocol at a given site, seek treatment at the closest medical treatment center or emergency department.

Complete and submit/upload the Student Injury and/or Exposure Form to the director of clinical education as soon as possible, preferably within 24 hours of incident.

STUDENT CONDUCT AND PROFESSIONALISM

Please review Appendix A: Physician Assistant Studies Program Standards of Professional Conduct.

HEALTH, WELLNESS, AND SUPPORT SERVICES

Faculty Serving as Healthcare Providers for Students (ARC-PA Std A3.06)

The PA Program principal faculty, the Program director, and the medical director must not participate as health care providers for students in the PA Program, except in an emergency situation.

Health Insurance Requirements

All students enrolled in this Program are required to maintain active health insurance coverage throughout their enrollment. This is necessary to ensure access to medical care in the event of illness, injury, or exposure during clinical or experiential learning activities.

Students are automatically enrolled in the university-sponsored student health insurance plan, or must submit a waiver with proof of comparable coverage through another provider. For students who submit a waiver, maintaining valid health insurance is the student's responsibility. Failure to maintain valid health insurance may result in a hold on registration or removal from clinical placements.

Students are responsible for all costs associated with their healthcare, including co-pays, deductibles, and services not covered by insurance. For further information, please visit the Student Health Insurance Plan handbook page.

Student Health and Mental Health Services (ARC-PA Std. A1.04, A3.07)

The University maintains a Health Services office where health care is provided to students located at the Harborside Academic Center.

In addition, the university offers voluntary, confidential counseling services to assist students with their mental and emotional well-being. Services provided include brief, short-term individual counseling, crisis intervention, consultation, and referrals to off campus services as needed. Students can make an appointment by calling the office at 401-598-1016 or by coming to the office located on the Downcity campus, in Wales Hall on the 2nd floor. If a student is experiencing a mental health related emergency after business hours, they can reach the on-call counselor by calling 1-888-222-4805 or by contacting Campus Safety and Security at 401-598-1103. Further information can be found on the Counseling Services webpage.

Students may make their own appointments as deemed necessary. In the event that a student has a personal issue that may impact their progress in the PA program, the student will be referred in a timely manner by their faculty advisor, course coordinators, or the PA Program director to appropriate services. The referral is documented on a student encounter form without any confidential information included. All student health records will be kept confidential as required by applicable law and will be maintained in Student Health Services and Counseling Centers except as otherwise consistent with applicable law.

Health Services Harborside Academic Center 265 Harborside Boulevard 401-598-1151	Downcity Counseling Wales Hall 8 Abbott Park Place 401-598-1016

JWU's Bridge for Diversity, Equity & Social Justice

The Bridge advances a university wide campus culture of supporting all students.

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. Wales Hall Fitness Center may be closed during summer semester.

Stress Management and Wellness Resources

The PA Program is an intensive and rigorous program of academic and experiential learning. PA 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 the Student Health Center, the Student Counseling Center, the Academic Success Center, and the fitness centers.

Please do not hesitate to reach out to your faculty advisor or Program director with any issues that are interfering with your success in the PA Program.

Academic Resources (ARC-PA Std A1.04)

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 these meetings is to review the student's progress and to discuss any problems the student may be experiencing. Students are encouraged to meet with their Faculty Advisors more frequently if they are having academic problems or if they would like to strengthen their experience. The PA Program director will not be assigned advisees except under special circumstances.

Academic Success Center

The Academic Success Center (ASC) offers both peer and professional tutoring in a variety of subjects as well as academic success coaching. The university's 24/7 tutoring platform also offers writing support and tutoring in a variety of subjects.

Students should also feel free to contact their professors about any challenges with course work. Services through the Academic Success Center are free for all students.

The Academic Success Center employs tutors specifically for the PA Program. Referral by faculty advisor or the director of didactic education is required.

Disability Accommodations

Johnson & Wales University is committed to providing reasonable accommodations to qualified students with disabilities in accordance with applicable laws. Students who require accommodations must contact Accessibility Services/Academic Success Center to initiate the process.

Accommodations are determined on a case-by-case basis and must not fundamentally alter the nature of the Program or compromise essential academic or technical standards. Students are encouraged to request accommodations as early as possible to ensure timely implementation.

Please note that clinical or fieldwork sites may have limitations on the accommodations they can provide. The university will work with students and sites to identify appropriate placements whenever reasonably possible.

Please see the JWU Disability Accommodations for Students Policy and Procedure for more information.

Emergency Procedures and Campus Safety (ARC-PA Std A1.02g)

JWU strives to maintain a safe and secure environment for all students, faculty, and staff. The university uses a multi-channel emergency notification system and/or jwuLink to communicate urgent information, including:

- Campus closures or delays due to inclement weather
- Emergency situations or threats
- Safety instructions or evacuation procedures

Students are automatically enrolled in the emergency alert system using their university contact information. It is the student's responsibility to ensure their contact details are accurate and up to date. Updates can be made through the university portal.

In the event of an emergency, students should follow all instructions provided by university officials

or emergency personnel. For immediate assistance, contact Campus Safety & Security:

- Providence Campus: 401-598-1103
- Charlotte Campus: 980-598-1900

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.

INSTITUTIONAL POLICIES

University-Wide Policies

As a general matter, university-wide policies are not repeated in this Program handbook. Please be sure to consult the Student Handbook applicable to all students for policies applicable universitywide.

Waiver of Liability and Assumption of Risk

To the maximum extent permitted by law, in full recognition of the identified in this handbook and the inherent risks associated with participation in academic programs that include clinical, laboratory, fieldwork, or experiential components and in consideration for being permitted to participate in the Program, the student releases, waives, and forever discharges the "University Parties" (defined to include the university and its past, present and future accountants, administrators, advisors, affiliates, agents, assigns, attorneys, consultants (including subconsultants), contractors (including subcontractors), corporations, directors, employees, faculty insurers and third-party administrators, invitees, joint venturers, law firms legal representatives, managers, members, officers, parents, partners, predecessors, principals, representatives, subsidiaries, successors or successors-in-interest, trustees or the Board of Trustees, and all other persons acting on University's behalf) from and against any and all liability for any claims (defined to include any and all actions, arbitrations, causes of actions at law, in equity, or otherwise, charges, claims (including but not limited to claims for contribution or indemnity), counterclaims, cross-claims, damages (whether from personal, property, or other alleged harms or injuries), defenses, demands, emotional injuries, injunctions, lawsuits, liabilities, losses, losses of consortium or companionship or service, obligations, personal and physical injuries up to and including death, property damages, rights, subrogations, or suits) of any nature related to the student's direct or indirect participation in the Program (including clinical training, patient care or contact), the student's past, present, or future drug use, and the student's current or future criminal history and the student's inability, as a result of such use or history, to, among other things:

- Meet the eligibility requirements for a clinical site or find a desirable or proximate clinical site;
- Meet one or more state licensure requirements; and/or
- Obtain employment.

To the maximum extent permitted by law the student assumes all risk related to their direct or indirect participation in the Program, drug use, and criminal history. The student further covenants not to sue any of the University Parties with respect to any of the foregoing.

By enrolling in the Program, students acknowledge and assume all such risks and agree not to bring

any claims against the University Parties related to these risks. Students further agree to comply with all safety protocols, institutional policies, and site-specific requirements.

This waiver is acknowledged through the student's acceptance of the handbook and/or completion of any required Program-specific acknowledgment forms.

LICENSURE REQUIREMENTS

Individual states may have specific licensing or professional certification requirements in addition to earning a degree in order to practice in the field. For more information, visit the Catalog's Licensure & Professional Certification Disclosures.

DISCRIMINATION AND HARASSMENT (ARC-PA STD A1.02G)

JWU does not illegally discriminate on the basis of any protected class, including age, ancestry, color, disability, familial status, gender or gender identity, genetic information, military service, national origin, pregnancy and related conditions, race, religion, sex, veteran status, and any other protected class, and prohibits all illegal discrimination, including illegal sex discrimination, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 and other law, including in admission and employment. The university prohibits sexual harassment and sexual misconduct, which are a form of sex discrimination.

For information on this policy, please review the university's full Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, including contact information for the nondiscrimination officer and how to file a complaint.

Complaints and Grievances (ARC-PA Std A1.02g, A3.14g)

Please see the Complaints and Grievances Policy in the JWU Student Handbook.

APPENDICES

Appendix A: Physician Assistant Studies Program Standards of Professional Conduct

I. Overview

Both professional conduct and academic progress are important in determining a student's success in the PA Program and assessing readiness for entry into clinical practice. The PA 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, 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 PA 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. Standards of Professional Conduct for Physician Students

A. 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 PA 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.

B. 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 PA Program defined policies regarding attendance, tardiness, and absence. Students are obligated and required to contact BOTH the preceptor and the Director of Clinical Education 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).

C. 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, and political beliefs. Conflicts should be resolved in a diplomatic and reasoned manner. The Program does 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.

D. 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 regard to academic requirements and ethical standards commensurate with those expected of a future health care professional.

E. Accountability and Commitment

PA students are expected to exemplify the qualities of accountability and commitment. Accountability includes accepting responsibility, being reliable and dependable, and 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.

F. Flexibility and Resilience

PA 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.

G. 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) without the express written permission of the director of the PA Program.

H. 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.

I. 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 clinical locations, including any additional training and/or testing required by the facility.

J. Standard of Care / Due Regard for Student Function

PA students must always identify themselves as PA students to patients and site staff and **never** present themselves as physicians, residents, medical students, or graduate PAs. While in the PA 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 PA 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 PA Program and the clinical sites. The student is to contact the PA 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.

K. Communication

Timely and appropriate written and oral communication is key to the professional work of a PA 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 PA Program will be through the University e-mail system. Student should empty e-mail mailboxes regularly to ensure space for incoming message from the PA Program, staff, and faculty. "Not checking my e-mail" is not an allowable excuse for missing a PA Program event or notification. Student must respond to PA Program e-mails within 24 hours. Communication is also critical while on rotation site between the student, the preceptor, the site staff, and the PA Program. The student and preceptor should communicate on a regular basis to discuss expectations, goals, and performance.

Appendix B

Competencies for the Physician Assistant Profession

(Adopted 2005, reaffirmed 2010, 2018, amended 2013, 2021)

PAEA: Core Competencies for New Physician Assistant Graduates

(Originally adopted 2019 by the PA Education Association)

AAPA: Guidelines for Ethical Conduct for the PA Profession

(Adopted 2000, reaffirmed 2013, amended 2004, 2006, 2007, 2008, 2018)

Appendix C

Student Exposure Form

This form is to be completed if there is a student injury in the didactic or clinical years including but not limited to a needle stick, bodily fluid exposure, or lab injury. Students must directly report the exposure incident to the Director of Clinical Education for students in their clinical year or Director of Didactic Education (lrobertson@jwu.edu) for students in their didactic year as soon as possible of the exposure. In the Clinical Year submit this form via CORE or e-mail to the Clinical Coordinator (tettore@jwu.edu) within 24 hours of the exposure.

Date: _____

Name of Student: _____

Date and Time of Exposure: _____

Didactic Course: _____

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

Clinical Rotation Type: ☐ Internal Med. ☐ Family Med. ☐ Pediatrics ☐ Emergency Med.

☐ Women's Health ☐ Behavioral Health ☐ Surgery ☐ Elective

Name of Clinical Site or Course Name: _____

Name of Person Notified at the Site or Course: _____

Date and Time of Notification: _____

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 (Director of Clinical or Didactic Education)? ☐ Yes ☐ No

Name of person notified at the PA Program: _____

Date and Time of Program Notification: _____

Signatures:

Student**:** _____

Faculty: _____

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 Studies Student Handbook Class of 2028. In particular, I have read and understand the waiver of liability set forth above.

_____ _____

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, May 29, 2026.