



**University of Mount Saint Vincent Physician Assistant Studies
Program
Master's in Physician Assistant (MPA)**

Policies and Procedure Manual

Accreditation Status Effective March 2022

Accreditation - Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

University of Mount Saint Vincent Physician Assistant Policies and Procedure Manual

This policies and procedure manual has been developed by the faculty and administration of the University of Mount Saint Vincent Physician Assistant Program to provide the student, faculty and staff with specific guidelines, rights, and responsibilities regarding the Physician Assistant Program. Students, faculty and staff are responsible for knowing and complying with all applicable policies and procedures of The University of Mount Saint Vincent Physician Assistant Program.

*The University of Mount Saint Vincent Physician Assistant policies and procedure manual can be found on Canvas. All changes will be posted to Canvas. Students are solely responsible for reviewing all changes to the policies and procedure manual. Any questions regarding policies contained within the policies and procedure manual should be directed to the Director of the Physician Assistant Program. Although every effort has been made to make this policies and procedure manual as complete and up to date as possible, it should be recognized that circumstances will occur which the policies and procedure manual does not cover. **The policies and procedure manual may also be altered due to changes in the program policy. New policies approved after publication of the policies and procedure manual may add to or supersede those contained herein.***

When the policies and procedure manual does not cover a specific circumstance, or the interpretation of a policy is ambiguous, the Director of the Physician Assistant Program will make the necessary final decision regarding interpretation. If students, faculty and staff have questions regarding a situation, they should discuss them with the Director of the Physician Assistant Program.

*The PA Program policies and procedure manual attestation form **must be signed and turned in by each student within one week of receiving this manual.** Faculty and staff will sign and return the attestation sheet within one week of their initial hire. The faculty will go over the policies and procedure manual during orientation, but it is the student's responsibility to read the policies and procedure manual in depth. Updates and revisions to the UMSV Physician Assistant Student Policies and Procedure Manual are done on an as needed basis. When revisions are published, a copy of the revisions will be made available on Canvas in the didactic year and EXXAT® in the clinical year to all PA students, faculty and staff. The PA Program **will not be held responsible** if a student, faculty or staff fails to open, print or read the revised versions of the handbook.*

Please note that if there is any conflict between the specific policies and procedures set forth in this manual and general University policies and procedures, both graduate and undergraduate, the policies and procedures in this manual shall be controlling.

Table of Contents

POLICIES AND PROCEDURES	
<i>UMSV 100-Level Policies</i>	
Welcome Note	2
UMSV 1-	5
UMSV 100 – Email/Canvas	6
UMSV 100a- Zoom Protocol-Faculty	7
UMSV 100b-Zoom Protocol Students	10
UMSV 101- Student Files (Inclusive)	14
UMSV 102-Faculty Hiring	17
UMSV 103-Faculty Files	20
UMSV 104-Faculty Clinical Development	23
UMSV 105-Travel Grants/Reimbursements	24
UMSV 106-Professional Development	25
UMSV 107-Faculty Research	26
UMSV 108-Faculty Status, Appointments and Promotion	27
UMSV 109-Annual Faculty Review Process	29
UMSV 110-Faculty Medical Responsibilities	31
UMSV 111-Faculty Grievance Procedure	32
<i>UMSV 200-Level Policies</i>	
UMSV 200-Student Employment Protocol	33
UMSV 201-Student Rights and Confidentiality	35
UMSV 202-Dress Code	39
UMSV 203-Transcripts	42
UMSV 204-Student Academic Grievances	43
UMSV 205-Drug Testing Policy	45
<i>UMSV 300-Level Policies</i>	
UMSV 300-Professional Conduct Review Committee	46
UMSV 301-Academic Performance Committee	49
UMSV 302-Admission Criteria and Requirements	51
UMSV 302a-Admission Criteria-Wait Listing	54
UMSV 303-Admission Assessment for Patient Care Experience	57
UMSV 304-Technical Standards	59
UMSV 305-Ethical and Legal Standards for the Physician Assistant Student	62
UMSV 306- Guidelines for Ethical Conduct and Professional Behavior for the PA Profession	63
UMSV 307-Criminal Background Check	69
UMSV 308-Academic Integrity	71
UMSV 309-Academic Advisement	75
UMSV 309a-Justice, Equity, Diversity, Inclusion	78
UMSV 310-Academic Prerequisites	84

UMSV 311-Academic Warning-Academic Probation	86
UMSV 312-Remediation	90
UMSV 313-Deceleration	93
UMSV 314-Incomplete Grades	95
UMSV 315-Grade Appeal Policy and Protocol	96
UMSV 316-Grading System	97
UMSV 317-Academic Dismissal	99
UMSV 318-Academic Dismissal Appeal Policy	101
UMSV 319-Classroom Attendance and Classroom Etiquette Policy	104
UMSV 320-Leave of Absence/Withdrawals/Resumption of Studies	109
UMSV 320-a Special Rules of Progression 1st Semester	113
UMSV 320-b Rules of Progression UMSV PA Didactic Program	114
UMSV 320-c Rules of Progression UMSV PA Clinical Program	115
UMSV 321-Health Clearance Policy and Immunizations	118
UMSV 322-Exposure/Needlesticks/Blood Borne Pathogens/Injury	124
UMSV 323-Student Academic/Clinical Evaluations	128
UMSV 324-Examination Policy	130
UMSV 325-Clinical Site Affiliations	135
UMSV 326-Clinical Site Visits and Evaluations	136
UMSV 327-Standards of Progression-Didactic Year	137
UMSV 328-FERPA	140
UMSV 329-Graduation Requirements	142
UMSV 330-Loss of Accreditation	144
UMSV 331-Emergency Response, Campus Security and Crisis Management	145
UMSV 332-Fire Safety Policy	149
UMSV 333-Security and Personal Safety Measures-Student/Faculty	151
UMSV 334-Faculty Executive Committee	156
UMSV 335-Academic Curriculum Committee	158
UMSV 336-Clinical Curriculum Committee	160
UMSV 337-Data Analytic Committee	161
UMSV 338-Admissions Committee	162
UMSV 339-Exposure to Infectious and Environmental Hazards Policy	163
UMSV 500-Level Policies	
UMSV 500-Student Counseling Center	166
UMSV 501-Crisis Intervention	168
UMSV 502-Student with Disabilities and Reasonable Accommodations	171
UMSV 600-Level Policies	
UMSV 600-Tuition Refunds	174
UMSV 601-Drug and Alcohol Policy	175
UMSV 602-Social Media Policy	178
UMSV 603-Sexual Misconduct and Reporting Policy and Procedures	180
UMSV 604-Discrimination, Non-Sex Based Harassment and Retaliation	184
Attestation Form	185



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 1-Policies and Procedure Manual as it pertains to Program Director, Principal Faculty, and all UMSV PA Students

Policy Name:

**UMSV 1-Policies and Procedure Manual as it pertains to Program Director, Principal Faculty,
and all UMSV PA Students**

ARC-PA Standard: A3.01; A3.02

Date Reviewed and Adopted: 07-01-2023

PA Program policies are uniform throughout the program regardless of geographic location with the exception of specific clinical sites which may have specific policies that supersede The University of Mount Saint Vincent PA Program policy. Any such conflict must be reviewed by the University of Mount Saint Vincent Legal Counsel staff before signing a contract to be sure that the policy does not conflict with the University of Mount Saint Vincent policies, or federal/state/municipal law to the point that an affiliation with the institution is not possible. PA program policies are consistent with University wide policies of fairness with respect to the rights and responsibilities of students, staff, faculty, and program leadership.

Compliance is reviewed regularly by the University of Mount Saint Vincent -PA Program, Program Director, Medical Director and Principal Faculty through the annual revision of student handbooks, interval revisions of employee and faculty handbooks, and the overall accreditation process for the University of Mount Saint Vincent which assures compliance with all relevant federal, state, and municipal laws.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 100 – Email/Canvas

Policy Name: Email Policy and Protocol for UMSV-Physician Assistant Students

ARC-PA Standard: N/A

Date Reviewed and Adopted: 07-01-2023

E-mail is the preferred mode of communication between the Program Faculty/Staff and students. ALL STUDENTS MUST notify the Program of their current e-mail addresses, including both the personal account and the University of Mount Saint Vincent (UMSV) account. Emails will be sent to each student UMSV email address. Students must check their e-mail accounts daily for posts from Program Faculty or Staff. Additionally, students should empty mailboxes to allow for regular email from Program staff and faculty. *“Not checking on your account” is not an allowable excuse for missing a Program event or notification.*

Most course materials including online narrated and in-seat course work will be accessible through Canvas. To log on, you will need your UMSV username & password. If you have any questions regarding the above stated policy, please speak with either your advisor or the program director directly.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 100a-Zoom Protocol-Faculty

Policy Name: Zoom Protocol for UMSV-Faculty

ARC-PA Standard: N/A

Date Reviewed and Adopted: 09-29-2023

I. General Information

Zoom video conferencing is a mode of communication between the Program Faculty/Staff and students that is utilized for the purpose of delivering educational content and holding programmatic informational sessions. All faculty will familiarize themselves with the design and use of zoom video conferencing. A faculty member who is experiencing difficulty in either signing into, or accessing the zoom website platform will immediately contact the informational technology department within the University of Mount Saint Vincent for assistance at helpdesk@mountsaintvincent.edu

II. Faculty Responsibilities

The faculty at the University of Mount Saint Vincent Physician Assistant Program will, as closely as possible, adhere to the following Zoom protocol guidelines

- a. The didactic administrator is to be notified of all Zoom scheduled lectures so that appropriate notice may be given to the cohort being scheduled.
- b. Zoom lectures being delivered as an adjunct to a scheduled course lecture will be placed on the calendar at least 1 week prior to the delivery of the educational material via the zoom platform so as to allow the students the proper time to adjust their schedules to the additional material.

III. Faculty Best Practices

With the shift to online classes and working remotely as a major pedagogy within the PA educational community, many educators within the physician assistant education community are learning to host Zoom video conferences on the fly. The following are some general guidelines that will ensure a positive experience for all student participants.

- a. Zoom meeting vs a webinar
 - The Meeting and Webinar platforms offer similar features and functionality but have some key differences.
 - Use meetings only for collaborative events with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.
 - Webinars are designed so that the host and any designated panelists can share their video, audio, and screen with view-only attendees.

- i. Attendees could interact via Q&A, chat, and answering polling questions. The host can also unmute the attendees.
 - b. Public vs Private Meetings
 - Whenever possible, distribute your Zoom meeting link only to those individuals who will be attending your class or meeting.
 - i. If you share your meeting link on social media or other public platforms, anyone who sees the link will be able to join your meeting (unless you set a password for your meeting and share that privately with attendees).
 - You can also require meeting attendees to sign in with *their@.edu* account to attend your meeting. Although this feature is optional, it is recommended that you enable it for any meeting where all participants have a University of Mount Saint Vincent Computing Account to prevent unknown participants from joining.
 - c. Screen Sharing
 - Only hosts and co-hosts have the ability to share their screens by default in the UMSV Zoom service.
 - Hosts may enable screen sharing for participants on a per meeting basis or change settings to enable participant screen sharing by default for all meetings.
 - Click the Security icon in the meeting host's toolbar to easily enable and disable screen sharing and other common security settings from within an active meeting.

IV. *Managing Participants*

- a. Allow only signed-in users to join
 - This feature can be useful when you want to control your guest list and invite only certain individuals (for example, students or colleagues).
 - If someone tries to join the meeting who isn't signed in to a Zoom account, they will receive a notice indicating the meeting is open only to authorized attendees, and they will have the option to sign in with an authorized email address.
- b. Lock the meeting
 - Locking a Zoom meeting that is in progress prevents new participants from joining, even if they have the meeting ID and password (if you have required one).
 - In the meeting, click Participants at the bottom of the window, then click the Lock Meeting button in the pop-up window.
- c. Set a meeting password
 - This option requires attendees to enter a password that you provide before they can join the meeting.
 - Requiring a password makes it easier to share the Meeting ID publicly because you can send the meeting password privately (for example, via email or DM).
- d. Remove unwanted or disruptive participants
 - Navigate to the Participants menu, mouse over a participant's name, and click Remove.
 - You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 100b-Zoom Protocol-Students

Policy Name: Zoom Protocol for UMSV-Physician Assistant Students

ARC-PA Standard: N/A

Date Reviewed and Adopted: 09-29-2023

I. **General Information**

Zoom video conferencing is a mode of communication between the Program Faculty/Staff and students that is utilized for the purpose of delivering educational content and holding programmatic informational sessions. All students will familiarize themselves with the design and use of zoom video conferencing. Any student who is experiencing difficulty in either signing into, or accessing the zoom website platform will immediately contact the informational technology department within the University of Mount Saint Vincent for assistance at helpdesk@mountsaintvincent.edu

II. **Student Responsibilities**

To ensure a successful zoom classroom meeting, and engage in a productive learning environment, please keep the following “do’s and don’ts” in mind:

a. Attendance

- No student, unless given specific written permission by the Directors of Medical or Clinical Education or their respective appointees, is allowed to miss any zoom educational lecture
- Be on time for class.
 - i. Communicate with your instructor (via their preferred communication method listed on the syllabus) if you will be late
 - ii. All faculty understand a loss of connectivity can be an issue but be aware continued loss of connectivity by one student on a regular basis will be viewed as absence from the lecture and referral to the PCRC. .
- Attendance is **Mandatory** for all students
- Failure to attend a zoom educational session lecture will result in disciplinary action being taken and student will be referred to the Professional Conduct Review Committee (PCRC) and possibly placed on Professional Warning or Probation.
 - i. Subsequent absences from the zoom lectures will result in possible dismissal from the program
 - ii. **Note: Students are only allowed two (2) EXCUSED absences per the didactic year, and this includes both in-seat and zoom lectures**

- Once you are admitted to a zoom lecture you may not leave the meeting.
 - i. Turning off your camera or substituting your picture in place of a live video feed will subject a student to removal from the lecture and referred to the PCRC for further action as stated above.
 - ii. Any student who has their cameras turned off, for any reason during the lecture, will be marked absent for the entire class and not permitted to return to re-enter the zoom lecture and will be referred to the PCRC for possible disciplinary action.
 - The assigned instructor for the zoom lecture will signal when a break is forthcoming and will notify the participants of a return time
 - i. During this assigned break a student may cut off the video feed for the assigned time-limit of the break (i.e.. 5- or 10-minute break)
 - ii. All students will return to a live video feed when directed and any students who fails to re-appear following an assigned break will be marked absent and subject to removal from the lecture and referral to the PCRC.
- b. Find a clean, quiet space and dress appropriately.
- This is considered a professional environment and as such professional decorum is to be followed
 - i. No bedroom attire or revealing clothing is allowed
 - ii. All students should be either at a desk or appropriate table, not sitting on their bed or lying on a couch
 - iii. Proper adherence to the above guidelines will ensure you are in a professional setting ready to absorb and understand the material being presented
- c. No cellphone use will be permitted.
- If you are seen utilizing a cell phone, you will be removed from the zoom meeting and will still be held responsible for the material presented.
 - No recording of zoom lectures is allowed unless specific permission is given by the instructor of the class PRIOR to the zoom lecture
- d. Let all household members know when and where you will be in class and ask them not to disturb you.
- Please be cognizant of pets, as they can become a distraction during the lecture
- e. Make sure your **full name** shows up appropriately on the video screen
- f. Be aware of your background, lighting, and noise level.
- Televisions, radios, CD players, etc. must be turned off to avoid unnecessary disruptions
- g. Mute until you are required to talk.
- Use of certain Zoom functions to communicate such as chat, raising your hand, answer yes/no, etc., are solely up to the discretion of the instructor
 - i. As previously stated no use of cell phones are other electronic devices for the purpose of direct messaging, Facebook or Instagram postings will be allowed.
 - ii. If permission is given to raise your hand during the lecture please be patient and wait for the instructor to recognize you and disable the mute feature.

✚ UNDER NO CIRCUMSTANCES are you allowed to interrupt a zoom lecture with a question unless specified by the instructor at the start of the class.

- h. Use an appropriate zoom background.
 - Do not put-up pictures of a personal or inappropriate nature
 - Be cognizant of the wishes of family members, other classmates, instructors who may wish to not to be identified in your background.
- i. Close other windows on your computer.
- j. Pay attention and maintain eye contact with the speaker on the screen.
- k. Be prepared to take notes (on your computer or in a designated notebook) or to access course material (have textbook, D2L course page, or readings available).

III. Additional Responsibilities

a. DO NOT:

- share the zoom access information for your class with others or enter under a different name.
- Take screenshots, cell phone pictures, or otherwise record the meeting, your classmates, or your instructor without express permission to do so.
- Change your name or change your zoom background during the meeting.
- Walk around during the zoom class lecture
- Using chat for side conversations with classmates is NOT ALLOWED unless specifically specified by the faculty member or instructor.
- Sit in front of a window or bright light, this will make your face too dark to see.
- Have conversations with household members off camera.
- Allow household members to walk around behind you during the meeting.
- Engage in texting, social media, work from other classes, or other distractions while in class.

IV. Excused absences due to illness (ZOOM Protocol)

- a. Students who have a valid medical excuse for missing a class will adhere to the following protocol:
 - A valid note from a licensed medical practitioner (MD, DO, DPM, PA, NP) specifying the time needed to fully recover before returning to full classroom participation
 - i. This medical note must be presented to either the Directors of Medical or Clinical Education as well as the didactic and clinical administrators, dependent on the student's place in the program.
 - Once all the proper medical validation has been received the student will be set-up with a personal zoom link to the classes in progress.
 - i. It should be emphasized that some lectures may not be amicable to zoom participation due to the very nature of the material presented, such as certain aspects of physical diagnosis lab participation (hands on material)
 - ii. The student in question will follow all the zoom protocol guidelines as outlined in paragraphs II and III.

- iii. It is understood that some medical conditions may require a student to step away from a zoom lecture due to a medical issue. This will be handled on a case-case basis as it appears.



UMSV 101- Student Files (Inclusive)

Policy Name: Student Files

ARC-PA Standard: A3.17; A3.18; A3.19

Date Reviewed and Adopted: 07-01-2023

Student records are maintained electronically, with limited access via a secure User ID and Password. Access to student records will be limited to only the program director, medical director and those faculty members and staff authorized by the program director to view the selected student file.

Admission Records

The student electronic files will contain documentation that student has met published admission criteria including a copy of the CASPA application of the student, which contains the student's cumulative and science GPAs, prerequisite courses taken, 1-page narrative/personal statement, and 3 letters of reference. The files also contain documentation of the **minimum of 200 hours** of healthcare experience. CASPA documents are reviewed by University of Mount Saint Vincent-Physician Assistant Program administrative assistant assigned to the admission committee, who confirm these documents are present and meet the published admission criteria using the CASPA PA Program Application Checklist. The files are verified by the admissions checklist. .

Medical/Immunization Records

University of Mount Saint Vincent requires that all entering students demonstrate immunity to Mumps, Measles, and Rubella (MMR) as well as proof of Meningitis immunization in accordance with NY State law. This is published on the UMSV webpage <https://mountsaintvincent.edu/campus-life/campus-services/health-resources/health-services-forms/>. This is required for admission to the UMSV. The UMSV will notify the PA Program of any student who fails to submit this documentation.

Additional health screening and immunization requirements are required for clinical work as defined by the Center for Disease Control and the New York State Department of Health as well as the affiliated clinical site. In accordance with HIPAA guidelines specifying handling of the student immunization records, including health insurance verification, will be reviewed by the Medical Director of the UMSV PA Program for completeness and accuracy. These records will be kept in a secured electronic file under

a secured User ID and password protocol known only to the UMSV PA Program Director, Medical Director, and, Director of Clinical Medical Education. The PA Program Director, Medical Director and the Director of Clinical Medical Education will be solely responsible for ensuring that all immunization, vaccination and health insurance requirements are current for every student enrolled in the UMSV Physician Assistant Program.

Student Academic and Remediation Files

UMSV PA Program student files contain all information related to remediation efforts and outcomes. These records may include isolated remediation activities in a specific course and faculty advisement by either the Director of Remediation, student's advisor or the faculty teaching the class wherein remediation is required. Program wide remediation in both the didactic and clinical years is reviewed regularly within the Academic Performance Committee (APC) at regularly scheduled meetings and is recorded in meeting minutes. Documentation of formal academic action by the Academic Performance Committee will include the meeting minutes which will accurately summarize circumstances and recommendations of formal actions pertaining to a student's academic performance. These actions and records will be placed in the UMSV PA-secured program files. Letters detailing any formal academic action taken against a student are forwarded to the student via email as well as being placed in the student's secured electronic file. Supporting documentation detailing the specific concerns and interventions undertaken prior to the academic action will also be included in the secured student's file. The Program Director will verify the accuracy of all academic actions.

Student Disciplinary Files

UMSV PA Program student files contain all information related to student disciplinary actions and outcomes. These records may include isolated disciplinary incidents leading to either professional warning or professional probation. Program wide disciplinary status in both the didactic and clinical years is reviewed regularly within the Academic Performance Committee (APC) at regularly scheduled meetings and is recorded in meeting minutes. Documentation of formal disciplinary action by the Academic Performance Committee will include the meeting minutes which will accurately summarize circumstances and recommendations of formal actions. These actions and records will be placed in the UMSV PA-secured program files. Letters detailing any formal disciplinary action taken against a student will be placed in the student's secure electronic file. Supporting documentation detailing the specific concerns and interventions undertaken prior to the disciplinary action will also be included in the secured student's file. The Program Director will verify the accuracy of all disciplinary actions.

UMSV Physician Assistant Students should familiarize themselves with the UMSV *"Student Code of Conduct"* which specifically addresses the procedures for handling complaints Involving students pursuant to allegations of sexual misconduct or gender-based harassment. The Student Code of Conduct can be found on the UMSV web-portal at: <https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/sexual-misconduct-policy/student-code-of-conduct-procedures/>

Student Files and Graduation

The UMSV Physician Assistant Program and the Office of the Registrar at the University of Mount Saint Vincent review all student records prior to graduation at an individual advisement session that takes place within 4 months of graduation. Each student is evaluated to ensure he or she has fulfilled the academic, clinical, and professionalism requirements for program completion. Students must fulfill all PA Program and UMSV academic requirements, including compliance with academic integrity and disciplinary policies, before being awarded a diploma and certificate and to be eligible for the physician assistant national certifying examination (PANCE).

The program will maintain a checklist in the student file that confirms the student has completed all requirements for graduation along with copies of the original documentation (or summary thereof) for each individual requirement. This completed file will be forwarded to the Office of the Registrar who will certify the Physician Assistant student for graduation and awarding of the diploma

Student Access to Personal Program Files

The electronic student files kept by the program will include documentation of student performance, both didactic and clinical while enrolled at the UMSV PA Program. In order to ensure student performance is meeting UMSV standards, advising sessions will document student performance throughout the program.

Students have access to their student file, but only with the assistance of a Principal Faculty member who accompanies the student during file review. Online transcript review is available to current students free of charge through CSMV Student Self Service.

Student File Performance Documentation

Record of Academic/Remedial Discussion
Students Advisory Meeting Documentation
Clinical logging Tracking Summary from each rotation

Preceptor Evaluations of Student

Student Evaluations of Rotation

SUMM I score (End of Didactic Year Examination)
SUMM II score (4-months prior End of Curriculum Examination))
PACKRAT scores
Predicted PANCE and risk status
OSCE completion
OSLER Scores

Completed Program Exit Evaluation

- a. Faculty/Staff notes from one-on-one exit interview with student
- b. Student Professional Development Assessment Tool (P-DAT) Record
- c. Letter of Graduate Certification from Registrar
- d. Program Summative Completion Checklist



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 102-Faculty Hiring

Policy Name: Faculty Hiring

ARC-PA Standard: A1.02b, A1.03; A1.07; A2.01; A2.02a,b; A2.16a

Date Reviewed and Adopted: 07-01-2023

All faculty vacancy job descriptions and advertisements are prepared by the program director, reviewed and approved by the Director of Human Resources for posting. Each position ad states the qualifications, outline of professional responsibilities, and contact information.

The hiring of faculty by the University of Mount Saint Vincent Physician Assistant program will be conducted through a job search involving the Program Director, Medical Director, Academic and Clinical Coordinators and assigned principal faculty members as well as a student representative (where applicable) who will all serve on the search committee. A member of the search committee will be designated by the Program Director to serve as Chair of the search committee. The responsibility of developing a criteria for evaluating each applicant will be the function of the search committee.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/search-and-appointment-procedures/3-3-screening-process/>

Phase-I

Applicants meeting the position requirements will be scheduled for an initial video interview with members of the search committee. The search committee is responsible for verifying licensure and professional credentials. Applicants selected following the initial interview process will be requested to arrive on campus for an in-person interview. The chair of the search committee is responsible for conducting telephone reference checks of the selected top candidates

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/search-and-appointment-procedures/3-4-interview-process/>

Phase-II

The top candidates will be selected for an in-person interview, will spend a day on campus and be given a guided tour of the University of Mount Saint Vincent, PA program facilities, classrooms and associated learning centers. The candidate will meet with members of the search committee, and the Provost of the University of Mount Saint Vincent. All candidates should be prepared to do a short sample classroom presentation in order to demonstrate teaching and communication skills where applicable.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/search-and-appointment-procedures/3-4-interview-process/>

Phase-III

The Chair of the search committee will forward a recommendation for the Program Director's consideration as to the final candidate. The Search Committee will select and rank the successful candidates. The Search Committee chair will discuss the rank-order candidates with the Program Director. The Program Director along with the Provost will make the final selection after consultation with the President, University of Mount Saint Vincent. The formal offer of appointment will be made to the selected candidate by the Provost of the University of Mount Saint Vincent. Offers for employment are subject to a complete background check and a final verification of credentials and references.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/search-and-appointment-procedures/3-5-final-selection/>

Human Resources will be notified of the candidate selection and will contact the successful candidate and the on-boarding process will commence.

Rank, tenure (if applicable) and salary will follow the University of Mount Saint Vincent Policy for Appointment and Promotion of Full-time Physician Assistant Program Faculty.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/promotion-regulations/>

If necessary all candidates scheduled for an in-person interview will be supplied with overnight lodging accommodations, travel and meal expenses.

The Principal Faculty Specific Requirements will vary depending on the position being offered.

Requirements for the Medical Director Position include:

- Currently licensed as a physician in New York State
- Board Certified
- Significant Healthcare Education Experience

Requirements for the Principal Faculty Positions includes:

- Master's Degree Preferred or Higher Terminal (MD, DPM, DDS, DC, Pharm-D, PhD) degree
- Current NCCPA certification where applicable
- NYS Physician Assistant Licensure
- NYS Verified Medical licensure (MD, DPM, DDS, DC, Pharm-D)
- Minimum 3 years clinical experience as a practicing physician assistant or medical professional as stated above
- Minimum 3 years teaching experience (This may be in a clinical setting)
- Experience with curriculum development, mapping, teaching and assessment

At the conclusion of the hiring process, the process will be reviewed by the Program Director for compliance with applicable Standards and Practices of the University of Mount Saint Vincent Physician Assistant Program and discussed with the Provost of the University of Mount Saint Vincent.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 103-Faculty Files

Policy Name: Faculty Files

ARC-PA Standard: A2.01, A2.04, A3.20a,b; A3.21

Date Reviewed and Adopted: 07-01-2023

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/personnel-records/4-2-faculty-personnel-file/>

Faculty files (Paper-Copy) are maintained in a locked and secured file in a locked office of the Physician Assistant Program Director, digital faculty files are within a password secure digital folder with access to this folder restricted by username and password security login. Access to these digital files is restricted to the program director and senior administrative assistant only. Faculty personnel files are confidential and may be consulted only by the individual faculty member and those who have the authorized authority as noted above. Access to the files of the Principal Faculty is granted to the University of Mount Saint Vincent-PA Program Director and the senior staff associate for the Program as outlined above.

Principal Faculty file content:

- All pre-employment information
- Job description that include duties, responsibilities, and reporting structure for principal faculty
- Curriculum Vitae
- Copy of New York State Physician Assistant Medical License
- Copy of New York State Medical License (MD, DPM, DO)
- NCCPA certification verification
- Board certification verification (MD, DPM, DO)
- Letter of Appointment signed by University of Mount Saint Vincent Provost/Dean of Faculty or President
- Re-appointment letters signed by University of Mount Saint Vincent Provost/Dean of Faculty or President
- Copies of all course evaluations
- Classroom observations and performance appraisal reports
- Letters
- Course evaluations; and observation reports
- Records of any appeals.

Instructional Faculty (including Course Director – adjunct faculty) file content:

- All pre-employment information
- Job description that include duties, responsibilities, and reporting structure for principal faculty
- Curriculum Vitae
- Copy of New York State Physician Assistant Medical License
- Copy of New York State Medical License (MD, DPM, DO)
- NCCPA certification verification
- Board certification verification (MD, DPM, DO)
- Acknowledgement of PA Program Policies and Procedures
- Letter of Appointment signed by University of Mount Saint Vincent Provost/Dean of Faculty or President if applicable
- Re-appointment letters signed by University of Mount Saint Vincent Provost/Dean of Faculty or President if applicable

Clinical Preceptor file content:

Access to the files of the Principal Clinical Preceptor Faculty is granted to the University of Mount Saint Vincent-PA Program Director and the Director of Clinical Education. Securing Clinical Preceptor files will be the responsibility of the clinical administrative assistant.

- Job description that includes duties, responsibilities, and reporting structure to Clinical Coordinator
- Name of Supervising physician
- Curriculum Vitae
- Copy of New York State Physician Assistant Medical License
- Copy of New York State Medical License (MD, DPM, DO)
- NCCPA certification verification
- Board certification verification (MD, DPM, DO)
- Acknowledgement of PA Program Policies and Procedures

Clinical Preceptor Supervising Physician file content:

- Name of PA(s) supervised
- Curriculum Vitae
- Copy of New York State Medical License Verification
- Board certification verification, as applicable
- Acknowledgement of PA Program Policies and Procedures

All faculty members are responsible for updating their curriculum vitae on a yearly basis and returning a copy to the senior program administrative assistant who will update the faculty secured file as necessary.

Faculty have the responsibility of notifying the University of Mount Saint Vincent Physician Assistant Program immediately of any changes to their Curriculum Vitae (CV), license status, as well as any disciplinary actions that may have arisen during the course of the academic year.

All faculty documentation including license verification, CV, board certification, NCCPA certification will be updated on a yearly basis by the designated physician assistant program senior staff associate and placed within the appropriate faculty file. Each faculty will be re-appointed as necessary to their respective positions based upon a review and updating of their file on a yearly basis.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 104-Faculty Clinical Development

Policy Name: Faculty Clinical Development

ARC-PA Standard: A1.03a,b

Date Reviewed and Adopted: 07-01-2023

The University of Mount Saint Vincent Physician Assistant Program Director, and the Provost University of Mount Saint Vincent encourages all faculty to maintain experience in clinical practice. Schedules are arranged internally so that all Principal Faculty have one recurring day a week out of the office for clinical practice



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 105-Travel Grants/Reimbursements

Policy Name: Travel Grants/Reimbursements

ARC-PA Standard: A1.03b

Date Reviewed and Adopted: 07-01-2023

The University of Mount Saint Vincent Physician Assistant Program understands and fully supports the faculty's desire to remain up to date on all critically important developments in the clinical as well as the PA educational realm. Monies will be allocated in the yearly program budget to support this endeavor. While it is recognized that some faculty members will attend more meetings than others, it is desirable that the opportunity to participate in such meetings be equitably distributed. Thus, a faculty member should apply for travel funds for one meeting only at the beginning of the academic year. In the spring semester, a faculty member, actively participating in a second meeting, may apply for a second time for any remaining funds. Funds will be distributed on a fair and equitable basis. Considerations will be given to senior administration faculty based upon the needs of the program and enhancement of the educational platform.

Faculty travel grants are also available through the University of Mount Saint Vincent and are administered by the office of the Provost. A schedule of the current travel grant allowances will be available for each academic year in the office of the Dean of Professional and Graduate Studies

The full description and distribution of faculty travel grants is available on the UMSV web-portal at: <https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/faculty-development/9-5-travel-grants/>



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 106-Professional Development

Policy Name: Professional Development

ARC-PA Standard: A1.03b

Date Reviewed and Adopted:07-01-2023

Principal faculty assigned to the University of Mount Saint Vincent Physician Assistant Program will be provided non-vacation time and funding which will include registration, travel, lodging and meals for the sole purpose of attending professional development conferences and program specific workshops. NCCPA re-certification review courses will be left to the discretion of the Principal Faculty member as to choose a review course to attend. Additional funding will be made available for review course recertification. Additional time and funding are customarily available if a faculty member is presenting at an educational or scientific meeting.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 107-Faculty Research

Policy Name: Faculty Research

ARC-PA Standard: A1.03b

Date Reviewed and Adopted 07-01-2023

The University of Mount Saint Vincent does offer a limited number of grants to expand scholarly activity. This is clearly delineated in the Faculty Handbook Section 9.2-Grants. The link to this specific section can be found below:

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/faculty-development/9-2-grants/>

Section 9.2 Grants

A limited number of grants will be awarded to full-time faculty for research expenses. An applicant may request any sum up to a maximum of the amount currently being paid for teaching a three-credit course. Each proposal recommended for funding may be allotted an amount less than requested based on the feasibility of the budget submitted.

Grants may be used to supplement other funds for a specific project. A project partially funded by other sources shall not be excluded from consideration solely on the basis of other support being available.

Grants may not be used to complete requirements for a degree or certification of any kind.

For grants to cover research expenses undertaken during the academic year, which may not include compensation for a faculty member's time, proposals should be submitted to the Senior Vice-President Academic Affairs/Dean of the University's office for consideration by the Faculty Development Committee by November 1 or March 1.

The proposal should give a reasonably detailed description of the project including summary of topic, rationale, methodologies, dissemination, benefit to the University and the faculty member, and budget.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 108-Faculty Status, Appointments and Promotion

Policy Name: Faculty Status, Appointments and Promotion

ARC-PA Standard: A2.04; A2.05

Date Reviewed and Adopted: 07-01-2023

University of Mount Saint Vincent Physician Assistant Program

Policy for Appointment and Promotion* of Full-time Physician Assistant Faculty

Rank	Basic Credential	Highest Academic Credential for Appointment	Teaching Experience for Appointment	Clinical Experience for Appointment	Criteria for Progression to the Next Rank
Instructor	NCCPA(1) plus PANCE (2) or PANRE (3) Certified AND NYS PA License	Master's Degree in PA studies or a related discipline	Three (3) years teaching in an academic setting	Three (3) years clinical practice experience as a PA	3 years teaching full-time in rank, meeting or exceeding stated outcome expectations for teaching and service to progress to the rank of clinical assistant professor in addition to identified appointment credential
Assistant Professor <i>(Approval by Provost)</i>	NCCPA(1) plus PANCE (2) or PANRE (3) Certified AND NYS PA License	Master's Degree in PA studies or a related discipline	At least 3 years full-time (or its equivalent) teaching experience in an academic setting	At least 3 years clinical practice as a PA	3 years teaching at prior rank, meeting or exceeding stated outcome expectations for teaching and service to progress to the rank of clinical associate professor in addition to

Rank	Basic Credential	Highest Academic Credential for Appointment	Teaching Experience for Appointment	Clinical Experience for Appointment	Criteria for Progression to the Next Rank
					identified appointment credential
Associate Professor <i>(Approval by Provost)</i>	NCCPA(1) plus PANCE (2) or PANRE (3) Certified AND NYS PA License	Master's Degree in PA studies or a related discipline	At least 5 years full-time (or its equivalent) teaching experience in an academic setting	At least 5 years clinical practice as a PA	3 years teaching at prior rank, meeting or exceeding stated outcome expectations for teaching and service to progress to the rank of clinical professor in addition to identified appointment credential
Professor <i>(Approval by Provost)</i>	NCCPA(1) plus PANCE (2) or PANRE (3) Certified AND NYS PA License	Earned Doctorate (practice or research)	At least 8 years full-time (or its equivalent) teaching experience in an academic setting	At least 8 years clinical practice as a PA	



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 109-Annual Faculty Review Process

Policy Name: Annual Faculty Review Process

ARC-PA Standard: A2.04; A2.16a,b

Date Reviewed and Adopted: 07-01-2023

Physician Assistant Program Annual Faculty Review:

The University of Mount Saint Vincent strives to educate and challenge students in the health professions to be innovators, leaders and mentors who will have a positive impact on healthcare. Innovative leadership in education is the hallmark to achieving excellence in these areas.

Excellence in Teaching Committee at the University of Mount Saint Vincent

The Excellence in Teaching Committee sponsors course evaluations, peer observations, and self-evaluations for the purpose of improving teaching skills. All faculty are expected to have one course per semester evaluated by students. All tenured faculty are expected to have a peer observation once a year; all non-tenured faculty, once per semester. These evaluation forms are returned directly to faculty and may be forwarded to the Office of the Provost of the University for inclusion in his/her personnel folder, if the faculty member so chooses. Faculty are expected to cooperate with the Committee by prompt response to requests for appointments.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/evaluation-of-faculty-performance/11-1-excellence-teaching-committee/>

Department Evaluations:

In compliance with the New York State Education Department Commissioner's Regulation (52.2. (b) (6)) (6) ("The teaching and research of each faculty member, in accordance with faculty member's responsibilities, shall be evaluated periodically by the institution. The teaching of each inexperienced faculty member shall receive special supervision during the initial period of appointment"). Faculty evaluations are conducted at least once a year by the Department Program Director. All first-year faculty are to have teaching evaluations completed by the Program Director in both Fall and Spring semesters. The faculty evaluation reports become part of the faculty member's file and serve as a basis for faculty growth, performance appraisal interviews, and promotion and tenure recommendations if applicable.

If faculty are regularly reviewed by the Excellence in Teaching Committee, and if they voluntarily give to the Department Program Director and Senior Vice-President Academic Affairs/Dean of the University copies of peer observations and student evaluations, a second system of evaluation need not occur.

Peer Observations:

Every untenured faculty member must be observed each semester by the Physician Assistant Department Program Director or a peer from the department. After consultation, a written review by the peer is given to the faculty member. Tenured faculty are urged to have periodic peer evaluations for self-development. See the link below (11.2.2) for outline of the peer observation process.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/evaluation-of-faculty-performance/11-2-department-evaluations/>

Distribution of Course Evaluations to Students

The UMSV PA Program are required to distribute course evaluation forms, from the office of the Senior Vice-President Academic Affairs/Dean of the University in the months of December and May. These forms are available in the Office of the Dean of Professional and Graduate Studies See the link below (11.2.3) for outline of the course evaluation process.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/evaluation-of-faculty-performance/11-2-department-evaluations/>

Faculty Responsibilities in the Faculty Evaluation Process:

All faculty members (Principal, Instructional and Adjunct) shall update and forward a copy of their Curriculum Vitae to the Program Director at the beginning of each didactic year (August). In addition, all faculty members will provide a list of scholarship goals for the upcoming didactic year in question. This will be used so that an official baseline of “expected outcomes” can be assessed.

Procedure for Updating Annual CV

- The UMSV-PA Program – Riverdale Campus, Senior Staff Associate (SSA) will send faculty their current ARC-CV template from ARC-PA portal in March.
- Faculty are to return updated ARC-CV to the Senior Staff Associate by last working day of June and the Senior Staff Associate will post to ARC-PA portal by the last working day of July.

Physician Assistant Program Annual Review Form

A completed PA Program Annual Review Form, which includes peer evaluations and supporting evidence (student lecture evaluations, course evaluations, site visit evaluations, student accolades, course syllabi, etc.) will be submitted to Program Director by the last working day of July.

ARC-PA Note:

Copies of all forms related to UMSV 109 can found in Hanging Folder pertaining to UMSV 109



UMSV 110-Faculty Medical Responsibilities

Policy Name: Faculty Medical Responsibilities

ARC-PA Standard: A3.09; 3.10

Date Reviewed and Adopted: 07-01-2023

Rendering Medical Care

The professional staff of The University of Mount Saint Vincent PA Program including the Program Director, Medical Director and Principal Faculty along with the Adjunct and Instructional Faculty are not permitted to participate as health care providers for students of the program for routine or chronic illnesses or issues.

Emergency care to stabilize life threatening situations is permitted only in the case of an emergent injury or illness, may faculty intervene and offer stabilizing care and/or treatment. Students are required by the University of Mount Saint Vincent policy to obtain and maintain their own personal healthcare insurance, or healthcare insurance purchased through the UMSV, policies while in attendance at this institution.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 111-Faculty Grievance Procedure

Policy Name: Faculty Grievance Procedure

ARC-PA Standard: A1.02i

Date Reviewed and Adopted: 07-01-2023

The Faculty Grievance Procedure can be viewed within the UMSV-Faculty Handbook at the link below:

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/faculty-handbook/separation/7-5-faculty-academic-grievance-procedure/>

Also refer to the UMSV-PA Program Faculty Handbook



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 200-Student Employment Protocol

Policy Name: Student Employment Protocol

ARC-PA Standard: A3.04; A3.05a,b; A3.06; A3.15

Date Reviewed and Adopted: 07-01-2023

General Policy Statement

The policy of The University of Mount Saint Vincent Physician Assistant Program advises all students within their initial didactic and clinical years of study to not seek or continue employment. The dynamics of the program curriculum and clinical courses of study will make it very difficult to effectively concentrate on academic and clinical studies while also employed at the same time.

Graduate Assistants

The UMSV-PA Program may utilize graduate assistants (GAs), during the day-to-day operation of the PA Program. GAs utilized by the PA Program cannot be PA students.

Employment Protocol

The UMSV-Physician Assistant Program **will not** require PA students to perform work for the program in any capacity including instructional faculty, administrative, adjunct faculty, security, and consulted. Stronger students may have the opportunity to volunteer to be paid to tutor their peers, through the Oxley Center at the UMSV, but will not be required to perform this service.

Enrolled PA students may assist the UMSV-PA Program during the admissions process on scheduled interview days, as long as the scheduled interview days **do not interfere** with a student's scheduled academic or clinical duties. This will be strictly on a voluntary basis and requires the approval of the Program Director, Director of Medical Education and the Director of Clinical Education.

Students **will not** be utilized as instructors or faculty for delivery of any component of the curriculum. Students do learn from one another during small group experiences or clinical skills practice, but do not function in a faculty/instructional role.

Reference to Specific Clinical Interactions

During supervised clinical practical experiences (SCPE's), enrolled UMSV PA Students **will not** be assigned to a healthcare affiliate clinical site for which they are direct employees. Students who have been identified as employees or staff of affiliated clinical sites of the Program site will be required to attend a different clinical site.

If a student is advised, or encouraged, to function as clinical or administrative staff during a supervised clinical practical experience (SCPE), the student ***is required*** to report this incident immediately to the Program Director, Director of Clinical Education/Clinical Coordinator (DCE/CC or the Director of Medical Education/Academic Coordinator (DME/AC).

If student feels or is encouraged to substitute or function as clinical site instructional faculty the student should report this incident immediately to the Program Director, Director of Clinical Education/Clinical Coordinator (DCE/CC or the Director of Medical Education/Academic Coordinator (DME/AC).

The Program Director, Director of Clinical Education/Clinical Coordinator (DCE/CC) or the Director of Medical Education/Academic Coordinator (DME/AC) will verify at the beginning of every term that the course director or instructor of record for any component of the curriculum is not a student of the UMSV PA program.

Student exit survey, completed at end of clinical year, will require of the student an affirmation that neither substituted nor functioned as instructional faculty for any aspect of the UMSV PA Program.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 201-Student Rights and Confidentiality

Policy Name: Student Rights and Confidentiality

ARC-PA Standard: A1.02j; A3.10; A3.13a-e; A3.14; A3.15d-g; A3.17a-f; A3.18; A3.19;

Date Reviewed and Adopted: 07-01-2023

Student Rights

Enrollment in The University of Mount Saint Vincent Physician Assistant Program affords all students basic rights as they pertain to both the UMSV and specifically the Physician Assistant Program.

All UMSV-PA Program students have the right to competent, knowledgeable instructors who conduct themselves in a professional manner in their interactions with students in didactic, clinical and professional phases of the program. A student who is experiencing difficulty with either an instructor, adjunct or principal faculty member including a clinical preceptor should contact the Program Director or their faculty advisor so that appropriate action may be instituted.

Classrooms should be able to provide the proper educational environment for student learning. The classrooms or other appropriate facilities should also have available current instructional materials and modern equipment that meets the technical training needs of the physician assistant student.

Instructors will maintain a classroom environment that is conducive to and compatible with learning. Students who disrupt that environment will be asked to leave the classroom or clinical area. If a particular student persists in disruptive behavior, disciplinary action they will be presented to the Professional Conduct Review Committee (PCRC) where either a Professional Warning or Professional Probation will be considered and forwarded to the Academic Performance Committee for definitive action if applicable.

Student's Right to Privacy

Student records are protected from unauthorized access and release by the Federal Educational Rights and Privacy Act (FERPA) of 1974. Information on this can be found on the UMSV Website at:

<https://mountsaintvincent.edu/about/the-University/ferpa/>

<https://mountsaintvincent.edu/academics/resources/registrar/ferpa/>

Students may inspect and review their personal academic file in the University of Mount Saint Vincent Physician Assistant Program- office during regular office hours with a faculty member present at all times to ensure all records remain private and are not removed from the PA Program office. At no time will information be removed from a student's permanent file. Students who wish to challenge the content of records may do so in one of two ways:

- a. A letter may be placed in the student record indicating the student's objections to a given entry.
- b. Students may request a review under the formal Academic Grievance Procedure (*outlined in the Policy and Procedure Manual*).

Release of student records by the Program (i.e., to potential employers) is granted only upon completion of a written *Consent for Release of Confidential Information* signed and dated by the student **from the requesting employer requesting student information**. The University of Mount Saint Vincent Program principal faculty, administrative staff, preceptors and adjunct faculty who have direct involvement with the education of the student are provided access and may review student records without written consent of the student at the discretion of the Program Director.

Student Confidentiality with Regard to UMSV-PA Program Faculty and Administrative Staff

As a University employee, one may have access to or knowledge of information pertaining to a student or students on the campus. ALL information on private matters regarding students should be considered confidential, NEVER to be disclosed to others, not even to other employees, unless such disclosure is clearly in the student's educational interest, is a matter of health and welfare, or otherwise constitutes an exception under the Family Educational Rights and Privacy Act of 1974 (FERPA). Faculty should contact the Office of Student Affairs for clarification, if needed.

Information about students, employees, and internal relationships in the University may only be released to outside parties by designated University personnel, within limits set by University policy and in compliance with Federal State regulations.

Any faculty member and administrative staff failing to comply with this policy may be subject to disciplinary action, up to and including, dismissal.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/employee-manual/general-protocols-and-procedures/4-6-confidentiality/>

For further clarification of Student Confidentiality see UMSV-328 (FERPA) in the Policy and Procedure Manual.

Sexual Misconduct Policy and Student Rights and Grievances

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. This statute states as follows: *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."* 20 U.S.C. § 1681.

Title IX-Coordinator

Pursuant to Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, Title IX, the Title IX Coordinator assesses institutional compliance with Title IX, the Violence against Women Act (VAWA), Campus Sexual Violence Elimination (SaVE) Act, and other related federal and state discrimination laws and guidance documents. The Title IX Coordinator develops, implements, updates and serves as the principal coordinator for policies, procedures, and programs to raise awareness of gender equity and sex discrimination across the University. The Title IX Coordinator oversees all complaints of sexual misconduct and sexual discrimination for all members of the University community and is responsible for Title IX and Sexual Harassment training of all segments of the University community. The duties and responsibilities related to the coordination of the University's Title IX compliance efforts include but are not limited to:

- Notification and Education, including Training for Students, Faculty, and Staff
- Consultation, Investigation, and Disposition
- Providing Appropriate Remedies, Including Interim Measures
- Institutional Monitoring and Compliance Assurance

The University's Title IX Coordinator is:

Director for Human Resources
Founders Hall, Room 231
(718) 405-3212
title9coordinator@mountsaintvincent.edu

The Title IX Coordinator is also responsible for investigating complaints when an Administrative or Staff employee is accused of sex discrimination or sexual misconduct.

Title IX-Deputy Coordinators

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Title IX, Title IX Deputy Coordinators help to process and investigate complaints of sexual misconduct and sex discrimination and assist with general education and compliance efforts. All Deputy Coordinators are knowledgeable about and will provide information on options for complaint resolution after consultation with the Title IX Coordinator.

The Deputy Coordinator for Students is:

Vice President for Student Affairs
Founders Hall, Room 103
(718) 405-3253
studentaffairs@mountsaintvincent.edu

The Deputy Coordinator for Faculty is:

Senior Vice President for Academic Affairs/Dean of the University
Founders Hall, Room 206
(718) 405-3343
academicaffairs@mountsaintvincent.edu

Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights, which can be reached at:

New York Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500

Telephone: (646) 428-3900
FAX: (646) 428-3843; TDD: (800) 877-8339
Email: OCR.NewYork@ed.gov

Inquiries or complaints may also be referred to the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ): <http://www.justice.gov/crt/complaint/#three>

Policy and Procedures

The University seeks to foster a safe and healthy environment built on mutual respect and trust. At the foundation of the University's mission is the recognition of the equal and inviolable dignity and worth of every person. Sexual Misconduct of any kind is a serious violation of these principles and will not be tolerated in any form.

The University defines Sexual Misconduct to include Sexual Exploitation, Sex-Based Harassment, Sexual Assault, Stalking, and Relationship Violence of a sexual nature. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Harassment, including sexual violence, is a form of sex discrimination.

Any member of the University community who encourages, aids, assists or participates in any act of Sexual Misconduct against another is in violation of the University policy, Title IX, and Article 129-B.

Violence that is not of a sexual nature is also incompatible with the University's mission and a violation of University policies. Policies and procedures governing incidents of violence that are not of a sexual nature are covered separately. This policy governs the process and procedures for sexual misconduct at the University and is separate from New York State Penal Law and its policies and procedures.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 202-Dress Code

Policy Name: Dress Code

ARC-PA Standard: A3.06

Date Reviewed and Adopted: 07-01-2023

As representatives of a Professional Medical Graduate Program here at the University of Mount Saint, the image that you project must be a professional one. It is important to note that presenting yourself as a professional in all manners of appearance, conversation, reaction to criticism, respect for authority and compassion for all patients and families you come into contact with will project not only upon yourselves but also upon the reputation of the University of Mount Saint Vincent-Physician Assistant Program.

Didactic Year Attire (In classroom)

- Half-length White Lab coats with the UMSV-PA Program Patch attached to the right sleeve, program ID tags clearly identifying the wearer as a University of Mount Saint Vincent-Physician Assistant Student are required and will be worn while within the confines of the UMSV. This includes the dining hall and library facilities.
- Attire will conform to that of “business casual”.
- Men should wear conservative slacks and shirts (either collared or button-down), ties are not required.
- Women should wear conservative slacks/skirts/dresses with shirts/blouses.
- Both men and women should avoid clothes that are revealing
- Athletic wear (jogging pants, sweatshirts, hoodies, etc.) are not permitted
- Clean dress athletic shoes (Black sneakers with a black sole are the only permitted athletic shoe gear)
- Head apparel to be worn for religious reasons are allowed.

Dress Code for PD Lab

- Scrub attire is preferred during all lab sessions
- Sneakers may be worn during lab
- Half-length White lab coats with the UMSV-PA Program Patch attached to the upper right sleeve.
- Program ID tags clearly identifying the wearer as a University of Mount Saint Vincent-Physician Assistant Student are required.
- Half-length White lab coats must be neat and clean and free of all stains.

Didactic Year Attire (Clinical Experience)

At certain times during the didactic year of study students will be introduced into the clinical environment during select clinical shadowing experiences with principal faculty. During these times students will be interacting with other medical professionals within a medical facility to get a better understanding of the duties and responsibilities of the physician assistant student.

Students who will be participating in these shadowing experiences are expected to maintain a professional appearance and demeanor at all times. Specific attire will be required:

- Half-length White lab coats with the UMSV-PA Program Patch attached to the upper right sleeve.
- Program ID tags clearly identifying the wearer as a University of Mount Saint Vincent-Physician Assistant Student are required.
- Half-length White lab coats must be neat and clean and free of all stains.
- Men will attire in business casual slacks (no jeans, or shorts) and no sneakers or open-toed shoes will be permitted. Shirts and ties are mandatory. Socks must be worn at all times with shoes.
- Women should wear conservative slacks/skirts/dresses with shirts/blouses (skirts should be of a conservative length and shirts and blouses should be conservative) no shorts, sneakers or open-toed shoes will be permitted. Heel height should be conservative
- Both men and women should avoid clothes that are revealing

Clinical Year Attire

- In some clinical locations certain surgical attire (scrubs) may be required, in this instance the student will follow the protocol of the clinical rotation.
- Men should wear conservative slacks (no jeans) and shirts.
- Women should wear slacks/skirts with shirts/blouses (skirts should be of a conservative length).
- No sneakers or open toed shoes are permitted, shoes must be worn with socks or stockings; heel height should be conservative (2-inch).
- Jewelry, make-up and cologne are best if conservative and subtle.
- Hair for both men and women should be worn in a neat, conservative style.
- Half-length white lab coats with Program patches and Program ID tags clearly identifying the wearer as a University of Mount Saint Vincent-Physician Assistant Student are required unless otherwise directed by the clinical preceptor.

Clinical supervisors, preceptors or PA Program faculty reserve the right to remove any student from a clinical site/experience who is not appropriately dressed. If a student is sent home due to inappropriate attire, the student will not be permitted to make-up any clinical work, assignments or experiences for the missed day. Any such episodes will be documented in the student's file.

Identification

Physician assistant students should be identified by a clearly marked program identification badge while on clinical experiences at other institutions. At a 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'. Students should clearly display their current UMSV identification while on campus.

At no time should a student, either by virtue of his or her skills or knowledge attained while progressing through the program, misrepresent him or herself as being other than a physician assistant student. While in the program, students **may not use** previously earned titles (i.e. RN, MD, DC, DPM, DDS, PhD, etc.) Failure to identify oneself appropriately or misrepresenting oneself will result in either professional probation or possible dismissal from the Program.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 203-Transcripts

Policy Name: Transcripts

ARC-PA Standard: A3.15a-d, g

Date Reviewed and Adopted: 07-01-2023

Students may request that an official copy of their transcript, listing all academic work completed at The University of Mount Saint Vincent-Physician Assistant Program be sent to an agency, employer, graduate school or individual. Official and unofficial transcripts should be requested from the Office of the Registrar, either in person or by mail.

The Office of the Registrar cannot comply with telephone requests. All obligations to the University of Mount Saint Vincent must be fulfilled before transcripts are issued. Visit the Transcripts section of the Graduate/Academics Policies handbook

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/grades-and-transcripts/> for the link to transcript requests.

<https://mountsaintvincent.edu/academics/resources/registrar/transcripts/>

All official transcripts will be mailed directly to the designated recipient. Students will only be given unofficial copies of transcripts.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 204-Student Academic Grievances

Policy Name: Student Academic Grievances

ARC-PA Standard: A1.02j; A3.15g;

Date Reviewed and Adopted: 07-01-2023

The University of Mount Saint Vincent Grievance Procedure: Student Grievances

The University of Mount Saint Vincent views students as an integral member of the diverse academic community. The UMSV believes policies and practices that pertain specifically to student relations and services should reflect this important and vital aspect of student relations. All UMSV administrators, program directors and faculty will strive to effectively ensure that this philosophy is implemented without bias.

It is recognized, however, that regardless of how well-intentioned people may be, complaints and misunderstandings are bound to arise in a community as large as ours.

It is the purpose of the Student Grievance Policy and Procedure to ensure that these disagreements are expressed, explored, and resolved promptly and confidentially.

Academic Grievance Procedure-University of Mount Saint Vincent-Physician Assistant Program

All academic grievances including dissatisfaction with a grade must be addressed in writing to either the Director of Medical Education, if the student is in the didactic portion of the program, or too the Director of Clinical Education if the student is in the clinical year of the program. This chain of action in regards to an academic grievance must be followed prior to any resolution of the grievance. The Program Director will make the final determination as to the status of the academic grievance.

Academic Grievance Procedure-University of Mount Saint Vincent

When all other means of resolving a problematic situation have been exhausted, with regard to the final determination of the Program Director of the Physician Assistant Program, a student may request a grievance hearing for certain course related issues. Requests for a hearing should be made in writing to the Provost, University of Mount Saint Vincent or their duly appointed representative. Requests for grievance hearings on course related decisions must be made within seven (7) days of the course related decision and official notification received from the UMSV PA Program

The Grievance Committee

The Grievance Committee within the University of Mount Saint Vincent may consider matters with regard to allegations that a student is being graded unfairly in the classroom. The grievance committee will only convene when all other means of resolving a problematic situation have been exhausted and one or more of the following apply:

- A final grade is clearly inconsistent with grades earned over the course of the term in the same course.
- Egregious computational errors are evident.
- The actual evaluation measure and grading criteria were not clearly articulated in the course syllabus.

The decision of the Grievance Committee shall be binding subject only to veto by the Provost of UMSV.

For a complete description of the Academic Grievance Procedure please view the link:

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/academic-grievance-procedure/>



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 205-Drug Testing Policy

Policy Name: Drug Testing Policy

ARC-PA Standard: A3.07a, A3.15a; A3.17b

Date Reviewed and Adopted: 07-01-2023

All accepted applicants to the University of Mount Saint Vincent-Physician Assistant Program are required to submit to ***mandatory*** routine drug testing as a condition of acceptance and continuation in the UMSV-PA Program. Full acceptance into the UMSV-PA program is contingent upon a successful background and routine drug screening. A newly admitted student who tests “positive” for Cocaine, Opioids, Phencyclidine (PCP), Amphetamines, Marijuana, and suboxone will have their acceptance into the program revoked. There are no exceptions to the above policy. Assigned clinical sites may have additional substances aligned within their specific drug policy that may need to be included within a drug screen. In this instance the Director of Clinical Education (DCE) of the UMSV PA will notify the student of the need for additional testing.

Addendum: Due to the ambiguity of the present NYS Laws regarding Marijuana use and possession a fair number of clinical institutions will be instituting a “zero-tolerance” policy. Thus, the UMSV PA Program has in effect a zero-tolerance policy with regard to the use of Marijuana and its derivative products.

An Additional drug screening process will be repeated at the end of the didactic phase of the program prior to the start of the clinical clerkships. Additionally, a particular clerkship, assigned during the clinical year, may require, as a part of their acceptance policy, a recent drug screening within 30-60 days, as a condition of performing within that clerkship.

Students who test “**positive**” during the period between the didactic and clinical year, as well as during their clinical clerkship period, will be referred to the “*Professional Conduct Review Committee*” where a determination on progression within the program will be decided.

Appeals of a positive drug screen will involve testing of the collected “B” Sample done at the time of the initial drug screen. If the results of the B-sample drug screen reflect the findings of the “A” sample the determination of a positive drug screen result will be upheld.

Applicants and students will be notified of the requirement and the process for completion of the drug screening process by both the PA-Program’s Senior Staff Associate and by the program’s vendor Castle Branch. Cost of the drug screening will be the responsibility of the student, or their responsible party.

Admitted applicants and students will be notified of the requirement and the process for completion of the drug screening process by the program’s senior staff associate. ***All results will remain confidential.***



UMSV 300-Professional Conduct Review Committee

Policy Name: Professional Conduct Review Committee

ARC-PA Standard: A3.15g

Date Reviewed and Adopted: 07-01-2023

Referral to the Professional Conduct Review Committee

The Professional Conduct Review Committee (PCRC) is designed to assess and review the actions of a student within the University of Mount Saint Vincent Physician Assistant Program. The review is initiated when an incident has arisen that brings into question a possible violation of the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)*.

The PCRC consists of members drawn from the ranks of full-time and/or part-time, principal, and adjunct faculty members of the University of Mount Saint Vincent-Physician Assistant Program. The UMSV-PA Program Director will not be part of the PCRC for reasons of determining a decision. The PCRC will be chaired by a Principal Faculty Member chosen by the UMSV-Program Director who was not directly or indirectly involved with the initial referral to the PCRC. A decision rendered by the PCRC requires a majority vote. The PCRC will formally meet within seven (7) days of receiving notification of a student violation of the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)* from a faculty member, described as principal or adjunct faculty, instructor, clinical preceptor or clinical department chair.

A member of the PCRC who observed or was a participant in the circumstances that gave rise to a referral for a finding of a violation of the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)*, or the sanction imposed, or the complaint the student violated the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)*, must recuse him or herself from the Committee for purposes of that appeal or complaint, as the case may be. Another faculty member will be substituted for the recused Committee member for the purpose of determining the validity of the complaint and/or subsequent appeal. Advisors to and representatives of the student (including attorneys), friends, classmates and family members of the student, are not permitted to participate in the business of the PCRC.

Professional Conduct Review Committee Procedures

Upon receipt of possible violation forwarded to the Chair of the PCRC, the PCRC will investigate, utilizing information and documentation from both the complainant and the student. as it proceeds to determine the validity of the complaint. The complainants written notice of a possible PA student violation will either be affirmed by majority vote by the PCRC, or it will be determined there is no reasonable basis for the finding of violation of the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)*.

Professional Conduct Review Committee Referral of Findings

Upon subsequent review and investigation of the initial referral to the PCRC the findings of the PCRC will be forwarded to the Chair of the Academic Performance Committee (APC) along with their recommendations for any sanctions or notice of 'No Violations Found'. The Chair of the APC will present these findings to the full APC committee with 3 days for review.

A member of the PCRC who observed or was a participant in the circumstances that gave rise to a referral to the PCRC for a possible finding of a violation must recuse him or herself from the Academic Performance Committee for purposes of that appeal or complaint, as the case may be.

Professional Conduct Review Committee Appeal Process

The student may appeal against the finding of a violation of the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)* and/or the sanction imposed by the APC upon referral from the PCRC. The appeal must be submitted in writing to the UMSV-PA Program Director within seven (7) business days of the date on which the sanction-imposed finding was formally rendered to the student in question. If the appeal is not submitted to the UMSV-PA Program Director within seven (7) business days, the findings of the APC will be final and any sanctions imposed will become part of the permanent student file. The decision of the UMSV-PA Program Director, with regard to the appeal process, will be final. The student if they so desire, can appeal the finding of the UMSV Program Director to the Provost of the University of Mount Saint Vincent as is their right under guidelines put forward by the University of Mount Saint Vincent.

Professional Conduct Review Committee Notice of "No Violation Found"

If a "No Violation" decision is rendered, the PCRC will confer with and request that the complainant in question review the matter and, if the complainant concludes it is appropriate, the violation notice will be vacated and expounded from the student file.

If the faculty member, as described above, does not agree with the "No Violation" decision the PCRC will refer the matter to the Chair of the Academic Performance Committee who will present the findings to the full APC who will then review the matter and make the final decision considering the recommendation of the PCRC.

Professional Conduct Review Committee Sanctions

Upon the investigation and review by the PCRC a decision was rendered that the PA-student in question did violate the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)* the PCRC may recommend to the APC that the following sanctions be considered:

- Issuance of a “*Notice of Professional Warning*”
 - a. Student will be duly notified that any further violations incurred of the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)* during this period will result in either
 - i. Upgrade of Professional Warning to Professional Probation OR
 - ii. Referral for possible dismissal from the program due to continued violations.
 - iii. The “*Notice of Professional Warning*” will be removed from the student’s UMSV-PA student file upon successful completion of the UMSV-PA Program without any further incidents or violations.
- Issuance of a “*Notice of Professional Probation*”
 - a. ***Professional Probation is a status designated by the APC when a student violates one of the conditions set forth in the sections on Standards for Ethical Conduct and Professional Behavior (UMSV-306) or the Academic Integrity Policy (UMSV-308) as outlined in the student handbook and the program policies and procedure handbook.***
 - b. This will become part of the student’s permanent files and be available to employers, future graduate programs etc. upon request of student file.
 - c. Any further violations incurred of the *Standards for Ethical Conduct and Professional Behavior (UMSV-306)* or the *Academic Integrity Policy (UMSV-308)* will result in dismissal from the University of Mount Saint Vincent-Physician Assistant Program

UMSV 301-Academic Performance Committee

Policy Name: Academic Performance Committee
ARC-PA Standard: A3.15g, B2.19a, b,c,;
Date Reviewed and Adopted: 07-01-2023.

The Academic Performance Committee (APC) is composed of PA Program faculty representatives and is chaired by either the Director of Didactic Medical Education or the Director of Clinical Education. The APC is empowered to apply the regulations set forth in the policies and procedures as well as student handbooks and to uphold the academic standards of the program. The APC has the right to determine a student's status in the program based upon their academic and clinical performance throughout the program. At the end of each semester, or more often as needed, the APC will be convened to review the academic status and record of students to determine academic standing and/or professional status.

Decisions regarding unacceptable academic or clinical performance are made by the APC. Determinations such as academic probation, deceleration, progression, dismissal, or other alternatives as may be deemed appropriate, are made by the APC.

Final decisions on progression through and/or dismissal from the Physician Assistant Program are made by the APC, based on a review of the student's total academic performance in the program to date.

All proceedings of the APC are privileged, and ***electronic recording equipment will not be allowed***. The final determination as to the student's status will be issued in a report from the APC to the Program Director. The final decision of the APC will be conveyed to the student in writing by the Chair of Academic Performance Committee within three days of the conclusion of the APC meeting.

If the student wishes to have an advisor present at the APC, he/she may do so provided the advisor is not an attorney or a fellow student. It is recommended, however not required, for the student to attend the APC meeting.

Please be aware that information regarding infractions is frequently requested by licensing and credentialing boards after graduation.

Appealing a Decision by the Academic Performance Committee

The student may appeal against the decision rendered by the APC to the Program Director in writing within seven days after receiving the APC decision. Students who are appealing dismissal, grades, or failed courses, within the didactic semester are permitted to continue in the didactic phase of the program during the appropriate semester in question pending the appeal outcome. At no time may a student progress to a subsequent semester until all previous semester course work has been successfully completed with a passing grade (either a C- or "P"). All GPA requirements remain in effect and will be enforced in accordance with UMSV PA guidelines.

Clinical year students brought before the APC who have failed either the End-of-Rotation Examination (EORE), subsequent EORE make-up exam, or failure of a preceptor evaluation, will be asked to meet with the APC to discuss the specific rationale for the failure. The APC will listen to evaluate all subsequent information and documentation and then deliver their findings based upon the final determination of the facts presented.

Addendum: Failure of a clinical EORE and its subsequent make-up examination, or failure of a preceptor evaluation will progress to failure of the identified clinical rotation. This rotation will be made up at the end of the clinical year of study, thus delaying graduation. To this specific point, a 2nd failure of an EORE examination, or failure of a preceptor evaluation, will result in dismissal of the program.

Appeals will be granted only if there is reason to believe that the student may have been treated unfairly, the decision was unwarranted or there were extending circumstances that were not given adequate consideration.

Appealing a Decision by the Program Director

An appeal of a decision by the Program Director, must follow the guidelines stipulated within the University of Mount Saint Vincent Student Handbook

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/academic-grievance-procedure/>

In response to a student's inappropriate professional behavior or ethical violation, the Professional Conduct Review Committee (PCRC) will be convened to consider appropriate action. See UMSV-300 for more details.



UMSV 302-Admission Criteria and Requirements

Policy Name: Admission Criteria and Requirements

ARC-PA Standard: A1.11 a-d; A2.05b, A3.11; A3.12; A3.13a-d; A3.14; A3.15a-g; A3.17a;

Date Reviewed and Adopted: 07-01-2023

Admission Process Overview

The University of Mount Saint Vincent recruits' students domestically and internationally. Applications are reviewed by the UMSV-PA Program Admission Committee. To ensure that we are fulfilling the mission of the program, this process includes the careful examination of academic credentials, a curriculum vitae/resume describing professional experience and service, a personal statement that discusses goals and aspirations as well as letters of reference.

All applicants to the UMSV-PA Program will be required to apply through CASPA (Centralized Application Service for Physician Assistants). Information provided will include, but not limited to, cumulative undergraduate GPA, evidence of direct patient care hours and letters of recommendation. The faculty at the University of Mount Saint Vincent will strive to promote an environment that fosters and promotes diversity, while also taking into consideration academic excellence essential to preparing PA students to provide service to others that is not exclusionary of any group, race, or culture. The UMSV-PA Program will carefully select and invite the most highly qualified applicants for an on-campus interview. This interview will be comprised of individual interviews along with the completion of an essay question. The essay will be scored using the *Candidate Essay Scoring Rubric*. Cumulative scores will be generated using metric data such as GPA, interview rating scores, number of hours shadowing a PA, direct patient care experience and service experiences. After each interview day, a list of highly qualified candidates will be selected and offered a seat in the program utilizing a rolling admissions process.

Applications are accepted only through CASPA. CASPA will collect and summarize all the applicant's data via a common application form. CASPA will also compile transcripts, recommendation letters, and demographic and socioeconomic status which will be forwarded to the University of Mount Saint Vincent PA Program for review and analysis by the UMSV PA program admission committee. *There is no supplemental application.*

Please note that CASPA does not verify foreign language/international transcripts. These credentials should be evaluated and translated by a NACES accredited organization (www.naces.org). One official copy of the evaluation, in an envelope sealed by the evaluation organization, should be sent directly to CASPA and a second copy of the evaluation, also in an envelope sealed by the evaluation organization, should be sent to *University of Mount Saint Vincent, Office of Physician Assistant Studies at 6301 Riverdale Avenue, Riverdale NY 10471* by the CASPA outlined deadline.

Admission Criteria

The University of Mount Saint Vincent Physician Assistant Program is highly competitive and demanding in academic design. The initial admission process includes an overall academic evaluation of a student's undergraduate or graduate school, if applicable, performance. The Senior Administration at the University of Mount Saint Vincent supports the program in defining its goal(s) for diversity, equity and inclusion, in implementing recruitment and retention strategies, and making available resources which promote equity and inclusion which promote success within the program. The applicant must supply all supporting documentation and if requested appear for an in-person formal interview.

Admission Requirements

- Baccalaureate degree from an accredited institution
- Minimum cumulative GPA of 3.0 based on a 4.0 scale.
- *Minimum cumulative science GPA of 3.0 based on a 4.0 scale.*
- Minimum of 200 hours of patient care experience
- One-page personal statement describing why you wish to become a physician assistant (CASPA Narrative)
- Three references from professionals (one of which must be from a health professional)
- Completion of all prerequisite courses at the time of CASPA e-submission
- No grade of C+ or below (79.99) will be accepted.
- All undergraduate course work must have been completed within 10 years from the start date of the class, the exception being the achievement of an advanced degree (master's and Doctorate Degrees) which will have no specific time limitation.
- Must take the "Acuity Insights" CASPER Test and report results to the Program

Pre-Requisites Requirements

The prerequisite course list for admission into the Physician Assistant Program is listed below:

- Mathematics (Pre-calculus or higher or Statistics) (3 credits)
- General Biology + Laboratory (8 credits)
- General Chemistry + Laboratory (8 credits)
- Microbiology (3 credits)
- *Organic Chemistry-1 OR Biochemistry (3-Credits)*
- Human Anatomy + Laboratory (4 credits)
- Human Physiology (3 credits)
- OR Human Anatomy and Physiology I and II with Laboratory (7 credit minimum)

Advanced Placement Credits

No advanced placement will be awarded in fulfillment of any PA Program didactic or clinical content.

Courses in Progress

Candidates will be evaluated on a case-by-case basis regarding completion of prerequisite courses and at what stage they are in the application process.

Patient Care Experience

Completion and documentation of a minimum of 200-Patient-Care hours is required at application submission.

GRE

Not required

MCAT

Not required

Personal Interview

A personal interview *may be* granted if the above criteria are met. During the interview applicants will be evaluated on cognitive capability, commitment to the profession, leadership qualities, service to the community, communication skills including verbal ability. Meeting the minimum academic requirements does not guarantee an interview.

International Students

If you earned a bachelor's degree in a country where English is not the official language AND English is not your first language, you must submit scores from the "Test of English as a Foreign Language" (TOEFL) OR the "International English Language Testing System" (IELTS) that are no more than two years old.

In general, an online *TOEFL score of 100 (paper-based version or an IELTS score of 8.0 is sufficient to demonstrate the requisite proficiency in English for admission into the University of Mount Saint Vincent Physician Assistant Program.*

In keeping with University of Mount Saint Vincent's mission to impart to its students an academically excellent, authentically inclusive environment committed to the Vincentian/Setonian tradition we encourage individuals from all backgrounds to apply. Applications will be reviewed, and students selected on a rolling admission basis until the full class is seated.

All successful applicants to the UMSV-PA Program are conditionally accepted into the program pending:

- *Verification that all admission requirements have been satisfied.*
- *Meets all Technical Standards*
- *Successfully passes the required drug test.*
- *Successfully passed a Criminal Background check.*

UMSV 302a-Admission Criteria-Wait Listing

Policy Name: Admission Criteria-Wait Listing

ARC-PA Standard: A2.05b, A3.13a,b; A3.14; A3.15a

Date Reviewed and Adopted: 03-10-2023

Admission Process Overview

Refer to **UMSV 302-Admission Criteria and Requirements**

Selection of Candidates for Admission

Immediately following the interview process the faculty the University of Mount Saint Vincent's physician assistant program will meet to review and discuss the applicants interviewed on the selected date. During this post-interview meeting applicants CAPSA application along with their post interview evaluations will be discussed and decisions rendered as to acceptance, waitlisting, or denial of admission will be finalized.

Post-Interview Admission Review

Applicants to the program will be prioritized during this post interview faculty meeting and admission to the program will be based upon the number of seats open for admission at that time.

Note: as with any admission process the earlier we are in the admission cycle the more seats that will be available for the applicants applying for admission. As the admission process moves further along the number of seats available for admission will decline in relation to the number of accepted students until the maximum cohort of 55 students is achieved.

During the post interview admission review, based upon the recommendation of the admission committee of the University of Mount Saint Vincent physician assistant program some candidates, although meeting all the minimal prerequisite requirements for admission, will be placed on a contingent "waitlist". These selected candidates will be notified of their waitlist status by both the physician assistant program and the University of Mount Saint Vincent office of the admissions.

Post-Interview Admission Review-Waitlist Criteria

1. The purpose and function of the waitlist is to have available to the admission committee of the University of Mount St. Vincent's physician assistant program a necessary tool to secure further admissions into the program, in the event a previously accepted applicant withdraws from the program unexpectedly.

2. The “Waitlist” will in no manner be utilized to either discriminate, marginalize, or deny admission to any qualified student based upon race, color, ethnicity, gender, social orientation, or socio-economic status.
3. All applicants placed on the waitlist will be deemed acceptable for admission into the program based upon meeting the minimal criteria for admission at the time of their selected interview.
 - a. The admission criteria for acceptance into the UMSV Physician Assistant Program is stringent and competitive, and as such some applicants will have exceeded the pre-requisite criteria for admission into the program.
 - i. It is for the rationale stated in section “a” that the waitlist will be kinetic in nature and applicants will be prioritized on the waitlist dependent on the strength of their program application, including all secondary consideration, as well as the strength of their interview.
4. The official UMSV PA Program Waitlist will be forwarded to the UMSV Office of the Admissions at the UMSV anytime additional applicants are added or if there is a change in the prioritizing of applicants on the waitlist.
 - a. This will be the responsibility of the program admission coordinator.

Post-Interview Admission Review-Waitlist Protocol

1. All applicants placed on the waitlist following the post interview review will be notified of their waitlist status by the University of Mount Saint Vincent office of the admissions along with notification sent from the physician assistant program.
2. All communication regarding any applicant that was placed upon the waitlist will be the sole responsibility of the admission coordinator for the physician assistant program.
3. All wait list applicants will be advised of the need to complete and finalize the following items:
 - a. Completion and submitting of the Free Application for Federal Student Aid (FAFSA®) identifying the University of Mount Saint Vincent
 - b. The applicant must further update and email the UMSV PA program regarding their present status with regard to acceptance into another physician assistant program
 - c. Upon advancement from the waitlist to full program acceptance the applicant must be available to make a final determination within a 24-hour window of opportunity.
 - i. Failure to make this determination within the time frame allocated will result in their denial of admission and placement back upon the waitlist subject to prioritization.
4. Notification will be forwarded to the University of Mount Saint Vincent Office of the Admissions of an applicant’s advancement from the waitlist to full program admission status and be subject to deposit and financial aid criteria set-forth by the UMSV Office of the Admissions.

Prioritizing of the Waitlist Applicants

1. The prime responsibility for the prioritization of the applicants on the wait list will be the duty of the University of Mount Saint Vincent PA program admissions coordinator in conjunction with discussions among PA program admission committee members.
2. The admissions coordinator will forward any changes to the PA program waitlist to the PA program director as well as the University of Mount Saint Vincent Office of the Admissions within a 24-hour period.
3. Applicants need not be notified of their place upon the wait list.
4. At no time can changes be made to the UMSV PA program waitlist without the direct approval of the UMSV PA program admissions coordinator.

5. Only the admissions coordinator of the UMSV PA program, following notification of the UMSV PA program director, is allowed to advance an applicant from the waitlist two full admission status.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 303-Admission Assessment for Patient Care Experience

Policy Name: Admission Assessment for Patient Care Experience

ARC-PA Standard: A3.13b, d; A3.14; A3.17f

Date Reviewed and Adopted: 07-01-2023

Applicants to the University of Mount Saint Vincent Physician Assistant Program must demonstrate a minimum of 200 hours of direct patient care. This requirement must be fulfilled prior to the electronic submission of the CASPA Application process. Direct patient care experience can take on many roles and responsibilities and can be either a volunteer or paid position. Physician Assistant applicants should be familiar with health care environments, medical documentation, and the role of physician assistants within the medical community. The health care experience that is reported will be evaluated on an individual basis for each applicant.

Patient care experience is evaluated quantifying the *Level* of healthcare experience as follows:

Definition of Patient Care Experience

- a. The level is determined by the level of autonomy and education earned in the health care field.
- b. Some examples, but not an inclusive listing, include:
 - Occupational Therapist (OTR)
 - Physical Therapist (RPT and/or DPT)
 - Speech Therapist
 - MD, DO, DPM (Podiatrist),
 - Nurse Practitioner (NP)
 - Registered Nurse (RN)

Professional Level Patient Care Experience

- a. Requiring a baccalaureate degree or above.
- b. Requires Professional license.
- c. Some examples, but not an inclusive listing, include:
 - Respiratory Therapy
 - Nutritionist

Para-Professional Level of Patient Care Experience

- a. Requiring an associate degree or professional diploma.
- b. Requires licensure exam or registration exam.
- c. Military training without a degree will qualify.
- d. Some examples, but not an inclusive listing, include:
 - Military Corpsman
 - Athletic Trainer

Technical Certification with Patient Care Experience

- a. Some examples, but not an inclusive listing, include:
 - Emergency Medical Technician (EMT-A)
 - Paramedic (EMT-B)
 - Electrophysiology Technologist
 - Interventional Vascular Technologist
 - Radiology Technician
 - Emergency Room Technician
 - Rehabilitation Technician
 - OT/PT Aide

Basic Level/Auxiliary Level of Patient Care Experience

- a. May require on-the-job training or basic certification.
- b. Some examples, but not an inclusive listing, include:
 - Medical Scribe
 - Nursing Assistant/Aide
 - First Responder
 - Nutritional Educator



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 304-Technical Standards

Policy Name: Technical Standards

ARC-PA Standard: A3.13e; B2.09; B4.02a; B4.03

Date Reviewed and Adopted: 07-01-2023

Technical Standards

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794)

<https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973> prohibits a recipient of federal assistance from denying benefits to an

"otherwise qualified" handicapped person solely because of his/her handicap. The University of Mount Saint Vincent is a recipient of federal assistance and opposes all forms of discrimination on principle. The UMSV-PA Program, in acceptance of its Mission to educate and train exemplary students stresses that no qualified handicapped individual, who meets the criteria described within the Technical Standard Policy (UMSV-304) noted in the sections below, shall be excluded from participation, admission, matriculation, or denied benefits or subjected to discrimination solely by reason of his/her handicap.

Pursuant to federal regulation for post-secondary educational institutions, a handicapped person can be required to meet the institution's "academic and technical standards." The UMSV-PA Program Admission Committee will not discriminate against qualified handicapped individuals but will expect applicants and students to meet academic and technical standards. The Physician Assistant degree is a broad undifferentiated degree attesting to general knowledge in medicine and the basic skills required for the practice of medicine.

The University of Mount Saint Vincent intends for its graduates to become competent and compassionate physician assistants who are capable of entering the medical field and meeting all requirements for medical licensure and Physician Assistant Board-Certification. The University of Mount Saint Vincent is committed to educating and training future leaders in medicine, many of whom will pursue careers in academia.

The ability to meet the technical standards and educational objectives established by the program is essential for the fulfillment of the requirements for the Master of Science in Physician Assistant degree. The academic and technical standards established by the faculty require that all students accepted by the University of Mount Saint Vincent, Physician Assistant Studies Program possess the physical, cognitive, and behavioral abilities that insure that they will be able to complete all aspects of the curriculum as well as further possess the intellectual, emotional, and physical abilities to acquire the

knowledge, behaviors, and clinical skills needed to successfully complete the entire curriculum and practice medicine as a physician assistant.

Although the standards stated below will serve to delineate the necessary physical and mental abilities of all candidates, they are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the physician assistant curriculum. Admission to the UMSV-PA program is conditional on the candidate's having the ability to satisfy these technical standards, with or without reasonable accommodation.

The UMSV-PA Program has an ethical responsibility for the safety of patients with whom students and graduates will come in contact. Although students learn and work under the supervision of the faculty, students interact with patients throughout their clinical phase of medical education. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, promotion, or graduation.

Technical (Non-Academic) Standards

Observation

Candidates must be able to observe demonstrations and participate in experiments of science, including but not limited to such things as dissection of cadavers and examination of specimens. Candidates must be able to accurately observe patients and assess their findings. They must be able to obtain a medical history and perform a complete physical examination to integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan. These skills require the functional use of vision, hearing, smell, and somatic sensation.

Communication

Candidates must be able to communicate effectively and efficiently with patients, their families, and members of the health care team. Candidates must be able to speak, hear, and observe patients in a clinical setting and elicit information, perceive nonverbal communications, and detect changes in mood. They must be able to obtain a medical history in a timely fashion, interpret non-verbal aspects of communication, and establish therapeutic relationships with patients. Candidates must be able to record information accurately and clearly and communicate and be proficient in English with other health care professionals in a variety of patient settings.

Motor Function

Candidates must have sufficient motor function to directly perform palpation, percussion, auscultation, and other diagnostic and therapeutic maneuvers. Be able to execute movements reasonably required to provide general and emergency medical care to patients. These skills require coordination of fine and gross motor skills, equilibrium, and functional sensation. Candidates must possess the capability to manipulate equipment and instruments for the performance of basic laboratory tests and procedures as well as have the ability to move oneself from one setting to another and negotiate the patient care environment in a timely fashion. They must be able to respond to emergency situations in a timely manner and provide general and emergency care.

Candidates must possess sufficient physical stamina to perform the rigorous course of didactic and clinical study. This includes long periods of sitting, standing, and moving which are required for classroom, laboratory, and clinical experiences. Candidates must possess the capacity to perform physical examinations and diagnostic maneuvers. They must be able to respond to emergency situations in a timely manner and provide general and emergency care. They must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.

Intellectual-Conceptual, Integrative and Quantitative Abilities

Candidates must have sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the physician assistant student curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team, and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology. Candidates must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information across modalities. They must also be able to comprehend spatial relationships and three-dimensional models. They must be able to formulate and test hypotheses that enable effective and timely problem solving in diagnosis and treatment of patients in a variety of clinical modalities.

Behavioral and Social Attributes

Candidates must demonstrate the maturity and emotional stability required for full use of their intellectual abilities. They must accept responsibility for learning, exercising good judgment, and promptly completing all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the medical profession. Candidates must be able to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner. They must be able to tolerate physically taxing workloads and long work hours, to function effectively under stress, and to display flexibility and adaptability to changing environments. They must be capable of regular, reliable, and punctual attendance at classes and regarding their clinical responsibilities. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes. It is expected that minimum accommodation will be requested with regard to this set of standards.

In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program or will be subject to dismissal.

In conclusion, The University of Mount Saint Vincent Physician Assistant program will attempt to develop creative ways of working with candidates and students with handicaps. The University of Mount Saint Vincent will at all times strive to maintain the integrity of the curriculum and to preserve those vital and essential elements of PA education. At no time will the University of Mount Saint Vincent compromise the health and safety of patients. As is the case in most instances, it is inevitable that adherence to these stated technical standards will disqualify some applicants and students, including some persons with handicaps. Exclusion of such an individual, however, does not constitute unlawful discrimination. The Rehabilitation Act of 1973 prohibits discrimination against an "otherwise qualified" person with a handicap. An applicant or student who is unable to meet the minimum academic and technical standards is not qualified for the practice of the profession.



UMSV 305-Ethical and Legal Standards for the Physician Assistant Student

Policy Name: Ethical and Legal Standards for the Physician Assistant Student

ARC-PA Standard: A3.14

Date Reviewed and Adopted: 07-01-2023

Ethical and Legal Standards

Candidates must meet the legal standards to be licensed to practice medicine in the State of New York. As such, candidates for admission must acknowledge and provide written explanation of any felony offense or disciplinary action taken against them prior to matriculation in the UMSV-PA Program. In addition, should the student be convicted of any felony offense while in Physician Assistant School, they agree to immediately notify the UMSV-PA Program Director as to the nature of the conviction. Failure to disclose prior or new offenses can lead to disciplinary action by the UMSV-PA Program that may include dismissal.

All applicants to the University of Mount Saint Vincent Master of Physician Assistant Program will be subject to a background check. Any information recovered during the background check, that does not correspond to their CASPA application nor was not reported on the CASPA application will subject the applicant to disqualification for admission into the program.

UMSV 306- Guidelines for Ethical Conduct and Professional Behavior for the PA Profession

Policy Name: Guidelines for Ethical Conduct and Professional Behavior for the PA Profession

ARC-PA Standard: A1.03b; A3.06; B2.01; B2.17c, g; B2.19c; B4.03e

Date Reviewed and Adopted: 07-01-2023

Professional Behavior

University of Mount Saint Vincent-Physician Assistant Students, in keeping with the mission and goals of the Physician Assistant program are expected to conduct themselves in a professional manner that is consistent and aligns with the function of an institution of higher education. All students will reflect on their own behavior and actions and strive to abide by the highest standards of academic honesty, professional and personal ethics, and professional conduct.

Students are expected to demonstrate the legal, moral, and ethical standards required of all health care professionals either within the classroom, University environment or the clinical setting.

Professional behavioral guidelines listed below are not meant to be all encompassing. Included below are the minimal acts of professional behavior that if followed will lead to a better understanding of what is expected of each student and in turn will allow professional growth and maturity as you progress throughout your professional careers.

- *Listens attentively and maintains eye contact when communicating with faculty, staff, and other medical professionals.*
- *Contribute to professional knowledge by demonstrating motivation and a positive attitude toward learning.*
- *Develop time and stress management behaviors that will demonstrate promptness in meeting course associated deadlines assigned to each student.*
- *Understand and have respect for your instructors by being on time for class, asking relevant questions that will enhance the educational advancement of the topic in discussion and at all times refrain from being disruptive in class or clinic. (See a more detailed description below)*
- *Show respect for all instructors by addressing them utilizing their preferred title, i.e. Doctor, Professor etc.*
- *Show respect and consideration to your fellow classmates by allowing them to express their concerns and questions and refrain from making judgements, or voicing opinions based upon personal biases.*

- Recognizes the effects of tone of voice and body language when interacting with others and strives to speak in a clear and thoughtful manner allowing for time for the other party to comprehend your question and respond.
- Value the opinion of your peers and refrain from making value judgements
- Show compassion and understanding toward every individual whom you are privileged to treat. Respect is a two-way street.
- React in a positive manner to questions, suggestions and/or constructive criticism.
- Recognizes that once a negotiated decision has been reached, further discussion or actions may be non-productive.
- Demonstrate nondiscrimination practices towards peers, faculty, staff and patients.

General Timeliness and Lateness

Attendance and timeliness are important aspects of professional behavior. Students must report to all classes, labs, seminars, call back days, clinical sites and other scheduled activities on time. Timely return from designated breaks is mandatory. Students must return messages from program staff, faculty, clinical preceptors, patients and clinical sites in a timely manner (i.e., in less than 36 hours). Students must submit all required assignments and forms on or before the designated date and/or time they are due.

Professional Behavior-Attendance

Attendance of all classes, lectures, practical examinations and clinical rotations in the UMSV PA Program is mandatory. Two (2) excused absences will be allowed during the didactic portion of the program (semesters 1-4). Students requesting an excused absence including, but not limited to, family events, weddings, religious holidays, etc. must give **NO LESS THAN** 30-days prior notice in writing to the either the Director of Medical Education (DME) if the student is within the didactic portion of the program, or to the Director of Clinical Education (DCE) if the student is within the clinical portion of the program. The DME/DCE will decide, in consultation with the Program Director, as to the approval of the request. Failure to supply advance notice will subject the student to being marked absent without cause resulting in referral to the professional conduct review committee (PCRC) for either a professional warning, professional probation, or dismissal from the program.

Students who have an unexcused absence will be referred to the professional conduct review committee for possible professional warning, probation or dismissal from the program.

Professional Behavior-Medical-Absences

It is understood that medical emergencies, acute illnesses, and other related factors may not be under the control of an individual student. Understanding the dynamic in play at the time of the occurrence, any student who is unable to attend classes due to illness must email either the DME and the didactic admin, or the DCE and the clinical admin (dependent on their place within the program) before 9:00am on the morning of the absence. Students must present upon return to school, a signed, stamped and dated sick note outlining the date of the visit and date of return to full classroom participation. Students who are absent for more than two (2) consecutive days must be referred to the DME, DCE, for evaluation and permission to return to normal classroom or clinical activities.

Students with more than two (2) documented sick days in the didactic year will be subject to academic review by the academic performance committee. The APC will render a determination as to their continued progression within the program

Addendum specific for Clinical Year Students

All clinical year students must be cognizant of the fact that extended sick time, or numerous sick days will result in the student not being able to fulfill the professional requirements set forth by New York State Office of the Professions or Accreditation Review Committee for the Physician Assistant (ARC-PA). The protocol set forth is very specific and not open for debate or discussion. In the event a clinical year student has logged excessive sick hours that have been determined to interfere with the clinical hours requirement the student in question will be counseled and a recommendation forwarded that the student in question consider requesting, in writing, to the Program Director a Leave of Absence-Medical Designation, with return to full program activities in the subsequent cohort.

Students with medically documented chronic medical conditions are strongly urged to seek the guidance from the UMSV Office of Student Disabilities where possible accommodations regarding the need excessive sick time are fully documented, thus allowing the program to determine the student's course of continued study on a case-by-case basis.

Students with more than two (2) documented sick days in the didactic year may be subject to academic review by the academic performance committee (APC) for review as to their continued progression within the program.

Professional Behavior-Examination

It is a mandatory requirement that all students be present for all classes, labs, or student activities on the **day prior** to any examination. A student who is absent on the day prior to a scheduled examination and presents with a medical excuse note dated for the date of absence and signed by a licensed medical provider in the tri-state area on clinic or hospital letterhead, will not be allowed to sit for the scheduled examination. The student in question will be rescheduled for the missed examination at the discretion of the program DME. The rescheduled examination will be a completely new examination, with new questions, developed by the faculty specifically for this occurrence. The student's grade will be determined by the normal scoring procedures in place at the time of the examination.

Any student, who is out sick the day before an examination and fails to produce a valid medical note dated for the date of absence and signed by a licensed medical provider in the tri-state area on clinic or hospital letterhead on the day prior to the examination will receive a "Zero" for the examination grade and no subsequent examination will be offered.

Proper Identification

Role and title confusion are common problems encountered in dealing with patients. Students should be aware of this problem and avoid misrepresentation by politely explaining their role and position and by always wearing their id badges/nameplates. Students should use the designation "PA Student" following all notations in the charts or on medical forms. The abbreviation PA-S is less familiar and should be avoided to prevent title confusion.

Honesty and Trustworthiness

Physician Assistant students always during their professional didactic and clinical training shall be honest and truthful in all respects. This refers to not only your peers but also faculty and ancillary staff, associated with University of Mount Saint Vincent in all departments. This shall also include clinical preceptors, hospital, and clinic employees you come into contact with during your training. Students shall not intentionally mislead others.

Professional Demeanor

Physician Assistant students by extension are representatives of the University of Mount Saint Vincent-PA Program and must dress in professional, neat, and conservative attire. Nametags or badges are required to be always worn. Good personal hygiene is always required (*More detailed information on the dress code applicable to physician assistant students may be found in this handbook under Student Policies/Dress Code*).

University of Mount Saint Vincent Physician Assistant Student Responsibilities

Unethical behavior is never appropriate. UMSV-PA students are responsible for identifying and reporting unprofessional, unethical and/or illegal behavior witnessed by other health care professionals, fellow students, faculty, and staff of the UMSV-Physician Assistant Program. If a physician assistant student has a reasonable belief that such conduct has occurred, he or she should report it to the Program Director, preceptor, supervisor, or clinical coordinator, as may be appropriate under the circumstances.

UMSV-Physician Assistant students at clinical sites must always work under the supervision of a preceptor and are strictly prohibited from assuming primary-care responsibility for a patient's medical treatment.

UMSV-PA students shall not treat or discharge a patient without prior consultation and approval of a clinical preceptor or physician supervisor.

Patient Treatment Orders

Under no circumstances should a student initiate orders for any patient while on a clinical rotation without immediate physician/physician assistant consultation and countersignature. Under no circumstances should a student sign or call-in prescriptions. The only name that should appear on a prescription is that of the supervising physician or physician assistant

Any student whose actions directly or indirectly jeopardize the health and safety of patients, faculty, clinical site staff or fellow students may be immediately removed from the classroom or clinical site and/or face disciplinary action.

Patient Confidentiality

Students will interact with patients, families, and a variety of healthcare professionals during their education and future professional career. Physician Assistant Students are expected to maintain patient confidentiality, safety, and dignity, as set forth in the American Academy of Physician Assistants' Guidelines for Ethical Conduct for the Physician Assistant Profession

<https://www.aapa.org/download/56983/>

Students are strongly advised to never discuss a patient's medical records. This includes but is not limited to any situation or clinical setting that would reveal any information about a particular patient or their confidential records to person or persons not involved in the patient's immediate healthcare.

Any information obtained regarding the patient and their illness or their social condition, including all items within a patient's medical history, is to be regarded as privileged information.

No patient information is to be removed from the hospital or clinical setting. If photocopies of work are to be submitted to the PA program for evaluation, then all specific references to the patient (i.e. name, address, medical record number) **must be physically removed as per PHI regulations.**

Under no circumstances should a student initiate orders for any patient while on a clinical rotation without immediate physician/physician assistant consultation and countersignature. Under no circumstances should a student sign or call in prescriptions. The only name that should appear on a prescription is that of the supervising physician or physician assistant.

Concern for the Patient

Physician assistant students must, by their words and behavior, demonstrate concern for the patient.

Concern for the patient is manifested in many ways including, but not limited to, the following:

- Physician assistant students must treat patients and their families with dignity and respect.
- At all times the physical and emotional comfort of the patient is of paramount importance.
- Students must use appropriate verbal and non-verbal communication to convey concern, pleasantness, and professionalism to the patient.
- The patient's modesty should be always considered.
- Students shall deliver health care services to patients without regard to their race, religion, national origin, age, sex, marital status, citizenship, sexual orientation, creed, disability, medical condition, socioeconomic status or political beliefs, or any status protected by law.
- Students may not accept gifts or gratuities from patients or their families.
- Sexual and romantic relationships with patients are prohibited and will not be tolerated.

Health and Safety

Any student whose actions directly or indirectly jeopardize the health and safety of patients, faculty, clinical site staff or fellow students may be immediately removed from the classroom or clinical site and/or face disciplinary action.

Maintaining Composure

It is noted that at times either in the classroom or clinical setting a physician assistant student may find themselves in a highly stressful personal or clinical emergency setting. It is at these specific times that the physician assistant student must maintain a professional and calm demeanor regardless of the situation presented.

Drugs and Alcohol

Students shall not appear at the University or clinical sites under the influence of alcohol or drugs (See Drug and Alcohol Policy under separate Policy Statement). Should this occur, the student will immediately be removed from the rotation/class and referred for disciplinary action.

Professional Ethics

The following is an excerpt from the American Academy of Physician Assistants "Guideline for Ethical conduct for the PA Profession" (Adopted 2000, reaffirmed 2013, amended 2004, 2006, 2007, 2008, 2018)

<https://www.aapa.org/download/56983/>

“The PA profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied is constantly changing. Economic pressures, social pressures of church and state on the healthcare system, technological advances, and changing patient demographics continually transform the landscape in which PAs practice. This policy, as written, reflects a point in time and should be reviewed through that lens. It is a living document to be continually reviewed and updated to reflect the changing times, be they related to societal evolutions or the advancement of medical science”. <https://www.aapa.org/download/56983/>

All University of Mount Saint Vincent-Physician Assistant Students are expected to familiarize themselves with this important and vital document. This document will act as a template to guide the professional physician assistant student as he or she navigates their way through their professional career.

The professional conduct of physician assistant students is evaluated on an on-going basis throughout the professional phase (i.e., the didactic and clinical years) of the program. Violations of standards of conduct are subject to disciplinary actions administered by the University of Mount Saint Vincent and by the Physician Assistant Program.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 307-Criminal Background Check

Policy Name: Criminal Background Check

ARC-PA Standard: A3.14

Date Reviewed and Adopted:07-01-2023

Upon acceptance of admission to the University of Mount Saint Vincent-Physician Assistant Program students must complete the procedure for obtaining a criminal background check. The procedure for completing this background check can be initiated by clicking <https://login.castlebranch.com/login> . The Criminal Background Check will be conducted, via our assigned vendor Castle branch Solutions, is mandatory and must be successfully passed. Perspective students who “fail” the criminal background check will have their offer of acceptance into the University of Mount Saint Vincent PA Program rescinded.

The Criminal Background Check procedure must also be initiated prior to the start of the clinical rotation phase of the PA Program. There are various laws, standards, and employer designated policies that require all employees, volunteers and students assigned to a “clinical site” to undergo a criminal background check. Some of the clinical affiliates of the University of Mount Saint Vincent-Physician Assistant Program may also require that a criminal background check be conducted on each PA Program student assigned to the specific clinical site before the student will be permitted to begin the clinical assignment. It is important that a criminal background check be completed as soon as possible because failure to institute this criminal background check in a timely manner may seriously delay or cancel your assigned clinical assignment. It is ***strongly recommended*** that any student who is entering a clinical site rotation where a criminal background check is required institute the criminal background check at ***LEAST 2-weeks*** prior to their scheduled start date.

Incoming and presently enrolled students in the UMSV-PA Program who are having difficulty with this process are encouraged to contact the UMSV-PA Program Senior Administrator.

Important Note

Individuals considering applying to the UMSV-PA Program should be aware that based on certain criminal convictions clinical affiliates may not accept a student for a clinical assignment or may rescind a previous acceptance. The reasons for rescinding a previous acceptance to a clinical site due to information obtained within a background check are varied and may differ from clinical institution to clinical institution. If such an event were to materialize and dependent upon on the circumstances, the student may be unable to complete a required clinical experience and consequently the PA Program curriculum requirements. Students who are unable to complete the PA Program curriculum requirements are subject to dismissal from the PA Program.

In addition, there are certain criminal convictions which may or will result in the denial of the credentials needed to practice as a Physician Assistant. Prospective students who are concerned about a criminal conviction(s) are strongly encouraged to contact the relevant state and/or federal agencies to inquire whether their criminal record may adversely affect the issuance of the credentials needed to practice as a physician assistant. It is a mandatory requirement that all students who complete a New York State Physician Assistant Program be deemed able to be licensed within the jurisdiction of New York State. Thus, any reporting regarding a criminal background check that will inhibit the obtaining of a New York State License will be deemed grounds for rescinding of acceptance to the UMSV-PA Program or dismissal from the program in event of an occurrence that happens prior to graduation.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 308-Academic Integrity

Policy Name: Academic Integrity

ARC-PA Standard: A3.15a; A3.17e; B2.19a-c; B4.03e

Date Reviewed and Adopted: 07-01-2023

Academic Honesty

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/academic-honesty/>

All University of Mount Saint Vincent-Physician Assistant Students are **required** to familiarize themselves with the Academic Honesty protocol addressed in the above “link” and context included below.

The University of Mount Saint Vincent maintains and affirms a strong policy of academic honesty. Every member of the academic community has a duty to neither cheat nor condone cheating. Principles of honesty should be reflected in all aspects of student work, including examinations, research papers, laboratory work, oral reports, logs and all work submitted in fulfillment of course requirements. These principles also apply to the borrowing and careful use of the library and all other learning material, and to the expectation that a student’s work is his/her own work and not the prior work of others.

Plagiarism is the act of passing off as one’s own, the words or ideas of another, and is a serious form of academic dishonesty. The following description of plagiarism should serve as a guide for graduate student work:

“Plagiarism may take the form of repeating another’s sentences as your own, paraphrasing someone else’s argument as you own, or even presenting someone else’s line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use other persons’ words and thoughts, they must be acknowledged as such.”

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/>

Examinations, papers, laboratory work, oral reports, logs, and any other materials submitted in fulfillment of course requirements must be the student’s work. All documented types of academic fraud committed—including the illicit giving and receiving of information on tests, the presentation of false data, plagiarism, and multiple submissions are therefore subject to the following penalties:

A documented academic integrity violation by any student in the Physician Assistant Program will result in academic dismissal from the University of Mount Saint Vincent.

Definitions of Academic honesty Violations

<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/academic-honesty-and-student-conduct/>

1. Intentional Plagiarism

- a. Plagiarism is the misrepresentation of someone else's words, ideas, or data as one's own work. Students should be advised to state the source of ideas when these are known, since this lends strength to their answers and is part of the ethics of scholarship.

The following acts constitute plagiarism. No student shall:

- Intentionally represent as one's own work, the work, words, ideas, arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
- Paraphrase, quote or "paste in" material without citing the source in the text.
- Submit as one's own a copy of, or the actual work, of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill products, internet downloads, etc.).
- Reproduce another professional or student's work so closely that any reasonable person would conclude plagiarism had occurred.
- Share computer files and programs or written papers and then submit individual copies of the results as one's own individual work.
- Copy another student's test answers.
- Copy, or allow another student to copy, a computer file that contains another student's assignment, homework, lab reports, or computer programs and submit it, in part or in its entirety, as one's own.
- Submit substantially the same material in more than one course without prior authorization from each instructor involved.
- Take sole credit for ideas that result from a collaboration with others.
- Intentionally represent as one's own work, the work, words, ideas, arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another either by direct copy or use of AI generated information

- b. The following do not constitute plagiarism:

- The use of ideas which are judged to have become common knowledge. It would, however, constitute plagiarism if the student, being aware that the idea was not his or her own, expressly claimed authorship for the idea.
- Instances in which the idea came from informal discussions with other members of the academic community which were not initiated with the deliberate intent of providing information on the topic in question. However, if the source of an idea is remembered, the source must be acknowledged.
- Instances when students are specifically instructed by the instructor of that course that the borrowing of another's or others' work is considered appropriate.

2. Unintentional Plagiarism

- a. Plagiarism is not only the failure to cite but the failure to cite sources properly. If a source is cited but in an inadequate way, the student(s) may still be guilty of

unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation.
 - For a summary or paraphrase, show exactly where the source begins and exactly where it ends.
- b. In its policies and disciplinary procedures, the University of Mount Saint Vincent-Physician Assistant Program will seek to recognize and differentiate its penalties between intentional plagiarism (as defined above) failure to cite sources properly (unintentional plagiarism).
- While both forms are violations of the UMSV-PA Program Academic Integrity Policy, a student's first instance of unintentional plagiarism may not necessarily be penalized but instead utilized as a professional teaching tool.

3. Cheating

- a. Cheating is an act, or an attempted act, of deception by which a student seeks to misrepresent that they have mastered knowledge on a test or evaluation that he/she has not mastered. No student shall:
- Knowingly procure, provide, or accept examination materials or descriptions of such materials, except when authorized by the instructor.
 - Complete, in part or in total, any examination or assignment for another person.
 - Knowingly allows any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams which have been completed in full or in part by someone else).
 - Copy from nearby student's test, paper, or lab report.
 - Use unauthorized sources of information such as: crib sheets, answers stored in a calculator or unauthorized electronic devices.
 - Store answers in electric devices and allow other students to use the information without the consent of the instructor.
 - Employ aids excluded by the instructor in undertaking coursework.
 - Look at another student's exam during a test or use texts or other reference materials (including dictionaries) when not authorized to do so.
 - Alter graded class assignments or examinations without the full knowledge and consent of the instructor, and then resubmit them for regrading or reconsideration.

4. Fabrication

- a. Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. The following cases constitute fabrication:
- Citing data or information not actually presented in the source indicated.
 - Listing sources in a bibliography not used in academic exercise.
 - Submission in a paper, lab report, or other academic exercise, of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 - Submitting as one's own any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
 - Taking a test for someone else or permitting someone else to take a test for you.

- Providing fraudulent excuses for absences.
 - Claiming that work was “lost” by a faculty member when it was never completed.
5. Inappropriate Professional Behavior
- a. Inappropriate professional behavior includes
- Unprofessional conduct in patient settings, simulations, professional meetings and the classroom setting.
 - A student who demonstrates inappropriate professional behavior will be considered in violation of the ethical code set forth by the PA program.

This list is not intended to be an all-inclusive list of offenses. Students should consult their program academic advisor, or the directors of medical and clinical education if in doubt about the honesty of an action.

What Constitutes Proof of Plagiarism?

Some supported documentation e.g. turnitin.com or a Google search that provides citation references, or a copy of the original document that functioned as the source of the plagiarism.

Penalties for Academic Honesty Violations

- a. First Offense
- Student will appear in front of the Professional Conduct Review Committee where a determination will be rendered and forwarded to the Academic Performance Committee for a final disciplinary recommendation including but not limited to:
 - i. Student will be placed on Professional Warning and/or Professional Probation dependent on the seriousness of the violation.
 - Professional Conduct Review Committee may recommend student dismissal to the Academic Performance Committee based upon the nature of the violation.
- b. Multiple Offenses (This is defined as any prior offense that has been reported and is part of the student’s record/or multiple offenses are reported simultaneously).
- If student was previously issued a professional warning student will automatically be placed on professional probation or dismissed from the PA Program
- c. Third Offense
- Dismissal from the University

A student will not be allowed to Withdraw from the program in which there is a charge of violating the University’s Academic Integrity Policy.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 309-Academic Advisement

Policy Name: Academic Advisement

ARC-PA Standard: A1.04; A2.05e; A3.17e;

Date Reviewed and Adopted: 07-01-2023

Academic Advisement

The University of Mount Saint Vincent-Physician Assistant Program has developed an advisement protocol to ensure that all students have access to an advisor who will be with them from the start of the didactic phase of the program until their graduation following the clinical phase of the program. Students are encouraged to meet with their advisors on a regular basis who will assist the student in developing strong time management skills while giving them the tools necessary to achieve success within the didactic phase of the program.

During the student's clinical phase of the program the advisor will act as a "mentor" to the student outlining the proper professional behavior to exhibit while interacting with other members of the healthcare team. Areas of discussion will include but are not limited to:

- a. Conflict Resolution
- b. Dressing Professionally
- c. Interacting with your clinical preceptor or physician supervisor
- d. Respect for other members of the healthcare team
- e. Outlining the duties and responsibilities of the physician assistant student during the clinical phase
- f. Enhancement of time management and study skills, building on the work achieved during the didactic phase of their studies.
- g. Understanding the importance of cultural diversity and how it can be utilized in expanding patient management goals.
- h. Developing future goals
- i. How to develop the character traits that will assist in producing an optimal team player
- j. Enhancing and developing leadership skills
- k. Assistance with Master's Thesis preparation, topic choice and development

General Academic Advisement Protocol

- a. Prior to the start of the didactic phase of the Program - each student will be assigned to a Principal Faculty (PF) Advisor who will remain with the student throughout the course of the UMSV-PA Program unless circumstances dictate otherwise, ie. Principal Faculty advisor chooses a different educational environment.
- b. Within one month of the Program's beginning a student will be scheduled for an Introductory Advisement Session.
- c. Advisement Sessions will be scheduled in advance at least twice per year, both during the didactic and clinical phases of the program, unless more frequent visits are necessary or dictated by the student current academic/clinical performance.
- d. A student, at the end of a specified didactic term, who is placed on Academic Warning or Academic Probation will be required to meet with their faculty advisor on a bi-weekly basis to discuss present academic standing
- e. A student who is placed on Professional Warning or Professional Probation will meet with their faculty advisor weekly to discuss their professional progress in addressing their deficiencies.
- f. Any cancellation of a previously scheduled advisory meeting by the student must be done 72-hours in advance of the scheduled date of the advisory session via email to ensure proper documentation of cancellation request.
- g. Failure to appear for a regularly scheduled advisory session may result in disciplinary action being instituted

Specific Academic Advisement Protocol

The program will implement the following system to ensure the academic counseling of students.

- a. Prior to the start of the didactic phase of the Program, each student will be assigned to a Principal Faculty (PF) member as their advisor. Only Principal Faculty members will be responsible for the academic advising of students.
- b. Within one month of the start of the didactic phase of the program all didactic phase students are required to meet with their faculty advisor and complete their Introductory Advisement Session.
 - During the introductory in person meeting admissions data and any potential areas of concerns about the student's pre-enrollment performance will be discussed with the student including study skills, learning styles, time management and the quality and quantity of study sessions
- c. After the Introductory Advisement Session, students are to formally meet at least **twice per year** in person with their PF advisor.
 - The content of academic advisement will be documented on the Program's Academic Advisement Form and maintained in the student's program file.
- d. On-going and scheduled Academic advisement will include a review of the student's progress in meeting the PA Program's academic and professional objectives, along with any other issues or concerns raised by the student.
- e. Prior to each regularly scheduled advisement, the PF advisor will collect data concerning their advisee's performance including grades and feedback from instructors.
- f. The student's study skills, learning styles, and the quality and quantity of study sessions will also be reviewed at advisor meetings to identify areas for potential improvement.

Special “At Risk” Advisement Protocol

Students classified “At Risk” will adhere to the following protocol:

- a. A student having been identified as having academic difficulties or other difficulties impacting their academic performance, the assigned advisor will be asked to meet with the student and will document their conversation using the Student Advisement Form.
- b. “At Risk” students will meet with their PF advisor at least bi-weekly with the possibility of weekly sessions occurring.

Student Request for Change of Principal Faculty Advisor

There are instances when PF Advisor and student have difficulty in achieving the proper advisory relationship that will benefit both the student and the PF advisor. In that instance a student can request a change of PF advisor.

The process for this request for “Change of Principal Faculty Advisor” is as follows:

- a. A formal written request by the student will be made to the UMSV-PA Program Director requesting a change of PF Advisor.
- b. The rationale for the request for a new PF Advisor must be clearly delineated.
- c. Specific difficulties with the PF Advisor must be outlined
- d. The UMSV Program Director will request documentation from the PF Advisor outlining advisory sessions, including what was discussed and implemented.
- e. The UMSV Program Director will meet with the student to review the request.
- f. The UMSV Program Director will either approve or reject the request following consultation with the PF Advisor.
- g. The decision of the UMSV Program Director will be final.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 309a Justice, Equity, Diversity, Inclusion

Policy Name: Justice, Equity, Diversity, Inclusion

ARC-PA Standard: A1.11

Date Reviewed and Adopted: 05-01-2024

The University's [Statement on Catholic Tradition](#) states very clearly on the topic of diversity and inclusion: *"The University of Mount Saint Vincent is a liberal arts University rooted in the Catholic intellectual tradition and the mission of its founders, the Sisters of Charity."* It continues: *"...to share in the ongoing mission of Jesus by responding to the signs of the times...and by revealing God's love in our lives and in our varied ministries with and for all in need, especially the poor. Built on this foundation, the University is committed to excellence in all things, truth and integrity at all times, and respect for human dignity in all dimensions of the ethical and moral way of life. This identity is lived out in our faith, academic, and community lives."*

Regarding Diversity and Inclusion within faith practices, it is stated: *"While the University recognizes its connection with the universal Catholic Church, at the same time, it welcomes students, faculty, and staff of all religious traditions and of no religious tradition as valued members of this community of study and dialogue. As each person deepens his/her personal relationship with God, we are all enriched."*

A very important area of diversity and inclusion revolves around the concept of academic life. Here, the dialogue is specific within the Statement on Catholic Identity as it clearly and unequivocally states: *"The University respects multiculturalism, welcomes people from diverse ethnic, religious, and philosophical traditions, and invites reflective study of these traditions."*

The University of Mount Saint Vincent will demonstrate its commitment to student, faculty and staff diversity, equity, and inclusion by making available, resources which promote diversity and inclusion.

The University of Mount Saint Vincent, along with the UMSV PA Program makes available resources which promote diversity, equity, and inclusion. The UMSV within its Budgetary Outline sets aside funding for Faculty Development. Within these parameters faculty and staff are encouraged to attend diversity and inclusion workshops from many different sources. Looking at issues from both sides will also enhance critical thinking skills and allow for a more empathetic and compassionate physician assistant practitioner.

The University of Mount Saint Vincent PA Program has included within its programmatic committee structure a Justice, Equity, Diversity, and Inclusion (JEDI) Committee as described below:

The University of Mount Saint Vincent Physician Assistant Program's Justice, Equity, Diversity, and Inclusion (JEDI) committee works to ensure that every student, staff, and faculty member feels that they are a vital member of our community regardless of ethnicity or cultural beliefs that may otherwise be depicted as different from the majority. We strive to develop cultural competency among all members of our community via programming designed to increase every individual's exposure to experiences that demonstrate the commonality of all humans and an appreciation and understanding of all cultures, lifestyles and ethnicities.

The UMSV PA Program values diversity and insist on inclusion because we recognize the health benefits of a diverse and inclusive clinical workforce. Diversity encompasses all that we are, including our innate demographics and cumulative life experiences, creating resiliency, empathy, compassion, and maturity. Recruiting, matriculating, and graduating diverse physician assistants with these valuable characteristics contributes to a healthcare system that is better prepared to treat all patients with dignity and respect.

JEDI Action Plan

For our students-

We are constantly working to create an educational environment that celebrates differences and promotes diversity, equity, and inclusion.

We are striving to recruit and retain a diverse population of students.

We are providing equal access to opportunities and resources to improve the educational experience.

We have designed and implemented a robust curricular syllabus that provides instruction that results in culturally competent medical providers.

As a Provisional Program we are in the early developmental stages of our development. The Action Plan presented represents our commitment to the JEDI philosophy. As a program, the faculty, senior administration, and staff are working diligently to incorporate all the elements of this plan as a major

component of our 5-year goals. The only limitations faced are in the design of the programmatic priorities.

Student education and faculty development are vital elements to our success and the future of the profession. To put all the elements below into action requires faculty hires, which the UMSV Senior Administration has worked with the program to procure. Needed also is the educational component of the plan (how the plan works) relayed and understood by all the parties involved. The outside meetings and networking platforms are an integral part of this developing plan. Elements such as curricular design need to be upgraded and altered while still meeting the stringent standards set forth by ARC-PA. The program, in its infancy, is proceeding very nicely and anticipate a full plan implementation well before our 5-year goal.

Data will be collected, collated, reviewed, analyzed, interpreted for accuracy and then the important elements will be prioritized, and a success vs failure mind-mapping will be drawn up. Successes will be strengthened, and areas determined to be weaknesses will be addressed, and an action plan considered and implemented with new data recorded to gage the success of the corrective action plan.

The Plan as it presently is presented and being implemented include the following parameters and action associated plan

Actions	Assessment
<p>Admissions</p> <p>the program will identify and increase recruitment from undergraduate institutions that graduate diverse student populations who have the pre-requisite knowledge, skills, and abilities to be successful in our program.</p> <p>The UMSV PA program will engage with local programs, such as the Prep Schools (Fordham and Iona Prep as examples), Community outreach centers to encourage early interest in the PA profession, Girls and Boy's clubs that target educational agendas.</p>	<p>Admissions recruitment material/policies</p> <p>Poster presentations, designed by PA students as part of their curricular development. (Post-presentation surveys to gauge effectiveness)</p>
<p>Prior to matriculation- students will be assigned mentors with similar life experiences to engage and prepare them for PA training. Mentors will be trained within the confines of the UMSV PA Program curriculum and as well as with the assistance of the UMSV Humanities departments for guidance and class offerings.</p>	<p>Orientation Survey (Initial and post-training)</p>
<p>During orientation-</p> <p>Students will participate in activities to build relationships and create an inclusive environment among their cohort.</p>	<p>Orientation Survey or Learning Environment Survey</p>

students will be oriented to the UMSV DEI Student Support Services at https://mountsaintvincent.edu/about/the-University/diversity-equity-and-inclusion/dei-resources-and-support/ https://mountsaintvincent.edu/about/the-University/diversity-equity-and-inclusion/	
During the didactic phase- cultural competency training, which is being designed and made a part of the Medically Underserved Course Syllabus, will include instruction on implicit bias, social determinants of health, care of vulnerable populations, care with consideration of gender identity, religion, and disability status.	PAS 614 Course Survey
During the clinical phase- each student will engage in patient encounters (as aligned with the clinical course rotation) with diverse patient populations in various clinical settings.	Survey Data
During the entire course of training, any student identified academically at-risk will be provided the same access to the following resources: faculty advisor, remediation, and academic coaching (Retention/Equity)	Remediation Surveys
During the entire course of training, JEDI events to celebrate diversity and foster inclusion will be provided for all students, staff, and faculty. List of JEDI events/dates will be published to CANVAS under a JEDI "Banner" prepared and propagated by the JEDI Committee of the UMSV PA Program	To be designed JEDI specific survey

For our staff-

We will create an environment that celebrates differences and promotes diversity, equity, and inclusion.

We will recruit and retain a diverse population of staff.

We will provide equal access to opportunities and resources to improve work experience.

We will provide instruction that results in culturally competent staff.

Actions	Assessment
Recruitment- For open staff positions- we will follow best practices in diverse recruitment by developing inclusive job descriptions, posting positions in, and regularly updating our website to reflect our diversity (recruitment).	Review of job descriptions, postings, website at the faculty retreat

During orientation- new staff will participate in activities to build relationships and create an inclusive environment among their colleagues (retention). "Being developed by the JEDI committee" to supplement present staff onboarding and orientation	Staff survey
All staff will have access to the Office of Diversity, Equity, and Inclusion resources and staff support (equity).	Orientation check list
JEDI events to celebrate diversity and foster inclusion will be provided for all students, staff and faculty (retention).	Environmental Survey
Staff will participate in self-identified training to improve their cultural competence annually. (Examples include: workshops, PAEA and AAPA targeted JEDI Workshops)	Staff Survey (Support via UMSV budgetary allocations specific for JEDI training)
Staff will be encouraged to participate on diverse committees on campus (and given equal opportunity to participate).	

For our faculty-strive

We are creating an environment that celebrates differences and promotes diversity, equity, and inclusion.

We are striving to recruit and retain a diverse population of faculty.

We will provide equal access to opportunities and resources to improve work experience.

We will provide instruction that results in culturally competent faculty.

Actions	Assessment
Recruitment- For open faculty positions- we will follow best practices in diverse recruitment by developing inclusive job descriptions, posting positions in diverse organizations, and regularly updating our website to reflect our diversity (recruitment).	Review of job descriptions, postings, website.
During orientation- new faculty will participate in activities to build relationships and create an inclusive environment among their colleagues (retention).	Faculty and Staff survey

All faculty will have access to the Office of Diversity, Equity, and Inclusion resources and staff support (equity).	Orientation check list
JEDI events to celebrate diversity and foster inclusion will be provided for all students, staff and faculty (retention).	Environment Survey
Faculty will participate in self-identified training to improve their cultural competence annually (examples include: implicit bias, microaggressions, inclusive language, critical pedagogy, accommodations, etc.).	Faculty Survey
Faculty will be encouraged to participate on diverse committees on campus (and given equal opportunity to participate).	Faculty evaluations

The Faculty at UMSV-PA Program is in the process of collaborating with the UMSV Student Government Association (SGA) in offering seminars based upon inclusion and diversity within the medical environment. These seminars will be open to the entire UMSV student, faculty, and staff community. These will be followed by a round-table discussion of the issues and concerns addressed from all sides. Funding for the seminar will be directly from UMSV, Grants applied for through outside agencies, and financial assistance from fund raising activities.

In order to ensure compliance with ARC-PA Standards of Accreditation multiple offices within the University of Mount Saint Vincent are charged with monitoring and reporting compliance with the University of Mount Saint Vincent values and policies as noted above.

As part of our annual faculty retreat, the program’s commitment to diversity and inclusion will be analyzed via the Data Analytic Committee (DAC) and the specific answers generated on end of Didactic year survey’s, Faculty evaluations, End-of-Rotations Student Generated Evaluations, and graduate exit survey’s.



UMSV 310-Academic Prerequisites

Policy Name: Academic Prerequisites

ARC-PA Standard: A3.11; A3.13a-e; A3.14; A3.15a; A3.17a, b; B2.01

Date Reviewed and Adopted: 07-01-2023

Academic Prerequisites

All applicants to the University of Mount Saint Vincent-Physician Assistant Program will be required to have a bachelor's degree from an accredited institution prior to consideration for a seat within the Physician Assistant Program.

Prerequisite Requirements

- Candidates will be evaluated on a case-by-case basis regarding completion of prerequisite courses and at what stage they are in the application process.
- Grades of less than a B- will be considered on a case-by-case basis and determined by the complexity of the course work undertaken as well as the improvement in academic status within each subsequent academic semester.

Pre-Requisites Requirements

All prerequisite undergraduate course work must have been completed 10-years prior to start date of program

The prerequisite course list for admission into the Physician Assistant Program is listed below:

- Mathematics (Pre-calculus or Statistics) (3 credits)
- General Biology + Laboratory (8 credits)
- General Chemistry + Laboratory (8 credits)
- Microbiology (3 credits)
- *Organic Chemistry OR Biochemistry (3-Credits)*
- Human Anatomy + Laboratory (4 credits)
- Human Physiology (3 credits)
- OR Human Anatomy and Physiology I and II with Laboratory (7 credit minimum)

Advanced Placement Credit Protocol University of Mount Saint Vincent Physician Assistant Program

Advanced Placement Credits will be accepted for pre-requisite courses **ONLY**.

Under no circumstances will a student be given credit toward the courses in the UMSV-Physician Assistant Studies Program.

Courses in Progress or Planned

Candidates will be evaluated on a case-by-case basis regarding completion of prerequisite courses and at what stage they are in the application process.

Prerequisite Courses Greater than 10-years old

All undergraduate course work must have been completed within 10 years from the start date of the class, the exception being the achievement of an advanced degree (Masters and Doctorate Degrees) which will have no specific time limitation attached

International Students

Students who earned a bachelor's degree in a country where English is not the official language and for whom English is not their first language must submit scores from the TOEFL (Minimum Score 88 on the IBT), IELTS (International English Language Testing System/Minimum Score 7) or Pearson PTE (Minimum Score 60) that are no more than two years old.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 311-Academic Warning-Academic Probation

Policy Name: Academic Warning-Academic Probation

ARC-PA Standard: A2.05e; A3.17c.d.e.f; B4.01a, b

Date Reviewed and Adopted: 07-01-2023

Academic Performance Standards University of Mount Saint Vincent-Physician Assistant Program

I. General Statement

The University of Mount Saint Vincent-Physician Assistant Program has established standards for academic performance. All UMSV-PA students are expected to maintain good academic standing. The UMSV-PA Program considers a cumulative grade point average (GPA) 3.00 “B” to be evidence of good academic standing. Students are generally allowed one semester on Academic warning/probation to improve their academic performance and to raise their Cumulative GPA to 3.00. Students with serious or continuing deficiencies will be academically dismissed from the University of Mount Saint Vincent Physician Assistant Program.

II. Warning/Probation Criteria

A student in the UMSV-Physician Assistant Program who fails to satisfy the academic standards of the Program usually will be placed on academic warning or academic probation. There remains, however, certain instances and circumstances when a student who fails to satisfy the applicable academic standards will be dismissed from the UMSV-PA Program even though they were not placed on a formal warning/probation status. ***(See Academic Dismissal Policy).***

No student will be allowed to progress through the UMSV-PA program if the student fails any assigned course or designated course module. The parameters are as follows:

- a. Any course with a letter grade below a “C-” (70%) in conjunction with
 - A failed comprehensive make-up examination located within a multi-modular clinical medicine course, as designated, or a singular UMSV didactic course.
- b. Any pass/fail course assigned with an “F” as the final grade

No student will be allowed to progress through the UMSV-PA program if the student has an “I” (Incomplete) as a course designation.

III. Academic Warning

This is a designation given to students who are shown to be having academic difficulties in assigned areas of study. The placing of a student within the “Academic Warning” category is up to the discretion of the Academic Performance Committee based upon a review of a student’s didactic/clinical performance history. The criteria for academic warning status can include but is not limited to:

- a. Failure of two or more examinations within a given didactic semester course of study
- b. Failure of multiple examinations over the varied courses of study within the didactic semester
- c. Receiving a grade of less than a (C-) in any course of study with a passing remediation (make-up) examination or project.
- d. Failure of an end-of-rotation examination (EORE) with subsequent successful remediation of the failed exam.
- e. Failure of a clinical course or preceptor evaluation

IV. Academic Probation

This is a designation assigned to students who through their academic performance failed to maintain a cumulative GPA of 3.00 by the end of a didactic semester. Affected students will be given 1-semester to strengthen their cumulative GPA to 3.00

V. Remediation of a Failed Course of Study

If a student receives a failing grade (<C-) within a UMSV-PA didactic course, with the exception being an assigned physical diagnosis course (PAS 604, PAS 609) they will be offered a comprehensive remedial (make-up) examination.

- If this remedial make-up examination achieves a score below a C- the student in question will have received a failing (F) grade for the designated course.
- a. In the case of a failed Physical Diagnosis (PAS 604, PAS 609) or Observed Structured Clinical Examination (OSCE) oral examination the student must achieve a passing grade of B- (80%)
 - b. The highest final grade a student can receive if the comprehensive examination is passed is a C-(70%) with the exception being stated in “e” below, or in a letter-graded course or a “P” in a UMSV-PA pass/fail course.
 - c. The highest final grade a student can receive if the comprehensive examination is in either PAS 604 or PAS 609 is passed is a B-(80%).

VI. Probationary Status (On-Going)

If the student successfully achieves the above stated criteria (*see “V” above*), along with maintaining a cumulative GPA of 3.00 within the interim between the semester in which the failure occurred and the beginning of the following semester, the student shall be allowed to progress in the PA Program under the designation of “academic warning”.

- a. If the resulting failure of the UMSV-course of study, along with the successful passing of the comprehensive remedial make-up examination results in a student’s cumulative GPA to fall below the 3.00 benchmark that student will be placed on “*Academic Probation*” and have 1-semester to return their cumulative GPA to 3.00
- b. *Only 2 comprehensive course make-up examinations will be granted during the didactic year.*

- If a student fails, the initial (or first) comprehensive course make-up examination, the student will be dismissed and/or decelerated from the program following a review and recommendation from the Academic Performance Committee.
- c. *If a student passes the first remedial examination of a failed didactic course of study but fails a second didactic course of study a make-up examination can be taken.*
 - If a student fails the second comprehensive remedial course make-up examination, the student will be dismissed and/or decelerated from the program following a review and recommendation from the Academic Performance Committee.
- d. *A failure of a third (3rd) course within the didactic year will result in the student's dismissal from the program with no remedial make-up examinations being offered.*

VII. Cumulative Grade Point Average (GPA) below a 3.00

If a student's cumulative GPA falls below the required 3.00, that student will appear in front of an Academic Performance Committee and be placed on Academic Probation. At the conclusion of the probationary semester the student must have a 3.00 or higher cumulative GPA

- a. The student will have 1-full semester to bring his cumulative GPA to a level of 3.00 or greater.
- b. If, by virtue of past academic performance, a student cannot mathematically achieve the required 3.00 GPA within the 1-semester timeframe that student will be dismissed from the UMSV-PA Program

VIII. Conditions of Deceleration

Deceleration is a mechanism for allowing students in the PA program an opportunity to complete the 28-month curriculum through required repetition of a portion of the curriculum as a result of failure to meet the program's standards for progression. A student who is decelerated will be required to repeat all or part of the didactic and/or clinical portion of the curriculum dependent on the recommendation from the Academic Performance Committee and approval by the UMSV Program Director

- a. Deceleration of a student within the UMSV-PA program will only be granted under certain criteria:
 - During the didactic and/or clinical phase of study the student develops a documented medical condition that precludes the student from completing their assigned course(s) of study. Final decision will rest with the UMSV-PA Program Director
 - A documented personal issue that precludes the student from completing their assigned course(s) of study. Final decision will rest with the UMSV-PA Program Director
 - Deceleration may occur because of an academic failure and the subsequent recommendation of the Academic Performance Committee (APC).
 - i. *Note: Academic Failure does not necessarily mean that the student will be granted deceleration. The deceleration recommendation is made by the Academic Performance Committee (APC) and forwarded to the Director of the Physician Assistant Program for final determination of status.*

IX. Process of Deceleration

a. See UMSV-Deceleration Protocol

X. Grievance Procedures

See UMSV-204 *Student Academic Grievances*



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 312-Remediation

Policy Name: Remediation

ARC-PA Standard: A3.15a, b, c, g; A3.17d,e

Date Reviewed and Adopted: 07-01-2023

Remediation is an on-going process that was developed to assist the UMSV-Physician Assistant Student in overcoming academic difficulties that may be encountered during their didactic and clinical phases of study. Remediation within the UMSV-PA program is broad-based in design to meet the specific needs of the PA student by focusing on academic or professional deficiencies specific to a particular student. These deficiencies may include, but are not limited to, deficiencies of global medical knowledge, professionalism, interprofessional and communication skills, patient care, and system-based practices.

Remediation may also take the form of remediating didactic assignments, examinations (both didactic and clinical), as well as assisting students to overcome time management and organizational difficulties, and deficiencies in study skills along with clinical reasoning and judgement.

I. Remediation of UMSV-PA Didactic Year Courses

A student who fails a UMSV-PA level course may be permitted to remediate a maximum of two (2) course failures during the entire duration of the didactic phase of the UMSV- PA Program. Failure of a third UMSV didactic year course at any time during the didactic phase of the PA Program will result in either automatic dismissal or deceleration depending on the recommendation of the Academic Performance Committee (APC).

If a student successfully remediates the UMSV-didactic year course by receiving a score of “C-” (70%) or higher on the comprehensive examination, his or her grade for the course will be changed to a “C-” (70%) and the original failing grade removed. Nevertheless, even though the student may successfully remediate the course, when determining whether the student qualifies for academic warning/probation or dismissal/deceleration from the PA Program, it will be counted among the courses the student failed and will be placed within the student files.

If, however, the student does not successfully remediate the UMSV-didactic year course, the original failing grade remains, and the student will either be dismissed and/or decelerated from the program dependent upon the recommendation of the Academic Performance Committee.

II. **Didactic Remediation (Focused Improvement)**

This is a process whereby the student remains in their respective cohort. The UMSV-PA program will address the deficiencies in a student's knowledge or skill set. The plan set forth for remediation that will address a student's deficiency of knowledge and/or skill is determined by the Academic Performance Committee (APC) along with assigned remediation faculty and is based upon criteria noted below. The overall goal is to identify a struggling student's weakness then put together a comprehensive remediation plan tailored to the target the student's weak areas of concern and promote successful progression through the didactic phase of the program.

Didactic Remediation (Focused Improvement) Criteria:

- a. Course grades with C-
- b. Exam and quiz failures
- c. Cumulative GPA below 3.00
- d. Semester GPA below 3.00
- e. Failure of a course with a passed comprehensive make-up examination or course related assignments or projects.
- f. Returning from a "Leave of Absence"
- g. Recommendation of the APC

III. **Pre-Clinical Remediation**

This is a process that is instituted at the conclusion of the didactic phase of study. The student is **mandated to participate in a six-week remediation program**. This will take place at the beginning of their clinical phase of study (first-clinical rotation). If the student designated for pre-clinical remediation does not satisfy the successful completion of this process, they will be either dismissed or decelerated from the program.

Pre-Clinical Remediation Syllabi is available on Canvas.

The Academic Performance Committee (APC) in consultation with the assigned remediation faculty will make the final determination as to which student will enter the pre-clinical remediation process.

The following criteria will be considered by the APC as to which student(s) enter the Pre-Clinical Remediation Program:

- a. Course grades with a "C- "
- b. Multiple exam or quiz failures over different courses
- c. Cumulative GPA less than 3.0 following the completion of the didactic year.
- d. Any semester GPA below 3.00
- e. Failure of UMSV-PA didactic year course with successful passing of comprehensive make-up, course project or assignment.
- f. Failure **or poor performance** (determined by the APC) on the End of Didactic Year Exam (EDYE)
- g. Leave of Absence
- h. Unsatisfactory rating on the Professional Development Assessment Tool (P-DAT)
- i. Faculty Recommendation

IV. Clinical Year Remediation

This is a process that is instituted at the mid-point (4th-5th clinical rotation) of the clinical phase of study. **The student is mandated to participate in a six-week (same length as the pre-clinical rotation) remediation program.** No student will be allowed to progress to their continued clinical phase of study until the remediation team is satisfied the student has progressed to the point that successful completion of the clinical year is reasonably assured.

The following criteria will be considered by the APC as to which student(s) enter the Clinical Year Remediation Program

- a. Failure of an End of Rotation Examination (EORE)
- b. Poor Preceptor Clinical Evaluations
- c. Failure of an assigned clinical rotation
- d. Poor preceptor professional evaluations
- e. Poor performance of assigned clinical rotation projects include but not limited to:
 - Journal club
 - History and Physical write-ups
 - SOAP Notes
 - Presentations
- f. Excessive absences to clinical rotations
- g. Excessive lateness to clinical rotations

Important Note:

Being placed within either Pre-Clinical or Clinical Year Remediation may result in:

- a. Loss of an assigned Elective Clinical Rotation***
- b. Delay of Graduation***



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 313-Deceleration

Policy Name: Deceleration

ARC-PA Standard: A3.13a-d, A3.15a-g

Date Reviewed and Adopted: 07-01-2023

I. Deceleration Definition

ARC-PA defines deceleration as *“The loss of a student from the entering cohort, who remains matriculated in the physician assistant program”*.

As stated in **UMSV-311; Policy and Procedure Manual-Section VIII**, *“A student who is decelerated will be required to repeat all or part of the didactic and/or clinical portion of the curriculum dependent on the recommendation from the Academic Performance Committee and approval by the UMSV Program Director”*

A student, who for the reasons clearly outlined, will be unable to continue with their present course of studies within the UMSV-Physician Assistant Program will be *“Decelerated”* to the next incoming cohort of UMSV-PA Students. A student identified by program faculty as having a significant deficit in knowledge, skills, or professional behaviors at any point in the program may be subject upon Academic Performance Committee review to sanctions which include remediation, deceleration, or dismissal from the program.

Deceleration may occur following failure of a course or following a requested Leave of Absence.

II. Deceleration Criteria

The criteria for deceleration include the following:

- a. During the course of the didactic and/or clinical phase of study the student develops a documented medical condition that precludes the student from completing their assigned course(s) of study. Final decision will rest with the UMSV-PA Program Director
- b. A documented personal issue that precludes the student from completing their assigned course(s) of study. Final decision will rest with the UMSV-PA Program Director
- c. Deceleration may occur because of an academic failure and the subsequent recommendation of the Academic Performance Committee (APC)
 - A student with a failing grade (<C-) in any course during the didactic or clinical phase of the program will be referred to the Academic Performance Committee, which will review the student’s performance in the course and the student’s entire record in the program.

- The Academic Performance Committee will make a recommendation regarding academic sanction to the program director, who will make a final decision regarding the student's disposition.
- Possible sanctions include deceleration and/or dismissal from the program
 - i. *Note: Academic Failure does not necessarily preclude that the student will be granted deceleration. The deceleration recommendation is made by the Academic Performance Committee (APC) and forwarded to the Director of the Physician Assistant Program for final determination of status*

III. *Process of applying for Deceleration Consideration prior to an APC Recommendation*

- a. During the course of the didactic and/or clinical phase of study, as stated above, the student develops a documented medical condition or a personal issue that precludes the student from completing their assigned course(s) of study the student will make a formal request in writing to the UMSV-PA Program Director for a "Leave of Absence". This LOA request will be forwarded to the Academic Performance Committee, who will review the student's entire academic performance and will make a recommendation for consideration and disposition including deceleration or dismissal from the program.
 - The student requesting the LOA must also notify the UMSV- Office of the Provost in writing of their desire to request an academic "Leave of Absence" (LOA).

IV. *Plan for Deceleration and Follow-up of Decelerated Students*

- a. If a student is decelerated the APC, along with the student's faculty advisor, will provide a detailed Plan for Deceleration which will include all courses to be completed and the timeframe for completion of all components of the program.
- b. The Plan for Deceleration will be signed by the student and the program director and will be maintained in the student's permanent program record.
- c. Students repeating any portion of the curriculum will be closely monitored by the student's faculty advisor as well as the remediation team upon resuming their coursework.
- d. The Academic Performance Committee will evaluate all decelerated students upon completion of the course (or courses) within the Plan for Deceleration.
 - If a student fails to meet academic or professional standards while decelerated, the Academic Performance Committee will review the student's entire record in the program and make a recommendation to the program director regarding disposition.
 - Failure to meet academic and/or professional standards while decelerated will result in dismissal from the program.

V. *Appeal of an Academic Sanction (Deceleration/Dismissal)*

- a. Students in the physician assistant studies program at the UMSV have the right to appeal an academic sanction, including deceleration/dismissal in accordance with the University of Mount Saint Vincent Graduate Policy.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 314-Incomplete Grades

Policy Name: Incomplete Grades

ARC-PA Standard: A3.15b, d; A3.17e; E1.01b

Date Reviewed and Adopted:07-01-2023

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/grades-and-transcripts/>

A grade of “Incomplete” is used when, for reasons satisfactory to the instructor, certain course assignments remain outstanding. Work must be completed by the end of the present semester or the grade of “Incomplete” becomes an “F” on the transcript. Extensions of time for completion, based on compelling reasons, may be granted by the Program Director; University of Mount Saint Vincent-PA Program.

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/grades-and-transcripts/>



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 315-Grade Appeal Policy and Protocol

Policy Name: Grade Appeal Policy and Protocol

ARC-PA Standard: A3.02; A3.15g; A3.17c,d,e,f

Date Reviewed and Adopted: 07-01-2023

I. Grade Appeal General Considerations

All academic grade appeal grievances including dissatisfaction with a grade must be addressed first to either the Director of Medical Education or the Director of Clinical Education.

- a. The decision of the Director of Medical Education or the Director of Clinical Education may be further appealed to the Director of the UMSV Physician Assistant Program.

II. Appealing an Adverse Decision by the UMSV-PA Program Director

When all other means of resolving a problematic situation or adverse grading decision have been exhausted, a student may request a grievance hearing for certain course related issues.

- a. Requests for a hearing should be made in writing to the Provost of the University of Mount Saint Vincent.
 - When jurisdiction is in doubt, a student may notify and/or consult with the Provost of the University of Mount Saint Vincent. Requests for grievance hearings on course related decisions must be made as soon as possible.

III. Grievance Committee Protocol (See Link Below for Complete Clarification)

- a. The Grievance Committee may consider matters with regard to allegations that a student is being graded unfairly in the classroom.
- b. The grievance committee will only convene when all other means of resolving a problematic situation have been exhausted and one or more of the following apply:
 - A final grade is clearly inconsistent with grades earned over the course of the term in the same course.
 - Egregious computational errors are evident.
 - The actual evaluation measure and grading criteria were not clearly articulated on the course syllabus.

IV. Academic Grievance Committee Link

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/academic-grievance-procedure/>



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 316-Grading System

Policy Name: Grading System

ARC-PA Standard: A2.09a,b,d,h; A3.02; A3.15a,b,c,d,g; B1.03g,h;

Date Reviewed and Adopted: 07-01-2023

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/grades-and-transcripts/>

I. Grading System

- a. A letter grade is awarded as a measure of student performance only by the faculty member assigned to teach a particular course and section. The following describes the letter grading system and its descriptive and quantitative (percentage) equivalents. These equivalents are shown only as guidelines for faculty. Specific grading policies should be announced by the instructor in a given course.
- b. Minimal passing grade within the UMSV-PA Program is a C- (70%). Anything below a C- is considered a failure.

II. Grading Scale

The grading scale is as follows:

A	93-100	4.0		No "D" Grade Available	
A-	90-92.99	3.67			
B+	87-89.99	3.33	F	0-69.49 (**see below)	0.0
B	83-86.99	3.00	P	Passing	0.0
B-	80-82.99	2.67	NC	No Credit	0.0
C+	77-79.99	2.33	IP	In-Progress	0.0
C	73-76.99	2.0	I	Incomplete	0.0
C-	70-72.99	1.67	W	Withdrew/Permission	0.0

A **FINAL COURSE** (not examination) grade of 69.5% will be advanced to a 70% with the exception of Physical Diagnosis. Students must attain a final course grade of 80% on their final PD course grade. A grade of 79.99% will be entered as an "F" and will NOT be advanced to an 80%.

- a. A grade of “Incomplete” is used when, for reasons satisfactory to the instructor, certain course assignments remain outstanding.
- b. ***Work must be completed by the end of the present semester or the grade of “Incomplete” becomes an “F” on the transcript.***
- c. Extensions of time for completion, based on compelling reasons, may be granted by the UMSV-PA Program Director following consultation from the Principal Faculty member assigned as course instructor.
- d. In-Progress (IP grade) may be used only for completion of an acceptable master’s project or thesis.
 - The criteria for applying for an IP grade are available from the UMSV-PA Program Director.

Please note: Students enrolled in the University of Mount Saint Vincent Physician Assistant Program are expected to maintain a minimum index of 3.0 (B). Students who receive a grade below C- (70%) will refer to UMSV 311, 312, 313 for a complete explanation of the grading criteria and evaluation of academic performance.

Important Delineation:

As is clearly observed, a UMSV-PA student can successfully pass all of the required didactic course work with the minimally acceptable grade of B- (80%). Please note that even though this is “passing” the cumulative GPA will only amount to a 2.667 which is BELOW the standard set for advancement within the UMSV-PA Program.

III. Grade Reports

- a. At the end of each session, students can access their course grades and view their academic records online by using their University of Mount Saint Vincent ID number.
- b. However, grades can be viewed online only by those students whose financial accounts have been settled. Students can print copies of the grade reports.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 317-Academic Dismissal

Policy Name: Academic Dismissal

ARC-PA Standard: A3.15d

Date Reviewed and Adopted: 04-18-2021

Academic Dismissal-General Guidelines

The process of an academic dismissal from the University of Mount Saint Vincent Physician Assistant Program is a serious consideration and not one taken lightly by the administration and faculty within the PA Program. *Students who are experiencing difficulties, whether academic or personal, within the UMSV-PA program are strongly advised to contact their principal faculty advisor at the earliest possible instance.*

Early identification and intervention are essential and vital to the success of the student. Academic advisement and referral to student counseling services, if started early, can greatly mitigate problems in the future.

In most cases, a student in danger of academic dismissal will have previously been placed on academic or professional probation, thus being well-aware of the consequences if academic or professional improvement is not forthcoming. There are times however when an individual may be dismissed from the PA program in light of the fact that they have never been placed on academic or professional probation in the past. Some of these circumstances are outlined below. Circumstances that could lead to a student being dismissed from the UMSV-PA Program include but are not limited to:

- a. The student had previously been placed under academic or professional probation and now qualified for academic/professional probation a second time.
- b. Failed to satisfy the conditions of the initial academic/professional probation within the time permitted.
- c. Received two or more grades below a "C-" in a UMSV-PA program letter-graded courses and/or an "F" in a UMSV-PA program pass/fail graded courses in a single semester.
- d. The student's cumulative grade point-average (GPA) fell below a 3.00 and it is mathematically impossible for the student to achieve a 3.00 GPA within the following semester.
- e. Committed a serious violation of the standards of professional conduct.
 - Examples of conduct that will result in dismissal include, but are not limited to:
 - i. Violated the academic honesty/integrity standards of the UMSV-PA Program
 - ii. Was caught cheating on any UMSV-PA Program Examinations or OSCE's

- iii. Knowingly forged another person's signature on any document related to the Program.
- iv. Misrepresented one's physician assistant student status as, for example, a physician assistant, a nurse practitioner, a physician, or a medical resident.
- v. Falsified a clinical log
- vi. Altered in anyway a Preceptor's Clinical End of rotation Evaluation
- vii. Knowingly violated HIPPA guidelines by posting patient information or picture to an on-line social media platform

Academic Dismissal-Process

As soon as practicable after the conclusion of each semester the status of each student who was on academic/professional warning or probation during that semester will be reviewed by the Academic Performance Committee (APC).

- a. It is the function of the APC to determine whether the student in question has satisfied the conditions of their academic/professional warning or probation within the timeframe outlined.
- b. Students who satisfied the conditions of academic/professional warning or probation within the time permitted will be restored to good academic standing.
 - Students who did not satisfy the conditions of academic/professional probation within the time permitted will be dismissed automatically from the PA Program.
 - i. NOTE: Students can be placed on Academic Warning as per UMSV-311-sub-paragraph III due to achieving a grade below a C- in any UMSV-PA Program course of study with successful remediation of the course material.
 - ✚ Another failing grade within the didactic year will be grounds for dismissal regardless of course remediation.
- c. A student who fails to satisfy the conditions of academic/professional warning or probation or otherwise qualifies for dismissal from the PA Program ordinarily shall be notified in writing as soon as practicable that he or she has been dismissed.
 - Dismissal is automatic if a student fails to satisfy the conditions of academic/professional warning or probation or otherwise qualifies for dismissal, and therefore is not contingent upon receipt of such notification.
 - It is the ***student's responsibility*** to verify his or her academic standing before each semester and seek clarification if needed from the student's academic advisor.
- d. Any student dismissed from the UMSV-PA Program has the right to appeal the dismissal
 - Please refer to the "Appeal of Academic Dismissal" Policy UMSV-318 or review the link below:
<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/academic-standing/>



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 318-Academic Dismissal Appeal Policy

Policy Name Academic Dismissal Appeal Policy
ARC-PA Standard: A3.15c,d,g; A3.17c,d,e,f;
Date Reviewed and Adopted: 07-01-2023

I. Academic Dismissal-General Statement

University of Mount Saint Vincent-Physician Assistant students who have been dismissed from the program have the right to appeal the Academic Performance Committee recommendation of dismissal.

II. Initial Step for Appeal of Academic Dismissal

All academic grievances regarding dismissal from the Physician Assistant Program must be addressed in writing within 7 business days of receiving formal notification of dismissal from the program to the Director of the Physician Assistant Program.

- A. If the Director of the Physician Assistant Program upholds the recommendation of the Academic Performance Committee for “dismissal the student, may initiate the UMSV appeals process.

III. Appeals Process

When all other means of resolving a dismissal from the program have been exhausted, specifically appealing the decision to the UMSV-PA Program Director, a student may request a grievance hearing. Requests for a hearing should be made in writing to the Provost of the University when jurisdiction is in doubt.

All grade appeals (See UMSV-315)

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/academic-grievance-procedure/> must be completed before the Academic Grievance Committee will accept a student’s appeal of the dismissal decision (See Below). An appeal of the dismissal decision must be received by the Academic Grievance Committee within fourteen (14) calendar days from the date of the decision of dismissal. *If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be denied.* In addition to considering the student’s written appeal, the Academic Grievance Committee may require the student to appear at a hearing to, among other things, answer any questions the

Academic Grievance Committee may have or to provide additional information. At the hearing, the student may present additional evidence in support of their appeal. As part of its deliberations, and at its sole discretion, the Academic Grievance Committee may, among other things, take into consideration the student's academic record, request relevant information from faculty members concerning the circumstances that resulted in the dismissal, and request information from persons knowledgeable about the issues before the Academic Grievance Committee. The student will be permitted to respond to such information, if it is averse to the student, and the Appeals Committee is likely to rely on it in making its decision.

IV. *Standards for Granting an Appeal*

An appeal will be granted only if the student demonstrates, to the satisfaction of the Academic Grievance Committee, that the student's unsatisfactory academic performance is due to:

- a. extraordinary circumstances
- b. non-recurring circumstances

For an appeal to be granted, each of the two elements must be satisfied.

V. *Information Required*

The written appeal submitted by the student to the Academic Grievance Committee must include the following information:

- a. The student's name, telephone number, address and UMSV e-mail address.
- b. The reason the student was dismissed from the PA Program.
- c. Identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student's unsatisfactory academic performance and why the information provided should result in the reversal of the decision to dismiss the student from the PA Program.
- d. A copy of the letter informing the student that he or she was dismissed from the PA Program.
- e. With respect to the final course grades that resulted in the student being dismissed, a statement that no grade appeals are pending or will be commenced after the appeal of the decision to dismiss has been submitted to the Academic Grievance Committee.

VI. *Composition of the Grievance Committee*

The Grievance Committee is composed of:

- a. The Administrative Vice President of Student Government
- b. The Vice President of the complainant's class
- c. Two members of the faculty, one chosen by the student/complainant, and one chosen by the Provost of the University of Mount Saint Vincent.
- d. One other member of the University of Mount Saint Vincent community either an Academic Affairs or Student Affairs administrator

VII. *Charge of the Committee*

The Committee shall meet, hear the complaint, call witnesses and conduct investigations as it deems appropriate, deliberate in private, and present its conclusions to the Provost /Dean of Faculty and the complainant. The decision of the Academic Grievance Committee shall be binding, ***subject only to veto by the provost.***

Note: When an ex officio or selected member of the committee has privileged information or prior dealings with the case such that questions could be raised regarding their impartiality, an appropriate substitution may be made.

VIII. Appeal Decision

- a. If the appeal is granted, the student will be “decelerated” within the PA Program.
 - The conditions for deceleration will be set by the UMSV-PA Program Academic Performance Committee and relayed to the Provost of the University of Mount Saint Vincent for final approval
 - Upon re-entering the UMSV-PA Program with the next subsequent cohort the student will be placed on academic probation in accordance with the conditions set forth by the Academic Performance Committee and approved by the University of Mount Saint Vincent Provost.
- b. A student who is reinstated pursuant to this Academic Dismissal Appeal Policy and fails to satisfy the conditions of academic probation within the time permitted, will be dismissed automatically from the PA Program.
 - If such occurs, ordinarily the dismissal will be final, and the **student will not have the right** to any further review or appeal.
- c. If the appeal is denied, dismissal from the PA Program will be effective as of the last day of the semester in which the student was on probation or was enrolled in the PA Program immediately prior to being dismissed.

*The decision of the Academic Grievance Committee shall be binding, **subject only to veto by the Provost.** The student will be notified of the decision of the Academic Grievance Committee in writing as soon as practicable, usually within seven (7) business days following the date on which the Academic Grievance Committee made its decision. The decision should consist of factual statements, not conclusory statements unsupported by facts.*



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 319-Classroom Attendance and Classroom Etiquette Policy

Policy Name: Classroom Attendance and Classroom Etiquette

ARC-PA Standard: A3.15b,c; A3.17c,f

Date Reviewed and Adopted: 07-01-2023

I. Class Attendance Policy University of Mount Saint Vincent-Physician Assistant Program

Classroom instruction provides an educational experience that allows students to benefit from the guidance and abilities of the instructor, as well as the exchange of values and ideas among others in the class. Faculty put in a great deal of time and effort into classroom lecture design and delivery as well as expanding on the lecture material through class discussions. It is for these reasons class attendance is a **mandatory** requirement. Each class will be monitored for adherence to this policy.

II. Student Responsibilities

As emerging medical professionals' students will be required to adhere to a set of standards and disciplines regarding classroom attendance and behavior. Students who disregard these standards and discipline will be subject to either academic warning, academic probation, professional warning, professional probation, or dismissal from the program. Student responsibilities and disciplines include but are not limited to:

- a. Arrival in-seat and ready to engage in classroom activity at least 10-minutes prior to the start of the lecture
- b. A student who is late for class must report directly to the 4th floor Physician Assistant Office and sign in with the Senior Program Administrator. The student is responsible for:
 - i. Documenting to the senior program administrator the reason for their tardiness.
 - ii. Students will be allowed to re-enter the class at the next scheduled break period.
- c. No student will be allowed to enter the classroom once the lecture has commenced. The student must wait until the next scheduled break before entering the classroom.
- d. All cellphones, smart-phones, Apple watches, hand-held devices etc. **shall be turned off** and placed securely in your book-bag purse or backpack.
 - i. Students are only allowed to access these devices during scheduled classroom breaks or non-scheduled classroom activity
 - ii. No use of any cellphone or handheld device will be permitted during classroom sessions
- e. When utilizing your lap-top for classroom participation please keep all browsing activity confined to the subject matter being discussed.

- f. Faculty may at times enter the classroom and monitor for compliance.
- g. There will be no exchange of emails, text-messages etc. during classroom sessions
- h. Students always will act professionally within the classroom environment refraining from the following activities:
 - i. Asking questions outside the context of the didactic session
 - ii. Criticism of fellow students
 - iii. Being disruptive during the lecture
 - iv. Harassing the faculty instructor with inappropriate questions designed to confuse fellow students or to make the faculty member uncomfortable.
 - v. Study for upcoming examinations while in class.

III. Instructor Break Periods

Instructors, at their discretion, will allow for periodic breaks during the scheduled classroom session. The breaks will be at the discretion of the scheduled instructor, usually every 60-70 minutes. Pursuant to these parameters the following guidelines will be instituted:

- a. Once class has started no student will be allowed to leave their seats for any reason unless reasonable accommodation has been granted by the UMSV Office of Disabilities.
 - i. If a student elects to leave the classroom environment during the scheduled lecture they must wait until the next scheduled break before they can re-enter the classroom.

IV. Absences (Didactic Year)

- a. Medical Necessity
 - i. Upon prolonged medical absence (Greater than 2 days) appropriate documentation will be submitted to the Director of Medical Education/Academic Coordinator upon the student's return to school.
 - ii. Any student who is unable to attend classes due to illness must email either the DME and the didactic administrator on the morning of the absence and then must supply when they return to school, a signed, stamped and dated sick note outlining the date of the visit and date of return to full classroom participation
 - iii. Students with more than two (2) documented sick days in the didactic year may be subject to academic review by the academic performance committee (APC) for review as to their continued progression within the program
 - iv. Absences requested for medical appointments for students or dependents will be considered excused only if a request is made in writing in advance of the appointment with the appointment date and time clearly listed.
 - ✚ Students absent from Didactic Year Classes for medical appointments must present a note from the medical provider confirming the appointment.
- b. Due to the intense nature of the curriculum, students are strongly encouraged to schedule appointments for evenings or weekend hours to avoid class conflicts
- c. A single unexcused absence may result in a referral to the Professional Conduct Review Committee who may issue either a Professional Warning or a Professional Probation.
 - i. Two unexcused absences will result in a Professional Conduct Review Committee meeting to determine all possible sanctions and will result in Professional Probation or dismissal.
 - ii. Continued unexcused absences may be grounds for dismissal from the program

V. Absences (Clinical Year)

- a. All clinical year students must be cognizant of the fact that extended sick time, or numerous sick days will result in the student not being able to fulfill the professional requirements set forth by New York State Office of the Professions or Accreditation Review Committee for the Physician Assistant (ARC-PA).
 - i. The protocol set forth is very specific and not open for debate or discussion. In the event a clinical year student has logged excessive sick hours that will interfere with the clinical hours' requirement.
 - ✚ The student will be counseled to, and a recommendation forwarded to the academic performance committee that the student in question consider requesting, in writing, to the Program Director a Leave of Absence-Medical Designation, with return to full program activities in the subsequent cohort.
 - ii. Any student who is unable to attend a clinical rotation due to illness must email either the DCE/Clinical Coordinator and the Clinical year administrator on the morning of the absence and then must supply, prior to their return to their clinical rotation, a signed, stamped and dated sick note outlining the date of the visit and date of return to full clinical year participation
 - iii. Students with more than two (2) documented sick days in the clinical year may be subject to academic review by the academic performance committee (APC) for review as to their continued progression within the program
 - iv. Absences requested for medical appointments for students or dependents will be considered excused only if a request is made in writing in advance of the appointment with the appointment date and time clearly listed to the DCE or Clinical Coordinator.
 - ✚ Students absent from Clinical Year rotations for medical appointments must present a note from the medical provider confirming the appointment.

VI. Unanticipated Absences (Didactic/Clinical Year)

- a. Unanticipated Absences due to illness, accident
 - Unanticipated absences due to illness, accident or other unexpected events may be considered excused only if reported to the Directors of Medical Education (DME) or Clinical Education (DCE) or Principal Faculty Member as early as possible by 9:00AM on day of absence.
 - ✚ The exception to this above stated policy (sub-section a) pertains specifically to those absences due to illness or accident on the first or last day of a rotation, the day of a scheduled End-of-rotation-exam (EORE) exam, the day before a scheduled didactic exam or the day before or after a scheduled break, vacation, or weekend.
 - a) In the instance noted above and prior to the student returning to class, or their assigned clinical rotation, or being allowed to take an examination a doctor's note MUST be supplied, to either the DME or DCE prior to their return. The doctors note must specifically be signed, stamped and dated outlining the date of the visit and date of return to full academic or clinical year participation

- b) No student will be allowed to continue with their studies or duties or sit for an examination unless all documentation pertaining to “sub-section-a” has been delivered.
- b. Unanticipated Absences NOT due to illness, accident
 - Unanticipated absences, not due to illness, accident or other unexpected events require a written explanation within 24 hours regarding the circumstances of the absence to the Program Director.
 - a) The program director will make the final determination as to the student progression within the program after consulting with the Director of Medical Education

VII. Clinical Site (SCPE’s) Attendance Requirements

Attendance on clinical rotations is MANDATORY. Clinical rotations begin on Monday, unless otherwise stated by the program or Holiday schedule.

All Students who are on their assigned clinical rotations, will follow and adhere to the schedule of the assigned clinical rotations. This includes working holidays, evenings, overnight, and weekend shifts. No student is to assume that they are excused from a clinical rotation just because the UMSV PA Program student schedule differs from their assigned clinical rotation schedule.

If a student is absent, the **Director of Clinical Education, Clinical Coordinators, the Clinical Administrative Assistant AND the Clinical Site must be notified.**

The following attendance guidelines must be followed:

- a. Medical documentation MUST be submitted for all absences resulting from a medical condition.
 - i. In the instance noted above and prior to the student returning to their assigned clinical rotation, or being allowed to take an examination a doctor’s note MUST be supplied, specifically be signed, stamped and dated outlining the date of the visit and date of return to full clinical year participation
- b. Excessive absences may result in disciplinary action.
- c. Failure to notify the school or the rotation site of an absence will result in disciplinary action and referral to the Professional Conduct Review Committee.
 - i. All time away from clinical rotations must be made up to the satisfaction of the Clinical Preceptor and Clinical Coordinator.
- d. Failure to notify the Program and/or preceptor of absences or failure to make up the missed time may result in a deduction in the professionalism grade for the rotation.
 - i. Continuation of such behavior may result in disciplinary action and referral to the Professional Conduct Review Committee.
 - ii. Time may be made up during vacations and weekends or at the end of the clinical year with Clinical Coordinator approval.
 - i. Missed time must be completed before a certificate of completion or a degree will be awarded.
 - ii. Students must provide written documentation of the time made up signed by the preceptor.
- e. A preceptor is required to be present while a student is on a rotation, therefore if a student misses time from a rotation due to preceptor absence, the student must notify the Clinical Coordinators to discuss the situation and ensure the required contact hours are met particularly if there should be a protracted absence.

VIII. Unexcused Absences (Both Didactic and Clinical Years)

- a. Any discovered or reported absence which does not fall into the above categories will be considered unexcused and will be recorded in the student's file.
- b. Any unexcused absence requires written explanation within 24 hours regarding the circumstances of the absence to the Program Director.
- c. A single absence will result in a referral to the Professional Conduct Review Committee who may issue either a Professional Warning or a Professional Probation.
- d. Two unexcused absences will result in a Professional Conduct Review Committee meeting to determine all possible sanctions and will result in Professional Probation or dismissal.
 - Continued unexcused absences will be grounds for dismissal from the program.
- e. Absences on the first or last day of a rotation, the day of a scheduled exam, the day before a scheduled exam or the day before or after a scheduled break, vacation, or weekend are considered unexcused unless prior written approval has been granted.
 - If such an absence is the result of a sudden unavoidable circumstance the Director of Medical or Clinical Education should be notified as soon as possible and provided with a written explanation for the absence within 24 hours
 - If the student is unable to provide documentation to excuse their absence the day/class before a scheduled exam the exam taken will be considered a make-up exam and the highest grade achieved will be a 70 (C-)



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 320-Leave of Absence/Withdrawals/Resumption of Studies

Policy Name: Leave of Absence/Withdrawals/Resumption of Studies
ARC-PA Standard: A3.10; A3.14; A3.15a-d; A3.17e,f
Date Reviewed and Adopted: 07-01-2023

Master's Degree Time Limits

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/masters-degree-requirements/>

SPECIAL NOTE: This is the master's degree requirement for Graduate Master Level Course work at the University of Mount Sant Vincent. This requirement does not apply to UMSV PA Program.

All degree requirements for programs of more than 36 credits must be completed within eight years. The initial semester of matriculation is the semester in which the student is approved for matriculation. Extension of this time limit may be granted due to unusual circumstances upon written request to the Director of the Graduate Program. Candidates are responsible for planning their programs to assure the completion of all requirements within the stipulated period.

Leave of Absence-Medical or Personal

<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/leave-of-absence-and-withdrawal-procedures/>

A student due to a particular set of circumstances, may find it necessary to request a Leave of Absence from the University of Mount Saint Vincent (UMSV)-Physician Assistant Program or to withdraw from the program prior to the end of the academic or clinical semester. Students who wish to request a Leave of Absence will file a request in writing addressed to the UMSV Program Director as well as the UMSV Office of the Provost.

Signed documentation of the approval of the Leave of Absence from the UMSV Office of the Provost must be provided to the PA Program Office.

Leave of Absence-Military

The PA Program is committed to supporting students involved with the military. Students called to active duty will be considered on military leave and should immediately notify the program of this occurrence so arrangements can be discussed.

It is recommended that any military obligations be deferred if possible. If not possible, arrangements must be made to make up any time lost and to ensure the student is adequately prepared to successfully re-enter the program.

Any student requesting a Leave of Absence for Active-Duty Military or Reserve Commitments are to notify the UMSV-PA Program Director immediately upon receipt of your travel orders. Notification must also be made to the UMSV Provost. It is a **mandatory requirement** that you submit copies of your military orders to the above stated individuals immediately upon receipt of those orders. If possible, and if applicable, please have a general timeframe for return from active duty so that a proper re-instatement to the UMSV-PA Program can be designed.

Additionally, and with the consultation of your principal faculty advisor, a remediation program will be developed so that, if time and duty allow, you will be able to keep with a review of your course of studies and return to the program prepared for the resumption of your academic/clinical course requirements.

Leave of Absence-Academic (LOA)

This is an option which may be appropriate for a student who is struggling to maintain the minimum standards of the Physician Assistant Program. The Academic Performance Committee (APC) will evaluate the circumstances surrounding the student's inability to meet the academic standards, and render a decision based on the following criteria:

- a. A semester GPA greater than a 2.667 (B-)
- b. Failure of one academic or clinical course

In the event a student is requesting a leave of absence in the first semester of the Academic year, prior to establishing the mandatory minimum 2.667 (B-) semester GPA, the Academic Performance Committee will use all pertinent data to that point to make its determination regarding the request for leave.

A student who is placed on academic LOA for a maximum of one year forfeits their matriculated status. Upon returning to the program, the failed course(s) must be retaken and passed with a grade of 80 (B-) or better. The student will be required to audit courses designated by the APC.

HE GENERAL STIPULATION

Once the leave of absence request is approved, the student has up to 12 months to submit for approval the criteria necessary for readmission (i.e.: Physician clearance if applicable, submission of additional coursework required, additional supporting documentation and letter of intent).

Students will return on Academic Warning and will remain on it for at least the subsequent semester. Failure to raise the GPA to a 3.00 or greater by the end of the returning semester may result in dismissal from the Program.

The APC may offer the probationary leave option to a student ***only once*** in his/her course of study at the University of Mount Saint Vincent-Physician Assistant Program.

Important Note

Students may not assume that requesting a Leave of Absence in writing implies that the request has been granted. They must receive official approval from the provost. Failure to submit the appropriate documentation will result in a denial of the requested Leave of Absence.

Withdrawal from the University of Mount Saint Vincent-PA Program

<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/leave-of-absence-and-withdrawal-procedures/>

A student may apply for withdrawal from the University before the last day of classes for the semester. The student must complete the Exit Interview Process in the Center for Academic Advisement on or before the effective date of withdrawal.

Withdrawal from a Course

Due to the nature and curriculum design of the UMSV-PA Program a student **will not be permitted** to “drop” or “withdraw” from any selected singular didactic or clinical course work while within the Physician Assistant Program. Students who do not follow this procedure maintain course registration and are assigned a grade of “F” for the course and will be dismissed from the program.

Unofficial Withdrawal

<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/leave-of-absence-and-withdrawal-procedures/>

Matriculated students who “drop out” for a semester or longer will be placed in Unofficial Withdrawal status and will not be permitted to re-enter the UMSV-PA Program and will be considered dismissed from the program. No appeal will be granted.

Resumption of Studies

Once the timeframe for the Leave of Absence has been exhausted the student will be considered for re-admission to the UMSV-PA Program. The following criteria must be adhered to:

- a. A request for readmission, prior to the semester of your intended return, must be presented in writing to the UMSV-PA Program Director, and the UMSV Provost.
- b. An Academic Performance Committee meeting will be held to determine the best course of action with regard to readmission into the UMSV-PA Program. This may include but is not limited to:
 - Auditing of classes with criteria for successful completion determined by the Academic Performance Committee.
 - Remediation of previous didactic or clinical course work.
- c. Depending on the student’s academic status prior to the Leave of Absence, the student may be placed on academic warning or academic probation or continue in good academic standing.
- d. The recommendation regarding student readmission along with any mandated readmission criteria set-forth by the academic performance committee, the recommendation of the UMSV-Program Director as well as the student’s request for readmission will be forwarded to the CMSC Dean of the University or Dean of Students for a final determination with respect to readmission.
 - If the student is successfully readmitted to the UMSV-PA Program, they will sign and have notarized a “Memo of Understanding” outlining their didactic and clinical responsibilities upon resumption of matriculating status.

Financial Aid and Student Loan Consequences

Please be advised that a leave of absence is considered a withdrawal for financial aid purposes and will therefore affect a student's full-time status and financial aid packages. Consequently, loan repayment obligations may be triggered. Students contemplating a leave of absence or withdrawal should consult with the UMSV Department of Financial Aid <https://mountsaintvincent.edu/admission/financial-aid/contact-financial-aid/> in an expeditious manner about all requested leaves of absences and withdrawals for detailed information about the status of their financial aid prior to submitting a Leave of Absence Application. <https://UMSVfa.youcanbook.me/>.

Tuition Cancellation Policy

<https://mountsaintvincent.edu/campus-life/campus-services/student-accounts/tuition-and-fees/payment-plans/refund-policy/>

The University of Mount Saint Vincent-Physician Assistant Program adheres to the tuition Cancellation Policy stated in the UMSV Academic Catalog.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 320a-Special Rules of Progression 1st Semester

Policy Name: Special Rules of Progression 1st Semester

ARC-PA Standard: A3.10; A3.14; A3.15a-d; A3.17e, f

Date Reviewed and Adopted: 07-01-2023

Rules of Progression 1st Semester Students

This specific policy is in effect for first semester students only. This policy does not include students who were decelerated from the 2nd semester into the first semester where auditing of course work was required.

I. First Semester Incoming Students

- a. All freshman (1st year didactic students) are allowed only one (1) make-up examination for failed course work. A second (2nd) failure will result in dismissal from the program with no makeup examination offered.
 - i. The above stated specific requirement pertains only to 1st semester students
 - ii. Beginning with the advent of the 2nd semester, in the event the student fails one (1) course in the 1st semester only one (1) additional makeup examination will remain for the entire didactic year course of study.
 - *Under the normal pathway of progression, an incoming student is allowed two course failures within the entire didactic year of study, except for the 1st semester, which carries its own specific rules of progression.*
 - *This will include any 1st semester course failures. As an example, if a student fails one course in the 1st semester the failure **WILL COUNT** toward the 2-failure limit and the student will only have 1-makeup examination remaining in the entire didactic year course of study*
- b. The 1st year didactic student must maintain a GPA of at least 2.775/4.00
 - i. Failure to maintain a GPA of at least 2.775/4.00 will result in the student being brought in front of the Academic Performance Committee and dismissed from the program.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 320b-Rules of Progression UMSV PA Didactic Program

Policy Name: Special Rules of Progression UMSV PA Program

ARC-PA Standard: A3.10; A3.14; A3.15a-d; A3.17e,f

Date Reviewed and Adopted: 07-01-2023

I. UMSV Schedule 320b-1

In semester I, if a student fails one course, they will be placed on academic probation, and a cumulative make-up exam may be afforded. If the student passes the make-up exam, he/she will progress to the next semester on academic probation standing. If the student fails the cumulative make-up exam/course project, the course grade will be recorded as an F. The student will be called before the APC and may be dismissed from the program.

II. UMSV Schedule 320b-2

In semester I, if a student fails two or more courses, they will not be afforded make-up opportunities, and they will be dismissed from the program.

III. UMSV Schedule 320b-3

The maximum number of comprehensive make-up exams that may be afforded a student during the entire didactic phase is two (2) and in addition, students are allowed one (1) non-comprehensive makeup exam in PD Lab.

- a. Please note there are no comprehensive make-up examinations given in the Physical Diagnosis Lab.

IV. UMSV Schedule 320b-4

If a student has one (1) failure in semesters 2-4 and subsequently passed the make-up examination along with maintaining a CUM GPA of 2.775 this student will be placed on academic warning following a review by the Academic Performance Committee.

- a. If a student has two (2) failures in semesters 2-4 and subsequently passed the make-up examinations, they will be placed on Academic Probation following a review by the Academic Performance Committee.



UMSV 320c-Rules of Progression UMSV PA Clinical Program

Policy Name: Special Rules of Progression UMSV PA Program

ARC-PA Standard: A3.10; A3.14; A3.15a-d; A3.17e,f


Date Reviewed and Adopted: 07-01-2023

I. Progression through the Program-Successful Completion of the Clinical Year

- a. Follow all policies (rules) and regulations published by the UMSV-Physician Assistant Program
- b. Always maintain professional behavior within the UMSV-PA Program and showing respect toward all faculty members and administrative staff of the UMSV-PA Program
- c. Successfully Pass the Clinical Year Summative examination
- d. Successfully pass all End-of-Rotation-Examinations (EORE)


i. *Note: Only 2-Make-up examinations of a failed EORE are permitted during the clinical year of study with successful remediation of the EORE (Make-up Exam)*

- Any student who fails an EORE will have to appear in front of the APC for academic review and possible sanctions which may include:


-  Placement on Academic Warning/Probation

-  Clinical Remediation

- Failure of the EORE **make-up examination** will result in student failing the entire clinical clerkship thus necessitating a repeat of the clinical clerkship and appearance before the APC.

-  *As noted below (section-d) only 1-Clinical clerkship failure is allowable during the clinical year of study.*


- No make-up examination will be allowed following a Failure of a third EORE within the clinical year.

-  Student will automatically be dismissed from the UMSV PA program.

- e. Successfully pass all Clinical Rotations and preceptor evaluations

i. *Note: Failure of One (1) Clinical Clerkship Preceptor Evaluation will result in the following actions*

- Student will have to repeat the failed clinical clerkship along with the EORE

-  Repeating of the clinical clerkship will result in a delay of graduation along with possible placement in the clinical remediation program

- Student will appear in front of the APC for a review of the clinical rotation difficulties and possible remediation

II. ***Failure of a Clinical Clerkship***

- Any student who fails a clinical clerkship will be required to repeat the clinical clerkship at a different facility, NO EXCEPTIONS***
- Failure of a second clinical clerkship will result in the student being dismissed from the UMSV-PA Program***

III. ***Professional Development Assessment Tool (P-DAT) Evaluation***

- At the end of the clinical year (2-months prior to graduation) all students will be evaluated via the use of a *“Professional Development Performance Evaluation Form.”*
 - The *Professional Development Performance Evaluation Form* grades a student based on “Outstanding”, “Satisfactory”, “Needs Improvement” and “Unsatisfactory”. Students **must achieve** a rating of “Needs Improvement” or better in **ALL** categories.
 - Failure to satisfactorily pass the Professional Development Performance Evaluation review will result in the student being placed within the clinical remediation program where the deficiencies noted on the Professional Performance Evaluation Form will be addressed.
 - ✚ Upon successful completion of the above clinical remediation the student will be allowed to graduate from the program.
 - ✚ If the student progress as evaluated within the clinical remediation program shows no improvement in outlined deficiencies that student will not be given clearance to graduate from the program.

IV. ***Granting of Permission to sit for the Physician Assistant National Certification Examination (PANCE)***

- Following successful completion of the entire 28-month course of study within the UMSV Physician Assistant Program all students will be reviewed and evaluated by the Program Director and members of the Academic Performance Committee, which will include both the Director of Medical Education, the Director of Clinical Education and their respective faculty and staff.
 - The sole purpose of this review process is to determine the academic preparedness of the student to take the PA National Board Certification Examination (PANCE)
 - If upon review, it has been determined the student in question is not adequately prepared to pass the PANCE examination on the first pass that student will be denied permission by the UMSV PA Program Director to take the examination.

V. Post-Graduate PANCE Remediation

- a. Upon the recommendation of the Academic Performance Committee and the UMSV Program Director any student who was NOT granted permission to take the PANCE will be subject to the following protocols.
 - i. The student will be placed in a post-graduate remediation program designed specifically to address all academic weaknesses identified by careful review of both the didactic and clinical phases of the program as well a review of the following exams:
 - End of Didactic Year Examination including:
 - ✚ Evaluation of all didactic course work and examinations
 - End of Curriculum Examination
 - PACKRAT I and II
 - ✚ The PACKRAT exams are not utilized for evaluation of didactic and clinical grading they will only be utilized, as is their design, to discover areas of academic weakness and to assist in targeting those areas to improve academic performance on the PANCE.
 - End of Rotation Exams
 - OSCE performance
 - ii. Students placed within the post-graduate remediation program will be staffed with UMSV Principal and Adjunct Faculty. Students assigned to the program will be required to participate in a focused review aligned with their specific academic difficulties as well as successfully pass examinations specifically targeting their academic weak areas of concern.
 - i. There is no set time-limit as to how long this remediation program will last.
 - ii. There will be no cost to the student attributed to this remediation program
 - iii. Students will take and pass a mock PANCE examinations.
 - iv. All faculty (principal and adjunct) must, in their opinion, sign off that the student in question is now well prepared to take and pass the PANCE examination.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 321-Health Clearance Policy and Immunizations

Policy Name: Health Clearance Policy and Immunizations
ARC-PA Standard: A3.07a, b; A3.17b; A3.19
Date Reviewed and Adopted: 07-01-2023

Health Insurance

All full-time matriculated University of Mount Saint Vincent students are required to maintain adequate health insurance coverage. All students will have the Student Health Insurance premium on their bill pending the decision to enroll or waive out.

If you wish to use your personal or family health insurance, you must waive the University -sponsored plan to avoid being charged. Please visit <http://www.gallagherstudent.com/mountsaintvincent> to fill out the waiver form. You will receive an email once you have successfully submitted your petition. Your plan will be reviewed to ensure that it is a comparable plan. You will then receive a second email approving or denying your petition.

If you wish to enroll in the University -sponsored plan, please visit this link, <http://www.gallagherstudent.com/mountsaintvincent> to fill out the enrollment form.

The annual decision form for 2022-2023 will be available beginning on June 15, 2022. The deadline for Fall 2022 students to enroll or waive out is August 31, 2022.

Health Insurance Cost

The 2023-2024 Student Health Insurance Plan charge is ***“To Be Determined”*** for graduate students at this writing. The policy term is effective August 1, 2023 through July 31, 2024.

For further information on the Student Health Insurance Plan, contact customer service at Gallagher Student Health at 844-329-1588 or visit <http://gallagherstudent.com/mountsaintvincent>

For further information regarding the Health Insurance policy please visit the UMSV Campus-Life web site at <https://mountsaintvincent.edu/campus-life/campus-services/health-resources/student-health-insurance/>

Background Checks

Please refer to UMSV-PA Program Policy #307 for more information

Immunizations

The University of Mount Saint Vincent requires students to provide proof of immunizations which are in accordance with the current recommendations for healthcare professionals by the Center for disease Control and the New York state Department of Health.

New York State Proof of Immunization Requirement

In accordance with New York State law, students born on or after January 1, 1957, must demonstrate proof of immunization to measles, mumps, and rubella. Students must submit acceptable medical proof of immunization. Forms are available with registration materials during the admission process. Students who fail to provide the required proof of immunization will not be permitted to register or attend classes until a properly completed form has been submitted to the Office of the Registrar.

To comply with New York State regulations, you must complete the following Measles, Mumps, and Rubella (MMR) and Meningitis Immunization Form found at <https://mountsaintvincent.edu/campus-life/campus-services/health-resources/health-services-forms/> . Please email this form to immunizationrecords@mountsaintvincent.edu

IMPORTANT ADDENDUM TO SARS CoV-2 IMMUNIZATIONS:

During the didactic year the UMSV PA Program will be instituting selected clinical site visits in conjunction with certain didactic course material being offered (i.e., Clinical Correlations). As such affiliated clinical sites will require, in many instances, that all students rotating in any manner through their facility be fully vaccinated against SARS CoV-2 (Covid-19). This is a requirement of the affiliated clinical site and thus is a mandatory requirement prior to a clinical site visit. Failure to obtain the necessary vaccination will preclude the student from participating in this aspect of the program.

It is fully understood that a student may have a medical necessity for refusal of the Covid-19 vaccination and in that instance the following protocol must be noted:

- a. The student must notify their academic advisor prior to the start of any didactic course work*
- b. Any contraindication to the SARS CoV-2 Vaccination must be accompanied with a letter from your primary care physician stipulating this medically documented contraindication.*
 - Students who present a letter from their primary care physician stipulating the medically documented contraindication will be given additional course work, and projects in-lieu of the clinical site visit, which will be graded accordingly.*
 - The documentation from the primary care physician stipulating the medical contraindication **DOES NOT** preclude the student from the SARS-CoV-2 PCR testing requirement.*

Additional Immunizations/Laboratory Tests Required by the UMSV-PA Program

All requirements for the Physician Assistant program should be emailed to physicianassistant@mountsaintvincent.edu, by the defined date in your acceptance packet

- a. SARS-Covid-19 Vaccinations are **MANDATORY** for all students upon admission to the UMSV PA program. (SEE ADDENDUM ABOVE FOR CLEARIFICATION)
 - All admitted PA Students must supply the proof of SARS-Covid-19 Vaccination
 - Both the front and back of the vaccination card must be clearly legible and show both doses and dates.
- b. SARS-Covid-19 negative PCR within one week of the start of classes. **NO EXCEPTIONS**
- c. Annual influenza vaccine
 - Can be updated when available during the fall semester.
 - **NOTE: All students are required to have a yearly, documented flu vaccine. This includes both didactic and clinical year students. Any contraindication to the FluVac must be accompanied with a letter from your primary care physician stipulating this medically documented contraindication.**
 - Influenza Vaccination documentation are a requirement by many of our clinical affiliates prior to the rotation
 - I. Failure to receive an Influenza Vaccination will delay your entry into the clinical year unless proper documentation is on file (see above)
- a. Clinical rotation sites, hospital and clinic areas require further immunization status to be identified. Due to this requirement and to ensure no student is denied participation within a clinical site the following additional immunization and additional testing is required. These include:
 - Laboratory test results:
 1. 2-step PPD Mantoux within one year of entrance to the program.
 - i. If PPD is positive, chest x-ray or QuantiFERON –Gold and record of results, place and date of examination are required.
 2. Tetanus/diphtheria 1-time dose (Tdap) Toxoid within the past ten (10) years
 3. Measles, Mumps, Rubella, Hepatitis-B, and Varicella **vaccine and titer indicating immunity (titers for Clinical Year)**
 - Influenza Vaccination documentation are a requirement by many of our clinical affiliates prior to the rotation as noted above
 - I. Failure to receive an Influenza Vaccination will delay your entry into the clinical year unless proper documentation is on file (see above)
 - SARS Covid-19 negative PCR Test may be required by all clinical sites prior to the start of any clinical rotation.
 - i. Please be aware of this stipulation and arrange to receive a PCR test at least 1-week prior to the start of **all clinical rotations**.

NOTE: If Hep-B Titer shows lack of immunity student must supply proof of immunization.

Meningococcal Meningitis Vaccine

<https://mountsaintvincent.edu/campus-life/campus-services/health-resources/health-services-forms/>

New York State Public Health Law requires all University and university students to either receive the vaccination against Meningococcal meningitis, or acknowledge that they have been made aware of the risks and have chosen not to be vaccinated. **All residential housing students are required to receive the vaccination; they may not sign the waiver.**

Clinical Site Requirements

Prior to entry into the Clinical Phase of the PA Program some Clinical sites may require additional tests to be performed. These may include:

- a. A stool for enteric pathogens may be required prior to clinical training in a newborn nursery.
- b. Urine toxicology test (Drug Screen)
- c. Fingerprinting
- d. Background Check
- e. 2-Step PPD
- f. Hepatitis laboratory titer results for: Hepatitis B Surface Antibody (HbsAB), Hepatitis B Core Antibody (HbcAB) AND Hepatitis B Surface Antigen (HbsAG).
- g. Annual influenza vaccination
- h. SARS- Covid-19 vaccination and/or testing prior to rotation

International Clerkships/Medical Relief Missions

Students participating in international rotations receive information for required immunizations base upon country specific CDC recommendations from Child Family Health International www.cfhi.org after they have identified the country they will be travelling to and can be found at:

<http://cdc.gov/mmwr/PDF/rr/rr6007.pdf>.

Prior to departure students will receive program specific materials with information on making travel arrangements, visa requirements and updated recommended immunizations. CFHI utilizes recommendations from the CDC as well as government officials for country specific requirements for immunizations.

Please check with the Director of Clinical Education/Clinical Coordinator or Clinical Administrative Assistant at least two (2) weeks prior to the start of your clinical rotation to ensure you have all the required immunizations and lab test necessary to proceed with the clinical site training. This is the responsibility of the student. Failure to comply may result in delaying the start of your clinical site rotation.

Health Attestation/Medical Clearance

To ensure the safety of students, staff, clinical agency personnel, and patients, and to comply with clinical agency contract mandates, no students will be permitted to participate in clinical rotations **unless they have been medically cleared**. This may include but is not limited to facility mandated drug screening, background check, PPD testing, color blindness testing, physical exam, respirator mask fit testing, student interview, or facility orientation. It is the physician assistant students' responsibility to ensure all requirements are met. Failure to satisfy these requirements may result in student removal from the rotation site, rotation reassignment and a subsequent delay in graduation. Students must bring copies of all completed health clearance documents with them to every clerkship. Students must keep a copy of the completed health clearance documents for their own records. Health Attestation/Medical Clearance must be updated annually.

The student must complete an annual Health Attestation form including a physical exam. The Health Attestation form will be uploaded to Exxat by the student. DO NOT UPLOAD YOUR PHYSICAL EXAM OR ANY OTHER DOCUMENTS THAT CONTAIN YOUR MEDICAL HISTORY OTHER THAN THOSE REQUESTED BY the UMSV PA Program. Your site may ask you for a copy of your physical examination, which you can provide to them. Please make sure to retain a copy of your actual physical exam form, as that is not uploaded to Exxat, but will be required to participate and rotate at all hospital locations.

Addendum to Immunizations

General Information

Our healthcare (Clinical) affiliate partners have immunization requirements that are unique for each facility. Some are more comprehensive than others, thus considering this fact, we have below a set of standards that will encompass all clinical site affiliates and place all students in “compliance”.

As guests in their facilities our program’s participants must comply with all healthcare screening and other requirements imposed as a condition of the healthcare affiliation agreement.

Measles, Mumps and Rubella (MMR) One Time

Students must have antibody titers for Measles, Mumps and Rubella with ‘Immune’ or ‘Positive’ laboratory ranges. In addition, dates of two (2) MMR vaccinations are also required. If any titer is ‘non-Immune’, the student must then have two (2) boosters for the disease(s), which must be at least one (1) month apart for compliance.

One month following the second (2nd) Booster vaccination, the student will then need to re-titer for the non-immune diseases. Please enter the dates of your vaccinations and titers into the Immunization Form found on the Campus-Life Web-site <https://mountsaintvincent.edu/campus-life/campus-services/health-resources/> Please have the primary healthcare provider fill in all the requested items. Please submit the completed form, AND the lab work printouts for all titers, to American DataBank* (Castle Branch) for processing.

Varicella (One Time)

Students must have an antibody titer for Varicella with an ‘Immune’ or ‘Positive’ laboratory result. If the titer shows to be ‘non-Immune, the student must then have two (2) boosters for the disease, which must be at least one (1) month apart for compliance. Please enter the dates of your vaccinations and titer into immunization form found on the Campus-Life web site <https://mountsaintvincent.edu/campus-life/campus-services/health-resources/>. Please have the primary healthcare provider fill in all the requested items. Please submit the completed form, AND the lab work printouts for all titers, to American Databank* (Castle Branch) for processing.

Hepatitis-B (HeptaVac)

One-time three (3) injections Hepatitis B immunization series. The dates of three (3) Hepatitis B vaccinations are required. In addition, students must have 3 titers: Hepatitis B Surface Antibody (HbsAB), Hepatitis B Core Antibody (HbcAB) AND Hepatitis B Surface Antigen (HbsAG) with a laboratory result.

If the HbsAB titer is 'non-Immune after 2-separate 3 shot series, the student must then have an additional immunization for Hepatitis B to become 'Immune' and re-titer for HbsAB ONLY. If after fourth (4) Hep B shot and 2nd of the series HbsAB titer, student is still 'non-immune', submit all 4 dates of shots along with above required titers.

Students with "negative" titers after completion of the above series of Hep-B Vaccinations the student will be declared "vaccine failures" and no further immunization series will be necessary.

In lieu of providing documentation of the Hepatitis B shot series, students declining the series must submit a Hep B Declination Form AND all three (3) laboratory Hep B titers stated previously.

Please enter the dates of your vaccinations and titer, and of the Declination (if needed), and have your healthcare provider complete, sign and date the attached form. Please submit the completed form, AND the lab work printouts for all titers, to American Databank* (Castle Branch) for processing.

Tetanus Diphtheria and Acellular Pertussis (TDaP): Every Ten Years

Students must have a Tetanus Diphtheria and Acellular Pertussis (TDaP) vaccination, which must be within the last 10 years for compliance. No other type of Tetanus vaccination (TD) is acceptable in lieu of the TDaP.

Please enter the date of your vaccination, and have your healthcare provider complete, sign and date the attached form. Please submit the completed form, AND the lab work printouts for all titers, to American DataBank* (Castle Branch) for processing.

Tuberculosis - PPD (TB Test) or Chest X-Ray: Annual - Students must have an initial 2-step PPD for compliance.

- a. The following 2-step PPD guidelines must be followed:
 - Have 2-step PPD placed.
 - Results must be read by a licensed medical provider within 48-72 hrs to be accepted.
 - If the initial PPD is negative, then in 1-3 weeks repeat PPD placement process as stated above.
- b. If student has a history of Positive PPD or tests positive above (new conversion), it is required that they get:
 - A confirmatory TB Quantiferon Gold Test (one time).
 - i. If test positive on Quantiferon Gold Test the student must provide documentation as to plan of treatment which can be either:
 - 1) Antibiotic Therapy (6-9months) OR
 - 2) Chest X-Ray (CXR) is required (every 3 years) with negative results
 - If there is a history of the BCG vaccination, a QFT-B Test (one time) is required. **No Exceptions**



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 322-Exposure/Needlesticks/Blood Borne Pathogens/Injury

Policy Name: Exposure/Needlesticks/Blood Borne Pathogens/Injury

ARC-PA Standard: A3.07a,b,; A3.08a, b, c,; A3.09; A3.10

Date Reviewed and Adopted: 07-01-2023

Policy on Physician Assistant Student Exposure to Infectious and Environmental Hazards

The University of Mount Saint Vincent has policies in place that effectively address physician assistant exposure to environmental hazards including:

- a. The education of PA students about methods of prevention
- b. The procedures for care and treatment after exposure, including a definition of financial responsibility
- c. The effects of infectious and environmental disease or disability on medical student learning activities

Standard Exposure

1. Standard Precautions
 - a. Consider blood, body fluids and tissue from ALL PATIENTS to be potentially infectious.
 - b. Perform hand hygiene before/after all patient contacts.
 - c. Wear gloves when exposure to blood and body fluids may occur, e.g., during phlebotomy. Change your gloves and perform hand hygiene after each procedure and before contact with another patient.
 - d. Wear a gown, mask and goggles when blood or body fluids splashes may occur, e.g., during surgery, placing nasogastric tubes, etc.
 - e. Report immediately all incidents of blood and body fluid exposure of the following types:
 - Parenteral: needle stick, puncture or cut.
 - Mucous membrane: splash to eyes, nose, mouth.
 - Cutaneous: contact with blood and body fluids on ungloved hands or other skin surfaces that may be cut, chapped, abraded, or affected by active dermatitis.
2. High Risk Exposure
 - a. Needle stick, especially hollow-bore needles and/or deep injury
 - b. Other percutaneous injuries such as cuts
 - c. Source patient with known untreated or poorly controlled infection with HIV/HBV/HCV
3. Lower Risk Exposure
 - a. Mucous membrane splash
 - b. Non-intact skin splash

- c. Human bite with blood exposure
4. Exposure Management
 - a. Possible Hepatitis B, Hepatitis C, HIV exposure.
5. Immediate Response to Exposure
 - a. Clean wounds or punctures with soap and water
 - b. Flush mucous membranes or skin copiously with water or saline
 - c. DO NOT “force bleed” the wound
 - d. DO NOT apply caustics (eg, bleach, organic solvents, hard surface disinfectants, etc.)
6. Post-Response to Exposure
 - a. Exposed Healthcare Worker
 - Hepatitis B & C antibody tests
 - HIV test (4th generation)
 - If HIV PEP will be used: CBC, electrolytes, BUN/creatinine, LFTs, pregnancy test
 - b. Source of Exposure
 - Hepatitis B surface antigen
 - Hepatitis C RNA test
 - HIV test (4th generation)
7. General Treatment
 - a. Tetanus toxoid (if needed)
 - b. No specific treatment if HCV (+) source
8. Hepatitis-B Specific Management
 - a. Hepatitis B vaccine (if not immune)
 - b. Hepatitis B Immune Globulin (HBIG) if not immune and known Hepatitis B surface antigen (+) source
9. HIV PEP
 - a. May be indicated – prescribed according to CDC guidelines based on severity of injury & risk of source patient

On-Campus Incident- Exposure/Needlesticks/Blood Borne Pathogens/Injury

Exposure incidents can occur for a variety of reason. The main concern regarding any exposure incident is the prompt and immediate care and treatment initiated.

In response to an incident which takes place within the confines of the University of Mount Saint Vincent Campus including, needlesticks, exposure to blood borne pathogens or bodily fluids (urine, feces, sputum etc.) or any bodily injury sustained the student is obligated to apply with all accident and injury protocols established by the UMSV-Physician Assistant Program. Protocols are as follows:

- a. Notification must be made to either the UMSV-Program Director, Academic or Clinical Coordinator or any Principal Faculty member immediately, or as quickly as timer allows, but not later than 48-hours.
- b. Notification must be made to UMSV-Campus Security Office and an incident report initiated.
- c. Go directly to either your primary care physician, UMSV-preferred healthcare provider (if open) or the nearest Emergency Department to receive medical evaluation and treatment
- d. A copy of your discharge information sheet with date and time of treatment rendered clearly stated.
- e. Notification to either the Program Director, Academic or Clinical Coordinator if student will be needing time away from academic or clinical duties as per treatment plan

- f. *If the incident occurred in the University's Clinical Education Laboratory/Simulation Lab (CEL), the principal faculty member in attendance must also be notified.*

Off-Campus Incident- Exposure/Needlesticks/Blood Borne Pathogens/Injury

If the injury occurs because of a school related accident including needle-stick injuries, the student must comply with all accident and injury protocols established by the institution/clinical setting.

- a. If you have a needle-stick injury, or other related injury, go directly to the affiliate organization's emergency room/department (if available), the nearest emergency room or private health care provider to receive medical evaluation, treatment, and follow-up care.
 - The student has the right to refuse medical evaluation and treatment.
- b. It may also be required that students follow up with the Risk Management Department of the healthcare affiliate organization as well as any other offices as required by the UMSV clinical affiliate agreement or as deemed appropriate by the clinical preceptor.
 - The student has the right to refuse recommended medical treatment at the clinical site.
- c. All injuries and occupational exposures must be reported to the Program no later than 48 hours following the incident to either the Academic/Clinical Coordinator, Senior Staff Associate and Program director as well as the Director of UMSV Campus Security.
 - A copy of your discharge documentation from the treating medical provider or institution must be submitted with the Incident Report.

All students are required to maintain health insurance while enrolled in the Program. Students are responsible for their own health care while in school. All expenses related to the injury or exposure are the responsibility of the student.

On-Campus or Off Campus Incident- Exposure to SARS CoV-II (Covid-19)

ALL UMSV PA Students are to familiarize themselves with the most recent NYS Dept. of Health Guidelines outlined below

https://nysca.memberclicks.net/index.php?option=com_dailyplanetblog&view=entry&year=2021&month=12&day=30&id=1617:updated-nys-doh-guidelines-related-to-covid-19-exposure-and-infection

New York State Department of Health Releases Updated Recommendations for Healthcare Workers Related to COVID-19 Exposure and Infection

The rapid proliferation of the Omicron variant of the Coronavirus has moved the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (DOH) to again revise their recommendations related to COVID-19.

Whether or not you need to isolate, or quarantine depends upon several factors, including (but not limited to) your exposure, vaccination status, and symptomatology.

Please consider the following guidance from the DOH in order to make the most informed decision. Always check for contemporaneous information from the CDC, NYS DOH, and your local Department of Health for any additional recommendations.

In summary, the isolation and quarantine periods have been shortened to ease the burdens on the critical areas of our healthcare system and the economy, including the Chiropractic profession.

It is also noteworthy that guidelines on return to work specify that cloth masks are not acceptable and KN95 or a properly worn surgical mask must be used.

In addition, the CDC has provided the following for quarantine and isolation as it relates to the general population.

[Isolation / Quarantine Guidance - 12/27/21 - CDC.gov](#)

The NYSCA will continue to seek to inform its members of any changes on a timely basis.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 323-Student Academic/Clinical Evaluations

Policy Name: Student Academic/Clinical Evaluations

ARC-PA Standard: A2.05c-g; A3.17c,d,e,f; B4.01a,b; B4.03a-e

Date Reviewed and Adopted: 07-01-2023

Student Evaluation Criteria

The University of Mount Saint Vincent-Physician Assistant students will be evaluated utilizing various processes to ensure they meet or exceed the standards put forward by the “ARC-PA Accreditation Standards for Physician Assistant Education-5th Edition”.

The processes are listed below:

- a. Didactic (First Year) written or computer-based course related examinations as well as other areas of review including
 - End of Didactic Year (EDY) summative examination
 - History and Physical write-ups
 - Faculty advisory reviews
 - Physical Examination Skill tests
 - Observations by faculty of student involvement in classroom activity, small group projects (Graded Clinical Correlation Projects) and discussion-oriented groups
 - Observed, Structured, Clinical Examinations (OSCE’s) at the end of the didactic year of studies
 - Performance of clinical Procedures
 - Oral patient presentations (in-line with present scope of knowledge)
 - PACKRAT-I (*This will be utilized as an evaluation tool only and will not be utilized for the purpose of determining any student letter or numerical grade*)
 - PDAT (Professional Development Assessment Tool)

- b. Clinical (Second Year) written or computer-based examinations as well as other areas of review including
 - PAEA developed End of Rotation Examinations (EORE)
 - Clinical Year Summative examination
 - History and Physical write-ups
 - Call-back classroom participation
 - Faculty advisory reviews
 - Clinical preceptor evaluations-Clinical
 - Clinical preceptor evaluations-Professional (*See Clarification Below)

- Observations by faculty of student involvement in classroom activity, small group projects and discussion-oriented groups such as:
 - i. Journal Club
 - ii. Poster Development
- Observed, Structured, Clinical Examinations (OSCE's)
- Performance of clinical Procedures via preceptor evaluation
- Oral patient presentations seen during clinical rotations
- PACKRAT-II (This will be utilized as an evaluation tool only and will not be utilized for the purpose of determining any student letter or numerical grade)
- PDAT (Professional Development Assessment Tool)

Grading Criteria

PA PROGRAM GRADING

A	= 93 - 100 %
A-	= 90 - 92.99 %
B+	= 87 - 89.99 %
B	= 83 - 86.99 %
B-	= 80 - 82.99 %
C+	= 77 - 79.99 %
C	= 73 - 76.99 %
C-	= 70 - 72.99 %

Note:

- a. **Any numerical final (not examination) grade below 69.5% will be considered a FAILING grade as per UMSV-PA Program Standards. (64.99% FINALCOURSE Grade=F)**
- b. **Although 80% is a B-, it will only compute out to GPA of 2.667 thus falling below the UMSV-PA Program standard of needing to maintain a 3.00 GPA and thus continued matriculation within the PA Program.**

Professional Evaluations

From the initial day of a student's orientation into the UMSV-PA Program it is stressed to students the importance of always maintaining a professional demeanor. This relates to not only how they interact with faculty and staff but also how they interact with their peers daily. Respect for one's peers is an important aspect of building a professional appearance. Manner of dress and hygiene is also stressed. Other areas include conversational tone, acceptance of criticism, anger management, respect for varying cultures and attitudes and more importantly treating all patients and fellow colleagues as they themselves wish to be treated.

Violations of these standards are taken very seriously within the UMSV-PA Program. Violations of standards of conduct, including but not limited to, the areas discussed above will be the subject of disciplinary actions which may result in:

- a. Professional Warning
- b. Professional Probation (*which will remain on the student's permanent record and can be accessed by employers and other educational institutions*)
- c. Dismissal from the UMSV-PA Program

UMSV 324-Examination Policy

Policy Name: Examination Policy

ARC-PA Standard: B1.03f-h; A2.05d-f; B2.19a, b,c,; B4.03a-e

Date Reviewed and Adopted: 07-01-2023

General Examination Outline

All University of Mount Saint Vincent-Physician Assistant students will be expected to take their examinations at a scheduled date and time. Examinations will be arranged and scheduled with as much advance notice as is possible. Due to the amount of didactic material needed to be covered students can expect that there may be more than one examination scheduled on any given date. This multi-test arrangement will be kept at an absolute minimum and all considerations will be given to the PA Class to assist in minimizing this occurrence.

The date of scheduled examinations may be changed by the faculty when necessary and a minimum of one week's notice will be given when possible. In the event of an unexpected school closure such as a snow-day, unexpected natural event etc., on a day when an exam is scheduled, it will be rescheduled when classes resume on the next scheduled date of return to campus. All UMSV-PA students should be aware of this possible occurrence and plan accordingly.

Examination Policy-Guidelines

Examinations will be given in either a computer-based or written format. Proctors will be present for every examination and will review the specific examination procedure and protocol, including length of exam and seating arrangements prior to the start of every examination. Students will be advised, prior to the start of the examination, of the exact time-length allowed for the examination. The time-length of the examination may vary and is dependent on the number and type of questions being put forward.

During examinations, assigned seating may be used at the discretion of the proctor. Students are not permitted to leave their seats during the exam, other than to turn in their exam/paper or validate completion on their laptop device. Students are required, on all lap-top based examinations, to keep their screens flat to the desk surface to minimize other students from reviewing their lap-top screen.

Once an exam begins, no student is permitted to exit and re-enter the exam room under any circumstances until the exam is completed. Students who finish before the end of the testing period should not remain directly outside the testing room but congregate away from the testing site.

Examination Room Policy-General

Only writing tools and standard calculators (when required) are permitted on the desk. No notebooks/notes/cell phones/smartphones/textbooks/PDA's/ google glasses/I-Watch/laptops/hand-held computers/bags/coats/and personal items will be allowed.

- a. *Any student found in violation of this directive will forfeit the examination and receive a grade of "zero" which will be factored into their final grade as well as appear in front of Professional Review Committee for possible Professional sanctions.*

Examination Room Policy-Cell Phones

All cell phones will be turned off and placed within the proper storage area located in the rear or front of the room. If your cellular phone goes off during an exam, your exam will be taken from you, and you will be graded on the number of questions completed to that point. *So, it is advised that every student turn off their cellular device and not just silence the phone prior to the start of the examination.*

Examination Policy-Violation of Academic Honesty-Cheating

Cheating on an examination is ***strictly prohibited***. If found to be cheating during an examination, your test will be confiscated, you will receive a "Zero" as a test score which will be used to factor into your final grade for the course. Subsequently a recommendation will be forwarded to the Professional Compliance Review Committee (PCRC) where possible sanctions will be instituted including dismissal from the program.

Further guidelines to consider:

- a. Retaining, copying, possessing an exam, in whole or in part, is considered theft of intellectual property.
- b. Reconstructing an exam in writing, in whole or in part, through memorization is considered unethical and unprofessional.
- c. Distributing and accepting such reconstructed exams constitutes academic dishonesty.
- d. Ethical and professional behavior is mandatory during testing and students should refrain from dressing or acting in a manner that can arouse suspicion, i.e., overcoats and brimmed hats, looking around during the exam.
- e. A proctor who observes a student cheating has the right to confiscate the exam and refer the student to the Program Director for referral to the Professional Review Committee with resultant sanctions to be considered.

If it is discovered, following the completion of an examination, that students had an advanced copy of the examination, the entire examination will be discarded, and a new examination put in its place.

Examination Policy-Physical Diagnosis exams and Observed Structured Clinical Examination (OSCE)

As with written examinations, PD-Lab Exams and OSCE's have the added benefit of allowing faculty to evaluate a student across many different parameters to assist in determining the level of clinical competency. These exams can take different forms and incorporate different formats. No matter the format or scenario being utilized cheating in any form will not be tolerated and is strictly forbidden. Most PD Lab exams will utilize either "standardized patients" or students will be evaluated utilizing assistance from other students in your class. In the scenario where students from your class are utilized as "patients" it is expected that ***NO OUTSIDE ASSISTANCE*** in the form of hints, jesters, facial expressions, body motions etc. will be utilized as a form of transmitting answers to the student being tested. All PD lab exams and OSCE's will be videotaped for accuracy of grading and compliance with the above-stated guidelines for testing. If a student has be found to receiving assistance from another student during the examination process both students will forfeit the examination and be given a grade of "zero". In

addition, both students will be brought up in front of the PCRC where possible disciplinary actions will be considered including dismissal from the program.

Examination Policy-Make-up Exams

Specific guidelines regarding this policy:

- a. No make-up examinations will be offered in the event of a failure of an individual exam except under the following circumstances:
 - Failure of a Physical Diagnosis practical examination:
 - i. A student may make-up one (1) failed physical diagnosis practical exam, grade <80%, per semester. A 2nd failure within the same semester will result in the student being referred to the Academic Performance Committee for possible dismissal from the program
 - ii. The make-up examination must be taken within a one-week timeframe
- b. Missed examinations are taken very seriously by the UMSV-PA Program and a decision on allowing a make-up examination is dependent on the following guidelines:
 - The student in question must provide written documentation, addressed to the course instructor and academic or clinical coordinators as to the reason for missing the examination.
 - It is left to the discretion of the course instructor along with the academic and clinical coordinators as to whether or not a make-up exam will be given after reviewing the student's written documentation.
 - i. If the Academic and/or Clinical Coordinator rules a student can take the make-up examination, then the highest grade achievable will be a C- (70%) and 80% for PD Exams.
 - ii. If the Academic and/or Clinical Coordinator deny the student, the permission to take the make-up examination the student can appeal to the Academic Performance Committee who will review the matter and render a determination which can include:
 - ✚ Allowing the student to take the make-up examination with the highest grade achievable being a C- (70%) or 80% for PD and placing the student on Academic Warning and any future missed exams will be grounds for dismissal from the program.
 - ✚ Confirming the denial of the make-up examination and the student will receive a "zero" for that examination.
 - The format of the make-up examination will be at the discretion of the program faculty but will not mirror the original examination that was missed.
- c. The UMSV-PA Program has the right to refuse to offer a make-up exam to any student who is absent or late for an exam, when the exam is scheduled on either of the following:
 - The last day of class before a vacation, scheduled break or weekend.
 - The day classes resume after a vacation, scheduled break or weekend.

Examination Policy-Review of Examinations

The following guidelines will be followed regarding a student request for an examination review:

- a. All students who receive a grade of 76% or less, 80% or less on a physical diagnosis examination, are mandated to meet with their faculty advisor to review all aspects of their examination grade.
 - A student's specific examination will be reviewed in the context of an advising session
 - The examination review will **only cover** the specified "content" area or areas associated with the examination question, or questions which were answered incorrectly.
 - No specific question or questions will be allowed to be reviewed, along with their associated answers with the student.
 - NO student will be allowed to review their actual examination, including incorrect test questions in any format.
- b. Time allotted for the advising session will be up to the discretion of the student's faculty advisor.

Examination Policy-Exam Revision

To ensure the validity of all examinations and to enhance the educational advancement of the PA students, **ALL** examinations offered at the UMSV-PA program are subject to post-examination faculty review.

- a. The faculty will analyze exam question performance and those questions deemed invalid, for any reason, will be dropped from the examination and student grades will be recalibrated.
- b. If it has been determined that one question had two possible answers, both answers will be accepted and the grades re-calibrated
 - Students who received credit initially for the correct choice will not receive extra credit upon grade recalibration.
 - If more than two answers are deemed correct the question will be deemed invalid and dropped and the score will be recalibrated

Examination Policy-Curving of Grades

No curving of any examination grades is allowable.

Examination Policy-Examination Security following an Evacuation

If in the event of a fire-alarm activation or emergency building evacuation the following protocol will go into effect:

- a. The assigned proctor will stop the examination and make note of the time remaining.
- b. Students will proceed to follow the instructions of the proctor as to the egress from the building
- c. Students will not be allowed to converse with each other during the evacuation and will be on the honor-system.
- d. They will not be allowed access to their electronic devices
- e. Upon egress from the building students will line up with the proctor who will monitor the students for compliance in order to maintain examination integrity
- f. Upon termination of the fire-drill or evacuation process students will return to the classroom to their assigned seat and await further instructions.
- g. Depending on the amount of time remaining for the exam, and on the amount of time of evacuation of the building, and on the subsequent availability of the classroom, the instructor and/or faculty member in attendance will determine:

- If the exam resumes immediately upon re-entry, to be completed in the time remaining from the originally allocated time.
 - If the interrupted exam will be disqualified, and a new exam will be given at a later date;
 - If the interrupted exam can be scored as is, but on a pro-rated basis.
- h. If the instructor and/or faculty member determines the examination integrity has been compromised the examination will be cancelled and the academic/clinical coordinator will schedule a second examination within 1-weeks' timeframe and inform students of decision within a 24-hour period.

Any student found in violation of the Academic Honesty Policy during exam evaluation proceeding will be subject to disciplinary action by the Professional Review Committee



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 325-Clinical Site Affiliations

Policy Name: Clinical site Affiliations

ARC-PA Standard: A1.01; A1.02g, A1.03; A3.03; A1.10a, b; A2.09f; A2.16a,b;; B3.01; B3.a-e; B3.04a-d; B3.07a-g;

Date Reviewed and Adopted:07-01-2023

General Protocol and Policy

Clinical site affiliations are established by the signing of an approved affiliation agreement between the UMSV-Physician Assistant Program Director and the responsible party at the clinical affiliation site. Prior to the signing of the affiliation agreement the proposed clinical site is vetted by the UMSV-PA Program Clinical Coordinator and the Program Director. An affiliation agreement must be executed with the proposed affiliate and the required verification of the proposed clinical preceptor's and other associated medical providers credentials must be completed prior to utilization of the site for a clerkship, either required or elective.

Student Procurement of a Clinical Site Rotation

Students are **NOT ALLOWED** to solicit any clinical site or preceptors. It is the responsibility of the UMSV-PA Programs Clinical Coordinator to obtain, maintain, verify and coordinate all clinical sites as well as recruiting of the clinical preceptor.

If any student is asked to provide or solicit their own clinical site(s) or Preceptor(s) student will report this immediately to the Program Director, Academic or Clinical Coordinator



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 326-Clinical Site Visits and Evaluations

Policy Name: Clinical Site Visit and Evaluations

ARC-PA Standard: C2.01a, b, c; D1.05

Date Reviewed and Adopted: 07-01-2023

Evaluation of Clinical Site-Faculty

A University of Mount Saint Vincent-Physician Assistant Program Principal Faculty member will arrange with the associated site clinical preceptor on an annual basis to discuss the overall performance of students assigned to the clinical site. The principal faculty member will also initiate a review of the clinical curriculum for suggestions or changes that will lead to an enhancement of the clinical educational environment and improvement of the overall performance of the clerkship site. The principal faculty member assigned to the site visit will also initiate a review of the program policy/procedure, student evaluations of site including its strengths and areas of where improvement may be necessary.

The program will conduct, as a part of the annual site visit, an evaluation to ensure that each site used during supervised clinical practice meets prescribed expectations for learning outcomes and performance evaluation measures. Any site that is found to be of concern by program faculty, or adjunct faculty, or any site that falls beneath the program benchmark of 3.5 by student evaluation will be site visited by faculty on a continuous basis until improvements have been met and deficiencies corrected.

All preceptors must hold a valid license that will be verified by program (*See UMSV 325b*). Physicians should be specialty board certified in their area of instruction. Physician assistants will be teamed with physicians' board certified in their area of instruction. Other licensed health care providers should be experienced in their area of instruction.

Physicians who are not board certified or other licensed health care providers serving as preceptors shall be evaluated and determined by the Medical Director and Program Director to be appropriate for the specified area of instruction.

Evaluation of Clinical Site-Student

Each student is required to complete a student critique of the clerkship site, which is handed it at the end of each clerkship. Student evaluations of sites provide feedback to assist in identifying site strengths and weaknesses. A compilation of the student critique will be reviewed with preceptors during the annual faculty evaluation of the site.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 327-Standards of Progression-Didactic Year

Policy Name: Standards of Progression

ARC-PA Standard: A1.02e; A1.04; A3.13d; A3.15a, b, c, d, g ; A3.17d;

Date Reviewed and Adopted: 07-01-2023

All University of Mount Saint Vincent Physician Assistant Students are required to maintain a cumulative GPA of 3.00 or higher.

Students must maintain a minimum grade of C- (70%) in all UMSV designated courses as well as a “P” in all UMSV pass/fail courses.

Students must also complete all of the requirements designated for every UMSV specific courses

Promotion through the Didactic Year

- a. All University of Mount Saint Vincent Physician Assistant Students must comply with the following criteria:
 - Standards of Principles of Conduct for the Physician Assistant set forth in the UMSV-PA Student Handbook and by the National Commission on Certification of Physician Assistant (*Revised 2019*)
<https://www.nccpa.net/code-of-conduct>
 - Guidelines for Ethical Conduct for the PA Profession set forth by the American Academy of Physician Assistants (AAPA), *Adopted 2000 Reaffirmed 2013, amended 2004, 2006, 2007, 2008, 2018* <https://www.aapa.org/download/56983/>
 - Adhere to the policies of the University of Mount Saint Vincent-Physician Assistant Program
 - Adherence to the guidelines set forth in the UMSV graduate handbook regarding “Academic Honesty”
<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/academic-honesty/>
<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/academic-honesty-and-student-conduct/>
 - Adherence to the guidelines set forth in the UMSV Physician Assistant Policies and Procedures Manual regarding “Academic Honesty”
<https://mountsaintvincent.edu/graduate-adult/graduate-programs/pa-studies-program/pa-studies-program-policies/UMSV-308-academic-integrity/> (UMSV 308)

- b. All written, physical, or combination examinations must be successfully completed.
- c. A satisfactory rating from the Academic Performance Committee must be obtained through meeting all academic and professional standards as outlined above
- d. Students must demonstrate that they possess the clinical skills that will be needed for clinical practice as determined by the University of Mount Saint Vincent-Physician Assistant Program

Progression through the Program-Successful Completion of the Didactic Year

Please carefully review UMSV 320-a,b,c, for a detailed explanation of progression within the 1st semester.

- a. Follow all policies (rules) and regulations published by the UMSV-Physician Assistant Program
- b. Maintain professional behavior within the UMSV-PA Program at all times and showing respect toward all faculty members and administrative staff of the UMSV-PA Program
- c. The Physician Assistant Student must successfully pass each University of Mount Saint Vincent designated letter graded courses with a minimum grade of a “C-” (70%) and a “P” in all PASP pass/fail graded courses.
 - In the Clinical Medicine Courses the student **MUST** successfully pass all the modular components of the clinical medicine courses
 - *Note: Aside from successfully passing each designated letter course with a grade of C- (70%) the PA student must also maintain a cumulative GPA of 3.00 following the completion of each didactic and clinical semester.*
- d. Students are required to pass the end of the didactic year summative examination with a C- (70%) to be able to proceed into the clinical year
- e. Students are required to pass the end of the didactic year OSCE with a B- (80%) to be able to proceed into the clinical year
- f. Students must receive a satisfactory or better rating from the Academic Performance Committee (APC) by meeting all academic and professional standards.
 - At the end of the didactic year all students will be evaluated via the use of the “Professional Development Assessment Tool” PDAT.
 - i. The PDAT grades a student based on “Outstanding”, “Satisfactory”, “Needs Improvement” and “Unsatisfactory”. Students **must achieve** a rating of “Needs Improvement” or better in **ALL** categories where applicable in order to proceed into the Clinical Year of Studies.
- g. Upon recommendation of the Academic Performance Committee (APC) during the end of didactic year academic review of all students a student may be denied entry into start of the clinical year due to documented deficiencies within the didactic year courses of study. The student, although passing all the necessary minimum academic requirements, was deemed to need further remediation so as to successfully pass the requirements associated with their on-going clinical rotations.

Failure of either the Didactic end-of-the-year summative examination and/or OSCE

- a. Failure of the didactic end of the year Summative:
 - Students will be allowed to take a remediation examination (make-up) and must achieve a score of C- (70%) to pass.
 - i. Failure of the Didactic end-of-the-year remediation examination (make-up) will automatically trigger a referral to the Academic Performance Committee (APC) by the Director of Medical Education where the following student options will be discussed:
 - a) Dismissal from the program

- b) Deceleration
 - c) Students will be placed within the pre-clinical year 6-week remediation course and will not be allowed to enter the clinical year.
 - At the end of the 6-week pre-clinical remediation course the student must successfully pass all remediation course requirements as well as a didactic summative examination with a score of C- (70%)
- b. Failure of the didactic end of the year OSCE:
- Students will be allowed to take a remediation examination (make-up) and must achieve a score of B- (80%) to pass.
 - ii. Failure of the end of the didactic year OSCE remediation examination (make-up) will automatically trigger a referral to the Academic Performance Committee (APC) by the Director of Medical Education where the following student options will be discussed:
 - a) Dismissal from the program
 - b) Deceleration
 - c) Students will be placed within the pre-clinical year 6-week remediation course and will not be allowed to enter the clinical year.
 - At the end of the 6-week pre-clinical remediation course the student must successfully pass all remediation course requirements as well as the end of the didactic year OSCE with a B- (80%)
- c. Failure of the Remediation Course requirement will result in student:
- Dismissal from the program
 - Deceleration



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 328-FERPA

Policy Name: FERPA

ARC-PA Standard: A3.17a, b, c, d, e, f; A3.18; A3.19

Date Reviewed and Adopted: 07-01-2023

Explanation of FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. It is also known as the Buckley Amendment and gives students the rights to:

- a. Inspect and review their education records.
- b. Request a correction to their education records.
- c. Request that the institution does not disclose directory information about them.
- d. File a complaint with the U.S. Department of Education.

What is considered directory information at the University of Mount Saint Vincent?

At the University of Mount Saint Vincent, directory information on each student includes the following information:

- a. Student name
- b. University email address
- c. Major field of study
- d. Participation in officially recognized activities and sports
- e. Weight and height, if member of athletic team
- f. Dates of attendance
- g. Degrees
- h. Honors and awards received

What does the FERPA mean for faculty and advisors at the University of Mount Saint Vincent?

FERPA guidelines as they apply to faculty and advisors are as follows:

- a. Only access those student records you need in the course of normal business.
- b. Do not post grades publicly.
- c. Only post grades in SSB (Self-Service Banner)
- d. If a student requests to receive a grade directly, use only University issued email accounts for both sender and recipient.

- e. Do not release any non-directory information without written authorization from the student, not even to a student's parent(s) or legal guardian(s).

To obtain additional information or training regarding the FERPA for Faculty and Advisors at the University of Mount Saint Vincent, please contact the Office of the Registrar.

<https://mountsaintvincent.edu/academics/resources/registrar/ferpa/>



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 329-Graduation Requirements

Policy Name: Graduation Requirements

ARC-PA Standard: A3.15a, b, c, d; A1.02e; C1.02d E1.09b

Date Reviewed and Adopted: 07-01-2023

Graduation Requirements-General

The University of Mount Saint Vincent-Physician Assistant Program will review all pertinent student academic and clinical files prior to graduation. Students within the UMSV PA Program **MUST FULFILL** all PA Program and University of Mount Saint Vincent academic and clinical requirements, including but not limited to compliance with all academic integrity and disciplinary policies set-forth in the UMSV-PA Student and Graduate Handbooks, prior to being awarded a diploma and to be eligible for the physician assistant national certifying examination.

Graduation Requirements-Specific Requirements

- a. Any outstanding financial balance must be reconciled with the University of Mount Saint Vincent Office of Student Accounts (Bursar)
<https://mountsaintvincent.edu/campus-life/campus-services/student-accounts/tuition-and-fees/payment-plans/payment-responsibilities/>
<https://mountsaintvincent.edu/campus-life/campus-services/student-accounts/>
- b. Satisfactory completion of all UMSV required courses and courses for the Physician Assistant Program
- c. Satisfactory completion of all courses in the professional curriculum with a minimum grade of a "C-" (70%) in a UMSV letter graded course, and a "P" in a UMSV pass/fail graded course.
 - **Important Note:** *Passing all course work with a minimum grade of C- (70%); 80% for PD DOES NOT by itself satisfy the requirement for graduation.*
 - *A student must achieve a cumulative GPA of 3.00 or greater*
 - *Failure to achieve this benchmark GPA of 3.00 will hinder any graduation.*
- d. Satisfactory completion of all clinical clerkships, and clinical evaluations
- e. Satisfactory completion of all assignments,
- f. Satisfactory completion of a summative written examination given at the end of the didactic year
- g. Satisfactory completion of a comprehensive physical exam and didactic OSCE (Objective Structured Clinical Evaluation) or simulation given at the end of the didactic year,
- h. Satisfactory completion of a comprehensive written summative examination given at the end of the clinical year,

- i. Satisfactory completion of a comprehensive clinical OSCE given in the last 3 months of the clinical phase,
- j. Satisfactory completion of a comprehensive Professional Development Assessment Tool, (see *UMSV 327 for a complete outline of PDAT requirements*) administered within the last 4 months of the clinical phase
- k. Completion of the PACKRAT-I examination at the end of the didactic phase and PACKRAT-II administered in the last 4 months of the clinical phase
- l. Compliance with standards of conduct and guidelines for ethical conduct and professional performance standards as listed in the student handbook and outlined by the NCCPA and AAPA.
- m. Candidates for degrees must declare their candidacy by filing a *graduation application with the Office of the Registrar* in accordance with the following schedule:
 - January degree conferral —file on or before November 1st (previous year)
 - May degree conferral—file on or before October 1st (previous year)
 - August degree conferral—file on or before February 1st (same year)
 - Graduation Applications may be obtained at the Office of the Registrar. Candidates should meet with their advisors to make sure that there is a reasonable certainty that all degree requirements will be satisfied prior to the graduation date.
 - Applications received after the deadline may not be processed.
- n. Additional information regarding graduation may be found at:
<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/graduation-procedures/>



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 330-Loss of Accreditation

Policy Name: Loss of Accreditation

ARC-PA Standard: A1.02d, f, h; A3.12a; C1.03; D1.02c; E1.01b; E1.03; E1.13

Date Reviewed and Adopted: 07-01-2023

Policy Note

The Policy dictated here is in anticipation of program being granted accreditation-provisional via ARC-PA at their accreditation meeting to be held in March 2022.

In accordance with federal law and the University of Mount Saint Vincent's accreditation through the Middle States Association of School and University s, in the unanticipated event of either program closure, or loss of accreditation, the University of Mount Saint Vincent-Physician Assistant Program would fulfill its obligation to currently matriculated students and continue to provide the necessary didactic and clinical experiences for them to complete the program.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 331-Emergency Response, Campus Security and Crisis Management

Policy Name: Emergency Response, Campus Security and Crisis Management

ARC-PA Standard: 1.02g;

Date Reviewed and Adopted: 07-01-2023

The University of Mount Saint Vincent *Emergency Response and Evacuation Procedures* <https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/emergency-response-evacuation-procedures/> establishes policies, procedures, and an organizational structure that will provide for the efficient, strategic management of major emergencies which occur at any of the campuses associated with the University of Mount Saint Vincent.

Responding and Reporting an Emergency

<https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/emergencies/>

- I. The campus maintains several 24-hour emergency call boxes, which can be used to contact and speak with Campus Safety and Security personnel immediately. A supervisor will respond at once to your location. These boxes are located at:
 - a. Villa Parking lot (west side)
 - b. Main entrance of Seton
 - c. Main entrance of Alumnae/ Mastronardi Hall
 - d. Main entrance of Spellman Hall
 - e. Main entrance of Marillac Hall
 - f. Main entrance of the Peter Jay Sharp Athletic and Recreation Center
 - g. 261 Street at the rear of the Science building
 - h. 261 Street at the entrance to the Marillac parking lot
 - i. Lobby of Founders Hall
- II. To facilitate a fast response, students should contact Campus Safety and Security immediately at (718) 405-3434 or (718) 548-2116 if police, fire department, EMS, or other emergency departments are needed on campus. The Campus Safety and Security staff will then assist by making the call and directing the responding units to the appropriate campus location.
- III. If you must call 911 directly, make sure to give the proper address as 6301 Riverdale Avenue, Bronx, NY 10471, University of Mount Saint Vincent. The cross street is West 263rd Street and Riverdale Avenue. Notify Campus Safety and Security as soon as you have made your call to 911.

- IV. In addition to reporting a crime, you should notify Campus Safety and Security if you are suspicious that criminal activity has taken place, or if you have observed a suspicious act, person, or vehicle on campus or in the immediate area.
- V. When contacting Campus Safety and Security, please try to **provide a complete and accurate description** of the individuals or vehicles involved, and the specific location of the incident. If you leave your name and number, every attempt will be made to inform you of outcome. Calls of this nature will be given the highest possible priority.
- VI. Any problem that occurs when notifying Campus Safety and Security, or in response to a call, should be brought to the attention of the Director of Campus Safety and Security as soon as possible.
- VII. The federal “Student Right to Know and Campus Security Act” mandates that statistics on campus crime be compiled and made available to students and other interested parties. Prompt reporting of criminal activity allows for correct and up-to-date reporting to the entire community and assists in instituting preventative measures.
- VIII. The Office of Campus Safety and Security is not automatically informed of information reported to the city police, so a separate notification is important. While the Campus Safety and Security staff will gladly assist in reporting alleged incidents to the police, they cannot always do so without the student’s authorization. <https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/security-procedures/crime-statistics/>

Campus Safety and Security

<https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/>

- I. The University of Mount Saint Vincent is in the North Riverdale neighborhood of New York City. We have a 24-hour security booth at the entrance of the campus, and we provide a safe and comfortable environment for our resident and commuter students. Riverdale offers students the best of both worlds—we are just 20 minutes from midtown Manhattan, on a scenic 70-acre campus of rolling lawns and wooded hills overlooking the Hudson River.
- II. The safety and security of all people, property, and programs on the campus of the University of Mount Saint Vincent is the top priority of the Office of Campus Safety and Security.
- III. Campus Safety and Security coordinates this effort with various campus offices to provide a safe and healthy environment for all members of the University community so they can feel secure and free to pursue their academic activities within a safe and civil environment.

Contact

(718) 405-3722

security@mountsaintvincent.edu

Maloney Center 1

Emergency Response Procedures

- I. In the event of a significant emergency or situation, that endangers the health or safety of the campus community, the Director of Campus Safety and Security or a designee via the “Send Word Now” notification system will issue a timely warning to the community.

- II. Time permitting, the notification will be made after a conferral with the executive staff and emergency personnel. The content of the notification will consider its effect upon the rendering of assistance to victims and the efforts to mitigate the emergency. The responding Campus Security personnel will make the initial assessment of the situation, notify and assist the proper emergency authorities, and notify the Director of Campus Safety and Security. The Emergency Plan is posted on the University website.

Evacuation/Relocations Procedures

<https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/emergency-response-evacuation-procedures/>

- I. If the evacuation of a building or buildings is necessary, it will be directed and coordinated by the Incident Commander (Director of Campus Safety and Security or the initial responding campus Security Supervisor) in cooperation with the responding emergency personnel.
- II. *Send Word Now* messages will provide specific directions.
 - a. If a campus wide evacuation is deemed necessary, the 261 Street emergency exit will be opened, and the evacuees will be directed by either campus Security or first responders to one of two short-term relocation sites:
 - The Hebrew Home of Riverdale (located at 5901 Palisade Avenue) or Saint Margaret of Cortona School (located at 452 W. 260 Street).
 - A Communications Center will be established at either the Peter J. Sharp Recreation Center in the offices of the Director of Athletics and Recreation, the Elizabeth Seton Library, or downstairs Hudson Heights.
 - Everyone will remain at the relocation site until it is deemed safe by the Director of Campus Safety and Security after conferral with the appropriate responding emergency personnel.

Send Word Now Alert Communication

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/employee-manual/other-available-services/6-13-send-word-now/>

- I. The University has an emergency notification system in place, it's called: *Send Word Now*.
- II. This automatic notification program has proven very helpful in campus situations across the country when emergency messages were needed. Employees and students alike are required to enroll and provide their personal information (home and cell phone numbers, personal email addresses, etc.) In case of the need for emergency notification, a message will come from: "Mount Saint Vincent Alert System [swnalert@sendwordnow.com]"

If you have any questions, please contact the Computer Services Help Desk, at (718) 405-3340.

Shelter-In-Place Policy and Procedure

<https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/emergency-response-evacuation-procedures/>

- I. A Shelter in Place drill is conducted during the fall and spring semesters. Prior notice is given to the Mount community via the University broadcast email system and "*Send Word Now*". When an order to Shelter in Place is issued by the Director of Campus Safety and Security the following directions are to be adhered to:
 - a. Must stop class, work, and business operations
 - b. Stay within a secured room and away from windows and doors

- c. Close window blinds and turn off lights, televisions, stereos, etc.
- d. Barricade door with furniture if possible
- e. Remain quiet, place cell phones on silent mode
- f. If outdoors, get indoors
- g. Remain Sheltered in Place until directed by first responders and/or Campus Security
- h. Pedestrian and vehicular traffic will be prevented from entering the campus



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 332-Fire Safety Policy

Policy Name: Fire Safety Policy

ARC-PA Standard: A1.02g

Date Reviewed and Adopted: 07-1-2023

Fire Safety Policy

<https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/fire-safety-policies/>

- I. Definition
 - a. Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- II. Prohibited Items
 - a. Electrical devices and electronics that are not UL rated (Underwriter Laboratories rated).
 - b. Extension cords are not permitted in residence halls.
 - c. Space heaters
 - d. Halogen lamps
 - e. Hookahs
 - f. Live Christmas trees, wreaths or jack-o-lanterns
 - g. Items hanging from walls or ceilings that could interfere with vents, electrical outlets, or otherwise pose a fire hazard.
 - h. Furniture that is not fire retardant
 - i. Devices that produce an open flame
 - j. Microwave ovens, exceeding 700 watts
 - k. Electric blankets
- III. Approved Electrical Appliances
 - a. Microwaves are not to exceed 700 watts
 - b. Power strips must be UL rated
 - c. Energy star efficient appliances

The University of Mount Saint Vincent can prohibit any item that could possibly pose a fire hazard.

Fire Safety Evacuation Policy and Procedure

- I. Fire Event or Smoke Condition
 - a. Get out of the area and alert others of the condition and the need to evacuate.
 - b. This can be accomplished by knocking on doors and stating the condition as you leave the area through the nearest exit.
 - c. Activate the nearest fire alarm pull station.
 - d. Call fire emergency services at 911 and campus security at 718-405-3434. Provide as much information as possible regarding the condition.
 - e. Everyone must evacuate the building at once through the nearest exit.
 - f. The evacuees will then proceed across the street from the affected building. They will remain there until the Fire Department investigates.
 - g. The evacuees will be allowed to re-enter the building only after the Fire Department declares the area "all clear" and upon direction of Campus Security and Resident Assistants.



UMSV 333-Security and Personal Safety Measures-Student/Faculty

Policy Name: Security and Personal Safety Measures-Student/Faculty

ARC-PA Standard: A1.02g

Date of Last Review: 07-01-2023

The security and personal safety of all University of Mount Saint Vincent-Physician Assistant students and faculty is taken very seriously by the University and Physician Assistant administration. All students and faculty should feel safe and secure at all times while on campus or at an assigned clinical rotation. It is the policy of the University of Mount Saint Vincent Physician Assistant Program to maintain a safe work and learning environment for faculty, staff and students providing appropriate security and personal safety in all locations where instruction occurs. If, at any time, the student does not feel safe or secure at a clinical site for any reason, please contact the clinical preceptor at your clinical site as well as the clinical coordinator and program director immediately.

Campus Security

Procedure for Reporting Crimes

The Office of Campus Safety and Security operates 24 hours a day, 365 days a year. Security personnel are available to assist employees who may need an escort to their car or office. Security should be contacted any time an unusual person or situation is encountered.

In the event that they are the subject of or witness to a criminal incident on campus or in the immediate area of the University, members of the University Community are encouraged to report the crime immediately to the Security staff of the University or to the municipal police agencies that are responsible for our area. Crimes can be reported on a voluntary and confidential basis. This can be accomplished by calling one of the phone numbers listed below or by calling 911 directly. The Security Department obtains from the relevant police department a complete and accurate account of the crime and provides that information to the administration as quickly as possible. Depending on the severity of the incident, the administration may hold meetings to clarify the report to the University community.

In the event of a serious violent felony on the campus, the 50th Precinct will be notified as soon as practical, but no later than 24 hours after the incident. *A timely warning sent via the "Send Word Now" notification system will be issued by the Director of Campus Safety and Security or designee to apprise members of the University Community of an emergency or dangerous situation that could affect the safety of the Community.* The "Send Word Now" notification system will notify all

registered users by telephone, text message, and/or E-mail of pertinent information. Advisory notices will be disseminated via the University email system and posted on digital signage on campus, when appropriate, to convey accurate accounts of incidents and relevant preventive measures that can be taken by the community. When appropriate, meetings with the Director of Campus Safety and Security, administrators, staff and students provide up-to-date information on the direction and scope of the police investigations.

Any criminal activity on campus can also be reported to the following:

263rd Street Security Booth (718) 405-3434 and (718) 548-2116
Director of Campus Safety and Security at (718) 405-3722
Dean of Students at (718) 405-3253
Assistant Dean of Students at (718) 405-3225

“Send Word Now”

The University has an emergency notification system in place, it’s called: Send Word Now. This automatic notification program has proven very helpful in campus situations across the country when emergency messages were needed. Employees are required to enroll and provide their personal information (home and cell phone numbers, personal email addresses, etc.) In case of the need for emergency notification, a message will come from: “Mount Saint Vincent Alert System [swnalert@sendwordnow.com]”

If you have any questions, please contact the Computer Services Help Desk, at (718) 405-3340.

Security Emergency Call Boxes

Three 24-hour Emergency Call Boxes can be used to contact Security personnel stationed at the 263rd Street Security Booth. The Call Boxes are at the following locations on campus. A blue light and sign are above each box to assist in locating them after dark.

The call boxes can be found at the following locations on campus:

Call Box #1 – Villa Lot (West Side)
Call Box #2 – Rear of Science Hall
Call Box #3 – 261st St. Entrance to Marillac Lot

Red-Colored Emergency Phones

There are also Red colored Emergency Call Phones located at the lobby of Founders Hall, the entrances of Marillac Hall, Spellman Hall, Alumnae/Mastronardi Halls, Seton Hall, and the Peter Jay Sharp Recreation Center.

To use, open the box lid and push the CALL button (with the exception of the call phone at Founders, where you have to dial extension 3434). The phone will be answered by the Officer at the Security Booth. State your location and the problem, and the Security Supervisor will be directed to respond at once to your location.

Security Personnel

From 12 a.m. to 7 a.m., seven days a week, Security personnel equipped with a portable radio system are assigned to the main lobbies of all residence halls. Security Officers on motor and/or foot

patrol also respond to any report of criminal activity. If requested, escorts of students are provided by Security Officers to assure their safety.

Missing Student Notification Procedure

Every student has the option of registering a confidential contact person. If a student who is missing has such a person listed, this person will be contacted within 24 hours to ascertain if they can provide information regarding the location of the missing student. The confidential contact information will be maintained by the University and made available to campus Security and law enforcement personnel to assist in the investigation. Law enforcement will be notified within 24 hours that a student is reported missing.

The parent or guardian of a student less than 18 years of age and not emancipated will also be notified within 24 hours that a student is reported to be missing.

When a student is missing from a residence hall, it will be reported immediately to Campus Security directly or through the Office of the Dean of Students or any other campus authority. After a preliminary investigation, if the student is not located, the 50th Precinct will be notified as soon as practical, but no later than 24 hours after the initial report. The 50th Precinct will respond and investigate the whereabouts of the student. Campus authorities will cooperate and assist in the investigation.

Campus Access Policy

During business hours, the University (excluding housing facilities) will be open to students, parents/guardians, employees, contractors, guests and invitees. During non-business hours, access to the campus grounds by members of the local community is permitted as long as they do not pose a threat to the security requirements of our University and as long as their behavior is in keeping with the academic environment. Guests and invitees are permitted on campus to attend University functions. Individuals entering campus buildings must have a valid reason for their presence, such as conducting University business, neighborhood residents using the University library, or visiting residents during established visitation periods.

The University has one vehicular and pedestrian entrance at West 263rd Street, which is manned by Security 24 hours a day, 365 days a year. The perimeter of the property is fenced and a gate at West 261st Street can be opened to allow entrance and egress to emergency vehicles.

When open, all residence hall entrances are staffed from 8 p.m. until 7 a.m. by personnel directed by the Office of Housing and Residence Life or the Office of Campus Safety and Security. Every other ingress is locked and alarmed. After 8 p.m., visitors must be signed into any residence hall by the resident host. All visitors must present a valid photo identification, such as a driver's license or University identification card in order to enter. A record of all visitors is maintained at the front desk of each residence hall. Those found in the residence halls not properly registered at the front desk are required to leave immediately.

Emergency Response and Evacuation Procedures

In the event of a significant emergency or situation, that endangers the health or safety of the campus community, the Director of Campus Safety and Security or a designee via the "Send Word Now" notification system will issue a timely warning to the community. Time permitting, the notification will be made after a conferral with the executive staff and emergency personnel. The content of the notification will take into account its effect upon the rendering of assistance to

victims and the efforts to mitigate the emergency. The responding Campus Security personnel will make the initial assessment of the situation, notify and assist the proper emergency authorities, and notify the Director of Campus Safety and Security. The Emergency Plan is posted on the University website.

Evacuations

If the evacuation of a building or buildings is necessary, it will be directed and coordinated by the Incident Commander (Director of Campus Safety and Security or the initial responding campus Security Supervisor) in cooperation with the responding emergency personnel. Send Word Now messages will provide specific directions. If a campus wide evacuation is deemed necessary, the 261 Street emergency exit will be opened, and the evacuees will be directed by either campus Security or first responders to one of two short-term relocation sites:

The Hebrew Home of Riverdale (located at 5901 Palisade Avenue)
Saint Margaret of Cortona School (located at 452 W. 260 Street).

Relocations

If the Director of Security/designee deems relocation necessary after conferral with the Emergency Management team, all persons will be directed by Campus Security to one of these locations: Hayes Auditorium or Hudson Heights. A command post will be established in the location utilized to maintain communications with first responders.

Shelter in Place

A Shelter in Place drill is conducted during the fall and spring semesters. Prior notice is given to the Mount community via the University broadcast email system and Send Word Now. When an order to Shelter in Place is issued by the Director of Campus Safety and Security the following directions are to be adhered to:

- Must stop class, work, and business operations
- Stay within a secured room and away from windows and doors
- Close window blinds and turn off lights, televisions, stereos, etc.
- Barricade door with furniture if possible
- Remain quiet, place cell phones on silent mode
- If outdoors, get indoors
- Remain Sheltered in Place until directed by first responders and/or Campus Security
- Pedestrian and vehicular traffic will be prevented from entering the campus

Off-Campus Clinical Site Rotations and Events

Students at all times must be aware of their surroundings while attending off-site clinical rotations or outside events. Students and faculty must have an awareness of their surroundings and develop a sense of developing trouble. Below are some useful “tips” for all students to adopt when attending outside clinical site rotations and events:

1. Prior to reporting to your assigned clinical site rotation all students will be updated on the security protocol for that specific site.
2. While at a clinical site you have the right, if you are driving, to be escorted from your vehicle into the clinical facility to begin your assigned rotation and from the facility to your vehicle and the end of your workday. If a request for an escort was either ignored or refused the

student **MUST** report this immediately to their assigned preceptor AND the program clinical coordinator and program director.

Commuting utilizing mass transit

1. At all times have your means of travel and your route planned out well in advance.
 - This does not only apply to clinical site rotations but also to off-campus activities you may be attending
2. If utilizing the NYC subway system, consider the following recommendations:
 - Prior to entering the subway take note of your surroundings and suspicious individuals that may be standing near or by the entrance
 - While on a subway platform stand near a group of other individuals if possible (safety in numbers)
 - Stand in the center of the subway platform.
 - Do not enter a darkened station at any cost
 - If concerned, you are being harassed dial “911” immediately and speak in a clear voice give your location and wait for NYPD assistance preferably in a crowded area. DO NOT hesitate to utilize the “911” system.

Uber and Lyft Car Services

When utilizing ride-share services make sure the vehicle you are entering has same license plate number as the ride-share you requested. NEVER ENTER a strange vehicle. If this should occur take note of the vehicle plate number and report this incursion to either campus security or the NYPD Immediately.

UMSV 334-Faculty Executive Committee

Policy Name: Faculty Executive Committee

ARC-PA Standard: A1.02a-j; A2.04; A2.05a-h; A2.10;

Date Reviewed and Adopted: 07-01-2023

PA Program Faculty Executive Committee (FEC)

Members:

1. PA Program Director
2. All Faculty and staff
3. All committee chairs provide reports
4. Medical Director

This meeting involves all operational aspects of the program. This is where information and conclusions are brought forward following a comprehensive review of the program during the faculty retreat process and presented to the curriculum committee, clinical committee, admissions committee, and other ad hoc committees. Program policy is ratified and major decisions about strategic planning are voted upon. One-Year; Five-Year and Ten-Year Long-Range Goals are reviewed and updated as required.

The FEC oversees and votes regarding all programmatic decisions, both assessment and operational. The faculty executive committee will take into consideration or additions, deletions, recommendations and planning strategies put forward by the various committees in determining the appropriate course of action to be taken moving forward with regards to programmatic development. All programmatic decisions involving curricular modifications, implementation of policy and programmatic self-assessment, and accreditation are voted upon and enacted by this committee based upon recommendations of the program committees and reviewed by the entire faculty and staff at the yearly faculty retreat.

Additional responsibilities include reviewing ARC-PA requirements, rolling out in-house, in-service training, and meeting with learners (as a group) to:

1. Address needs or questions about the program
2. Implement orientation to the next phase of the program
3. Update learners on projects
4. Promote scholarship opportunities
5. Encourage PA leadership opportunities
6. Plan for community outreach
7. Review promotional materials
8. Share updates from the graduate school, University, professional meetings, etc.

**ARC-PA Compliance Committee Subcommittee of Executive Committee (ARC)
Sub-Committee of the FEC**

This committee is dedicated to ongoing compliance with the 5th Edition ARC-PA Standards. Therefore, standards will be systematically reviewed throughout the academic year to ensure the program is continuously in full compliance.

Role of the Sub-Committee of the FEC

1. Continually review the ARC-PA Accreditation Standards published by ARC-PA for necessary updates, revisions, and deletions.
2. Develop a working model for addressing updates, revisions, or deletions to allow the program to maintain full compliance with all ARC-PA Standards
3. Recommend alterations to the Data Gathering procedure so as to allow correct information and data to be uploaded as necessary



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 335-Academic Curriculum Committee

Policy Name: Academic Curriculum Committee (ACC)

ARC-PA Standard: B1.01a-d; B1.02; B1.03a-h; B2.01; B2.02-B2.20 (Inclusive of all sub-sections)

Date Reviewed and Adopted: 07-01-2023

The ACC will review all data received from the assessment process. The ACC analyzes data generated from the Data Analytic Committee and makes recommendations for improvement to the Faculty Executive Committee (FEC) for consideration.

Consists of Core Faculty Members, Chaired by the Directors of Medical Education/Academic Coordinator (DCE/AC) along with the Director of Clinical Education/Clinical Coordinator (DCE/CC). The ACC reviews all the didactic courses and clinical clerkships and makes decisions regarding programmatic changes based on quantitative and qualitative data findings (and subsequent faculty discussion). The committee utilizes program specific benchmarks for comparison with the program's curricular content and sequence, and it also prepares the ARC-PA's Self-Study Report (SSR) Appendix-14, UMSV PA program assessment.

Specifically, the role of the Academic Curriculum Committee is to:

- a. Review and update the mission as needed
- b. Design the Program Curriculum
- c. Develop Syllabi structure
- d. Develop Syllabi specific Learning Outcomes
- e. Develop Syllabi specific Instructional Objectives
- f. Perform appropriate mapping of programmatic content with graduate outcome data
- g. Review best practices to determine future trends for curriculum development
- h. Develop goals and objectives for the program that align with the UMSV and PA Program Mission Statement
- i. Review aggregate data involving the admissions process to ascertain whether changes need to be made to overarching requirements
- j. Initiate the development of curriculum, as indicated review, finalize, and approve proposals
- k. Initiate the revision/updating of course objectives and curriculum content, as indicated review, finalize, and approve proposals
- l. Program assessment: Review aggregate data, once completed, at the data analytic committee level to make determinations regarding areas needing modification
- m. Analyze student reviews of faculty, preceptors, and clinical sites, and makes decisions based on findings

- n. Assign workloads to core and adjunct faculty
- o. Assign academic advising caseloads to faculty for formative and summative outcome monitoring, to counsel learners regarding academic outcomes and any professional issues
- p. Review employer surveys, exit surveys, and PANCE findings at the aggregate level
- q. Review student retention and graduation rates, etc.
- r. Sets standards for the summative assessment process



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 336-Clinical Curriculum Committee

Policy Name: Clinical Curriculum Committee

ARC-PA Standard: B3.01; B3.03a, b,c,d,e; B4.03a,b,c,d,e

Date Reviewed and Adopted: 07-01-2023

Consists of core faculty members and is Chaired by the Director of Clinical Education/Clinical Coordinator

The duties of the Clinical Curriculum Committee are as follows:

- Review clinical year policies and procedures and update as necessary
- Ensure that supervised clinical practice experiences (SCPE's) enable all students to meet the program's learning outcomes for preventive, emergent, acute, and chronic patient encounters
- Ensure that supervised clinical practice experiences (SCPE's) enable all students to meet the program's learning outcomes across the life span, to include infants, children, adolescents, adults, and the elderly
- Ensure that supervised clinical practice experiences (SCPE's) enable all students to meet the program's learning outcomes for women's health (to include prenatal and gynecologic care)
- Ensure that supervised clinical practice experiences (SCPE's) enable all students to meet the program's learning outcomes for conditions requiring surgical management, including pre- operative, intra-operative, post-operative care
- Ensure that supervised clinical practice experiences (SCPE's) enable all students to meet the program's learning outcomes for behavioral and mental health conditions.
- Conduct strategic planning and implementation of clinical site development
- Operationalize clinical site review strategies
- Troubleshoot clinical student concerns and issues
- Tabulate and prepare clinical year-related data and transmission to the data analytic committee
- Decide placement of students into clinical sites
- Conduct appropriate public relations activity to promote the PA profession
- Study best practices related to PA clinical education
- Develop in-line with the NCCPA Content Blueprint the Clinical year Summative Examination.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 337-Data Analytic Committee

Policy Name: Data Analytic Committee (DAC)

ARC-PA Standard: Self-Study Appendix-14

Date Reviewed and Adopted: 0-01-2023

Core Faculty Members:

The DAC is charged with facilitating the analysis of programmatic data. This includes the following objectives:

- Liaison and work closely with the PA Program's self-study consultant to ensure all required surveys and ancillary documentation was forwarded to all parties as necessary to fulfill the requirements set-forth in the ARC-PA Appendix-14 guidelines regarding the PA Program self-study process.
- Will be chaired by a research coordinator designated by the PA Program Director
- Review data sets and prepare for statistical analysis
- Review trend data and make recommendations to the curriculum committee about areas needing further analysis
- Analyze and tabulate qualitative data from preceptors, graduates, student evaluations of faculty, student evaluation of courses, and faculty evaluation of the program
- Operationalize the programs assessment plan involving all quantitative and qualitative analysis
- Compile and analyze important trend data such as but not limited to:
 - i. graduation rates
 - ii. student attrition rates
 - iii. faculty and staff attrition rates
- Compile and analyze data from admissions cycle to determine appropriate metrics and recommendations to the admissions committee
- Analyze formative and summative data to determine student risk stratification
- Analyze graduate outcome such as PANCE
- Review and analyze clinical year data from preceptors and students
- A Research Coordinator will be a part of the DAC and their role will be fundamentally to compile, analyze, research, and outline the data being inputted so that the full DAC can be best prepared to draw conclusions based upon the most reliable presentation of data
- Minutes are taken by the PA Program Administrative Assistant



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 338-Admissions Committee

Policy Name: Admissions Committee

ARC-PA Standard: A2.05b; A3.11; A3.12a-l; A3.13a-e; A3.15a-g; A3.14; A3.17a-f; A3.18; A3.19

Date Reviewed and Adopted: 07-01-2023

The Admissions Committee is responsible for screening applicants and learner selection. The Admissions Committee will invite and welcome PA alumni, current PA students, to participate in the process.

The admission committee's responsibilities include:

1. The design and set-up of the CASPA portal at the beginning of each new admission cycle commencing in May
2. The reviews of admissions policies and procedures and their alignment with the PA programs current policies and procedures.
3. Assures the accuracy and consistency of admissions publications (website, brochure, catalog, etc.). Notifies the UMSV senior administration of website errors specifically relating to the PA Program but within the UMSV graduate website outside the PA Program website.
4. Reviews and evaluates admissions requirements, including prerequisite courses, to ensure adequate applicant preparation for the program's curriculum.
5. Analyzes aggregate learner data related to attrition, deceleration, remediation, and performance/attrition data in the context of admission demographics.
6. Principal faculty and the program director ONLY be responsible for, and actively participate in the processes of selection applicants for admission to the PA Program
7. The admission committee must make student admission decisions in accordance with clearly defined and published practices of the PA program
8. Minutes are taken by the Administrative Assistant



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 339-Exposure to Infectious and Environmental Hazards Policy

Policy Name: Exposure to Infectious and Environmental Hazards Policy

ARC-PA Standard: A1.02g, A1.04, A3.08a,b,c

Date Reviewed and Adopted: 07-1-2023

Prevention

The University of Mount Saint Vincent Physician Assistant Program follows the guidelines and recommendations of the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding the use of Standard Precautions to prevent the spread of infection and reduce occupational exposure to blood and body fluid pathogens. Current CDC recommendations for Standard Precautions include:

1. Proper hand hygiene
 - a. Hands should be washed with soap and water if hands are visibly dirty or soiled with blood or other body fluids, or after caring for patients with known or suspected infectious diarrhea
 - b. If hands are not visibly soiled an alcohol-based hand rub may be used
 - c. Hands should be washed in each of the following instances:
 - Before touching a patient, even if gloves will be worn
 - After contact with a patient's intact skin
 - After removing gloves
 - After any contact with body fluids or excretions, mucus membranes, non-intact skin and wound dressings
 - After contact with inanimate objects, including medical equipment, in the immediate vicinity of the patient
 - Before eating and after using a restroom
2. Use of personal protective equipment (gloves, gown, mask, etc.)
 - a. Gloves must be worn when there is a risk of contact with or when handling blood or body fluids or when there is potential for contact with mucous membranes, non-intact skin, or contaminated equipment
 - b. Masks, protective eyewear, and gowns must be worn along with gloves when performing or assisting with procedures with a risk of body fluid or other hazardous materials splashes or sprays

3. Safe use of injections and sharps
 - a. Work in well-lit areas and keep sharps disposal containers within easy reach
 - b. Use self-sheathing needles and needleless systems when possible
 - c. Do not recap needles unless required by the specific procedure being performed
 - d. Keep exposed sharps in your view and be aware of people around you
 - e. Place all needles and disposable sharps in designated puncture resistant containers as soon as possible after use
 - f. Keep fingers away from the opening of sharps containers
4. Safe handling of potentially contaminated surfaces or equipment
 - a. Areas in which patient care activities are performed should be cleaned and disinfected at the conclusion of the procedure
 - b. Reusable medical equipment should be cleaned and disinfected (or sterilized) according to the manufacturer's instructions
5. Respiratory hygiene/cough etiquette
 - a. Cover your mouth with a tissue when coughing or sneezing
 - b. Use the nearest waste receptacle to dispose of tissue after use
 - c. Perform hand hygiene after contact with respiratory secretions and contaminated objects
 - d. Wear a mask when examining a patient with symptoms of a respiratory infection

Before any patient care or laboratory experience occurs, all UMSV physician assistant students must complete yearly OSHA training and education regarding needle stick/sharps procedures and prevention of blood borne pathogens. The course is available at:

<https://www.infectioncontroltraining.com/infection-control-training> .

Each rotation site for students should have a working needle stick/sharps policy in place. Before beginning any rotation, a student must complete any site-specific safety and security training requirements if required by the institution

Students must notify the program's Director of Medical Education/Academic Coordinator and either the course director or the course instructor (if in the didactic phase) or the Director of Clinical Education/Clinical Coordinator (if in the clinical phase) as soon as possible following any exposure to bodily fluids or potentially serious infectious disease.

POST-EXPOSURE CONTROL

Should an exposure to blood and/or other body fluid or a needle stick injury occur, the procedure for obtaining appropriate medical care is as follows:

1. When exposure occurs: Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; eyes and mucous membranes should be flushed with water if there has been a contact with blood or body fluids. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

2. All exposures to blood or body fluids must be reported immediately to the preceptor AND to the program's Director of Clinical Education. The Director of Clinical Education will assist in the notification of the appropriate medical care providers (employee health office, nursing supervisor, or emergency department, if applicable) that the student is reporting to them for initiation of Exposure to Blood Borne Pathogen Protocol and ensure that the plan is working smoothly. The DCE/AC will make sure that the student is appropriately excused from the rotation to complete this workup.
3. Medical Evaluation: It is extremely important that medical evaluation take place immediately because treatment decisions must be made within 2 hours of exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2–4 hours. It is also extremely important to evaluate the donor's risk status immediately.
4. Medical Evaluation Facilities
 - a. the incident occurs on the UMSV Campus during regular working hours, the student should report IMMEDIATELY to the UMSV PA Program Office located on the 4th floor of Founders Hall on Campus. If an incident occurs outside of regular UMSV School Hours the student MUST notify the PA program's Program Director or the Director of Clinical Education as soon as possible.
 - b. If the incident occurs during a supervised clinical rotation (SCPE) outside of the UMSV campus, the student should follow the infection control policy and procedures required for that facility. In the absence of a specific facility policy regarding exposures, the student should report IMMEDIATELY to the nearest Emergency Department for evaluation and treatment and notify the PA program's Program Director and the Director of Clinical Education as soon as possible.

Financial Responsibility and Program Participation

1. Financial responsibility: Students will be financially responsible for all costs incurred during compliance with this policy, including emergency treatment, laboratory evaluation, medical treatment, and follow-up care.
2. Program Participation: Continued participation in the activities of the PA program will not be affected by any injury or illness that occurs while enrolled provided the student continues to meet all technical standards and fulfill all defined requirements for program progression and is not directly infectious by way of routine contact.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 500-Student Counseling Center

Policy Name: Student Counseling Center

ARC-PA Standard: A1.04; A2.05e; A3.10; B2.12a-c

Date Reviewed and Adopted: 07-01-2023

Counseling Center

<https://mountsaintvincent.edu/campus-life/campus-services/counseling-center/>

Counseling is a process that helps individuals explore personal issues through discussion with trained professionals.

The University of Mount Saint Vincent-Physician Assistant Program faculty and staff along with the staff of the UMSV Counseling Center are available to assist all UMSV-PA students with assistance should they be required. In an emergency situation, ***faculty must address the situation immediately.***

- a. The Counseling Center strives to provide high quality mental health services for the University of Mount Saint Vincent student body.
- b. Through individual counseling and crisis intervention, as well as workshops, support groups, and referrals to community providers, our clinicians are dedicated to helping our students work towards emotional growth, healing and awareness.

Common Concerns

Students must realize that there is not just one reason to seek support from the UMSV Counseling Center. The Counseling Center helps students navigate issues big and small. Whatever struggle or difficulty you are having the Counseling Center is there to help. Please avail yourself of this important and vital resource.

- a. Some of the common concerns of that students may face include *but are not limited to:*
 - Stress or pressure
 - Sadness or depression
 - Relationship issues
 - Anger or irritability
 - Adjustment or homesickness
 - Anxiety
 - Sleep or appetite changes

- Suicidal thoughts or self-harm
- Body image or self esteem
- Trauma
- Grief or loss
- Substance use or abuse
- Identity discovery

I. Counseling Services Offered

a. Individual Counseling

- Students interested in individual sessions typically meet with their counselor on a weekly basis for a period of six weeks (on average).
- During this time, students can expect that their counselor will conduct an intake assessment, create goals, and begin to address their concerns.
- In the event that the student needs more than six sessions to achieve their goals, the Counseling Center is generally able to accommodate.
- Students who do not want to come on a regular basis are also welcome to drop in as needed for support.

b. Support Groups

- the Counseling Center offers a Grief Group, a weekly, drop-in support group for students who have experienced a significant loss.
- If you are interested in attending the group, please email counseling@mountsaintvincent.edu

c. Workshops

- This is a valuable asset to many students and includes workshops relating to:
 - i. Test Anxiety
 - ii. The importance of student collaboration
 - iii. Communication
 - iv. Dealing with family pressure

II. Counseling Center Confidentiality

The services of the Counseling Center are confidential and private. Neither the identity of the students using the service, nor any disclosures made by students are shared without written consent, except in circumstances involving clear and imminent danger to the student or others.

III. Contact Information

(718) 405-3332

counseling@mountsaintvincent.edu

Founders Hall 333

Hours of Operation

Monday through Friday

9 a.m. – 4:30 p.m.

We are sometimes able to offer later hours, depending on staffing. When you request an appointment, please indicate that you prefer later hours.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 501-Crisis Intervention

Policy Name: Crisis Intervention

ARC-PA Standard: A1.04; A2.05e; A3.10; B2.12a-c

Date Reviewed and Adopted: 07-01-2023

Crisis Intervention-General Outline

If you have immediate concerns about another student's safety, do not leave them alone. Call the Counseling Center at (718) 405-3332 to see if a clinician is available. You can also email the Counseling Center at counseling@mountsaintvincent.edu

If no one answers or if the Counseling Center is closed, please call one of the following offices, which are here to help all students, faculty and staff.

- Office of Student Affairs (718) 405-3253/3226 in Founders Hall 114
- Office of Campus Security and Safety at (718) 405-3434 in Maloney Center 1
- In an emergency situation call:
 - i. 9-1-1
 - ii. Campus Security at (718) 405-3434

Students who are concerned about a friend are encouraged to contact an RA, professor, or any staff member in addition to the offices listed above.

Please do not walk a fellow student to the Counseling Center unless you have spoken to a clinician who is available.

University of Mount Saint Vincent PA Program Faculty Responsibilities

- In the event of an emergency situation, PA faculty must address the situation immediately. In the event of an emergency taking place during normal business hours, the faculty assesses the situation following the guidance provided by the Counseling Center.
- If the emergency occurs after the counseling center is closed or unavailable, the faculty must stabilize the situation as best as possible then contact 911 immediately for further assistance (NYPD, NYFD-EMS) and also immediately contact UMSV security, noting place, incident and advising security NYPD and NYFD-EMS have been notified.
 - i. Faculty must be cognizant of student/faculty welfare at all times and move all non-essential faculty and students to an area of safety.

University of Mount Saint Vincent PA Program Student Responsibilities

- If in the event of UMSV PA Faculty unavailable students are directed to UMSV-Crisis Counseling Web page at: <https://mountsaintvincent.edu/campus-life/campus-services/counseling-center/mental-health-emergencies/> which gives specific details on handling the crisis situation.
 - i. Students must immediately contact 911 (NYPD, NYFD-EMS) for assistance
 - ii. Contact Office of Campus Security and Safety at (718) 405-3434 in Maloney Center 1 giving location (library, residency hall etc.) nature of incident and contact number of individual making the call.

University of Mount Saint Vincent Referrals and Off-Campus Resources

Riverdale Mental Health (RMH)

5676 Riverdale Avenue

Riverdale, N.Y. 10471

(718) 796-5300

Riverdale Mental Health accepts most insurance and works on sliding scale fee.

The Jewish Board for Family Services

521 West 239th Street

Riverdale, N.Y. 10463

(718) 601-2050/2280

The Jewish Board for Family Services accepts most insurance and offers a sliding scale fee.

Parnes Clinic–Ferkauf Psychology Center at Yeshiva

1655 Morris Park

(718) 430-3852

Bronx, N.Y. 10461

Counseling at the Parnes Clinic is completed on donation–no insurance is required.

Columbia Presbyterian Hospital–Columbia University

513 West 166th Street, 3rd Floor

New York, N.Y. 10032

(212) 305-6001

Insurance is required at Columbia Presbyterian Hospital.

Fordham University–The Psychological Services Institute

33 West 60th–Eighth Floor

New York, N.Y. 10023

(212) 636-7754

The fee at Fordham University’s Psychological Services Institute begins at \$30–no insurance is required.

gsepsi@fordham.edu

Medical Doctors–Beech Street Providers

The University of Mount Saint Vincent provides our students with Beech Street Health Insurance. The providers who are geographically accessible are listed below.

For other providers, please go to Beechplus.beechstreet.com or call (800) 432-1776
(For Eligibility and Claim Inquiry please call: (800) 504-0142)

General Medical Center
3510 Johnson Avenue
Bronx, N.Y. 10463
(718) 601-8205

General Medical Offices
530 West 263rd Street
Bronx, N.Y. 10463
Ask for any Beech Street Provider or (914) 423-8118

General Medical Practice
3125 Tibbett Avenue
Bronx, N.Y. 10463
(718) 543-2700

Hospitals

The Counseling Center works closely with a variety of hospitals to serve our students when and if needed.

Montefiore Medical Center – Wakefield Campus
(718) 920-9000
600 East 233rd Street
Bronx, N.Y. 10466

St. Joseph's Hospital Health Center
(914) 378-7000
1 Larkin Plaza
Yonkers, N.Y. 10701

North Central Bronx Hospital
(718) 519-5000
3424 Kossuth Ave
Bronx, N.Y. 10467



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 502-Student with Disabilities and Reasonable Accommodations

Policy Name: Student with Disabilities and Reasonable Accommodations

ARC-PA Standard: A1.04; A2.05e; A3.10; B2.12a-c

Date Reviewed and Adopted: 07-01-2023

Students with Disabilities

<https://mountsaintvincent.edu/academics/support/students-with-disabilities/>

The University of Mount Saint Vincent-Physician Assistant students who are seeking reasonable accommodations and services on the basis of a diagnosed permanent or temporary disability are required to submit all documentation to verify eligibility under “*Section-504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990*”.

Office of Disabilities Services

Will provide support services that enable students with documented disabilities to maximize their academic participation and learning experience.

The purpose for reasonable accommodations is to provide equal access to academic opportunities by reducing or eliminating disadvantages due to a disability.

The provision of all reasonable accommodations and services is based upon a case-by-case assessment of the impact of the student’s diagnosis on his/her academic performance and/or University participation at a given time in the student’s academic life. Reasonable accommodations do not guarantee specific outcomes or level of achievement.

Office of Disabilities Services-Contact Information

Contact

(718) 405-3718

ods@mountsaintvincent.edu

Elizabeth Seton Library 2nd Floor

Definition of Reasonable Accommodations

Under the American Disability Act (ADA), a reasonable accommodation is defined as a service that does not fundamentally alter the programs, course design, living space, and activities provided to other students. Additionally, the accommodation may not pose a financial or administrative burden to the University

- a. Students who are receiving reasonable accommodations with regard to expanded time for examinations will be afforded the following courtesies:
 - You will start the assigned examination in a room designated by the Counseling Center as appropriate to fulfill your assigned accommodations and within the parameters of your assigned accommodation.
 - The student will start the examination within the time scale for extra time allotted (i.e., 1-hour or 1.5 hours) prior to the rest of the class cohort.
 - i. As an example, if the test is scheduled for 9:00am the student requiring reasonable accommodation will start the test 1 or 1.5 hours (7:30 or 8:00am) ahead of the cohort.

Reasonable Accommodation-Timeframe

<https://inet.mountsaintvincent.edu/accommodations.html>

A reasonable accommodation request can be initiated at any time during the student's academic enrollment at the University .

- a. The time to process an application may vary and the decision process does take time.
- b. The timeframe of the review process is determined on a case-by-case basis; however, students are encouraged to begin the process at least 4 weeks in advance of the date they are requesting to start their accommodation.
- c.

The University may not be able to arrange for accommodation that are not requested in a timely manner.

Housing accommodation requests are based on availability. Even if a student is approved for housing accommodation, they may be placed on a waiting list.

Reasonable Accommodations-Guidelines

<https://inet.mountsaintvincent.edu/accommodations.html>

The following guidelines for requesting reasonable accommodation must be followed to ensure that your request is maximized, and all services offered can be delivered in the appropriate time-span.

- a. Students requesting reasonable accommodations (academic and housing) must initiate the application process by applying through the *Office of Disabilities Services* (see contact information above)
- b. Covered disabilities include conditions that will substantially limit one or more of a student's major life activities.
 - Physical
 - Sensory
 - Cognitive
 - Mental health Impairment

Reasonable Accommodation-Application Process

Students are required to complete the following process:

- a. Complete the on-line "Reasonable Request Form"
<https://inet.mountsaintvincent.edu/accommodations.html>
- b. Submit the appropriate documentation
- c. Meet with the Director of Disabilities Services

Reasonable Accommodations-Approval

- a. Once the application process is completed and approved, the student will receive accommodation letters.
- b. Students are responsible for submitting the appropriate letter to faculty and/or administrator.

Reasonable Accommodations-Confidentiality

<https://inet.mountsaintvincent.edu/accommodations.html>

- a. All submitted supporting documentation will be placed on file by the Office of Disabilities Services



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 600-Tuition Refunds

Policy Name: Tuition Refunds

ARC-PA Standard: A1.02k; A3.12f; E1.09c: C1.03f

Date Reviewed and Adopted: 04-21-2021

For complete information regarding the University of Mount Saint Vincent tuition refund policy please refer to:

<https://mountsaintvincent.edu/campus-life/campus-services/student-accounts/tuition-and-fees/payment-plans/refund-policy/>

Specific policies may apply regarding the Physician Assistant Program. Please review carefully and discuss all question with the Financial Aid Office at the University of Mount Saint Vincent



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 601-Drug and Alcohol Policy

Policy Name: Drug and Alcohol Policy
ARC-PA Standard: B2.17a-g; B4.03e
Date Reviewed and Adopted: 07-01-2023

Alcohol Policy

<https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/alcohol-drug-policy/>

The University of Mount Saint Vincent seeks to uphold all local, state and federal statutes regarding the use, sale, service or manufacturer of alcohol. Students under the age of 21 are not permitted to possess, purchase, or sell, nor are they at any time permitted to consume alcoholic beverages on University of Mount Saint Vincent property or at University of Mount Saint Vincent sponsored events. Students 21 years of age and older are legally permitted to purchase alcohol and to consume alcohol in areas designated for this use. Use of alcoholic beverages and possession of open containers of alcohol are prohibited in all public areas of campus buildings and campus grounds unless expressly approved by a professional member of the Student Activities staff in conjunction with the Dean of Students, or the senior administrator of a respective division of the University .

Standard of Conduct

No alcohol is permitted inside the residence halls where the majority of the residents are under the age of 21.

Resident Students and Alcohol Policy

Resident students 21 years of age and over are permitted to possess and consume alcohol in the privacy of their rooms as long as no one under 21 is present in the room. Kegs and beer balls are not permitted in residence halls. Visitors to campus who, in the judgment of University Security or administrative staff, appear to be under the influence of alcohol or drugs and exhibit behavior that represents a threat to the safety or well-being of the University community, may be banned from the campus or any facility thereof.

Drug Policy

Standard of Conduct

<https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/alcohol-drug-policy/>

Any possession, use, sale, manufacturer or distribution of illegal or controlled substances on University of Mount Saint Vincent property is considered to be a violation of this policy. Likewise, students who are knowingly present where illegal substances are kept or deposited or who are in the company of any person, knowing said person is in possession of illegal or controlled substances or drug paraphernalia are also in violation of this policy.

The University maintains an interest in the off-campus behavior of its students, to the extent that the behavior reflects upon the reputation and safety of the institution itself. The University, therefore, reserves the right to institute disciplinary action whenever a matriculated student off campus behavior results in an arrest and/or conviction for an alleged violation of criminal law regarding illegal drug usage, sale or manufacture of illegal drugs.

Legal Implications

The University seeks to uphold all local, state, and federal laws regarding illegal substances.

University of Mount Saint Vincent Physician Assistant Program Specific Disciplinary Standards for Students Possessing, Using, Distributing and/or Selling Drugs and Controlled Substances

The University of Mount Saint Vincent-Physician Assistant Program has adopted a “ZERO TOLERANCE” level regarding the use of any controlled substance. This includes but is not limited to marijuana, heroin, cocaine, amphetamines (unless prescribed for documented medical conditions ie. ADHD), and Benzodiazepines.

Students must be aware that there is a significant difference in “decriminalization vs legalization”. Many of our affiliate clinical sites have adopted a similar approach and zero tolerance policy. It is the policy of the UMSV-PA program to mirror that requirement. Any student who takes a “Drug Screening” examination and tests “**POSITIVE**” will be subject to disciplinary action by the Professional Conduct Review Committee with possible dismissal from the UMSV-PA program.

Note:

- a. A positive drug conviction will preclude you from receiving your medical license upon graduation.
- b. A DWI (Driving while Intoxicated) conviction may preclude you from receiving your medical license upon graduation or find it difficult to achieve approval by a hospital medical board for privileges to practice
- c. A DUII (Driving under the Influence) conviction may preclude you from receiving your medical license upon graduation or find it difficult to achieve approval by a hospital medical board for privileges to practice

Note: An important aspect of Professionalism is to report to either class or a clinical clerkship prepared to enthusiastically participate in either didactic or clinical duties. If under the influence of drugs or

alcohol this standard will be difficult to meet and may result in possible disciplinary actions being enforced.

Special addendum and addition to UMSV PA Program Drug Policy

Please refer to the following link for a clearer understanding of NYS Laws.

[cannabis-management-fact-sheet-penal-law_0_0.pdf \(ny.gov\)](https://www.cannabismanagementfactsheetpenal-law-0-0.pdf)

NOTE TO ALL STUDENTS

We have no control over the individual requirements or drug policy for individual institutions or private offices. We defer within the UMSV PA Program to the most stringent drug policy assigned to a specific institution. This policy is to ensure all students are adequately prepared for every clinical rotation and no problems will be associated due to individual institutions' drug policy.

OVERVIEW OF THE LAW. PLEASE REVIEW ALL ARTICLES CAREFULLY AS THE LAW CHANGES.

Is Possession of Marijuana Legal in New York?

Yes, the possession of up to 3 ounces of marijuana or up to 24 grams of marijuana concentrate is legal in New York per the Marijuana Regulation and Taxation Act (MRTA). MRTA makes the recreational use of marijuana legal for adults 21 years of age or older.

The legal status of recreational or adult-use marijuana is recent, as MRTA only became law in March 2021. However, using medical marijuana has been legal for longer, per the New York Compassionate Care Act of 2014. This law created a framework that enabled eligible patients to purchase and use medical marijuana for qualifying medical conditions. Eligible patients are registered and issued medical marijuana cards that confer the right to purchase marijuana from licensed dispensaries.

The Office of Cannabis Management is the state agency responsible for regulating the use, possession, sales, and cultivation of marijuana. Also, it reviews applications and issues licenses to marijuana cultivators, processors, distributors, and dispensaries in the state.

How Much Marijuana Is a Felony in New York?

Possession of up to 3 ounces of marijuana or up to 24 grams of marijuana concentrate is not a crime. But possession of marijuana above the stipulated amount is an offense. The amount of marijuana and the age of the individual determines the offense's severity. Thus, these offenses can be violations, misdemeanors, or felonies. While violations incur a relatively small fine or civil penalties, felonies are subject to fines and lengthy jail terms. The following marijuana offenses are classified as felonies in New York State:

How Old Do You Have to Be to Buy Weed in New York?

It is legal for New Yorkers 21 years and older to purchase, consume, and give marijuana to people who meet the age limit. Individuals who wish to purchase marijuana from licensed dispensaries must provide a valid means of identification to prove that they are up to the legal age.

How Much Marijuana Can You Carry in New York?

It is legal to possess up to three ounces (85 g) of marijuana and up to 24 grams (0.85 ounces) of marijuana concentrate. New York residents with medical marijuana cards can hold up to a 60-day supply of an approved medical marijuana product at any time. Residents can store up to five pounds of marijuana at home.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 602-Social Media Policy

Policy Name: Social Media Policy

ARC-PA Standard: B4.02e; B4.03e

Date Reviewed and Adopted: 04-21-2021

Social Media Policy-General Policy Considerations University of Mount Saint Vincent

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/employee-manual/general-protocols-and-procedures/4-10-social-media-policy/>

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, the University of Mount Saint Vincent has adopted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to blogs, Wikis, LinkedIn, Twitter, Facebook, YouTube, and Myspace, as well as photograph sharing sites such as Flickr and other dating sites.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other University constituents apply online as in the real world. Students may be held or are liable for anything they post to social media sites.

While this document will provide more specific guidelines to help navigate particular interactions, all these spring from a set of basic principles:

Don't post anything you would not say.

Assume anything you post is public, regardless of privacy settings.

Assume anything you post is permanent.

All UMSV-PA students will become uniquely aware of all the guidelines and policies associated with UMSV-602. Please pay particular attention to the following sub-paragraphs outlined within the link provided. <https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/employee-manual/general-protocols-and-procedures/4-10-social-media-policy/>

- a. 4.10.1 FERPA
- b. 4.10.2 Policies for all Social Media Sites, Including Personal Sites
- c. 4.10.3 Institutional Social Media

Social Media Policy dealing specifically with the University of Mount Saint Vincent-Physician Assistant Program

- a. It is strictly prohibited to take photographs of patients, including in the operating room, even if the patient is not identified.
- b. The accessing of diagnostic images or any form of patient data for the purpose of transmission on a social media platform such, but not limited to You Tube, Face Book, iTunes, LinkedIn, Twitter and Blogs is strictly prohibited.
- c. Violation of this policy will result in being called before the Academic Performance Committee and possible dismissal from the program.
- d. Witnessing any violation of this policy should be immediately reported to the academic or clinical coordinator and the program director.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 603-Sexual Misconduct and Reporting Policy and Procedures

Policy Name: Sexual Misconduct and Reporting Policy and Procedures

ARC-PA Standard: A1.02J; A3.10; A3.15g

Date Reviewed and Adopted: 04-21-2021

Policy and Procedures

Please review the link supplied below for a complete description of the UMSV Policy and Procedure Regarding Sexual Misconduct and Reporting. The link will also supply the reporting student with their rights under the law, investigative and disciplinary procedures, initial meeting, interim measures, confidentiality, resolution, and University of Mount Saint Vincent Adjudication.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/sexual-misconduct-policy/>

General Statement

The University seeks to foster a safe and healthy environment built on mutual respect and trust. At the foundation of the University's mission is the recognition of the equal and inviolable dignity and worth of every person. Sexual Misconduct of any kind is a serious violation of these principles and will not be tolerated in any form.

The University defines Sexual Misconduct to include Sexual Exploitation, Sex-Based Harassment, Sexual Assault, Stalking, and Relationship Violence of a sexual nature. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Harassment, including sexual violence, is a form of sex discrimination.

Any member of the University community who encourages, aids, assists or participates in any act of Sexual Misconduct against another is in violation of the University policy, Title IX, and Article 129-B.

Violence that is not of a sexual nature is also incompatible with the University's mission and a violation of University policies. Policies and procedures governing incidents of violence that are not of a sexual nature are covered separately. This policy governs the process and procedures for sexual misconduct at the University and is separate from New York State Penal Law and its policies and procedures.

The University's policies on Sexual Misconduct can be found on the University's website <https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/sexual-misconduct-policy/>

All UMSV-PA students should review the policies carefully. The University includes information about sexual misconduct as part of its orientation and First Year Experience (FYE) course. All students complete an annual online education course on this subject. Training programs are offered to the entire community through campus programs. University counselors are also available for students. <https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/sexual-misconduct-policy-resources/>

Reporting Sexual Misconduct

Any member of the University community who encourages, aids, assists or participates in any act of Sex Discrimination or Sexual Misconduct against another is in violation of the University's Code of Conduct.

Every member of the faculty, administration and staff, including student workers, is obligated by law under Title IX to immediately report to the Title IX Coordinator or the appropriate Deputy Coordinator incidents of or perceived incidents of Sexual Misconduct involving any member of the campus community or third party upon learning of the incident. Even if the alleged victim requests confidentiality of the incident, the employee has a legal and moral obligation to report it.

The only individuals exempt from reporting are priests who learn of the alleged behavior in a confession or licensed health or mental health professionals when functioning in their designated counseling role at the University. These individuals may not report any information about an incident to the Title IX Coordinator or to any other person without a victim's express written permission, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). They may submit non-identifying information about violations of this policy only to the Department of Public Safety for purposes of anonymous statistical reporting under the Clery Act.

All incidents or perceived incidents of Sexual Misconduct where the accused is an Administrative or Staff employee or third party, are to be reported to the University's Title IX Coordinator (read more about the policy and disciplinary procedures in the Employee Handbook):

Director for Human Resources
Founders Hall, Room 231
(718) 405-3212
[***title9coordinator@mountsaintvincent.edu***](mailto:title9coordinator@mountsaintvincent.edu)

All incidents or perceived incidents of Sexual Misconduct where the accused is a faculty member are to be reported to the Deputy Title IX Coordinator for Faculty (read more about the policy and disciplinary procedures in the Faculty Handbook):

Senior Vice President for Academic Affairs/Dean of the University

Founders Hall, Room 206

(718) 405-3343

academicaffairs@mountsaintvincent.edu

All incidents or perceived incidents of Sexual Misconduct where a student is the accused are to be reported to the Deputy Title IX Coordinator for Students (read more about the policy and disciplinary procedures in the Student Handbook):

Vice President of Student Affairs/Dean of the Student's

Founders Hall, Room 103

(718) 405-3253

studentaffairs@mountsaintvincent.edu

In the event that the incident, policy, or procedure about which a student, employee, faculty member or third party seeks to file a report or complaint creates the appearance of a conflict of interest with any one of the members of the Title IX compliance team, complainants may contact any other member of the team, including the Title IX Coordinator or any Deputy Title IX Coordinator, directly.

The University is firmly committed to providing immediate care and support to all accusers. The University will take action to address any and all Sexual Misconduct, prevent its recurrence, and address its effects. In accordance with the Federal Campus Sexual Assault Victims' Bill of Rights, the University will ensure that:

- a. Survivors will be notified of their options to notify law enforcement. (New York State requires all University s and universities to report incidents of alleged sexual assault.)
- b. The accuser and accused will have the same opportunity to have an advisor present during a hearing or other disciplinary proceeding.
- c. Both the accused and the accuser will be notified of the outcome of a disciplinary proceeding.
- d. Survivors will be notified of counseling services.
- e. Survivors will be notified of options for changing academic or a living arrangement.

The University will provide counseling to accusers who seek criminal prosecution under New York State Penal Law. Any student charged with such an offense may be prosecuted under New York State criminal statutes. Any student charged with such an offense may be subject to action under the University's Student Conduct process, which acts independently of any legal proceedings.

Any faculty, administrative, staff employee or third party charged with such an offense may be prosecuted under New York State criminal statutes. Any faculty, administrative, or staff employee charged with such an offense will be subject to the rules and procedures outlined in the Sexual Misconduct Policy and/or provisions of the Employee Handbook or Faculty Handbook, which apply independently of any legal proceedings.

The University is required to report instances of alleged Sexual Assault to criminal authorities without the express consent of the victim, and where a legal obligation mandates such reporting (e.g., if there is suspected abuse or neglect of a minor).

Considering the wishes of the accuser, the University will pursue disciplinary action in cases of Sexual Misconduct. The University may choose to override a complainant's decision not to go forward with an investigation. In this case, the University will inform the complainant of the University's determination. Sanctions imposed on students for violations of the University's Sexual Misconduct Policy may include, but are not limited to:

- a. Suspension or expulsion from the University's residence halls and suspension or expulsion from the University.
- b. Sanctions imposed on faculty, administrative or staff employees for violations of the University's Sexual Misconduct Policy include, but are not limited to, suspension or dismissal from the University. The University's disciplinary processes act independently of any legal proceedings.

As clearly stated in the initial statement, please refer the UMSV-website at:

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/sexual-misconduct-policy/> for a complete description of your rights and responsibilities.



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 604-Discrimination, Non-Sex Based Harassment and Retaliation

Policy Name: Discrimination, Non-Sex Based Harassment and Retaliation

ARC-PA Standard: A1.02i,j; A3.10

Date Reviewed and Adopted:

Specific Policies Regarding Non-Discrimination

All University of Mount Saint Vincent-Physician Assistant students, faculty and staff are familiarized with the following policy links.

<https://mountsaintvincent.edu/academics/resources/non-discrimination-policy/>

Specific Policies Regarding Non-Sex Based Harassment and Retaliation

All University of Mount Saint Vincent-Physician Assistant students, faculty and staff are familiarized with the following policy links.

<https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/employee-manual/other-conditions-expectations-or-prohibitions/7-1-equal-employment-opportunity-non-harassment/>

Policies and Procedure Manual Attestation

Policy and Procedural Guidelines for the following:

Physician Assistant Program Policies and Procedure Manual

This policies and procedure manual outlines the UMSV PA Program policies and regulations for students, faculty, and staff within the UMSV PA Program. Students, faculty and staff should completely familiarize themselves with these policies and procedures.

Should a student, faculty or staff member be in doubt about the intent or content of any of the material in this manual, it is his/her responsibility to initiate a discussion with the Program Director if a faculty or staff member or with their academic advisor in the case of a UMSV PA student.

Program policies will apply to all students, principal faculty and the program director regardless of location.

Clinical sites may have additional standards by which students must abide

I have read the policies, rules and regulations for both handbooks as noted above and agree, without reservation, to abide by their terms.

Student Name (PRINT) _____

Student Signature _____

Date _____

