



**University of Mount Saint Vincent Physician Assistant Studies  
Program**

**Masters in Physician Assistant (MPA)**

**STUDENT HANDBOOK CLASS OF 2026**

*The ARC-PA has granted Accreditation-Provisional status to the University of Mount Saint Vincent Master of Science Physician Assistant Program sponsored by University of Mount Saint Vincent.*

*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.*

*Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.*

## ***The University of Mount Saint Vincent Physician Assistant Handbook***

*This student handbook has been developed by the faculty and administration of the University of Mount Saint Vincent Physician Assistant Program to provide the student with specific guidelines, rights, and responsibilities regarding the Physician Assistant Program. This handbook is designed to supplement rather than supplant existing University of Mount Saint Vincent (UMSV) policies and procedures, including those set forth in the UMSV graduate catalog and student handbook. We encourage every student to become familiar with and refer to those and other UMSV publications for further information. Students 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 handbook can be found on Canvas. All changes will be posted to Canvas. Students are solely responsible for reviewing all changes to the handbook. Any questions regarding policies contained within this student handbook should be directed to the Director of the Physician Assistant Program. Although every effort has been made to make this handbook as complete and up to date as possible, it should be recognized that circumstances will occur which the handbook does not cover. The handbook may also be altered due to changes in the program policy. New policies approved after publication of this student handbook may add to or supersede those contained herein.*

*When the handbook 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 have questions regarding a situation, they should discuss them with the Director of the Physician Assistant Program.*

*The PA Program Student Handbook Attestation form **must be signed and turned in by each student within one week of receiving the handbook.** The faculty will go over the handbook during orientation but it is the student's responsibility to read the handbook in depth. Updates and revisions to the Physician Assistant Student Handbook 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. The PA Program will not be held responsible if a student 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 handbook and general University policies and procedures, both graduate and undergraduate, the policies and procedures in this handbook shall be controlling.** We hope you find this handbook helpful and wish you success in your studies.*

*University of Mount Saint Vincent Physician Assistant Students are encouraged to carefully review the Policies and Procedure Manual supplied along with the student handbook for an in-depth clarification of all policies and procedures*

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## ACADEMIC YEAR

2023-2024

### *University of Mount Saint Vincent- Physician Assistant Program*

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Congratulations and welcome to the University of Mount Saint Vincent Physician Assistant Program Class of 2026. You are entering a profession that is experiencing an unprecedented expansion of employment opportunities available to all graduating Physician Assistant students. The salary structure, even for new graduates, is at unprecedented levels never seen before in our profession. All of you have begun your journey into a profession with endless opportunities, not only within the field of medicine, but also in the areas of academia, hospital and governmental administration. Physician Assistants now occupy many leadership positions within our society and our presence will only continue to grow as more quality professionals graduate and become leaders in their own-right.

I know a great many of you may be wondering, what have I gotten myself into? Can I succeed? Do I have what it takes? All I can say to these questions is *"Faith in Yourself is the Best Confidence Booster"*. Never doubt your abilities, nothing in life is unachievable if you have the heart and dedication to complete the task at hand for then you will succeed. *The only thing in life that is impossible is what you never attempt to accomplish.*

The faculty and staff here at the University of Mount Saint Vincent was specifically chosen due to their long history within the profession and their leadership qualities that have been sharpened throughout their careers. We are here to help you navigate through the program, we will guide you during the good times and if needed we will more importantly guide you through the rough times. We are here to assist you but importantly we are here to mentor you. Your success is our reward. The faculty and staff at the University of Mount Saint Vincent are dedicated to providing a high-quality educational program with experienced clinician educators and challenging clinical rotations.

As you walk around campus, take careful notice of your surroundings, you are part of an institution with a long history of educational excellence. Upon your graduation you will continue this proud legacy, but more importantly, as the initial graduating class, you will form the trunk of a very strong tree with branches reaching out in all directions that will have a positive and long-remembered impact within our profession.

Thank you again for placing your trust in our program.

*Anthony J. Garofalo*

**Dr. Anthony J. Garofalo DPM, PA-C**  
**Founding Director-Physician Assistant Program**  
**University of Mount Saint Vincent**

### **Accreditation Status**

*The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Provisional status to the University of Mount Saint Vincent-Physician Assistant Program.*

*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.*

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*Accreditation – Provisional does not ensure any subsequent accreditation status. Accreditation – Provisional is limited to no more than five years from matriculation of the first class.*

*Accreditation-provisional remains in effect until the program achieves accreditation-continued after its third review, closes, or withdraws from the accreditation process, or until accreditation is withdrawn for failure to comply with the Standards.*

*As part of the licensing process in most states, including New York, both successful completion of an accredited program and passage of the Physician Assistant National Certifying Examination (PANCE) are required to practice. Specific information regarding the licensing process can be obtained by contacting the licensing authority in the state in which you intend to practice.*

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***Section-I***  
***General Information***



***I. Welcome***

On behalf of the staff and faculty of the Physician Assistant Program here at The University of Mount Saint Vincent we welcome you to the beginning of your professional education. The Program will work with you to help you realize your goal to be educated as a Physician Assistant. The student handbook contains important information and will help guide you through the program and will orient you to the expectations, rules, regulations, facilities and services that the University of Mount Saint Vincent Physician Assistant Program has to offer. We wish you success in achieving your professional and personal goals. The faculty is committed to assist and guide you as you begin this incredible journey culminating in your entry to the physician assistant profession.

***II. Program Overview***

The Physician Assistant Program is an intense 28-month program. The curriculum is sequenced to afford each student an understanding of the medical sciences and their application to clinical practice. The first 16 months of study are devoted to didactic work in the basic sciences, medicine, behavioral sciences, and research methodologies. Students will be introduced to the clinical experience at selected times during the didactic year experience as is necessary to enhance their understanding of clinical realm and to better prepare the students for what lies ahead during their clinical year of study.

The next 12 months constitute the clinical phase of the PA Program and include rotations at clinical sites such as hospitals, clinics, and private practices.

***III. University of Mount Saint Vincent-Mission Statement***

Founded by the Sisters of Charity of New York, the University of Mount Saint Vincent is an academically excellent, authentically inclusive, independent liberal arts University. Committed to the Vincentian/Setonian tradition and to ecumenism, the University combines a strong undergraduate core curriculum with a full array of majors in the liberal arts and, within the tradition of liberal education, selected professional fields of study.

The University also provides high quality opportunities for professional advancement, accomplishment, and service through graduate and certificate programs.

At Mount Saint Vincent, a student's education extends beyond knowledge, skills, and preparation for work. We seek the development of the whole person. In the spirit of Vincent de Paul and Elizabeth Ann Seton, we foster an understanding of our common humanity, a commitment to human dignity, and a full appreciation of our obligations to each other.

**IV. *University of Mount Saint Vincent-Professional and Graduate Studies-Program Mission Statement***

The Office of Professional and Graduate Studies is the University's entrepreneurial arm. Its programs are consistent with the University's Mission, extensions of strengths in the Undergraduate University, and contribute positively to the University's net income. It offers academically excellent undergraduate, graduate, and not-for-credit programs to adult students seeking credentials for professional advancement.

Through the Office of Professional and Graduate Studies programs, the University calls professional and graduate students to extend education beyond knowledge, skills, and preparation for work. In the spirit of Vincent de Paul and Elizabeth Ann Seton, the University fosters an understanding of our common humanity, a commitment to human dignity, and a full appreciation of our obligations to each other.

**V. *University of Mount Saint Vincent Physician Assistant Program-Mission Statement***

The Mission of the University of Mount Saint Vincent's Master of Physician Assistant Program is to prepare and mentor students to deliver high-quality primary and specialty healthcare that is affordable, compassionate, and accessible in collaboration with physicians and other members of the interprofessional health care team. The program accomplishes this mission by building upon and prioritizing the *Graduate Core Competencies* of the physician assistant profession. The curriculum design places emphasis on preparing students to practice within diverse and culturally sensitive communities while also developing the critical thinking skills vital in today's expanding healthcare environment.

**VI. *University of Mount Saint Vincent Physician Assistant Program-Vision Statement***

The University of Mount Saint Vincent Master of Physician Assistant Program strives to educate those individuals who aspire to achieving a higher level of medical knowledge so as to return to their communities and deliver quality medical care to all individuals across a culturally, socioeconomic and diverse patient population. The PA program will offer guidance to all student's so as to fully develop the professional maturity necessary to achieve the highest levels of excellence and leadership in their professions, while becoming leaders within their communities. The University of Mount Saint Vincent-PA Program Faculty through mentorship, scholarship, teaching, enthusiasm, and creative pursuits, will foster a vibrant and exciting educational environment where students will develop the foundational skills necessary to excel in leading meaningful and productive professional careers.

The faculty, administrators, and staff are dedicated in pursuing innovation in pedagogy within academic and clinical programs. The faculty, administrators and staff will always operate with integrity, following through on our commitments to students, faculty, and staff. All faculty and staff are fully committed to holding ourselves accountable for our decisions and actions. We embody an ethos of respect for, and celebration of, our diversity, creating an inclusive and

welcoming environment where every person is encouraged to contribute to the betterment of life freely and respectfully at the University of Mount Saint Vincent.

## ***vii. Program Goals and Associated Learning Outcomes***

The University of Mount Saint Vincent Physician Assistant Program will create an academic environment that will attract faculty, staff and students who are dedicated to the Program's mission to provide quality and culturally sensitive medical care.

1. Prepare and develop within each student the core basic medical knowledge along with the clinical and critical thinking skills that will allow the graduates to function at an optimal level within the interprofessional healthcare delivery team as a competent and respected primary care provider.
  - **LO #1:** Demonstrate knowledge within the basic sciences
  - **LO #4:** Perform a comprehensive history and physical examination
  - **LO 9:** Articulate the rationale including the risks and benefits of specific diagnostic tests and procedures to assess core diseases encountered in primary care community
  - **LO 10:** Safely gather specimens, perform routine diagnostic tests and procedures to assess core
  - **LO 11:** Integrate the knowledge of a patient's presentation with clinical and laboratory findings, pharmacology and clinical medicine to diagnosis and treat patients in a cost-effective manner
  - **PA LO #15:** Enter the workforce with the skills and knowledge required to obtain and maintain licensure in New York State as a practicing physician assistant
  - **PA LO 16:** Demonstrate the ability and skills to provide primary care services across the life span.
2. Develop and nurture within each student the necessary cognitive understanding and technical skills that will allow the student to provide competent and quality healthcare to a culturally diverse and medically underserved population across the life span
  - **PA LO 2:** Perform a comprehensive culturally sensitive patient history
  - **PA LO 3:** Be aware and alert for the culturally diverse and relevant patient concerns when performing a comprehensive physical examination
  - **PA LO 5:** Enhance and integrate the communication skills that allows the student to communicate effectively and sensitively with a diverse range of patients and their families
3. Cultivate collaborative patient care through integrated interprofessional training experiences.
  - **PA LO 6:** Effectively communicate with members of interprofessional health care teams.
4. Develop students that will possess enthusiasm, focused determination and drive that will lead them to becoming self-directed life-long learners who will utilize their critical thinking skills to advance their medical knowledge growing their strong evaluative skills.
  - **PA LO 7:** Demonstrate advanced critical thinking skills to evaluate sources of healthcare information
  - **PA LO 13:** Apply knowledge of study designs and statistical methods to the appraisal of clinical studies
5. Provide a robust and diverse didactic/clinical curriculum with an emphasis on problem-based learning that will enhance the student's academic knowledge preparing them to

excel within a clinical environment by developing the critical thinking skills needed to care for a culturally diverse patient population.

- **PA LO 1:** Demonstrate knowledge within the basic sciences
  - **PA LO 4:** Perform a comprehensive history and physical examination
  - **PA LO 9:** Articulate the rationale including the risks and benefits of specific diagnostic tests and procedures to assess core diseases encountered in primary care community
  - **PA LO 16:** Demonstrate the ability and skills to provide primary care services across the life span
6. Recruit diverse and highly qualified applicants who can successfully complete the rigorous Master of Science in PA studies
    - *This is covered in detail within the admissions criteria for the physician assistant program*
  7. Students who actively participate in community service, and professional leadership opportunities that will enhance their future progression within their private communities and the physician assistant profession
    - **PA LO 8:** Students who actively participate in community service, and professional leadership opportunities that will enhance their future progression within their private communities and the physician assistant profession
    - **PA LO 14:** Participate as leaders within the physician assistant profession at the local, regional, state and national levels.
  8. Provide academic and clinical experiences that will enhance students comfort and competency when caring for special populations
    - **PA LO 12:** Be aware and develop a cultural sensitivity, competency, understanding and compassion in treating special needs patients, their families and caregivers

### ***viii. Program Learning Outcomes***

1. Demonstrate knowledge within the basic sciences
2. Perform a comprehensive culturally sensitive patient history
3. Be aware and alert for the culturally diverse and relevant patient concerns when performing a comprehensive physical examination
4. Perform a comprehensive history and physical examination
5. Enhance and integrate the communication skills that allows the student to communicate effectively and sensitively with a diverse range of patients and their families
6. Effectively communicate with members of interprofessional health care teams
7. Demonstrate advanced critical thinking skills to evaluate sources of healthcare information.
8. Students who actively participate in community service, and professional leadership opportunities that will enhance their future progression within their private communities and the physician assistant profession.
9. Articulate the rationale including the risks and benefits of specific diagnostic tests and procedures to assess core diseases encountered in primary care community
10. Safely gather specimens, perform routine diagnostic tests and procedures to assess core diseases encountered in primary care.

11. Integrate the knowledge of a patient's presentation with clinical and laboratory findings, pharmacology and clinical medicine to diagnosis and treat patients in a cost-effective manner.
12. Be aware and develop a cultural sensitivity, competency, understanding and compassion in treating special needs patients, their families and caregivers
13. Apply knowledge of study designs and statistical methods to the appraisal of clinical studies.
14. Participate as leaders within the physician assistant profession at the local, regional, state and national levels.
15. Enter the workforce with the skills and knowledge required to obtain and maintain licensure in New York State as a practicing physician assistant.
16. Demonstrate the ability and skills to provide primary care services across the life span

### **IX. *History of the Profession***

In 1965, Dr. Eugene Stead of Duke University founded the first Physician Assistant (PA) Training program. Soon after, similar programs were begun in other states; by 1971, over 50 PA educational programs had been established in universities, and medical centers across the country. Existing financial support from the government was expanded in 1971 with passage of the Comprehensive Health Manpower Act and continued in the 1980s in the form of categorical grants funded under the authority of the Health Professions Educational Assistance Act. The medical establishment joined in early efforts to solidify the PA profession. In 1970, the American Medical Association House of Delegates recommended that states be encouraged to amend medical practice acts to allow physicians to delegate tasks to qualified PAs. The following year the AMA took steps, through its Council on Medical Education, to recognize and accredit the rapidly growing number of PA training programs.

The founders of the PA concept believed that the key to success was a close practice relationship with physicians. Therefore, efforts to legally sanction PA practice were aimed at modifying existing laws to allow physicians to delegate a wide variety of medical tasks to PAs. Physician Assistants were not introduced to assume new roles brought about by advances in medical technology. Rather, they were to perform duties previously performed only by doctors – history taking, physical examination, diagnosis, and patient management. A physician-dependent role afforded PAs a large amount of responsibility for patient care yet did not usurp the ultimate authority of physicians. Thus, the legal basis for PA practice is built upon physician supervision, a relatively unique arrangement among health providers.

To ensure the competence of PAs emerging medical practice, the AMA and the PA profession worked with the National Board of Medical Examiners (NBME) to produce a national competency examination. In 1975 an independent organization, the National Commission on Certification of Physician Assistants (NCCPA), was created to administer a certification program that involves an entry-level examination (developed in conjunction with the National Board of Medical Examiners), as well as continuing medical education and periodic re-examination. As the first Physician Assistants entered practice, they quickly began to organize their young profession. The American Academy of Physician Assistants (AAPA), established in 1968, serves the interests of graduate and student PAs in areas such as government affairs, public education and professional development, while its chapters work to advance the profession on the state level.

Throughout the 1970s, health services researchers focused attention on physician assistants to observe their acceptance by physicians and patients, the content and quality of the care provided, cost effectiveness and productivity, and willingness to practice in medically underserved areas. The 1980s and 90s brought about the continued expansion of training programs for PAs and further utilization in a wider range of practice settings than had ever been anticipated by its founders. Today PAs play an integral role in many aspects of the health care system. Current transitions in managed care have resulted in the incorporation of PAs into reimbursement formulas. In the next several decades the expansion of opportunities for PAs in primary care and other specialties will become limitless.

**x. *Description of the Profession***

Physician assistants are academically and clinically prepared to provide health care services in collaboration with a Doctor of Medicine or Osteopathy. The physician-PA team relationship is fundamental to the PA profession and enhances the delivery of high-quality health care. As members of a collaborative healthcare team, PAs make clinical decisions and provide a broad range of diagnostic, therapeutic, preventive, and health maintenance services. The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. PA practice is centered on patient care and may include educational, research, and administrative activities.

The role of the PA demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills, and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient's welfare are essential attributes of the graduate PA. The professional curriculum for PA education includes basic medical, behavioral, and social sciences; introduction to clinical medicine and patient assessment; supervised clinical practice; and health policy and professional practice issues <http://www.arc-pa.org/about/pas/>

**The Physician Assistant is responsible for the following duties:**

- Eliciting a detailed and accurate medical history, performing a complete physical examination and recording all pertinent data and development of a treatment plan.
- Utilize critical thinking skills in patient evaluation with analytical interpretation of healthcare information including pertinent labs and diagnostic data.
- Performing therapeutic procedures, including injections, immunizations, wound care, suturing, incision and drainage of superficial infections, insertion of nasogastric and bladder catheters, cast application and providing follow-up care for simple fractures.
- Counseling patients regarding physical and mental health, as well as providing patient information on diet, health promotion, disease prevention, normal growth and development, and family planning.
- Performing patient rounds, recording patients' progress notes, and determining and implementing therapeutic treatment plans in the inpatient setting.
- Generate appropriate referrals to specialists, therapists, social workers, other members of the health care team and provide information on community resources where indicated

- Facilitating the appropriate referral of patients and maintaining awareness of existing health delivery systems and social welfare resources.
- Demonstrate professional behavior in all encounters to the highest ethical and legal standards.
- Formulate an appropriate therapeutic management plan that uses evidence-based medicine and problem-based learning for patient care across the lifespan for emergent, acute, chronic and ongoing conditions.

## **XI. Guidelines 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.*

*Previous codes of the profession were brief lists of tenets for PAs to live by in their professional lives. This document departs from that format by attempting to describe ways in which those tenets apply. Each situation is unique. Individual PAs must use their best judgment in a given situation while considering the preferences of the patient and the supervising physician, clinical information, ethical concepts, and legal obligations. Context and/or casuistry (extracting reasoning from case study), often play key roles in decision making.*

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

**Patient Autonomy** strictly speaking, means self-rule. Patients have the right to make autonomous decisions and choices, and PAs should respect these decisions and choices.

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

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

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

*PAs are expected to behave both legally and morally. They should know and understand the local, state and federal laws governing their practice. Likewise, they should understand the ethical responsibilities of being a healthcare professional. Legal requirements and ethical expectations will not always be in agreement. Generally speaking, the law describes minimum standards of acceptable behavior, and ethical principles delineate the highest moral standards of behavior*

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

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

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

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



### ***Outline of Physician Assistant Roles and Responsibilities***

- Non-discrimination of Patients and Families
- Initiation and Discontinuation of Care
- Informed Consent
- Confidentiality
- Patient and the Medical Record
- Disclosure of Medical Errors
- Care of Family Members and Co-workers
- Genetic Testing
- Reproductive Decision Making
- End of Life

*The above guidelines, statements and outlines are reviewed here to give the PA-Student a general format of their duties and responsibilities.*

*It is the focus for every student to review this entire document for a complete and clearer picture revolving around ethical conduct.*

*Complete document can be reviewed at:*

<https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>

## ***xii. Competencies for the Physician Assistant***

### **1. Patient-Centered Practice Knowledge**

- a. Gather clinical information, formulate differential diagnoses, order interpret laboratory and imaging, perform necessary core duty procedures, diagnose, prevent, treat, and manage illness among acute, chronic, and emerging disease states.
- b. Integrate into practice appropriate literature to make evidence-based decisions on patient care.

### **2. Society and Population Health**

- a. Integrate into practice the cultural norms, needs, influences, and socioeconomic, environmental, physiological, and other population-level determinants affecting the health of the individual and community being served.
- b. Integrate into practice the interventions that diminish health disparities involving race or ethnicity, sex, sexual identity, age, disability, socioeconomic status, and geographic location involving individual patient and the community being served.
- c. Integrate into practice basic principles of public health including epidemiology, disease prevention, surveillance, reporting and intervention. Provide appropriate referrals involving the public health system to ensure patient advocacy and in the maintenance of population health.

### **3. Health Literacy and Communication**

- a. Communicate effectively and respectfully with patients, families, and other health care professionals.

**4. Interprofessional Collaborative Practice and Leadership**

- a. Coordinate care to optimize the health of patients and populations.

**5. Professional and Legal Aspects of Health Care**

- a. Provide standard of care practice while demonstrating respect for the dignity and privacy of patients.
- b. Incorporate a personal wellness plan to prevent impairment and burnout.
- c. Demonstrate professional accountability.

**6. Health Care Finance and Systems**

- a. Differentiate the types of health care systems and health insurance coverage, including Medicare, Medicaid, and the Children's Health Insurance Program.
- b. Practice health care informed by an understanding of the financial implications to patients, organizations, and society.
- c. Recognize personal limitations and incorporate a quality improvement process designed to maximize patient safety, prevention of medical errors, and incorporate risk management.

***Section-II***  
***Program Information***

***I. Program Faculty and Administration***

The University of Mount Saint Vincent Physician Assistant Studies Program is administered by the faculty and staff listed below. Communication between students and faculty is essential to professional development and intellectual growth. Whenever a problem arises, you should contact the program office as soon as possible. Students must immediately inform the program of any change in address and/or telephone number in order to maintain proper channels of communication.

<p><b>Chair/Program Director</b> Anthony J. Garofalo DPM, FABPM, PA-C <b>Associate Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 Office: (718) 405-3730 Fax: (718) 405-3764 <a href="mailto:Anthony.garofalo@moundsaintvincent.edu">Anthony.garofalo@moundsaintvincent.edu</a></p>	<p><b>Medical Director</b> David Lichtenstein MD <b>Associate Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 718-405-3739 <a href="mailto:David.lichtenstein@moundsaintvincent.edu">David.lichtenstein@moundsaintvincent.edu</a></p>
<p><b>Director of Medical Education</b> Anthony D’Antoni DCH, Ph.D. <b>Assistant Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3739 Email: <a href="mailto:Anthony.dantoni@moundsaintvincent.edu">Anthony.dantoni@moundsaintvincent.edu</a></p>	<p><b>Associate Program Director</b> Gail Lavin-Murphy DMSc., MPAS, PA-C <b>Assistant Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3717 Email: <a href="mailto:gail.lavinmurphy@moundsaintvincent.edu">gail.lavinmurphy@moundsaintvincent.edu</a></p>
<p><b>Principal Faculty/Remediation Coordinator</b> Tsui Yuen DMSc, MPAS, PA-C <b>Assistant Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3724 Email: <a href="mailto:TBD@moundsaintvincent.edu">TBD@moundsaintvincent.edu</a></p>	<p><b>Clinical Coordinator/Principal Faculty</b> Gail Kunath-Tiburzi MPA, PA-C <b>Assistant Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3739 Email: <a href="mailto:gail.kunathtiburzi@moundsaintvincent.edu">gail.kunathtiburzi@moundsaintvincent.edu</a></p>
<p><b>Clinical Coordinator/Principal Faculty</b> Austin Epstein MS, PA-C <b>Assistant Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3739 Email: <a href="mailto:austin.epstein@moundsaintvincent.edu">austin.epstein@moundsaintvincent.edu</a></p>	<p><b>Principal Faculty</b> Nancy Kamel PharmD <b>Assistant Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3739 Email: <a href="mailto:nancy.kamel@moundsaintvincent.edu">nancy.kamel@moundsaintvincent.edu</a></p>

<p><b>Principal Faculty/Admission Coordinator</b> Robert Sammartano PA-C <b>Assistant Professor</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3739 Email: <a href="mailto:Robert.sammartano@mountsaintvincent.edu">Robert.sammartano@mountsaintvincent.edu</a></p>	<p><b>Physician Assistant Program</b> Jessica Nieves <b>Clinical Administrative Associate</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3739 Email: <a href="mailto:jessica.nieves@mountsaintvincent.edu">jessica.nieves@mountsaintvincent.edu</a></p>
<p><b>Physician Assistant Program</b> Marisol Monroy <b>Didactic Administrative Assistant</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3739 Email: <a href="mailto:marisol.monroy@mountsaintvincent.edu">marisol.monroy@mountsaintvincent.edu</a></p>	<p><b>Physician Assistant Program</b> Barbara Palombo <b>Executive Administrative Associate</b> The University of Mount Saint Vincent Riverdale Campus 6301 Riverdale Avenue Riverdale, NY 10471 (718) 405-3739 Email: <a href="mailto:barbara.palombo@mountsaintvincent.edu">barbara.palombo@mountsaintvincent.edu</a></p>

## II. **Program Location**

### **University of Mount Saint Vincent-Physician Assistant Program**

#### **Riverdale Campus**

6301 Riverdale Avenue- Founders Hall Floor 4 1/2

Riverdale NY 10471

Phone: 718-405-3739

Program Office Hours are Monday-Friday 8:00am-5:30pm

For further information regarding buildings and hours please refer to the University of Mount Saint Vincent web-site with information on a specific area. <https://mountsaintvincent.edu/>

## III. **Dining**

### a. **On-Campus Dining Services (Hudson Heights and Mags Kitchen)**

<https://mountsaintvincent.edu/campus-life/campus-services/dining-services/hudson-heights-and-mags-kitchen/>

At the University of Mount Saint Vincent, students have access to fresh, nutritious, and tasty dining options. That's why the Mount offers numerous dining options focused on value. Meal plans are based on a declining balance system, which allows meal plan participants to pay only for the items that they want to consume.

At Hudson Heights, our state-of-the-art dining hall, you'll experience first-class dining at a remarkable value. Consider this just one of the many lessons in economics that you'll learn at the Mount. In Founders Hall, Mag's Kitchen is a grab and go convenience shop. The Mount also partners with off campus dining options to provide student discounts.

### b. **PA Students Balance Meal Plan**

- Dolphin Dollars are loaded on your UMSV My-Card card at the beginning of each semester.
- Unused Dolphin Dollars carry over from Fall to Spring semesters.

- Meal Plan for PA students is \$260 per semester
- PA students can opt-out of the meal plan-Please contact student accounts

#### **IV. Library**

The Elizabeth Seton Library provides traditional and innovative resources to the Mount community. From books and e-books, to journals, databases, and videos, the library makes it easy to connect the resources you need. With computer access, printing, study space, and expert research help available, the library is at your service all year round.

##### **a. Hours of Operation**

Fall and Spring Semester

Monday to Thursday, 7:50 a.m.-11 p.m.

Friday, 7:50 a.m.-4:30 p.m.

Saturday, 10 a.m.-5 p.m.

Sunday, 2 p.m.-10 p.m.

##### **b. Borrowing Policy**

- <https://mountsaintvincent.edu/academics/resources/library/borrowing-policy/>

##### **c. Research**

- Interlibrary Loan Policy

<https://mountsaintvincent.edu/academics/resources/library/interlibrary-loan-faq/>

##### **c. Information Literacy**

<https://mountsaintvincent.edu/academics/resources/library/information-literacy/>

##### **d. Access Medicine**

- Access Medicine from McGraw-Hill is the world's leading and most comprehensive on-line medical resource.
- Updated regularly, it enables physician assistant programs to tap into the brightest, most respected minds in medicine.
- Access Medicine provides physician assistant students with a variety of resources needed to excel in basic science studies and clinical clerkships by offering them videos, self-assessment and leading medical textbooks that facilitate decision making at the point of care.
- Student's progress can be monitored by faculty through a curriculum tool.
- Other features offered by Access Medicine:
  1. Training
  2. Drug databases
  3. Multimedia
  4. Quick reference tools such as:
    - i. Differential diagnosis tool
    - ii. Practice guidelines
    - iii. Pocket Guide to Diagnostic Tests
    - iv. Quick medical diagnosis and treatment outlines

5. Study resources such as:
  - i. Self-assessment
  - ii. Case files
  - iii. Flashcards
- Log-in via the schools' on-line databases
- <https://mountsaintvincent.edu/academics/resources/library/library-databases-on-campus/>

**v. *Campus Safety and Security***

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

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.

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.

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.

**a. *University of Mount Saint Vincent-PA Program Campus Identification***

University of Mount Saint Vincent-PA Program Student Identification Cards are made available through the UMSV Student Affairs Office prior to the start of orientation. Pictures will be taken before orientation and ID cards will be distributed to all students. The card is required for entering the premises of the University, for all University library transactions and it entitles the bearer to discounts usually granted to UMSV Graduate University students. Discounts are also available at the Hudson Heights Dining Areas as well as other selected locations on Campus.

**I.D. cards must be displayed at all times by the UMSV-PA Students.**

**b. *Student Parking***

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

Students must complete a vehicle registration form and pay the appropriate fee to be issued a parking permit. A receipt from the Office of Student Accounts must be presented to the Office of Campus Safety and Security to receive a permit. Students requesting parking permits may pay in person in the Office of Student Accounts or online on the University website. In addition to this receipt, students must provide the following documents to be issued a parking permit:

- Completed vehicle registration
- Student ID
- Driver's License
- Insurance Card

**c. *Regulations and Fees for Student Parking***

See link:

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

**d. Emergency Response Plan**

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

In the event of a significant emergency or crime that could endanger the health and safety of the Mount community, a timely warning via the Send Word Now<sup>®</sup> notification system will be issued by the Director of Campus Safety and Security or designee. In some cases, such notice will to be issued immediately. When circumstances allow time for consultation, such notice is to be issued after conferral with members of the Emergency Management Team and Emergency Response Personnel.

The University broadcast email system and website will also be used to issue notification and to keep the Mount community informed of the nature of an emergency, any instructions to be followed, and additional steps to be taken to mitigate the emergency. Timely updates will be provided as appropriate to keep the Mount community safe and informed, and to reiterate instructions to be followed.

**e. Shelter in-place**

In the event of an emergency on campus, such as an active shooter, an order to “Shelter in Place” will be issued by the Incident Commander through Send Word Now<sup>®</sup>, the University Broadcast Email System, and if feasible, the University website. A siren will be activated throughout the campus a total of nine times. All present on campus will be directed to follow instructions from the Incident Commander and responding emergency personnel. The Incident Commander will consult with the Emergency Management Team by phone as time and safety permits.

“Shelter in Place” means to immediately cease all classes, work, and business operations. Everyone should secure themselves in a room near where she/he is located and if possible lock and stay away from any windows or doors. Individuals should remain sheltered until directed by Campus Security or emergency personnel.

## **vi. Campus Housing**

This section specifically for Resident Students

**a. Residential Policies Graduate Housing**

**Marillac Hall** (pronounced “MARY-yak”), built in 1860, is the Mount’s oldest residence hall, yet it enjoys all the form and function of more modern campus dorms. Today the stone-covered building is home to approximately 90 graduate students. Graduate housing offers everything from shared rooms to single suites. Each floor has a kitchen/lounge area and a laundry facility is located in the basement of the building. Graduate housing offers a community while providing privacy and independent living for our adult learners

All buildings are card-access, requiring the use of your student ID. Resident Assistants and/or Campus Security personnel are at the front desk of each building from 8 p.m.-7 a.m. Residence Life regulations and policies appear in the Student Handbook.

<https://mountsaintvincent.edu/campus-life/student-life-on-campus-beyond/residence->



[life/residential-options/graduate-housing/](#)

Students are expected to observe every reasonable precaution and follow residence hall regulations for the safety and well-being of themselves and their fellow campus residents.

**b. Housing Forms, and Resources**

The following link will supply resident students with all the necessary application forms, and give the student a general idea of the move-in dates. *ALL UMSV PA-Students must be aware that the start of the PA Program will likely occur prior to the regular UMSV University semester start date. So prepare accordingly.*

- <https://mountsaintvincent.edu/campus-life/student-life-on-campus-beyond/residence-life/housing-forms-resources-and-important-dates/>

**vii. Student 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 <https://www.gallagherstudent.com/students/student-home.php?idField=1361> 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, <https://www.gallagherstudent.com/students/student-home.php?idField=1361> , to fill out the enrollment form.

**a. Health Clearance Policy and Immunizations-UMSV PA Program**

Please refer to the University of Mount Saint Vincent-PA Program *“Policies and Procedure Manual” UMSV 321-Health Clearance Policy and Immunizations* for a complete guide to all insurance and immunization questions.

**b. Off-Campus Health Resources- *\*inclusion of these facilities is not an endorsement of the University of Mount Saint Vincent or the UMSV PA Program***

**Urgent Care Centers**

**City MD Riverdale Urgent Care**  
193 West 237th Street  
Bronx, NY  
(718) 303-0479

**Metro Urgicare**  
(Key Food Shopping Center)  
5665 Riverdale Avenue

**WestMed Medical Group Urgent Care –  
Ridge Hill**  
73 Market Street  
Yonkers, NY  
(914) 848-8073

**WestMed Medical Group Urgent Care –  
Boyce Thompson**  
1084 North Broadway

Bronx, NY  
(347) 618-7312

**Mount Sinai Urgent Care Inwood**

5030 Broadway  
New York, NY  
(212) 604-6550

Yonkers, NY  
(914) 848-8640

**Hospitals**

**Lawrence Hospital Center**

55 Palmer Avenue  
Bronxville, NY  
(914) 787-1000

**New York-Presbyterian/The Allen Hospital**

5141 Broadway  
New York, NY  
(212) 932-4000

**Montefiore Medical Center**

3725 Henry Hudson Parkway #1D  
Bronx, NY  
(718) 432-1500

**Saint Joseph's Medical Center**

127 South Broadway  
Yonkers, NY  
(914) 378-7000

**Medical Practices**

**Dr. Rodika Coloka-Kump**

530 West 236th Street  
Bronx, NY  
(718) 548-6959

**Dr. Robert Morrow/  
Eileen O'Connor F.N.P.**

5997 Riverdale Avenue  
Bronx, NY  
(718) 884-9803

**HRHCare Valentine Lane Health  
Center**

503 South Broadway, Suite 210  
Yonkers, NY  
(914) 965-9771

**Mosholu Medical Group**

5750 Mosholu Avenue  
Bronx, NY  
(718) 601-0267

**Dr. Jennifer Huang**

2860 Bailey Avenue  
Suite 1A  
Bronx, NY  
(718) 543-0034

**Riverdale Family Practice**

3050 Corlear Avenue  
Suite 201  
Bronx, NY  
(718) 543-2700

**Pharmacies**

**CVS Pharmacy**

(including Minute Clinic)  
565 West 235th Street  
Bronx, NY 10463  
(718) 543-2007

**Riverdale Pharmacy**

5669 Riverdale Avenue  
Bronx, NY  
(718) 543-7500

**Pharmcare Pharmacy**

5999 Broadway

**Hudson Parkway Pharmacy**  
5700 Mosholu Avenue  
Bronx, NY  
(718) 549-8288

Bronx, NY  
(718) 601-6000

**Rite Aid**  
5825-35 Broadway  
Bronx, NY  
(718) 581-0840

**Walgreens**  
6 McLean Avenue  
Yonkers, NY  
(914) 265-7460

## **viii. 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/>

### ***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](mailto: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 CLARIFICATION)*
  - 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 influenza vaccine 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
    1. Failure to receive an Influenza Vaccination will delay your entry into the clinical year unless proper documentation is on file (see above)
- d. 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.
  - Tetanus/diphtheria 1-time dose (Tdap) Toxoid within the past ten (10) years
  - 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
    1. 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.
    1. 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. 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

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

***Please see UMSV-321 "Addendum to Immunizations" for a more detailed requirement standard set forth by our clinical affiliates***

## **IX. *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](mailto: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

### ***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. The time to process an application may vary and the decision process does take time.

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 accommodations.

The University may not be able to arrange for accommodations that are not requested in a timely manner.

Housing accommodation requests are based on availability. Even if a student is approved for a housing accommodation, they may be placed on a waiting list.

***All Reasonable Accommodations must be updated and approved at the start of each semester. Failure to update your reasonable accommodation profile monthly will result in your loss of reasonable accommodation status.***

### ***Reasonable Accommodations-Guidelines***

<https://inet.mountsaintvincent.edu/accommodations.html>

The following guidelines for requesting reasonable accommodations 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 Accessibility Services

### **x. *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.

### ***Counseling Services Offered***

#### ***Individual Counseling***

- a. Students interested in individual sessions typically meet with their counselor on a weekly basis for a period of six weeks (on average).
- b. During this time, students can expect that their counselor will conduct an intake assessment, create goals, and begin to address their concerns.
- c. In the event that the student needs more than six sessions to achieve their goals, the Counseling Center is generally able to accommodate.
- d. Students who do not want to come on a regular basis are also welcome to drop in as needed for support.

#### ***Support Groups***

- a. the Counseling Center offers a Grief Group, a weekly, drop-in support group for students who have experienced a significant loss.
- b. If you are interested in attending the group, please email [counseling@mountsaintvincent.edu](mailto:counseling@mountsaintvincent.edu)

#### ***Workshops***

- a. This is a valuable asset to many students and includes workshops relating to:
  - Test Anxiety
  - The importance of student collaboration
  - Communication
  - Dealing with family pressure

### ***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.

### ***Contact Information***

(718) 405-3332

[counseling@mountsaintvincent.edu](mailto: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.

## ***xI. Crisis Intervention***



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](mailto: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.

- a. Office of Student Affairs (718) 405-3253/3226 in Founders Hall 114
- b. Office of Campus Security and Safety at (718) 405-3434 in Maloney Center 1
- c. In an emergency situation call:
  - 9-1-1
  - Campus Security at (718) 405-3434
- d. 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.
- e. *Please do not walk a fellow student to the Counseling Center unless you have spoken to a clinician who is available.*

***For a complete listing of all available medical and counseling facilities and associated off-campus resources please refer to the Policies and Procedure Manual UMSV-501***

## **XII. Adverse Weather Conditions and Closure**

As a result of adverse weather, or other emergency situations, which would impede the smooth and efficient operation of the University, classes may be cancelled. The cancellation of classes does not necessarily constitute a general campus closing. Classes may be cancelled while University offices remain open. A decision to close the University will be published on the University's website, and incorporated in the greeting on the University's main telephone number. The University also utilizes an automated notification system called Send Word Now. Those who have registered with this system will receive notification of emergency closings automatically.

<https://mountsaintvincent.edu/graduate-adult/graduate-programs/pa-studies-program/pa-studies-program-policies/cmsv-331-emergency-response-campus-security-and-crisis-management/>

## **XIII. EMERGENCY RESPONSE/SHELTER IN-PLACE**

***Please refer to UMSV-331 for a complete and detailed description of this policy. It is imperative you review this policy and procedure in its entirety and commit it to memory.***

## **XIV. FIRE-SAFETY**

***Please refer to UMSV-332 for a complete and detailed description of this policy. It is imperative you review this policy and procedure in its entirety and commit it to memory.***

## **XV. Sexual Misconduct and Reporting**

All University of Mount Saint Vincent Physician Assistant Students must familiarize themselves with UMSV-603-Sexual Misconduct and Reporting Policy and Procedure within the UMSV-PA Program Policy and Procedure Handbook.

Students must also carefully review the UMSV web site which expands upon the information within this student handbook and goes into specific detail regarding all phases of this policy. The UMSV-web site link is <https://mountsaintvincent.edu/campus-life/campus-services/campus-security-and-safety/security-report/sexual-misconduct-policy-resources>

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:

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

#### ***Title IX Contact Information***

Director for Human Resources  
Founders Hall, Room 113  
(718) 405-3212  
[title9coordinator@mountsaintvincent.edu](mailto:title9coordinator@mountsaintvincent.edu)

#### ***Deputy Title IX 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 114  
(718) 405-3253  
[studentaffairs@mountsaintvincent.edu](mailto:studentaffairs@mountsaintvincent.edu)

#### ***Inquires and Complaints***

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](mailto: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>

### ***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.

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.

***Director for Human Resources***  
***Founders Hall, Room 113***  
***(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](mailto: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 for Student Affairs**  
**Founders Hall, Room 114**  
**(718) 405-3253**  
[studentaffairs@mountsaintvincent.edu](mailto:studentaffairs@mountsaintvincent.edu)

**xvi. Harassment and Discrimination of any Form**

The University of Mount Saint Vincent-Undergraduate and Graduate Programs of which the PA Program is a member seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to the University of Mount Saint Vincent's mission, history, and identity. The University of Mount Saint Vincent's will resolve any identified discrimination in an effective and timely manner and will ensure that it does not recur.

Those believing that they have been harassed or discriminated against on the basis of their race, religion, color, gender identity, national or ethnic origin, alienage, age, military veteran's status, disability, and/or marital status should immediately contact the Human Resources. Upon notice of the occurrence, the University of Mount Saint Vincent's is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Any member of the University of Mount Saint Vincent's including students, faculty, employees, or vendors has a duty to report violations of this policy where individuals know, or should know, of accusations or actions which violate this policy and will notify the Compliance Officer of such violations promptly.

*Director for Human Resources*  
**Founders Hall, Room 113**  
**(718) 405-3212**  
[title9coordinator@mountsaintvincent.edu](mailto:title9coordinator@mountsaintvincent.edu)

## **Section-III**

# **General Student Guidelines**

*All the Policies and Procedure discussed in the following sections can also be located within the UMSV Policies and Procedure Handbook distributed within UMSV PA Program student handbook. Please refer to the UMSV-Policies and Procedure Handbook for more detailed clarification.*

**I. University of Mount Saint Vincent PA Program-Technical Standards**

*Please refer to Policies and Procedure Manual UMSV-304 for a detailed description*

**II. Academic Integrity Policy**

*Please refer to Policies and Procedure Manual UMSV-308 for a detailed description*

*A documented academic integrity violation by a graduate student or a student in the Physician Assistant program will result in academic dismissal from the University.*

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

**III. Ethical and Legal Standards**

*Please refer to Policies and Procedure Manual UMSV-305 for a detailed description*

**IV. Standards for Ethical Conduct and Behavior**

*Please refer to Policies and Procedure Manual UMSV-306 for a detailed description*

*Please Note: UMSV PA Program has a Zero Tolerance Level for illicit drug and alcohol use (UMSV-601)*

**V. Email/Canvas**

*Please refer to Policies and Procedure Manual UMSV-100 for a detailed description*

**VI. Student Files**

*Please refer to Policies and Procedure Manual UMSV-101 for a detailed description*

**VII. Leave of Absence /Withdrawals/Resumption of Studies**

*Please refer to Policies and Procedure Manual UMSV-320 for a detailed description*

**Leave of Absence University of Mount Saint Vincent-Physician Assistant Program**

Due to the complexity of the University of Mount Saint Vincent-Physician Assistant Program a Leave of Absence may only be granted following consultation with the Academic Performance Committee and the UMSV-PA Program Director.

- a. All Leave of Absence requests will be judged on a case-by-case basis

- b. No Leave of Absence may exceed a 1-year time frame

**General Considerations**

Consultation with student services (Financial Aid, Registrar, and the Bursar's office) prior to initiating a leave of absence/withdrawal is required. Questions regarding financial liability should be explored before submitting paperwork to the PA Program office.

Students **should not assume** that filing a Leave of Absence (LOA) or Withdrawal form implies that the request has been granted (See above). If approved the student will receive official notification from the PA Program

Students **MUST** discuss the LOA with their advisor and the program director before permission is granted

A leave of absence cannot exceed one (1) year. Students must be aware that a LOA status will prolong the length of the program and can affect their graduation date

**Leave of Absence-Personal/Medical**

Students will be required to submit supporting medical documentation attesting that the student requires a medical LOA

Upon returning that documentation must be presented to the Program Director that the student is able to meet the technical standards of the program. **No stated diagnosis need be submitted just supporting evidence of ability to return as a full-time matriculating physician assistant student without any restrictions.**

- a. All LOA-Personal/Medical will adhere to the guidelines set forth in UMSV-320.

**Leave of Absence-Academic**

Candidates are identified by the during the semester and brought before the APC due to poor academic performance in either the didactic or clinical year. This type of LOA may only be offered **one** time.

To be considered for an academic leave of absence the student must meet the following criteria:

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

This specific Leave of Absence (LOA) must be addressed prior to the end of the didactic or clinical semester in question and **BEFORE** any final examination has been taken. No student may request an academic LOA after the final's week.

- a. *Students must also be keenly aware that if upon evaluation of their grades to date that there is no avenue for raising the subsequent semester to the required 3.00 then an Academic-LOA should be strongly considered.*

The following protocol will be followed when requesting an academic LOA:

- a. The student must inform their advisor of this request which will be forwarded to the Chair of the Academic Performance Committee (APC) within 3-days of the request.

- b. The APC will consider the student's request for academic LOA. In the interim the student will continue with their academic studies. *It is for this reason that all students who are considering requesting a LOA should seriously consider the timeframe of the request and the finals period in question.*
- c. The APC will review the student's past academic performance and either approve or deny the request.
  - If approved for the academic-LOA the student will immediately discontinue his/her course of study as a full-time matriculated student
  - The student will be "decelerated" into the next cohort class and the APC will make specific and clear recommendations as to how the student in question will re-enter the program. This recommendation may take different forms but will likely involve:
    - i. Failed course(s) must be retaken and passed with a grade of 80 (B-) or better or student will be dismissed from the program.
    - ii. The student will be evaluated by the APC and will be required to audit courses designated by the APC
      - ✚ **Note: if a student is returning to the 2<sup>nd</sup>-4<sup>th</sup> semester and has a GPA which falls below the required 3.00 to remain in the program as part of the MOU they will be required to raise their GPA to the minimum standard within one-semester period**
      - ✚ With regard to the 1<sup>st</sup> didactic semester the student must request the Academic LOA prior to finals week. This will allow for the student to be decelerated into the next cohort and start the program with a clean slate.
    - iii. Student will sign a binding-Memorandum of Understanding (MOU) which will clearly spell out the terms of the deceleration and subsequent didactic requirements for continuation within the PA Program.
    - iv. Student will be placed on Academic-Probation following their return to class with the next cohort

#### ***Leave of Absence-Military Commitment***

Any physician assistant 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.

- b. Notification must also be made to the UMSV Dean of the University or Dean of Students.
- c. 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 by the Academic Performance Committee.
- d. 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 better prepared for the academic rigors consistent with the UMSV-PA Program.
- e. *All LOA-Military will adhere to the guidelines set-forth in UMSV-320.*



### ***Leave of Absence-Automatic***

Students will be placed on automatic (LOA) who are

- a. Absent from didactic work for more than 2 weeks due to medical reasons without making previous arrangements for the extended medical necessity.
- b. Absent from clinical work for more the 1 week and if in the opinion of the clinical coordinator this loss of time cannot be made up during the allotted rotation time allotted will automatically be placed on a leave of absence (LOA) until the next rotation begins.
  - Automatic LOA's may result in the student decelerating and delaying the date of graduation, additional financial cost and/or dismissal from the program.

## **VIII. Withdrawals**

### ***Withdrawal from the University of Mount Saint Vincent-PA Program***

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/course-changes-and-withdrawal-procedures/>

A student may apply for withdrawal from the University before the last day of classes for the semester.

- a. The student must notify the University of Mount Saint Vincent-PA Program Director of their intent to withdraw from the program
- b. The student must complete the exit interview process by meeting with the UMSV-PA Program Director
- c. In addition, the student must complete the UMSV 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.

- a. 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***

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

## **IX. Financial Aid and Leave of Absence and Withdrawals**

### **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.

- a. Consequently, loan repayment obligations may be triggered.
- b. 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.

### **Tuition Cancellation Policy**

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

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

## **X. Student Employment Protocol**

*Please refer to Policies and Procedure Manual UMSV-200 for a detailed description*  
Program.

## **XI. Student Rights**

*Please refer to Policies and Procedure Manual UMSV-201 for a detailed description*

## **XII. Family Educational Rights and Privacy ACT (FERPA) of 1974**

### **Explanation of FERPA**

*Please refer to Policies and Procedure Manual UMSV-328 for a detailed description*

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/>

## **XIII. Dress Code**

*Please refer to Policies and Procedure Manual UMSV-202 for a detailed description*

#### **XIV. Transcripts**

*Please refer to Policies and Procedure Manual UMSV-203 for a detailed description*

#### **XV. Drug Testing**

*Please refer to UMSV 205 for further details of the drug testing policy*

#### **XVI. Drug and Alcohol**

*Please refer to Policies and Procedure Manual UMSV-205 for a detailed description*

<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 DUI (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.

**XVII. Background Check**

*Please refer to Policies and Procedure Manual UMSV-307 for a detailed description*

## **XVIII. Social Media Policy**

*Please refer to Policies and Procedure Manual UMSV-602 for a detailed description*

## **XIX. Communication**

The PA program staff is invested in each student's educational success. To this end, program staff and students both have a responsibility to communicate regularly with each other. Whenever a problem arises for a student, they should contact a staff member as soon as possible. The program will communicate with the students using their University of Mount Saint Vincent-Email.

Students must immediately inform the program of any change in address and/or telephone number in order to maintain proper channels of communication. It is a good idea, and allows for peace of mind if the student gives the main number of the program to a close family member. All urgent messages will be relayed to students in class.

In the event of a natural disaster (i.e.: hurricane, snowstorm), students will be alerted through the University of Mount Saint Vincent Emergency System (via text, phone call and email) for information and instructions regarding cancellations, delays and other pertinent information.

University of Mount Saint Vincent-Physician Assistant Program  
6301 Riverdale Avenue  
Riverdale, NY 10471  
718-  
405-3730

## **XX. Exposure/Needle Stick**

### ***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 made to either the UMSV-Program Director, Director of Medical Education/Academic Coordinator or Director of Clinical Education/Clinical Coordinator or any Principal Faculty member immediately, or as quickly as time 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 as a result 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***

**XXI. Student Wellness**

University of Mount Saint Vincent-PA Program policy does not allow faculty members to medically evaluate, treat or advise students in regard to personal medical situations.

The program adheres to the Institutional policy for timely access and/or referral of students to services addressing personal issues that may impact their progress.

Student health and wellness are important for academic success. Please review UMSV-500 and CMSAV-501 detailing "Counseling Center" and "Crisis Intervention" policy and procedures

***Section-IV***  
***Course of Study***

<b>DIDACTIC PHASE</b>							
<b>FALL-I (SEPT-DEC)</b>			<b>SPRING (JAN-MAY)</b>				
PAS	601	Healthcare Policy Law, Ethics, Professionalism, and Physician Assistant History	4	PAS	609	History and Physical Diagnosis- 2 and Lab	4
PAS	602	Clinical Human Anatomy Lecture and Lab	5	PAS	610	Clinical Medicine 1 ( <i>Derm /EENT Pulmonary/GI</i> )	5
PAS	604	History and Physical Diagnosis-1 and Lab	4	PAS	611	Clinical Correlation-1	1
PAS	605	Clinical Pathophysiology	5	PAS	612	Medical Pharmacology 1	2
				PAS	613	Laboratory Medicine, Microbiology, Immunology	2
				PAS	615	Radiology and Diagnostic Modalities	2
				PAS	614	Medicine in Medically Underserved Areas and Healthcare Needs of special Populations	2
<b>Credits – 18</b>			<b>Credits - 18</b>				
<b>SUMMER (MAY-AUG)</b>			<b>FALL-II (SEPT-DEC)</b>				
PAS	616	Clinical Medicine-2 ( <i>Cardiology /Heme-Onc/ID</i> )	5	PAS	623	Clinical Medicine -3 ( <i>GU/End/Neuro</i> )	5
PAS	617	Clinical Correlations-2	1	PAS	624	Clinical Correlation-3	1
PAS	618	Medical Pharmacology-2	2	PAS	625	Medical Pharmacology-3	2
PAS	626	Epidemiology, Biostatistics, Evidence Based Medicine	3	PAS	619	Emergency Medicine	3
PAS	620	Obstetrics/Gynecology and Women’s Health	2	PAS	627	Essential Diagnostic Modalities and Clinical Procedures and Ultrasound	3
PAS	621	Surgery	3	PAS	628	Introduction to Interprofessional Education	1
PAS	622	MSKT/Rheum	2	PAS	629	Pediatrics	2
PAS	631	Behavioral Health, human Sexuality and Counseling	2	PAS	630	Pre-Clinical Comprehensive Assessment	1
<b>Credits - 20</b>			<b>Credits – 18 (72-total)</b>				

## Curriculum

<b>CLINICAL PHASE JAN 2024 -DEC 2024</b>							
PAS	701	Behavioral Medicine and Healthcare	6	PAS	707	Women’s Health/OB-GYN	6
PAS	702	Emergency Medicine	6	PAS	708	Clinical Elective	6
PAS	PAS	Family Medicine	6	PAS	709	Seminar Capstone	1
PAS	704	Internal Medicine	6	PAS	710	Advanced Clinical Assessment	1



PAS	705	Pediatrics	6
PAS	706	Surgery	6
<b>Credits - 50</b>			

This primary care program spans 28-months and includes 74 credits of didactic education and 50 credits of clinical education. The total program is 124 credits.

This primary care program spans 28-months and includes 72 credits of didactic education and 50 credits of clinical education. The total program is 122 credits.

## ***University of Mount Saint Vincent-Didactic Phase Course Descriptions***

### **Didactic Year-Fall-1 Semester (Sept-Dec 2022)**

#### **UMSV 601- Healthcare Policy, Law, Ethics, Professionalism, and Physician Assistant History**

This is a one semester course that focuses on the historical development of the PA profession, licensure, professional organizations, professional competencies, and professional certification. The PAs role in healthcare policy, law, professional and ethical behavior are topics that are covered. Topics affecting the Physician-PA interprofessional team collaboration and political issues affecting PA Practice will also be examined. This also begins the program-long awareness and discussion of professional topics and practice as related to the PA. This course will also concentrate on ethical decision-making strategies and ethical principles as they pertain to the physician assistant. Students will engage in discussions and case-based activities to explore moral, philosophical, and social dilemmas in health care. Topics include issues in beginning and end-of-life care, and the role of culture, religion, and the law in clinical practice.

This course explores all aspects of the PA Profession including, but not limited to, PA licensure, credentialing, historical, and professional organizational topics along with laws, regulations, and current trends regarding PA Practice. Attention is placed upon team-based and interprofessional collaboration. This also begins the program-long awareness and discussion of professional topics and practice as related to the PA.

This course will also delineate the physician assistant's role in identifying, promoting, and maintaining quality in varying healthcare settings. Students learn about the role of accrediting agencies in establishing and evaluating standards and in promoting and maintaining quality as well as the PA's role in identifying, promoting, and maintaining quality in varying healthcare settings. Students learn about the legal issues surrounding various practice settings within which PAs function and the most common liability related to PA practice. Students learn about grounds for disciplinary action, define due process and what constitutes medical malpractice.

#### **UMSV 602 Clinical Human Anatomy Lecture**

##### **UMSV 602-L Clinical Human Anatomy Lab**

An integrated lecture-laboratory course in gross anatomy designed to provide an understanding of the structural and functional anatomy of the human body essential to the practicing Physician Assistant.

Clinical problems are used to highlight the importance of anatomy to the understanding of the clinical sciences. Regional sections to be covered include general anatomical concepts, central nervous system, upper extremities and back, head and neck, thorax and abdomen, perineum, pelvis, and lower extremities.

The laboratory component of the course is taught with virtual pro-sections utilizing the virtual Anatomical Dissector software. When appropriate, clinical problems are reviewed to highlight the importance of anatomy as it pertains to clinical practice.

### **UMSV 604 Health History and Physical Diagnosis-I-Lecture**

#### **UMSV 604-L Health History and Physical Diagnosis-I-Lab**

This is the first part of a 2-semester course consisting of both lecture and lab. The lecture component introduces the student to the concepts and techniques of medical interviewing, obtaining an accurate history, and performing a complete and thorough physical examination. The course covers the practical terminology utilized to record a medical history and physical examination. The laboratory portion emphasizes the hands-on skills necessary to perfect the techniques of the physical exam. These sessions are taught in a small group setting by the PA faculty. Emphasis is also placed on perfecting the written history and physical/SOAP note.

### **UMSV 605-Clinical Pathophysiology**

This course is designed to provide the PA students with a fundamental understanding of abnormal tissue and organ structure and the pathological changes that occur during disease. This course utilizes an organ systems approach to build a knowledge base of the key concepts of the evolution and expression of diseases commonly seen by primary care providers for specific organ system. This course is designed to provide students with an in-depth knowledge of Pathology with emphasis on cell, tissue, and organ changes, and dysfunction that lead to the processes of disease and how these diseases present themselves clinically. Since disease originates in cell and tissue change and dysfunction, understanding the normal structure and function of tissues gives insight regarding mechanisms of disease across the ages

### **Didactic Year-Spring Semester (Jan-May 2023)**

#### **UMSVC 609-Health History and Physical Diagnosis-II-Lecture**

##### **UMSV 609-L-Health History and Physical Diagnosis-II-Lab**

This is the second part of a 2-semester course consisting of both lecture and lab. The lecture component introduces the student to the concepts and techniques of medical interviewing, obtaining an accurate history, and performing a complete and thorough physical examination. The course covers the practical terminology utilized to record a medical history and physical examination. The laboratory portion emphasizes the hands-on skills necessary to perfect the techniques of the physical exam. These sessions are taught in a small group setting by the PA faculty. Emphasis is also placed on perfecting the written history and physical/SOAP note.

#### **UMSV 610-Clinical Medicine-I (Dermatology, EENT, Pulmonology, Gastrointestinal)**

This is the first course of a series of three-semester courses focusing on the study of disease. This intensive medicine course that covers the etiology, clinical manifestations, diagnosis, treatment, and prognosis of common diseases in the modules of dermatology, EENT, pulmonology, and gastrointestinal medicine. The course builds on lectures from clinical anatomy and pathophysiology and coincides with the in-depth instruction of treatment modalities in Medical Pharmacology-I. Areas of concentration include the cardiovascular, pulmonary, and gastrointestinal systems across the life span.

#### **UMSV 611-Clinical Correlations-I (Dermatology, EENT, Pulmonology, Gastrointestinal)**

This is the first course of a series of three semester courses that involves interactive practical integration and application of knowledge and skills acquired from Physical Assessment 1, Clinical Medicine 1, Pathophysiology and Medical Pharmacology. It is designed to develop critical thinkers and solidify medical concepts through collaborative learning and simulation laboratory experiences. Professionalism and technical competencies are also emphasized. Areas of concentration include the cardiovascular, pulmonary and gastrointestinal systems across the life span.

#### **UMSV 612-Medical Pharmacology-I (Dermatology, EENT, Pulmonology, Gastrointestinal)**

This is the first course of in a series of three-semester courses, which introduces physician assistant students to the basic principles of pharmacokinetics and pharmacodynamics, and their application to clinical medicine. It will also explore the influence and mechanisms of action of drugs upon the body. Classes of pharmaceuticals with a focus on mechanisms of drugs, common side effects, drug-drug interactions, and interactions of drugs with disease states under treatment are discussed. Clinical case studies and problem-solving sessions are introduced. The classes of pharmaceuticals introduced will parallel the organ system being studied in Clinical Medicine I. Pharmaceuticals for the treatment of the disorders of the cardiovascular, pulmonary, and gastrointestinal systems across the life span.

#### **UMSV 613-Laboratory Medicine, Microbiology and Immunology**

This lecture only course provides the student with an understanding of the use of the clinical laboratory as an aid to the diagnosis, treatment and management of disease. This includes instruction focused on the biochemistry of disease processes and related pharmacology, genetics and immunology and pathogenic categories including bacteria, virology, rickettsia, mycobacteria, viruses, fungi and parasites. Normal diagnostic values, risk factors associated with diagnostic studies, procedures and differential diagnosis formulations are presented along with patient education regarding diagnostic studies. Practical field experiences to clinical diagnostic laboratories will reinforce the course materials with an emphasis on the practical application and utilization of laboratory diagnostic testing.

#### **UMSV 614 Medicine in Medically Underserved Areas and the Healthcare Needs of special Populations**

The course is designed to bring into focus the practice of delivering quality, cost effective and timely primary healthcare to the culturally diverse and medically underserved populations. These areas of need include, but are not limited to, rural, inner-city, military, Native American, indigent, prison as well as a growing number of undocumented individuals who are in need of a vibrant healthcare system designed for their specific healthcare population. Further focus will be placed on individuals who are elderly, disabled, victims of domestic violence, HIV/AIDS, children, and adults with special needs including individuals who suffer from problems relating to behavioral health concerns. Students will learn how to identify factors that impact the lives of the healthcare challenged population both socioeconomically and culturally. Students will undertake an active role in planning, defining, delivering, and educating these special need populations. Firsthand student experiences will be outlined and

documented by the student and presented to the class where active problem-based learning will be addressed.

### **UMSV 615-Radiology and Diagnostic Modalities**

This lecture course provides an overview of common radiologic and diagnostic procedures utilized in primary care. The student is introduced to imaging modalities and their role in clinical medicine. Included are studies of the chest and abdomen, GI series, GU radiology, examination of extremities, and mammography. This includes instruction in basic ECG interpretation, radiographs, mammography, CAT scan, MRI, ultrasound and FAST, PET and nuclear medicine imaging. Through combined lectures and case discussions students will learn how to order and interpret a variety of diagnostic radiologic studies as well as basic EKG interpretation.

### **Didactic Year-Summer Semester (Jun-Aug 2023)**

#### **UMSV 616-Clinical Medicine-II (Cardiology, Hematology-Oncology, Infectious Disease)**

This is the second course of a series of three-semester courses focusing on the study of disease. This lecture only course utilizes an organ systems approach to build a knowledge base of the diagnosis and management of common clinical conditions seen by primary care providers. The course builds on lectures in Clinical Anatomy and Pathophysiology, and Clinical Medicine I and coincides with the in-depth instruction of treatment modalities in presented Medical Pharmacology 2. Emphasis is placed on application of new medical knowledge to clinical situations, on diagnostic problem-solving and differential diagnosis, and on issues of patient education and preventive medicine. Students refine their ability to reason independently in developing treatment and management plans for various patient presentations. Areas of study include cardiology, hematologic systems, and infectious disease across the life span.

#### **UMSV 617-Clinical Correlations-II (Cardiology, Hematology-Oncology, Infectious Disease)**

This is the second course of a series of three that involves interactive practical integration and application of knowledge and skills acquired from History and Physical Diagnosis 1,2, Clinical Medicine 1,2, Pathophysiology, Medical Pharmacology 1, 2 and Clinical Correlations 1. It is designed to develop critical thinkers and solidify medical concepts through collaborative learning and simulation laboratory experiences. Professionalism and technical competencies are also emphasized. Areas of concentration include the integumentary, hematologic/Oncologic and EENT systems as well as infectious diseases across the life span.

#### **UMSV 618-Medical Pharmacology-II (Cardiology, Hematology-Oncology, Infectious Disease)**

This is the second course of a series of three-semester courses, which introduces physician assistant students to the study of the general principles of pharmacology, pharmacokinetics, dosage forms and dose-response of common medications encountered in the primary care setting. Classes of pharmaceuticals with a focus on mechanisms of drugs, common side effects, drug-drug interactions and interactions of drugs with disease states under treatment are discussed. The classes of pharmaceuticals introduced will parallel the organ system being studied in Clinical Medicine 2. Pharmaceuticals for the

treatment of the disorders of the Cardiology, Hematologic-Oncologic, Infectious Disease across the life span.

### **UMSV 626-Epidemiology, Biostatistics, Evidenced Based Medicine**

The use of data in making clinical decisions is a core skill for the practicing healthcare professional. This data can be from expert opinion, textbooks, online aids, or the medical literature. This course will introduce the physician assistant student to clinical problem solving assisted by the application of the medical literature. Identifying, evaluating, and applying medical evidence is essential to the professional development of a physician assistant. This course will attempt to make the students fluent in 'information mastery.' This course will also explore health issues from a population-based perspective and look at the role that epidemiology has on the care provided to individuals and populations. We will apply the evidence-based medicine principles learned in the core part of the course to clinical problems as they apply at an epidemiologic level.

This course is intended for students to acquire and develop both the knowledge and the skills for evidence-based medicine (EBM). During this course students will use concepts obtained in previous courses as they are applied to help solving clinical problems.

The course will provide students with the basic concepts in biostatistics, such as measures of disease frequency, measures of effect, and statistical significance. Students will become familiar with standard techniques of data collection and analysis, and the content of vital statistics and mass data of the health field.

Finally, the course will work on critical scientific writing as a means to synthesize the skills learned in assessing and applying the medical literature.

### **UMSV 620-Obstetrics and Gynecology and Women's Health**

Obstetrics/Gynecology and Women's Health will cover aspects of the female reproductive system with an emphasis on normal anatomy and female physiology. The student will learn how to perform a complete and focused gynecological and obstetrical history and physical. Emphasis will be directed on the management of a normal pregnancy including pre-natal care, labor along with the stages of delivery. Clinical manifestations of pregnancy including associated complications will also be stressed along with the appropriate treatment and follow-up treatment plans. Clinical manifestations and treatment of common gynecological problems such as venereal diseases, menstrual disorders, and neoplasms are considered. Patient education is stressed as a crucial part of the management plan

### **UMSV 621-Surgery**

The course deals with general surgical concepts. The purpose of this course is to introduce the student to the general aspects of Surgery which is essential to the practicing Physician Assistant. The course will provide the student with the fundamentals of basic surgical science as applied to the practice of clinical surgery. In addition, the students will learn about general surgical care. The course will also be encompassing the care and management of the surgical patient from the pre-admission stage through the immediate post-operative period. The course structure will detail the different aspects of in-patient and outpatient surgical care and considerations as well as providing the students with a core

understanding of mechanisms of wound healing and surgical techniques. Included are illnesses that require surgical intervention, their signs and symptoms, diagnostic modalities, and outcomes. Students learn about critical care management and how to function as members of a critical care team. An essential focus of the course is the development of skills in clinical reasoning, self-directed learning, teamwork, and communication. Emphasis is placed on the application of new medical/surgical knowledge to clinical situations.

### **622-Musculoskeletal/Rheumatology**

Musculoskeletal and Rheumatology is an intensive medicine course that covers the etiology, clinical manifestations, diagnosis, treatment, and prognosis of musculoskeletal and rheumatologic diseases and disorders. This lecture only course utilizes a clinical approach to build a knowledge base of the diagnosis and management of common clinical conditions seen by primary care providers for musculoskeletal and rheumatologic diseases and disorders. Emphasis is placed on the process and application of acquiring new medical knowledge in regard to clinical situations which may be encountered. Students will refine their ability to reason independently while developing treatment and management plans for various patient presentations. The course builds on lectures in Clinical Anatomy. Areas of study include the musculoskeletal and rheumatological areas of clinical medicine.

### **UMSV 631-Behavioral Medicine, Human Sexuality and Counseling**

This lecture course is an overview of the principles of behavioral medicine and counseling, including the normal and abnormal psychological development and pathologies of pediatric, adult, and geriatric patients. It provides an introductory approach to the interviewing and treatment, counseling of patients with behavioral and psychiatric problems across the life span. The role of psychotherapy will be explained, the concept of personality development and disorders, as well as disorders of childhood and adolescence will be discussed and identified. Gender identity will also be discussed across cultures and society. Death and dying will be covered including personal beliefs, values across the life span, legal and ethical topics will also be discussed and identified. This course also introduces the students to the principles of prevention and healthy behavior, the importance of nutrition; including obesity; and physical activity, smoking cessation, and public health issues across the life span.

This lecture will address a specific module to enhance the communication skills needed for health promotion, disease prevention, end of life and palliative care. The module will develop a student's skill in motivational interviewing as well as preparing the student to discuss the importance of health promotion and disease prevention with the patient, the patient's family, or guardian. The student, if they so desire, will be able to discuss within a community setting the importance of health promotion, disease prevention, end of life and palliative care. End of life care is discussed taking into consideration cultural, spiritual, and ethical issues. Palliative care is discussed and reviewed across special patient populations such as children and the elderly. Additionally, the Health Promotion and Disease Prevention module of this course develops counseling skills through strategies that the clinician can employ to help address health behavior issues in a patient centered culturally sensitive way to provide on-going support of patients' behavioral changes. Students learn techniques to improve the effectiveness of patient education and counseling, including smoking cessation, exercise, and nutritional counseling.

### **Didactic Year-Fall-2 Semester (Sept-Dec 2023)**

### **UMSV 623-Clinical Medicine-III (Genitourinary, Endocrinology, Neurology)**

This is the third course in a series of three courses focusing on the study of disease. This lecture only course utilizes an organ systems approach to build a knowledge base of the diagnosis and management of common clinical conditions seen by primary care providers for specific organ system. The course builds on lectures in Clinical Anatomy and Physiology, and Clinical Medicine 1, Clinical Medicine 2 and coincides with the in-depth instruction of treatment modalities presented in Medical Pharmacology 3. Areas of concentration include the genitourinary, endocrine, and neurological systems across the life span.

### **UMSV 624-Clinical Correlations-III (Genitourinary, Endocrinology, Neurology)**

This is the third course of a series of three that involves interactive practical integration and application of knowledge and skills acquired from History and Physical Diagnosis 1,2, Clinical Medicine 1,2 and 3 Pathophysiology, Medical Pharmacology 1, 2 and 3 along with Clinical Correlations 1 and 2. It is designed to develop critical thinkers and solidify medical concepts through collaborative learning and simulation laboratory experiences. Professionalism and technical competencies are also emphasized. Areas of concentration include the genitourinary, neurological, and endocrine systems across the life span.

### **UMSV 625-Medical Pharmacology-III (Genitourinary, Endocrinology, Neurology)**

This is the third course of a series of three-semester courses, which introduces physician assistant students to the study of the general principles of pharmacology, pharmacokinetics, dosage forms and dose-response of common medications encountered in the primary care setting. Classes of pharmaceuticals with a focus on mechanisms of drugs, common side effects, drug-drug interactions, and interactions of drugs with disease states under treatment are discussed. The classes of pharmaceuticals introduced will parallel the organ system being studied in Clinical Medicine 3. Pharmaceuticals for the treatment of the disorders of the Genitourinary, Neurological, Endocrine systems across the life span

### **UMSV 619-Emergency Medicine**

This course is designed to prepare students to evaluate and treat patients in an emergency room setting. Students will learn the pathophysiology, clinical presentation, diagnosis, evaluation and management of urgent and emergent medical problems commonly encountered in emergency departments. Students will develop an understanding of the fundamental workings of an emergency department. Students will be introduced to the pre-requisite skill set needed to function as a member of the interprofessional healthcare team within an emergency department setting.

### **UMSV 627-Essential Diagnostic Modalities and Clinical Procedures and Ultrasound**

#### **Diagnostic Modalities and Procedures**

This course enables the student to develop the initial rudimentary skills that will be required as they progress throughout their professional careers. The course will prepare the students for their entry into their clinical year environment giving them the added self-confidence to meet the demands of their clinical rotations. The course enhances clinical experiences, clinical procedures, and further expands upon their knowledge base. Students will practice sessions on the technical skills utilizing laboratory models and simulations aids. Students will learn the principles of sterile technique and develop a greater understanding of universal precaution protocol including the proper way to wear personal protective equipment (PPE). Practical sessions will be utilized devoted to phlebotomy, IV infusion and injection (IM, Sub-Q, intra-dermal) techniques and in developing the proper technique for urinary catheters and nasogastric tubes insertions.

Students learn to perform procedures such as hand washing, sterile technique, intravenous and arterial insertions, injection techniques, suturing, wound care, nasogastric tube placement and Foley catheter insertion. Casting and splinting, surgical scrub, gloving and gowning, minor surgical procedures, chest tube placement, and endotracheal intubation. The basic functioning and usage of an EKG machine

### **BLS/ACLS/PALS Training**

Included within this module will be training in Basic Life Support; Advanced Cardiac Life Support and Pediatric Advanced Life Support Modules will be presented on New York State mandated Infection Control and Child Abuse and Recognition which are required by clinical facilities prior to a student's clinical affiliations

### **UMSV 628-Introduction to Interprofessional Education**

This course is designed for healthcare profession students from the University of Mount Saint Vincent's. Students will be integrated and explore the principles and practices of interprofessional collaboration. Delivered in a unique and formative format and supported by online resources that will have as its main focus facilitated group discussions the students will be introduced to a variety of healthcare professions that they will encounter during their future clinical practices. Content to be stressed will include a thorough understanding of the importance of team building, quality effective interprofessional communication, collaboration and decision making that will allow these future clinicians to enhance the delivery of quality cost effective patient care across the ages.

### **UMSV 629-Pediatrics**

This course will focus on the study of disease within the pediatric population. Students learn how to recognize the fundamentals of the pediatric population as it pertains to neurological development from infant through adolescence into adulthood. Students will learn the basic skills necessary to complete a well-baby, routine follow-up, and focused pediatric history and physical. Topics to be covered include neonatology, infant and adolescent medicine, nutritional requirements, preventative immunization schedules, well-baby development and growth milestones. Students will also be introduced to child abuse and childhood injuries. Pediatric documentation and charting will be covered. Childhood illnesses will be covered utilizing a systems approach with emphasis on signs and symptoms, treatment and family, patient education. Developmental and congenital abnormalities will be introduced

### **UMSV 630-Pre-Clinical Comprehensive Assessment**

The Pre-Clinical Comprehensive Assessment course is designed to review course content from the didactic phase of the curriculum. Written summative examinations, a practical OSCE examination, and a Professional Development Assessment Tool (P-DAT) will be administered to ensure the student has integrated the course content and demonstrates readiness for entry into the clinical phase of program.

### **COMMUNICATION PROTOCOL SPECIFIC FOR UMSV 630 Pre-Clinical Comprehensive Assessment**

Students will be notified of the date and time of their written Didactic Summative examination. Students will be expected to arrive to the testing area 30-minutes prior to the start of testing. This will allow the instructional faculty to review the testing parameters and expectations for all students. Students receiving special accommodation will arrange their scheduling in accordance with their specific testing



parameters. These special parameters will be reviewed with the student faculty advisor at least 10 days prior to the date of testing.

Students will be notified of their scheduled Objective Structured Clinical Examination (OSCE) by the instructional faculty proctor and will be expected to reply affirmatively within 72 hours of notification.

## **TEXTBOOKS**

***Textbooks may be update or substituted as needed***

### **UMSV-601 Healthcare Policy, Law, Ethics, Professionalism, and Physician Assistant History**

#### **Required Texts**

1. Hooker, R. S., Cawley, J. F., Asprey, D. P., & Hooker, R. S. *Physician assistants: Policy and practice (4<sup>th</sup> ed.)*. Philadelphia: F.A. Davis.  
ISBN-13: 978-0803643703  
ISBN-10: 9780803643703
2. Judson, K., Harrison, C., & Judson, K. (2013). *Law & Ethics for the Health Professions (7<sup>th</sup> ed.)*. New York: McGraw-Hill.  
ISBN-13: 978-0073513836  
ISBN-10: 0073513830

### **UMSV 602 Clinical Human Anatomy Lecture UMSV 602-L Clinical Human Anatomy Lab**

#### **Required Texts and DVD**

1. Clinical Anatomy by Moore, Essential's version; new and recent past versions are acceptable  
ISBN-13:978-1496347213  
ISBN-10: 1496347218
2. Visible Body App

#### **Recommended**

1. Netter's Atlas of Human Anatomy
2. Dorland's Medical Dictionary  
ISBN-13: 978-1455756438  
ISBN-10:1455756431
3. Rohen's Color Atlas of Human Anatomy; 7<sup>th</sup> Edition  
ISBN-13: 978-1582558561  
ISBN-10: 1582558566
4. Pocket Atlas of Sectional Anatomy Pocket Atlas; CT and MRI Images; 4<sup>th</sup> Edition  
ISBN-13: 978-1498708548

ISBN-10: 9781498708548

## **UMSV 604 and UMSV 604-L Health History and Physical Diagnosis I Lecture and Lab**

### **Required:**

1. Bickley, Bates': Guide to Physical Examination and History Taking, Lippincott Williams & Wilkins, Most recent edition.  
ISBN-13:978-1496398178  
ISBN-10: 1496398173
2. Gyls and Masters. Medical Terminology Express, Medical Language Lab, F.A. Davis Company  
ISBN-13: 978-1719642279  
ISBN-10:1719642273
3. McPhee, Stephen J., Current Medical Diagnosis & Treatment, Lange Series, McGraw Hill, Most recent edition.  
ISBN-13:978-1260469868  
ISBN-10:1260469867

### **Recommended:**

1. Hoppenfeld, Physical Examination of the Spine and Extremity, Pearson Education, Most recent edition.

## **UMSV 605 Clinical Pathophysiology**

### **Required Texts:**

McCance, Kathryn; Huether, Sue, E.; *Pathophysiology: The Biologic Basis for Disease in Adults and Children, 8<sup>TH</sup> Edition*; Elsevier Publishing  
ISBN: 9780323583473

### **Recommended Texts:**

Raff, H., & Levitzky, M. G. (2011). *Medical physiology: A systems approach*. Lange Series, New York: McGraw-Hill.  
ISBN-13: 978-0071621731  
ISBN-10: 0071621733

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

**UMSV 609 and UMSV 609-L Health History and Physical Diagnosis II Lecture and Lab**

**Required:**

1. Bickley, Bates': Guide to Physical Examination and History Taking, Lippincott Williams & Wilkins, Most recent edition.  
ISBN-13:978-1496398178  
ISBN-10: 1496398173
2. Gylys and Masters. Medical Terminology Express, Medical Language Lab, F.A. Davis Company  
ISBN-13: 978-1719642279  
ISBN-10:1719642273
3. McPhee, Stephen J., Current Medical Diagnosis & Treatment, Lange Series, McGraw Hill, Most recent edition.  
ISBN-13:978-1260469868  
ISBN-10:1260469867

**Recommended:**

2. Hoppenfeld, Physical Examination of the Spine and Extremity, Pearson Education, Most recent edition.

**UMSV 610 Clinical Medicine-I  
Dermatology/EENT/Pulmonology/Gastroenterology**

**Required Texts:**

1. Papadakis, M. A., McPhee, S. J., & Rabow, M. W. (n.d.). Current Medical Diagnosis & Treatment 2019, 58<sup>th</sup> Edition  
ISBN-13: 978-1260117431  
ISBN-10: 126011743X

**Recommended Texts:**

1. J. Larry Jameson, Anthony S. Fauci, Dennis L. Kasper, Stephen L. Hauser, Dan L. Longo, Joseph Loscalzo  
Harrison's Principles of Internal Medicine, 20<sup>th</sup> Edition.

ISBN-13: 9781260455342

ISBN-10:1260455343

2. Klaus Wolff, Richard Allen Johnson, et al.; *Fitzpatrick's Color Atlas and Synopsis of Clinical Dermatology 8<sup>th</sup> Ed.*. McGraw-Hill,  
ISBN-13: 978-1259642197  
ISBN-10: 1259642194

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

- Canvas assigned readings will be posted via Canvas in the required course outline area.

## **UMSV 611 Clinical Correlations-1 Dermatology/EENT/Pulmonology/Gastroenterology**

**Required Texts:**

2. Papadakis, M. A., McPhee, S. J., & Rabow, M. W. (n.d.). *Current Medical Diagnosis & Treatment 2021, 60<sup>th</sup> Edition*  
ISBN-13: 978-1260469868  
ISBN-10:1260469867

**Recommended Texts:**

3. J. Larry Jameson, Anthony S. Fauci, Dennis L. Kasper, Stephen L. Hauser, Dan L. Longo, Joseph Loscalzo  
*Harrison's Principles of Internal Medicine, 19th Edition.*  
ISBN-13: 978-0071802154  
ISBN-10: 0071802150
4. Kravtman, Maurice; *The Complete Patient History, 2nd Edition*  
ISBN-13: 978-0070356146  
ISBN-10: 0070356149

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

- Canvas assigned readings will be posted via Canvas in the required course outline area.

## **UMSV 612 Medical Pharmacology-1**

**Required Texts:**

Katzung, B. G. *Basic & clinical pharmacology (14<sup>th</sup> ed.)*. Lange Series; New York: McGraw-Hill Education.  
ISBN 978-1-259-64115-2

Gilbert, D. N., Chambers, H. F., Eliopoulos, G. M., & Saag, M. S. (n.d.). *The Sanford guide to antimicrobial therapy 2019* (49th ed.).  
ISBN-13:978-1944272098  
ISBN-10:1944272097)

**Recommended Texts:**

Johannsen, E. C., & Sabatine, M. S. (1995). *PharmCards: Review cards for medical students, 5th. Ed.*  
Boston: Little, Brown  
ISBN-13: 978-1496384287  
ISBN-10: 1496384288

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*  
Canvas assigned readings will be posted via Canvas in the required course outline area.

## **UMSV 613 Laboratory Medicine, Microbiology, and Immunology**

**Required Texts:**

Laposata, M. (2014). *Laboratory Medicine – The Diagnosis of Disease in the Clinical Laboratory* (3<sup>rd</sup> ed.).  
New York: McGraw-Hill.  
ISBN-13: 978-1260116793  
ISBN-10: 1260116794

Nester, E.; Anderson, D.; *Nester's Microbiology: A Human Perspective (8th Ed.)*. New York: McGraw-Hill  
ISBN-13: 978-0073522593  
ISBN-10: 9780073522593

**Recommended Texts:**

Nicoll, Diana; *Pocket Guide to Laboratory Tests; 6<sup>th</sup> Edition*; McGraw-Hill Publishing

## **UMSV 614 Medicine in Medically Underserved Areas and the Healthcare Needs of Special Populations**

**Required Texts:**

Jorde, L, B; Carey, J; Barnshad, M. (2015), *Medical Genetics* 5th ed. St. Louis, Elsevier  
eBook ISBN: 9780323391979  
eBook ISBN: 9780323188371  
eBook ISBN: 9780323391993  
Paperback ISBN-13: 978-0323188357

Brown, I., & Percy, M. E. (2020). *A Comprehensive Guide to Intellectual and Developmental Disabilities-*  
2nd ed. Baltimore, MD: P.H. Brookes.  
ISBN-13: 978-1598576023

ISBN-10: 159857602X

King, T. E., & Wheeler, M. B. (2016). Medical management of vulnerable and underserved patients: Principles, practice, and populations. New York: McGraw-Hill Medical Pub. Division.

Lange Series

ISBN: 0071834443

ISBN-13: 9780071834445

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

- Canvas assigned readings will be posted via Canvas in the required course outline area.

## UMSV 615 Radiology and Diagnostic Modalities

**Recommended Texts:**

McKinnis, Lynn, N; Mulligan, Michael; *Musculoskeletal Imaging Handbook, A Guide for Primary Practitioners*; F.A. Davis Company

ISBN-13: 978-0803639171

ISBN-10: 0803639171

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

- Canvas assigned readings will be posted via canvas in the required course outline area.

## UMSV 616 Clinical Medicine-II Cardiology/Hematology-Oncology/ID

**Required Texts:**

1. Papadakis, M. A., McPhee, S. J., & Rabow, M. W. (n.d.). *Current Medical Diagnosis & Treatment 2020, 59<sup>th</sup> Edition*

ISBN-13:978-1260455281

ISBN-10: 1260455289

2. Crawford, M. H. *Current diagnosis & treatment: Cardiology*. 5<sup>th</sup> Edition, New York: McGraw-Hill Medical.

ISBN-13:978-1259641251

ISBN-10:9781259641251

3. Required Texts:

Dubin, *Rapid interpretation of EKG'S, 6th Ed. Cover publishing Company*

ISBN-13: 978-0912912066

ISBN-10: 0912912065

**Recommended Texts:**

5. David N. Gilbert, MD; Henry F. Chambers, MD; Michael S. Saag, MD; *The Sanford Guide to Antimicrobial Therapy 2020 (50<sup>th</sup> edition)*
6. J. Larry Jameson, Anthony S. Fauci, Dennis L. Kasper, Stephen L. Hauser, Dan L. Longo, Joseph Loscalzo  
*Harrison's Principles of Internal Medicine, 19th Edition;* McGraw Hill  
ISBN-13: 978-0071802154  
ISBN-10: 0071802150

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

- Canvas assigned readings will be posted via Canvas in the required course outline area.

## **UMSV 617 Clinical Correlations II Cardiology/Hematology/Oncology, Infectious Disease**

**Required Texts:**

1. Papadakis, M. A., McPhee, S. J., & Rabow, M. W. (n.d.). *Current Medical Diagnosis & Treatment 2021*  
*60<sup>th</sup> Edition*  
ISBN-13:978-1260469868  
ISBN-10: 1260469867

**Recommended Texts:**

4. J. Larry Jameson, Anthony S. Fauci, Dennis L. Kasper, Stephen L. Hauser, Dan L. Longo, Joseph Loscalzo  
*Harrison's Principles of Internal Medicine, 19th Edition;*  
ISBN-13: 978-0071802154  
ISBN-10: 0071802150
5. Kraytman, Maurice; *The Complete Patient History, 2nd Edition*  
ISBN-13: 978-0070356146  
ISBN-10: 0070356149

## **UMSV 618 Medical Pharmacology-2 Dermatology/Hematology-Oncology/Infectious Disease/EENT**

**Required Texts:**

Katzung, B. G. *Basic & clinical pharmacology (14<sup>th</sup> ed.)*. Lange Series; New York: McGraw-Hill Education.  
ISBN 978-1-259-64115-2

Gilbert, D. N., Chambers, H. F., Eliopoulos, G. M., & Saag, M. S. (n.d.). *The Sanford guide to antimicrobial therapy 2019* (49th ed.).  
ISBN-13:978-1944272098  
ISBN-10:1944272097)

**Recommended Texts:**

Johannsen, E. C., & Sabatine, M. S. (1995). *PharmCards: Review cards for medical students, 5th. Ed.*  
Boston: Little, Brown  
ISBN-13: 978-1496384287  
ISBN-10: 1496384288

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

Canvas assigned readings will be posted via Canvas in the required course outline area

## UMSV 619 Emergency Medicine

**Required Text:**

1. C. Keith Stone, Roger L. Humphries; *Current Diagnosis and Treatment Emergency Medicine, Eighth Edition*; McGraw Hill Professional  
ISBN-13: 978-0071840613  
ISBN-10: 0071840613

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

Canvas assigned readings will be posted via Canvas in the required course outline area.

## UMSV 620 Obstetrics/Gynecology and Women's Health

**Required Texts**

1. DeCherney, Alan; Roman, Ashley; Nathan, Lauren; Laufer, Neri; *Current Diagnosis & Treatment Obstetrics & Gynecology, 12th Edition*; Lange Series; McGraw Hill  
ISBN-13: 978-0071833905  
ISBN-10: 0071833900

**Recommended Text**

1. Schadewald, Diane; Pritham, Ursula, A, et. al. *Women's Health: A Primary Care Clinical Guide 5th Ed.*  
Pearson Publishing  
ISBN-13: 978-0135659663  
ISBN-10: 0135659663

## UMSV 621 Surgery

**Required Texts:**

Doherty, Gerard; *Current Diagnosis and Treatment, Surgery; 15<sup>th</sup> Edition-Langer Series*; McGraw-Hill Medical Publishing



ISBN 13: 9781260122213

ISBN 10: 1260122212

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

- Canvas assigned readings will be posted via Canvas in the required course outline area

## **UMSV 622 Musculoskeletal/Rheumatology**

**Required Texts:**

2. Papadakis, M. A., McPhee, S. J., & Rabow, M. W. (n.d.). *Current Medical Diagnosis & Treatment 2019, 58<sup>th</sup> Edition*  
ISBN-13: 978-1260117431  
ISBN-10: 126011743X
3. Skinner, H. B. (2006). *Current diagnosis & treatment in orthopedics* (5th ed.). Current Series, New York: Lange Medical Books/McGraw-Hill Medical Pub. Div.  
ISBN-13: 978-0071590754  
ISBN-10: 0071590757

**Recommended Texts:**

6. J. Larry Jameson, Anthony S. Fauci, Dennis L. Kasper, Stephen L. Hauser, Dan L. Longo, Joseph Loscalzo  
*Harrison's Principles of Internal Medicine, 19th Edition.*  
ISBN-13: 978-0071802154  
ISBN-10: 0071802150
7. Gary S. Firestein MD, Ralph C. Budd MD, et al. *Kelley and Firestein's Textbook of Rheumatology, 2-Volume Set, 10<sup>th</sup> Ed.*  
ISBN-13: 978-0323316965  
ISBN-10: 0323316964

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

- Canvas assigned readings will be posted via Canvas in the required course outline area.

## **UMSV 623 Clinical Medicine-3 Genitourinary/Endocrinology/Neurology**

**Required Texts:**

4. Papadakis, M. A., McPhee, S. J., & Rabow, M. W. (n.d.). *Current Medical Diagnosis & Treatment 2019, 58<sup>th</sup> Edition*  
ISBN-13: 978-1260117431

ISBN-10: 126011743X

**Recommended Texts:**

1. Frank J. Domino MD, Robert A. Baldor MD, FAAFP, Kathleen Barry MD, Jeremy Golding MD, FAAFP, Mark B. Stephens MD, MS, FAAFP 5-Minute Clinical Consult 2021 Premium; Wolters and Kluwer Pub.  
ISBN/ISSN 9781975157579
2. Elan D. Louis MD, MS, Stephan A. Mayer MD, Lewis P. Rowland MD Merritt's Neurology 13<sup>th</sup> Ed.  
ISBN/ISSN 9781451193367

**UMSV 624 Clinical Correlations III  
Genitourinary/Neurology/Endocrine/Psych-Behavioral Health**

**Required Texts:**

5. Papadakis, M. A., McPhee, S. J., & Rabow, M. W. (n.d.). Current Medical Diagnosis & Treatment 2021, 60<sup>th</sup> Edition  
ISBN-13: 978-1260469868  
ISBN-10:1260469867

**Recommended Texts:**

8. J. Larry Jameson, Anthony S. Fauci, Dennis L. Kasper, Stephen L. Hauser, Dan L. Longo, Joseph Loscalzo  
Harrison's Principles of Internal Medicine, 19th Edition.  
ISBN-13: 978-0071802154  
ISBN-10: 0071802150
9. Kraytman, Maurice; The Complete Patient History, 2nd Edition  
ISBN-13: 978-0070356146  
ISBN-10: 0070356149

**UMSV 625 Medical Pharmacology-III**

**Required Texts:**

Katzung, B. G. *Basic & clinical pharmacology (14<sup>th</sup> ed.)*. Lange Series; New York: McGraw-Hill Education.  
ISBN 978-1-259-64115-2

Gilbert, D. N., Chambers, H. F., Eliopoulos, G. M., & Saag, M. S. (n.d.). *The Sanford guide to antimicrobial therapy 2019* (49th ed.).  
ISBN-13:978-1944272098  
ISBN-10:1944272097)

**Recommended Texts:**

Johannsen, E. C., & Sabatine, M. S. (1995). *PharmCards: Review cards for medical students, 5th. Ed.*  
Boston: Little, Brown  
ISBN-13: 978-1496384287  
ISBN-10: 1496384288

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

Canvas assigned readings will be posted via Canvas in the required course outline area.

## **UMSV 626 Epidemiology, Biostatistics, Evidenced Based Medicine**

**Required Textbooks**

1. *Evidence-Based Medicine: How to Practice and Teach EBM, 5th Edition*; Sharon E. Straus, et al. Elsevier, 2018.  
ISBN-10: 0702062960  
ISBN-13: 978-0702062964
2. *Evidence Based Medicine Workbook 2<sup>nd</sup> Ed.*; Paul Glasziou, Chris Del Mar and Janet Salisbury  
ISBN 978-1-4051-6728-4
3. *Epidemiology, Biostatistics and Preventive Medicine, 4<sup>th</sup> Ed.*  
James F. Jekel, MD, MPH, David L. Katz, MD, MPH, Joann G. Elmore, MD, MPH and Dorothea Wild, MD, MPH, Dr. Med  
ISBN-13:978-0721652580  
ISBN-10: 0721652581
4. *Medical Epidemiology: Population Health and Effective Health Care, 5e Ed.* Raymond S. Greenberg. New York, NY: McGraw-Hill, 2015  
ISBN-13: 978-0071822725  
ISBN-10: 0071822720  
Available through Access Medicine:

**Recommended:**

1. AMA Manual of Style. Iverson C, Christensen S, Flanagin A, et. al. Latest edition;
2. Stern, Cifu and Altkorn; *Symptom to Diagnosis: An Evidence-Based Guide 4<sup>th</sup> Ed.*
3. Hall & Roussel, 2012;; *Evidence-Based Practice : An Integrative Approach to Research, Admin, and Practice,*
4. Day and Gastel, 2012; *How to Write and Publish a Scientific Paper;*
5. Neuman WL.; *Social Research Methods, Latest edition*

## **UMSV 627 Essential Diagnostic Modalities and Clinical Procedures and Ultrasound**

**Required Texts:**

1. Asprey, D. P., & Dehn, R. W; *Essential Clinical Procedures 3<sup>rd</sup> ed.* Elsevier Health Sciences.  
ISBN: 1455707813
2. You tube and on-line presentation videos as needed.

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

Canvas assigned readings will be posted via canvas in the required course outline area

## **UMSV 628 Introduction to Interprofessional Education**

**Recommended Texts:**

Jordan Utley , Cindy Mathena , et al., *Interprofessional Education and Collaboration: An Evidence-Based Approach to Optimizing Health Care;*

ISBN-13: 978-1492590033

ISBN-10: 1492590037

Weiss, Donna; Tilin, Felice, et al. *The Interprofessional Health Care Team: Leadership and Development;*

Jones and Bartlett Publishers, Inc;

ISBN-10 1449673368

ISBN-13 9781449673369

**Required Additional Readings (On-Line Resources):**

*Canvas assigned supplemental readings will be posted via the Canvas dashboard in the required course outline discussion area*

## **UMSV 629 Pediatrics**

**Required Text:**

1. Cabana, M, MD, MPH; *The 5-Minute Pediatric Consult-Premium-8<sup>th</sup> Edition* Wolters Kluver, Pub.  
ISBN-13: 978-1496381774  
ISBN-10: 1496381777

## **UMSV 630 Pre-Clinical Comprehensive Assessment**

**COURSE TEXTBOOKS AND OTHER LEARNING RESOURCES**

No additional textbooks will be required for this course. Students will utilize textbooks from all courses as review materials.

## **UMSV 631 Behavioral Medicine, Human Sexuality and Counseling**

**Required Texts:**

1. Mitchell D. Feldman, John F. Christensen, Jason M. Satterfield, Ryan Laponis. *Behavioral medicine: A guide for clinical practice (5<sup>th</sup> ed.)*. New York: McGraw-Hill Medical.
2. *Diagnostic and statistical manual of mental disorders: DSM-5.* (2013). Washington, D.C.: American Psychiatric Association.

ISBN-13: 978-0890425558

ISBN-10: 089042555

**Required Additional Readings:**

*Supplemental readings and handouts to be provided*

1. Canvas assigned readings will be posted via Canvas in the required course outline area.
  
2. This is a release by the US Healthy People 2020 Spotlight on Health
  - i. Prevention and Population Health Education Across the Health Professions  
[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwiWpNCXwb7MAhWDFj4KHXF5Bi8QFggkMAE&url=https%3A%2F%2Fwww.healthypeople.gov%2Fsites%2Fdefault%2Ffiles%2FHP2020HealthEdAcrossHealthProf\\_9.09%2520slides\\_0.pdf&usq=AFQjCNFSjRNIWTJKOFp-ns8xQilF5FXG1w](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwiWpNCXwb7MAhWDFj4KHXF5Bi8QFggkMAE&url=https%3A%2F%2Fwww.healthypeople.gov%2Fsites%2Fdefault%2Ffiles%2FHP2020HealthEdAcrossHealthProf_9.09%2520slides_0.pdf&usq=AFQjCNFSjRNIWTJKOFp-ns8xQilF5FXG1w)

## ***Section-V***

# ***Clinical Policies and Procedures*** ***Clinical Syllabi***

***A Complete description of all Clinical Year Policies and Procedures can be found  
in the Clinical Year Handbook***

***Please review this handbook very carefully as it lays-out in detail the  
responsibilities of all senior year (clinical) Physician Assistant Students***

## ***Clinical Year-Contents***

### ***I. Clinical Year Policy Overview***

Students will be assigned to clinical rotation sites with licensed healthcare preceptors provided by the PA program. Clinical site placement is determined by a variety of factors including, but not limited to, availability, geographical proximity and student strengths and weaknesses.

Students will be requested to submit preferred site locations to the Clinical Coordinator for consideration during the didactic year. This preferred site request is used to gauge the student's interests in certain medical disciplines and locations and does not guarantee placement at that site.

The decision for clinical site assignments is ultimately up to the discretion of the clinical site coordinators. There will be no changes in the clinical rotation schedule unless approved by the Clinical Coordinators.

A listing of all current sites utilized by the program is available on EXXAT®. ***During clinical clerkships, students are not to be utilized as substitutes for clinical or administrative staff as per ARC-PA Standards.*** The maintenance of good relationships with many clinical affiliates requires regular assignments of students. Therefore, students may be assigned to any site, including those requiring travel over toll bridges/roads.

*Students are not required to provide clinical rotation sites.*

- a. However, a student may express interest in a new clinical location that has not been previously utilized by the PA Program. Students may request the opportunity to attend new rotation sites.
- b. The proposed new rotation site must meet the program expectations.

Clinical Coordinators must vet the site to ensure that it meets program standards and must be approved by the Program Director.

All Out of Town (OOT) rotation paperwork must be discussed with the Clinical Coordinators before any paperwork is submitted to allow vetting, approval and processing of the proposed rotation site.

### ***II. Clinical Year Rotation Procedures***

Before clinical rotations begin, the Clinical Coordinators and Clinical Administrative Assistants follow a step-by-step procedure to assist students who are entering the Clinical year. This step-by-step process is as follows:

- a. Before the clinical year begins a "Senior Talk" is given by the Clinical Coordinator

- b. Students will visit EXXAT® to receive specific information in regard to rotation sites, preceptor lists and required paperwork.
- c. Students are required to fill out and submit all required paperwork to their prospective rotations in a timely manner.
- d. Failure to complete required paperwork for a clinical site may result in rejection of the student at the clinical site and a withdrawal from the rotation.
- e. If no substitute affiliation is readily available, the student will be responsible to complete that rotation at the end of the clinical track.
- f. Students may be responsible for any bursarial charges that may incur.

### **III. Clinical Site Reporting**

#### Standard Reporting Procedure for ALL Students

- a. On the first day of rotation all students are to report to their respective Preceptor or his/her designee.
- b. All students are to follow the proper security clearance as directed by the policies and procedures of the rotation site.
- c. If the rotation site deems it necessary that students submit paperwork prior to the start of the rotation, it is incumbent upon the student to allow sufficient time for the processing of all paperwork.
  - The student is responsible for facilitating their own paperwork to the clinical sites.
- d. Students may be asked to report to a particular site before the start of the rotation for processing.
  - In such cases the student will be required to make up any missed time from the current rotation he/she is attending.

### **IV. Students as Professionals**

While on rotation, students are representatives of the PA program and the University of Mount Saint Vincent and are expected to maintain a level of professionalism that is associated with the Physician Assistant profession and act in accordance with Program policies. Supervised Clinical Practice Experiences (SCPEs) must be attended on a regular and punctual basis.

### **V. Clinical Site (SCPE's) Attendance Requirements**

#### **Attendance**

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

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

The following attendance guidelines must be followed:

- a. Documentation from a health care provider must be provided for absences resulting from a medical condition. Medical diagnosis does not have to be included within the note. The note should include a statement that the student is capable of returning to full duty at rotation site.
- b. Excessive absences may result in disciplinary action.
- c. Failure to notify the school and the rotation site/preceptor of an absence will result in disciplinary action and referral to the Professional Conduct Review Committee.



- 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.
  - Continuation of such behavior may result in disciplinary action and referral to the Professional Conduct Review Committee.
  - 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 in the event that 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.

### ***Unanticipated Absences***

- a. Unanticipated Absences
  - Unanticipated absences due to illness, accident or other unexpected events may be considered excused only if reported to the supervising physician/preceptors as early as possible and to the PA Program staff by 9:00AM on day of absence.
  - Unanticipated absences require written explanation within 48 hours regarding the circumstances of the absence to the Program Director

### ***Absences***

- a. Medical Necessity
  - Appropriate documentation should be submitted to the Clinical Coordinator when the student returns to school.
  - 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.
  - Students absent from a rotation 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

### ***Unexcused Absences***

- 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 48 hours regarding the circumstances of the absence to the Program Director.
- c. A single absence may 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 may 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 Clinical Coordinator should be notified as soon as possible and provided with a written explanation for the absence.
  - 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-).

### **Lateness**

Students are expected to leave the rotation when released by the preceptor. Students are not permitted to leave the rotation based on a bus/train schedule.

It is disruptive and disrespectful to arrive late or leave early from rotation.

- a. Excessive lateness or unexcused early departures may result in reduction of the professional component of the rotation grade or may be grounds for sanctions such as being placed on Professional Probation and eventual dismissal.

Each rotation requires students be present a minimum of 40 hours per week.

- a. If you are released early due to a request made to your clinical preceptor/attending be advised that you must make up the hours to the satisfaction of the preceptor.
- b. Requesting time off to study or requesting off or requesting day(s) off to study for the End of Rotation Exam will be considered unexcused absences

## **VI. Dress Code and Identification**

We expect our students to dress professionally while at your clinical site. 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.

### **Clinical Year Attire**

- a. In some clinical locations certain surgical attire (scrubs) may be required, in this instance the student will follow the protocol of the clinical rotation.
- b. Men should wear conservative slacks (no jeans) and shirts with a tie.
- c. Women should wear slacks/skirts with shirts/blouses (skirts should be of a conservative length).

- d. No sneakers or open toed shoes are permitted, shoes must be worn with socks or stockings; heel height should be conservative (2-inch).
- e. Jewelry, make-up and cologne are best if conservative and subtle.
- f. Hair for both men and women should be worn in a neat, conservative style.
- g. 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 be required to make-up any clinical work, assignments or experiences for the missed day. Any such episodes will be documented in the student's file. Under no circumstances should students wear a long white coat.

### **Identification**

Physician assistant students should be identified by a clearly marked program identification badge while on clinical experiences at other institutions. At minimum, students will introduce themselves as physician assistant students and sign all documentation with their legible full signature followed by '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 academic probation or possible dismissal from the Program.

## **VII. *Clinical Year Academic Evaluations***

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. PAEA developed End of Rotation Examinations (EORE)
- b. Clinical Year Summative examination
- c. History and Physical write-ups, SOAP notes
- d. Call-back classroom participation
- e. Faculty advisory reviews
- f. Clinical preceptor evaluations mid and final
- g. Observations by faculty of student involvement in classroom activity, small group projects and discussion-oriented groups such as:
  - i. Journal Club
  - ii. Poster Development
- h. Objective Structured Clinical Examinations (OSCE's) and Objective Structured Long Examination Record (OSLER's)
- i. Performance of clinical procedures via preceptor evaluation

- j. Oral patient presentations seen during clinical rotations
- k. P-DAT (Professional Development Assessment Tool)

***University of Mount Saint Vincent-Clinical Phase Course Descriptions***  
***Clinical Year (Jan-2024-Dec 2024)***

***VIII. Clinical Year Course Descriptions***

**CLERKSHIP IN BEHAVIORAL MEDICINE (UMSV 701)**

During this six-week clinical clerkship the student will be exposed to and actively participate as a member of the behavioral health team and function under the direct supervision of the assigned clinical preceptor, supervision of attending physicians, house staff, physician assistants or other credentialed providers for the specialty. The goal of clinical clerkship is to provide the student with practical clinical exposure to patients, including common behavioral health conditions, diagnostic procedures, interviewing and counseling techniques and treatments and technologies that are common for the behavioral health specialty addressing patients across the life span. Preceptors will guide the students learning activities to assist them in achieving the course learning objectives. It is likely that not all clinical conditions required for the mastery of this content area will be encountered during the clerkship. Student self-directed learning activities, and clinical clerkship support materials will complement the preceptor directed activities.

**CLERKSHIP IN EMERGENCY MEDICINE (UMSV 702)**

During this six-week clinical clerkship the student will be exposed to and actively participate as a member of the facility's emergency healthcare team and function under the direct supervision of the assigned clinical preceptor, supervision of attending physicians, house staff and physician assistants. The goal of this clinical clerkship is to provide the student with practical clinical exposure to patients with emergent or urgent medical conditions, diagnostic procedures, treatments and technologies that are specific to the emergency medicine specialty addressing patients across the life span. Preceptors will guide the students learning activities to assist them in achieving the course learning objectives. It is likely that not all clinical conditions required for the mastery of this content area will be encountered during the clerkship. Student self-directed learning activities and clinical clerkship support materials will complement the preceptor directed activities.

**CLERKSHIP IN FAMILY MEDICINE (UMSV 703)**

During this six-week clinical clerkship the student will be exposed to and actively participate as a member of a facility's family medicine healthcare team and function under the direct supervision of the assigned clinical preceptor, attending physicians, supporting medical staff and physician assistants. The family medicine clinical clerkship will provide the student with practical clinical exposure to primary care patients, including common medical conditions,

diagnostic procedures, treatments and technologies common to the family medicine healthcare environment. Preceptors will guide student learning activities to assist them in achieving course goals, learning outcomes and objectives. It is likely that not all clinical conditions required for the mastery of this content area will be encountered during the clerkship. Student self-directed learning activities and clinical clerkship support materials will enhance the learning experience of this course and complement the preceptor directed activities.

#### **CLERKSHIP IN INTERNAL MEDICINE (UMSV 704)**

During this six-week clinical clerkship the student will be exposed to and actively participate as a member of the facility's internal medicine healthcare team and function under the direct supervision of the assigned clinical preceptor, supervision of attending physicians, house staff and physician assistants. The goal of clinical clerkship is to provide the student with practical clinical exposure to patients, including common medical conditions, diagnostic procedures, treatments and technologies that are common for the healthcare environment specific to the internal medicine specialty. Preceptors will guide the students learning activities to assist them in achieving the course learning objectives. Student will be provided an education module regarding the management of patients with end-of-life conditions, addressing issues and concerns of patients, family and the multidisciplinary team involved in the palliative care planning and care of the terminally ill patient. It is likely that not all clinical conditions required for the mastery of this content area will be encountered during the clerkship. Student self-directed learning activities and clinical clerkship support materials will complement the preceptor directed activities.

#### **CLERKSHIP IN PEDIATRICS (UMSV 705)**

During this six-week clinical clerkship the student will be exposed to and actively participate as a member of the facility's pediatric healthcare team and function under the direct supervision of the assigned clinical preceptor, supervision of attending physicians, house staff and physician assistants. The goal of clinical clerkship is to provide the student with practical clinical exposure to pediatric patients, including common medical conditions, diagnostic procedures, treatments, and technologies common for the healthcare environment specific to the pediatrics specialty. The student will be exposed to not only the ill child, but also to the well child development and growth within the family unit and in peer interactions. Preceptors will guide the students learning activities to assist them in achieving the course learning objectives. It is likely that not all clinical conditions required for the mastery of this content area will be encountered during the clerkship. Student self-directed learning activities and clinical clerkship support materials will complement the preceptor directed activities.

#### **CLERKSHIP IN SURGERY (UMSV 706)**

During this six-week clinical clerkship the student will be exposed to and actively participate as a member of the facility's general surgery healthcare team and function under the direct supervision of the assigned clinical preceptor, supervision of attending physicians, house staff and physician assistants. The goal of clinical clerkship is to teach the student to perform a thorough rapid and methodical assessment, evaluate acutely and potentially ill surgical patients. The student will work as a member of the medical team providing immediate pre-and post-operative care as well as gaining hands-on experience in the operating room setting, including the common diagnostic procedures, treatments and technologies common for the general surgery specialty. Preceptors will guide the students learning activities to assist them in achieving the course learning objectives. It is likely that not all clinical conditions required for the mastery of

this content area will be encountered during the clerkship. Student self-directed learning activities and clinical clerkship support materials will complement the preceptor directed activities.

#### **CLERKSHIP IN WOMEN'S HEALTH-OB/GYN (UMSV 707)**

During this six-week clinical clerkship the student will be exposed to and actively participate as a member of the facility's women's healthcare team and function under the direct supervision of the assigned clinical preceptor, supervision of attending physicians, house staff and physician assistants. The goal of clinical clerkship is to provide the student with practical clinical and participate in the care of a variety of patients with obstetric or gynecological complaints. The student will become proficient in accurate assessment of the obstetric patient with emphasis on pre- and post- natal care. The student will also become involved with the practice of "preventive" obstetrics and gynecology as well as common gynecologic disorders. Preceptors will guide the students learning activities to assist them in achieving the course learning objectives. It is likely that not all clinical conditions required for the mastery of this content area will be encountered during the clerkship. Student self-directed learning activities and clinical clerkship support materials will complement the preceptor directed activities.

#### **CLERKSHIP - ELECTIVE I (UMSV 708)**

Students may choose to seek specialty clinical clerkship to augment their clinical experience or choose to perform additional time to build a great foundation of one of the core clinical clerkship. During this six-week clinical clerkship, the student will be exposed to and actively participate as a member of the healthcare team of the elective clerkship and function under the direct supervision of the assigned clinical preceptor, supervision of attending physicians, house staff and physician assistants. The goal of elective clinical clerkship is to provide students either an experience in a new clinical area or additional exposure to patients, including common medical conditions, diagnostic procedures, treatments and technologies that are common for the healthcare environment specific to the clerkship or elective specialty. Preceptors will guide student learning activities to assist them in achieving the course learning objectives. It is likely that not all clinical conditions required for the mastery of this content area will be encountered during the clerkship. Student self-directed learning activities and clinical clerkship support materials will complement the preceptor directed activities.

#### **CLINICAL YEAR SEMINAR CAPSTONE COURSE (UMSV 709)**

Although the UMSV is a non-thesis Master degree it is expected that the student will research and write a final paper or prepare poster presentation suitable for display at state or national PA conference that will be thoroughly researched. The final project will include writing a clinical review article suitable for publication in JAAPA or similar publication or poster presentation at PA state or national organization.

#### **ADVANCED CLINICAL ASSESSMENT (UMSV 710)**

This seminar course will provide students with an orientation to clinical practice including preparation for the National Commission of the Certification of Physician Assistants examination and information requirements for licensure. The course requires attendance and participation

at **ALL** call back days and other scheduled learning days throughout the clinical year. Formative examinations will be administered to assess medical knowledge basic and skill sets acquired prior graduation and entering the clinical practice of medicine. Written summative examinations, a practical OSCE/OSLER examination, and a Professional Development Evaluation

Tool (P-DET) will be administered to ensure the student has integrated the course content and demonstrates readiness for entry into clinical practice. This course will also further develop and foster the physician assistant student's ability to think critically through patient simulation experiences, which will help prepare the student for the summative culminate in a formal OSCE/OSLER examination required to pass the course. Student must successfully pass both the end of curriculum exam and the OSCE/OSLER exam in order to pass this course.

***Section VI***  
***Clinical Year Textbooks***



## I. **Clinical Year Textbooks**

### **TEXTBOOKS ARE SUBJECT TO SUBSTITUTION**

All text books from didactic year

Levine, B. J., MD, FACEP (Ed.). (n.d.). *EMRA Antibiotic Guide* (19<sup>th</sup> ed.).  
ISBN-13-978-1929854554

Maxwell, R. W. (2012). *Maxwell quick medical reference*. Place of publication not identified:  
Maxwell Pub.  
ISBN-13: 978-0964519152  
ISBN-10: 0964519151

Gilbert, D. N., Chambers, H. F., Eliopoulos, G. M., & Saag, M. S. (n.d.). *The Sanford guide to antimicrobial therapy 2021* (51<sup>st</sup> ed.).  
ISBN-13: 978-1930808782  
ISBN-10: 193080878X

Gomella, L. G., & Haist, S. A. (2007). *Clinician's pocket reference* (11th ed.). New York: McGraw-Hill.  
ISBN-13: 978-0071454285  
ISBN-10: 0071454284  
Also on Access Medicine

Hamilton, R. J., MD (Ed.). (2020). *Tarascon Pocket Pharmacopeia 2016 Shirt-Pocket Edition* (30th ed.). Jones & Bartlett.  
ISBN-13: 978-128419160  
ISBN-10: 12841916X

Access Medicine  
<https://accessmedicine.mhmedical.com/>

# ***Section VII***

## ***Program Academic Policies and Standards***

***A Complete description of all Program Academic Policies and Standards can be found within the UMSV PA Program Policies and Procedure Manual***

***Please review Policies and Procedure Manual very carefully as it lays-out in detail the responsibilities of all incoming and senior Physician Assistant Students***

***Specific Policies to Review***

***300,301, 302, 308, 309, 311, 312, 313, 314, 315, 316, 317, 318, 320a-c, 323, 324, 327, 329***

## **I. Standards of Progression-UMSV Physician Assistant Program**

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 University of Mount Saint Vincent Physician Assistant Program- General Outline**

- 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
- 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**

- 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. Successfully passing of the Program Competency examination (didactic end-of-year examination), given at the end of the didactic year of study.

- d. 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.
  - *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.*
- e. At the end of the didactic year all students will be evaluated via the use of a “Professional Development assessment Tool” (P-DAT)
  - The *Professional Development Assessment Tool* (P-DAT) 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.

***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. 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. Successfully Pass the Clinical Year Summative examination
- d. Successfully pass all End-of-Rotation-Examinations (EORE)
  - *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)*
    - i. 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
    - ii. 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.
      - ✚ **Only 1-Clinical clerkship failure is allowable during the clinical year of study.**
    - iii. No make-up examination will be allowed following a Failure of a second EORE within the clinical year.
      - ✚ Student will be automatically be dismissed from the UMSV PA program.
- e. Successfully pass all Clinical Rotations and preceptor evaluations
  - *Note: Failure of One (1) Clinical Clerkship will result in the following actions*
    - i. Student will have to repeat the failed clinical clerkship along with the EORE
      - ✚ Repeating of the clinical clerkship may result in loss of an elective rotation along with placement in the clinical remediation program thus delaying graduation
    - ii. Student will appear in front of the APC for a review of the clinical rotation difficulties and possible remediation
  - **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**
- f. At the end of the clinical year (2-months prior to graduation) all students will be evaluated via the use of a “Professional Development Assessment Tool” (P-DAT).
- The *Professional Development Assessment Tool* grades a student based on “Outstanding”, “Satisfactory”, “Needs Improvement” and “Unsatisfactory”. Students **must achieve** a rating of “Needs Improvement” or better in **ALL** categories.
    - i. Failure to satisfactorily pass the Professional Performance Evaluation review will result in the student being placed within the clinical remediation program where the deficiencies note on the Professional Performance Evaluation Form will be addressed.
      - ✚ Upon successful completion of the above clinical remediation the student will be allowed to graduate 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 the program.

## **II. Academic Warning**

*A more detail explanation can be found within the UMSV Policy and Procedure Manual specifically UMSV 311-Academic Warning-Academic Probation*

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

An academic warning designation does not appear on a student’s permanent transcript record. The APC can also designate a student for continued academic warning status based upon future academic/clinical performance.

Upon a recommendation from the APC a student “Academic Warning” designation can also be removed if the student shows a marked improvement in previous academic difficulties

## **III. 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 student’s will be given 1-semester to strengthen their cumulative GPA to 3.00

#### **IV. 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 can not mathematically achieve the required 3.00 GPA within the 1-semester timeframe that student will be dismissed from the UMSV-PA Program

#### **V. Deceleration**

*A more detail explanation can be found within the UMSV Policy and Procedure Manual specifically UMSV 3113-Develeration Protocol*

##### ***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.

##### ***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 as a result 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*

***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-Dean of Students in writing of their desire to request an academic "Leave of Absence" (LOA).

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

- a. In the event that 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.

***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.
- b. Further information about the process for appealing an academic sanction (including dismissal and deceleration from the program) for failure to meet academic

requirements/standards can be found in the Graduate Student Catalog at:  
<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/academic-grievance-procedure/>

## **VI. Academic Dismissal**

### ***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***

This is 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***

- a. 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).
- b. 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.
- c. Students who satisfied the conditions of academic/professional warning or probation within the time permitted will be restored to good academic standing.
- d. Students who did not satisfy the conditions of academic/professional probation within the time permitted will be dismissed automatically from the PA Program.
  - 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.
    - i. Another failing grade within the didactic year will be grounds for dismissal regardless of course remediation.
- e. 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.
- f. 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/>

## ***VII. Appeal of Academic Dismissal***

*(Please refer to Policies and Procedure Manual UMSV-318 for a detailed description of your rights and responsibilities)*

### ***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.

### ***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.

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

### ***UMSV 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 Dean of the University or the Dean Students when jurisdiction is in doubt. A student may notify and/or consult with either the Provost/Dean of the Faculty or the Vice-President for Student Affairs.

In addition to considering the student’s written appeal, the Academic Grievance Committee may require the student to appear at a hearing in order to, among other things, answer any questions the Academic Grievance Committee may have or to provide additional information.

### ***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

*In order for an appeal to be granted, each of the two elements must be satisfied.*

### ***Information Required by the appeals committee prior to review of the appeal***

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.

### ***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.*

## **VIII. Graduation Requirements**

### ***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.
- d. Cumulative GPA >3.00
- e. Satisfactory completion of all clinical clerkships, and clinical evaluations
- f. Satisfactory completion of all assignments,
- g. Satisfactory completion of a summative written examination given at the end of the didactic year
- h. Satisfactory completion of a comprehensive physical exam and didactic OSCE (Objective Structured Clinical Evaluation ) or simulation given at the end of the didactic year,
- i. Satisfactory completion of a comprehensive written summative examination given at the end of the clinical year,
- j. Satisfactory completion of a comprehensive clinical OSCE given in the last 3 months of the clinical phase,
- k. Satisfactory completion of a comprehensive Professional Performance Evaluation Form

- l. 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,
- m. 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.
- n. 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.
- o. Additional information regarding graduation may be found at:  
<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/graduation-procedures/>

***Section VIII***  
***UMSV PA Program Grading  
and Examination Policies and  
Standards***

## I. Grading System

### Grading System

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.

Minimal passing grade within the UMSV-PA Program is a C- (70%). Anything below a C- is considered a failure.

### Grading Scale

The grading scale is as follows:

A	93-100	4.0		No "D" Grade Available	
A-	90-92.9	3.67			
B+	87-89.9	3.33	F	0-69.5 (See Note* Below)	0.0
B	83-86.9	3.00	P/F	Pass (P) or Fail (F)	0.0
B-	80-82.9	2.67	NC	No Credit	0.0
C+	77-79.9	2.33	IP	In-Progress	0.0
C	73-76.9	2.0	I	Incomplete	0.0
C-	70-72.9	1.67	W	Withdrew/Permission	0.0

**\*Note: A grade >69.5 will be rounded off to a 70.00 ONLY upon calculation of a final course grade. Under no Circumstances will a routine course test, examination, or quiz with any grade of 69.9 be elevated to a 70%. A 69.9 is an "F"**

**Exception to this grading policy is in relation to PD 604 and PD 609 where an 80% is required for passing**

### Additional Information

- a. A grade of “Incomplete” is used when, for reasons satisfactory to the instructor, certain course assignments remain outstanding. **Refer to UMSV-314 for a complete description**
- 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.**

**Grade Reports**

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

**II. Grade Appeal Process**

**Grade Appeal General Considerations**

All academic grade appeal grievances including dissatisfaction with a grade must be addressed first to the faculty member, then to either the Academic or Clinical Coordinator.

The decision of the Academic or Clinical Coordinator may be further appealed to the Director of the UMSV Physician Assistant Program.

***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.

Requests for a hearing should be made in writing to the Dean of the University or the Dean of Students

When jurisdiction is in doubt, a student may notify and/or consult with either the Provost/Dean of the Faculty or the Vice-President for Student Affairs. Requests for grievance hearings on course related decisions must be made as soon as possible.

***Grievance Committee Protocol (See Link Below for Complete Clarification)***

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

Academic Grievance Committee Link

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

**III. Examination Policy**

*Can also be found in your policies and procedure handbook UMSV-324*

***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 ***WILL 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/or I-Buds/or any electronic devices and personal items will not be allowed.***

- a. **No student, under any circumstances, will be allowed to leave their seat until they are cleared by the proctor in attendance. All students will verify their examination has been uploaded and the test closed by showing the appropriate GREEN screen to the proctor and given permission to leave.**



- b. 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 the Professional Review Committee for possible Professional sanctions including dismissal from the program.

#### ***Examination Room Policy-Cell Phones***

All cell phones will be turned off and placed within the proper storage area located in the front of the room in specially numbered bins assigned to each student. 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. Any student found in possession of a cell phone while the test is being given will forfeit the examination, be in violation of the Academic Honesty Protocol and will appear in front of the PCRC for disciplinary action including dismissal. Medical Exceptions to cell phone use will fall under the accommodation protocol.***

#### ***Examination Policy-Violation of Academic Honesty-Cheating***

Cheating on an examination is strictly prohibited and will result in your appearance before the Professional Review Committee and dismissal from the PA 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.
- f. 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-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, with a grade <80%, PD lab course.
    - ii. A 2<sup>nd</sup> failure in PD lab within the same semester will result in the student being referred to the Academic Performance Committee for possible dismissal from the program
- b. The make-up examination must be taken within a one-week of the failed PD lab exam

- c. **Missed examinations** -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 a make-up exam will be given after reviewing the students written documentation.
    - i. If the Academic and/or Clinical Coordinator rule 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 be the original examination that was missed.
- d. 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 examination review:

- a. NO Student will be allowed to review any examination.
- b. Following the examination students will be made aware of their areas of academic deficiency within the respective course of study, via the use of “Muddy Points”.
  - Students are strongly urged to meet with their faculty advisor and review these deficient areas “Muddy Points” and strengthen their understanding of the material presented.
  - No student will be allowed to review any question on the examination.

#### ***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 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 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 will resume 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 later.
  - 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.*

***Section-IX***  
***Rules of Progression through  
the PA Program***

# Remediation of Academic and Clinical Difficulties

## I. Rules of Progression UMSV PA Didactic Program 1<sup>st</sup> Semester

### Rules of Progression 1<sup>st</sup> Semester Students

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

### Incoming Students

- a. All 1<sup>st</sup> semester didactic students are allowed only one (1) make-up examination for failed course work. A second (2<sup>nd</sup>) failure will result in dismissal from the program with no makeup examination offered.
  - i. The above stated specific requirement **pertains only to 1<sup>st</sup> semester students**
  - ii. Beginning with the 2<sup>nd</sup> semester, in the event the student fails one (1) course in the 1<sup>st</sup> 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 1<sup>st</sup> semester, which carries its own specific rules of progression.*
    - *This will include any 1<sup>st</sup> semester course failures. As an example, if a student fails one course in the 1<sup>st</sup> 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 1<sup>st</sup> semester didactic student must maintain a GPA of at least 2.667/4.00
  - i. Failure to maintain a GPA of at least 2.667/4.00 will result in the student being brought in front of the Academic Performance Committee and dismissed from the program.

### Special Examination Policies

**PLEASE NOTE THE INFORMATION PRESENTED HERE CAN ALSO BE FOUND WITHIN THE UMSV POLICIES AND PROCEDURE MANUALS WITHIN SECTION UMSV 320b-1, 320b-2, 320b-3, 320b-4**

a. ***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.

b. ***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.

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

d. ***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 3.00 this student will be placed on academic warning following a review by the Academic Performance Committee.
- If a student has two (2) failures in semesters 2-4 and subsequently passed the make-up examinations and have a cum GPA below 3.00, they will be placed on Academic Probation following a review by the Academic Performance Committee.

## ***II. Rules of Progression UMSV PA Clinical Program***

### ***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)

- *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)*
  - iv. 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
  - v. 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.*
  - vi. 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*
    - iii. 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
    - iv. Student will appear in front of the APC for a review of the clinical rotation difficulties and possible remediation

#### **Failure of a Clinical Clerkship**

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

#### **Professional Development Assessment Tool (P-DAT) Evaluation**

- a. Towards 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.
  - i. 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.

### **III. Remediation**

#### **General Statement**

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.

#### **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 failure during the entire duration of the didactic phase of the UMSV- PA Program. ***The exception to this rule regards a single course failure within the first semester of study. Only one course failure is permitted within the first semester.***

As a student progresses through the didactic phase of the program a *failure of a third UMSV didactic year course* at any time during the didactic phase of the PA Program the student is not entitled to a make-up examination and 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.

#### **Didactic Remediation (in-Semester-Focused Improvement)**

This is a process whereby the student remains in their respective cohort but is also placed within a specific remediation program designated by the Student’s faculty advisor along with the UMSV PA Remediation Team.



The UMSV-PA remediation 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 student faculty advisor 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 (In-Semester-Focused Improvement) Criteria:

- a. Course grades with C-
- b. Exam and quiz failures
- c. Downward curving grade scores with grades below 76% on any PA Program examination
- d. Cumulative GPA below 3.00
- e. Semester GPA below 3.00
- f. Failure of a course with a passed comprehensive make-up examination or course related assignments or projects.
- g. Returning from a "Leave of Absence"
- h. Recommendation of the APC

### ***Pre-Clinical Remediation (End of didactic Year)***

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 remediation 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. Any semester GPA below 3.00
- d. Failure of UMSV-PA didactic year course with successful passing of comprehensive make-up, course project or assignment.
- e. Failure or poor performance (determined by the APC) on the End of Didactic Year Exam (EDYE)
- f. Leave of Absence
- g. Faculty Recommendation

### ***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 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, and passage of PANCE can be 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. ***Delay of Graduation***

## ***I. Multi-Component/Modular Courses***

There are several courses in the didactic curriculum that are multi-component or modular and require a passing grade in each component/module in order to pass the entire course.

The multi-component courses include Clinical Human Anatomy, Physical Diagnosis I and Physical Diagnosis II. These courses are made up of a lecture component and a lab component.

For Clinical Human Anatomy

- If a student fails the lecture or lab component of the course, they may be given a comprehensive lecture or lab makeup exam, ***if eligible***. The highest grade they can attain on the makeup exam is a 70% (C-).

For Physical Diagnosis I and Physical Diagnosis II

- The passing grade for lecture and lab is an 80% (B-)
- If a student fails the lecture component of the course, they may be given a comprehensive lecture makeup exam, ***if eligible***. The highest grade they can attain on the makeup exam is an 80% (B-).
- There is **NO** comprehensive makeup exam for the lab component. If a student fails a lab exam, they will be allowed to take a makeup for that exam.
- **You are only allowed to take 1 lab makeup exam per course.**

The modular courses include Clinical Medicine I, Clinical Medicine II, and Clinical Medicine III.

- If a student fails a module of the course, they may be given a comprehensive makeup exam for that module, **if eligible**. The highest grade they can attain on the makeup exam is a 70% (C-).

## **II. Remediation of a Failed Course of Study**

If a student receives a failing grade (<C-) within a UMSV-PA didactic course they will be allowed to remediate the failed course by completing a remediation assignment as designated by the Course Coordinator/Instructor. This may take the form of:

- a. a comprehensive remedial examination
- b. oral examination
- c. other assignment designed to demonstrate the requisite knowledge and skills required to successfully complete the UMSV-level course.

*The student in question must receive a "C-" (70%) or higher on a comprehensive remedial examination.*

- a. The highest final grade a student can receive if the comprehensive examination is passed is a C-(70%). in a letter-graded course or a "P" in a UMSV-PA pass/fail course.

If the student successfully achieves the above stated criteria 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 examination will be granted during the didactic year. Note the exception regarding the first semester**
- c. The failure of a third course within the didactic year will result in the student's dismissal from the program.***
- d. If a student fails a 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.*

## **III. Tuition Costs for Failed Courses**

All students should be aware of the financial consequences when remediating course material.

If a student fails the remediation requirements and is decelerated into the following cohort, than any courses the student is required to repeat based on the recommendations of the APC may incur a per/credit charge for the repeated course material.

***Section-X***  
***Additional Student Information***

# ***Professional Agencies and Regulatory Bodies***

## ***I. ACCREDITATION REVIEW COMMISSION ON EDUCATION FOR THE PHYSICIAN ASSISTANT, INC. (ARC-PA)***

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is the recognized accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.

The ARC-PA encourages excellence in PA education through its accreditation process, by establishing and maintaining minimum standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Physician Assistant Education. The accreditation process is designed to encourage sound educational experimentation and innovation and to stimulate continuous self-study and improvement.

<http://www.arc-pa.org>

## ***II. AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS (AAPA)***

The AAPA is the national professional organization of physician assistants. Its membership includes graduate and student physician assistants as well as affiliate membership for physicians and physician assistant educators. The Academy provides a wide range of services for its members from representation before federal and state governments and health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance.

As an AAPA member, you also receive multiple publications, free record keeping and reporting of CME requirements, and are entitled to a membership discount for the annual spring conference. Student Physician Assistant Societies are an integral part of the AAPA and make up a body referred to as the Student Academy of the American Academy of Physician Assistants (SAAAPA). The Student Academy meets yearly at the national spring conference to elect officers and representatives. The University of Mount Saint Vincent-Physician Assistant Program encourages each of you to take an active interest in this process.

The national organization represents you and as such deserves your support during your student years and as a graduate Physician Assistant. Membership to professional organizations is another benefit also routinely covered by employers.

<http://www.aapa.org>

### **III. NATIONAL COMMISSION ON CERTIFICATION OF PHYSICIAN ASSISTANTS (NCCPA)**

All graduates of Physician Assistant Programs accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) are eligible to sit for the national certifying exam (PANCE) offered by the NCCPA.

Registration applications are completed during the senior year of the Physician Assistant Program. Most states require graduates to take and successfully pass the national boards to continue employment. Please refer to the link below for exam scheduling requirements.

Once certified through the NCCPA, each graduate must obtain and report 100 hours of CME every two years. Recertification exams are also required every 10-years. In addition, at this time subsequent pathways to re-certification examination (Physician Assistant National Re-Certification Exam) exist and it is important that every student become familiar with these pathways to re-certification in the future. <http://www.nccpa.net>

### **IV. NEW YORK STATE SOCIETY OF PHYSICIAN ASSISTANTS (NYSSPA)**

NYSSPA is the state constituent chapter of the APAA. Currently all fifty states have similar chartered constituent chapters. The NYSSPA mission is “to improve the quality of health care services in NY State and to promote, address and represent the interests and development of the Physician Assistant profession.”

NYSSPA provides continual representation of PA interests in both Washington, DC and Albany with both federal and state health profession’s organizations as well as the State Department of Health (DOH) and the State Education Department (SED). The Student Affairs Committee of

NYSSPA promotes student issues and interests within the Society. Any student enrolled in a New York PA Program approved by the Board of Directors is eligible for student membership. Student members may hold a place on the Board of Directors and are also eligible for scholarship monies.

<http://www.nysspa.org>

## **V. STATE REGISTRATION**

The majority of states have state regulations governing physician assistants. Each student who is considering employment in a specific state should review the regulations so they are familiar with them.

Many states require registration through the State Board of Medical Licensure prior to the start of employment. Students are encouraged to check with the specific State Board of Medicine for current requirements and an application.

<http://www.nccpa.net/stateboards>

# **Student Handbook Attestation**

Policy and Procedural Guidelines for the following:

Physician Assistant Program Student Handbook

The handbook outlines the school-wide and program specific policies and regulations for students in the didactic and clinical years. Students should familiarize themselves with the handbook rules before beginning class work.

Should the student be in doubt about the intent or content of any of the material in either handbook, it is his/her responsibility to initiate a discussion with the Program Director or their faculty advisor.

*Program policies must apply to all students regardless of location.*

***Clinical sites may have additional standards by which students must abide***

***I have read the policies, rules and regulations for both handbook as noted above and agree, without reservation, to abide by it's terms.***

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_