Alderson Broaddus University College of Medical Science  
School of Physician Assistant Studies  
Didactic and Clinical Student Manual  
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Students are responsible for reading, understanding and adhering to policies and procedures set forth in this Manual.  

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Effective Statement:
The effective date of this Didactic and Clinical Student Manual for the School of Physician Assistant Studies Program, Alderson Broaddus University, is May 18, 2015, and precedes all other published Didactic and Clinical Manuals.
I. Introduction to the College of Medical Science  
School of Physician Assistant Studies

A. College of Medical Science, School of Physician Assistant Studies Introduction

Welcome to the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies. The Student Manual includes policies and procedures we follow. It includes our responsibilities to you and your responsibilities to the Program and your future profession.

This Manual is published by Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies, which reserves the right to alter the contents at any time. Any changes apply to all current and prospective students. The faculty reserves the right to alter the curriculum, the schedule of required courses, and other regulations affecting admission and graduation requirements. If there is anything unclear, please discuss the matter with the Dean, College of Medical Science, School of Physician Assistant Studies. You are responsible for reading and understanding this Manual.

Alderson Broaddus University admits qualified students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the University. Alderson Broaddus University does not discriminate on the basis of creed, religion, national and ethnic origin, age, race, color, gender, or handicap in the administration of its educational programs, admissions policies, financial aid policies, and/or programs, athletics, co-curricular activities, employment practices, or other University-administered programs.

Alderson Broaddus University provides opportunities for educational and personal growth. Students in a free society have the right to choose the University which best suits their needs, interests, and life styles. Having chosen their University, however, students have the responsibility to observe the standards and regulations established by that University. A student’s enrollment at Alderson Broaddus University involves an agreement with the University to abide by the academic and non-academic regulations of this institution.

The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies extends our sincere best wishes for your success in the Program.
B. PERSONAL APTITUDE FOR MEDICINE

Awarding the Master’s Degree for the College of Medical Science, School of Physician Assistant Studies is predicated on the determination by the faculty that a student is suitable for the practice of medicine in terms of his/her personal characteristics and conduct as well as scholastic achievement. Academic grades alone are not sufficient to warrant promotion to the next class, clinical phase, or graduation. The faculty reserves the right to dismiss any student when the student’s behavior is not in keeping with the standards of the medical profession or when the student’s presence in the College of Medical Science, School of Physician Assistant Studies is considered detrimental to the student in question, other students in the school, or society in general.

1. The faculty has empowered the Physician Assistant Program Student Progress Committee to evaluate cases of students whose professional behavior has been questioned and make appropriate recommendations to the Dean, College of Medical Science, School of Physician Assistant Studies.

2. The College of Medical Science, School of Physician Assistant Studies Director and/or the Committee Chair of the Student Progress Committee notifies the student of their decision.
C.

ORGANIZATIONAL RELATIONSHIP OF THE COLLEGE OF MEDICAL SCIENCE
SCHOOL OF PHYSICIAN ASSISTANT STUDIES TO ALDERSON BROADDUS UNIVERSITY

Updated 5/5/15
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F. Alderson Broaddus University

Two institutions were united in 1932 to form Alderson Broaddus University. Each of the institutions passed on a rich Christian heritage. The older of the two, Broaddus College, was founded in Winchester, Virginia in 1871 by Edward Jefferson Willis, a Baptist minister who named the new College after Rev. William Francis Ferguson Broaddus, a prominent Baptist minister at the time of the Civil War. In response to economic hard times, Broaddus College was moved across the Alleghenies to Clarksburg, West Virginia, in 1876. The College was moved again to the small town of Philippi, West Virginia in 1901.

The other institution, Alderson Academy and Junior College, was founded in Alderson, West Virginia in 1901 by Emma Alderson, a committed Baptist laywoman. As the years passed, Broaddus became a junior College, then a senior College, and Alderson Academy added junior College status. Financial hardship in the late 1920's led to the decision to merge the two Colleges, both of which shared a common identity as Baptist and liberal arts institutions. Alderson Broaddus University derives its hyphenated name from the joining of these two institutions.

Since its founding Alderson Broaddus has been committed to a strong liberal arts education. As such, the University seeks to imbue students with an appreciation of literature and the arts, Christian faith, music and the sciences. In more recent times the University has focused on developing programs in the natural and applied sciences as well. In 1945, Alderson Broaddus developed the first four-year nursing and the first radiologic technology programs in West Virginia. In 1968, the University pioneered the nation's first four-year physician assistant program, an innovation that has had enormous influence on the development of the physician assistant profession nationwide. From this program emerged in 1991 the University's first graduate degree offering, the Physician Assistant Master's Program. Academic innovation is an enduring feature of AB.

Alderson Broaddus University is a health-related and professional educational institution firmly rooted in the liberal arts. Alderson Broaddus is affiliated with the American Baptist Churches, USA, and the West Virginia Baptist Convention.

Alderson Broaddus University's Mission Statement

The mission of Alderson Broaddus University is to provide our students with the highest quality education, striving to prepare students to succeed in their chosen disciplines and to fulfill their roles in a diverse society as well-rounded and responsible citizens.
Alderson Broaddus University’s Identity Statement

Alderson Broaddus University is an independent institution of higher learning, committed to serving the region as an academic, cultural, and religious resource, with programs based on a strong liberal arts foundation. The University is rooted in historic and continuing relationships with the West Virginia Baptist Convention and the American Baptist Churches in the U.S.A.

Alderson Broaddus University Core Values

High Academic Quality

The University values learning founded on high academic standards demonstrated by the open exchange of ideas, freedom and diversity of thought, and intellectual challenge and rigor. The University sustains such high expectations of the members of its community through the continuous improvement of learning and teaching.

Service

The University values service as a lifelong commitment. It seeks to foster the development of such a commitment among its students, faculty, and staff by providing opportunities for them to engage in meaningful service to others.

Personal Growth and Development

The University aims to advance the personal growth and development of all students by providing a caring environment that embraces the Christian values of moral integrity, service, trust, justice and compassion characterized by individualized attention to their academic, physical, spiritual, social, psychological, and aesthetic needs.

Life of Learning

The University promotes a life of learning by encouraging and supporting inquiry, creativity, and application of learning in socially responsible ways.

Diversity

The University deeply values its Appalachian heritage and promotes respect and appreciation for every person and for the richness of a diverse, multi-cultural, and global society.
G. Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies

The Alderson Broaddus Physician Assistant Program was initiated in 1968 by Dr. Hu C. Myers, a forward-thinking physician who saw the value of PAs and decided to develop a program at Alderson Broaddus in conjunction with the world famous Myers Clinic in Philippi, WV. Dr. Myers and the University were the first to recognize the importance of an academic degree for this new health profession, and they became the founders of baccalaureate education for physician assistants.

As the first Physician Assistant Program in West Virginia and the first program in the nation to award a bachelor’s degree, Alderson Broaddus University (ABU) became a pioneer in physician assistant education. The ABU PA Program has been a key contributor to healthcare in West Virginia and in the region. There are over 1730 PA graduates of AB practicing in forty-eight states and the District of Columbia. Over one-third of the graduates reside in West Virginia, with another third of the graduates residing in four states, two of which border West Virginia (Pennsylvania and Ohio): West Virginia with 440 graduates, Pennsylvania with 141 graduates, North Carolina with 129 graduates, Florida with 118 graduates, and Ohio with 101 graduates as of 2012.

Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies

Mission

The mission of the Alderson Broaddus University’s College of Medical Science, School of Physician Assistant Studies is to academically and clinically prepare physician assistants who deliver high-quality, patient-centered, primary and specialty care with physician supervision to diverse populations.

Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies Goals

The School of Physician Assistant Studies strives to:

1. select highly qualified applicants through a non-discriminatory admissions process.
2. provide an educational experience to produce competent physician assistants trained to provide quality health care to diverse populations in primary and specialty settings.
3. emphasize the importance of life-long learning skills and the need to adapt to an ever evolving health care environment.
4. continuously evaluate program effectiveness in an effort to increase student achievement and improve program quality.
Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies
Educational Goals and Objectives

In accordance with national Physician Assistant education standards, graduates from the School of Physician Assistant Studies will achieve high quality academic and clinical competence for professional practice. The following six core competencies drives the curriculum and students will be continuously evaluated on each throughout their training.

1. Medical Knowledge
Medical Knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion and disease prevention. Graduates of the ABU School of Physician Assistant Studies program will demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigatory and analytic thinking approach to clinical situations. Physician assistants are expected to:

| MK1 | Understand etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions |
| MK2 | Identify signs and symptoms of medical conditions |
| MK3 | Select and interpret appropriate diagnostic or lab studies |
| MK4 | Manage general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions, and adverse reactions of pharmacologic agents and other relevant treatment modalities |
| MK5 | Identify the appropriate site of care for presenting conditions, including identifying emergent cases and those requiring referral or admission |
| MK6 | Identify appropriate interventions for prevention of conditions |
| MK7 | Identify the appropriate methods to detect conditions in an asymptomatic individual |
| MK8 | Differentiate between the normal and the abnormal in anatomic, physiological, laboratory findings and other diagnostic data |
| MK9 | Appropriately use history and physical findings and diagnostic studies to formulate a differential diagnosis |
| MK10 | Provide appropriate care to patients with chronic conditions |
2. **Interpersonal & Communication Skills**

Interpersonal & Communication Skills encompass verbal, nonverbal and written exchange of information. Graduates of the ABU School of Physician Assistant Studies program will demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients’ families, physicians, professional associates, and the health care system. Physician assistants are expected to:

| I&CS1: Create and sustain a therapeutic and ethically sound relationship with patients |
| I&CS2: Use effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information |
| I&CS3: Appropriately adapt communication style and messages to the context of the individual patient interaction |
| I&CS4: Work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group |
| I&CS5: Apply an understanding of human behavior |
| I&CS6: Demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety |
| I&CS7: Accurately and adequately document and record information regarding the care process for medical, legal, quality and financial purposes |

3. **Patient Care**

Patient care includes age-appropriate assessment, evaluation and management. Graduates of the ABU School of Physician Assistant Studies program will demonstrate care that is effective, patient-centered, timely, efficient and equitable for the treatment of health problems and the promotion of wellness. Physician assistants are expected to:

| PC1: Work effectively with physicians and other health care professionals to provide patient-centered care |
| PC2: Demonstrate caring and respectful behaviors when interacting with patients and their families |
| PC3: Gather essential and accurate information about their patients |
| PC4: Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment |
| PC5: Develop and carry out patient management plans |
| PC6: Counsel and educate patients and their families |
| PC7: Competently perform medical and surgical procedures considered essential in the area of practice |
| PC8: Provide health care services and education aimed at preventing health problems or maintaining health |
4. **Professionalism**
Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one’s own. Graduates of the ABU School of Physician Assistant Studies program will demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

| PROF1: Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant |
| PROF2: Professional relationships with physician supervisors and other health care providers respect, compassion, and integrity |
| PROF3: Responsiveness to the needs of patients and society |
| PROF4: Accountability to patients, society, and the profession |
| PROF5: Commitment to excellence and on-going professional development |
| PROF6: Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices |
| PROF7: Sensitivity and responsiveness to patients’ culture, age, gender, and disabilities |
| PROF8: Self-reflection, critical curiosity and initiative |

5. **Practice-Based Learning and Improvement**
Practice-based Learning & Improvement includes the processes through which clinicians engage in critical analysis of their own practice experience, medical literature and other information resources for the purpose of self-improvement. Graduates of the ABU School of Physician Assistant Studies program will be able to assess, evaluate and improve their patient care practices. Physician assistants are expected to:

| PBLI1: Analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team |
| PBLI2: Locate, appraise, and integrate evidence from scientific studies related to their patients’ health problems |
| PBLI3: Obtain and apply information about their own population of patients and the larger population from which their patients are drawn |
| PBLI4: Apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness |
| PBLI5: Apply information technology to manage information, access on-line medical information, and support their own education |
| PBLI6: Facilitate the learning of students and/or other health care professionals |
| PBLI7: Recognize and appropriately address gender, cultural, cognitive, emotional and other biases; gaps in medical knowledge; and physical limitations in themselves and others |
6. Systems-Based Practice

Systems-based Practice encompasses the societal, organizational and economic environments in which health care is delivered. Graduates of the ABU School of Physician Assistant Studies program will demonstrate awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value. PAs should work to improve the larger health care system of which their practices are a part. Physician assistants are expected to:

| SBP1 | Use information technology to support patient care decisions and patient education |
| SBP2 | Effectively interact with different types of medical practice and delivery systems |
| SBP3 | Understand the funding sources and payment systems that provide coverage for patient care |
| SBP4 | Practice cost-effective health care and resource allocation that does not compromise quality of care |
| SBP5 | Advocate for quality patient care and assist patients in dealing with system complexities |
| SBP6 | Partner with supervising physicians, health care managers and other health care providers to assess, coordinate, and improve the delivery of health care and patient outcomes |
| SBP7 | Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care |
| SBP8 | Apply medical information and clinical data systems to provide more effective, efficient patient care |
| SBP9 | Use the systems responsible for the appropriate payment of services |

*Adopted 2012 by ARC-PA, NCCPA, and PAEA*
H. TECHNICAL PROCEDURES TAUGHT DURING THE PROGRAM

1. Testing visual acuity using a Snellen Chart
2. Obtaining Temp/Pulse/BP/RR
3. Performing a venipuncture
4. Performing an arterial puncture
5. Performing a peripheral IV start up
6. Controlling external hemorrhage
7. Obtaining stool specimens for Hemoccult cards
8. Preparing and performing intradermal, subcutaneous, and intramuscular injections
9. Performing and interpreting a two-step intradermal skin test
10. Obtaining and interpreting an electrocardiogram
11. Analyzing spirometry readings
12. Inserting and removing a urinary catheter
13. Inserting and removing a nasogastric tube
14. Inserting and removing an endotracheal tube
15. Performing aseptic and isolation techniques and preparing a sterile field
16. Applying dressings and bandages
17. Demonstrating proper wound closure and removal care using skin stapling, suture, and adhesive techniques
18. Removing superficial foreign bodies
19. Constructing several different types of splints, slings and casts necessary to immobilize a joint and/or a fracture
20. Demonstrating the proper technique for gowning, gloving and surgical scrubbing
21. Recognizing and understanding the utilization of various surgical instruments
22. Demonstrating the ability to determine the need, the best delivery system, and the rate of flow for supplemental oxygen
23. Demonstrating competence in the basic interpretation for plain radiographs of the chest, abdomen, spine and extremities
24. Demonstrate competency in basic life support for healthcare providers
25. Cerumen removal
26. Fluorescein stain of eye
27. Local anesthesia
28. Digital block (regional anesthesia)
29. Arterial line placement
30. Writing:
   Admission orders
   Pre-op note
   Post-op note
   Procedure note
   Delivery note
   SOAP note
   Prescription writing
   History
   Physical examination
31. I & D
32. Nail Removal
33. Advanced airway management
34. Oral airway management
35. Chest tube placement/removal
36. Lumbar puncture
37. Central line placement/removal
38. Thoracentesis
39. Paracentesis
I. FUNCTIONS AND TASKS OF THE GRADUATE PHYSICIAN ASSISTANT

The graduate physician assistant shall have the knowledge and competency to perform the following functions with appropriate supervision. The supervising physician may, with due regard for the safety of the patient and in keeping with sound medical practice, delegate to the physician assistant such medical procedures and other tasks as are usually performed within the normal scope of the supervising physician’s practice, subject to the limitations set forth by the Medical Practice Act in the state in which the graduate is employed and licensed.

The Alderson Broaddus graduate physician assistant shall be prepared to perform the following functions and tasks for patients throughout the life span and for patients requiring acute, chronic, emergency, and rehabilitative care:

1. Demonstrate the ability to triage patients, determine the need for medical care and initiate appropriate medical care including urgent and emergent care.
2. Review patient records to determine the patient’s health status.
3. Demonstrate good interpersonal communication skills with patients, families and health care workers.
4. Obtain a comprehensive history including a chief complaint, history of present illness, past medical history, family history, social history and review of systems.
5. Obtain a problem focused history when deemed appropriate.
6. Perform a comprehensive physical examination.
7. Perform a problem focused physical examination when deemed appropriate.
8. Order and interpret appropriate laboratory and diagnostic studies.
9. Determine normal and abnormal findings in the history, physical examination, laboratory and diagnostic studies.
10. Record pertinent patient data in an orderly and accurate manner using current standards of documentation.
11. Critically analyze the history, physical examination, laboratory and diagnostic studies to determine an initial or ongoing diagnosis and treatment plan.
12. Deliver a concise and pertinent oral presentation.
13. Demonstrate proficiency in the use of evidence based medicine in relation to medical decision making.
14. Determine when additional referral is appropriate and facilitate those referrals.
15. Provide patient education with regard to their patient’s physical examination, laboratory and diagnostic studies, and their plan obtaining a verbalization from the patient of understanding.
16. Counsel patients regarding normal development and aging, health maintenance, disease prevention, health screenings, immunizations and the risk and benefits of various lifestyle choices.
17. Demonstrate knowledge of risks, benefits and costs of various medications, diagnostic studies and treatment referrals.
18. Demonstrate knowledge of the rules and regulations of the Medical Practice Act in the state in which the graduate is employed and licensed.
19. Demonstrate professional integrity, honesty, dependability, respect for self and others, compassion, and an ability to maintain confidentiality.
20. Demonstrate commitment to life-long learning, self assessment, self improvement, professionalism, teamwork, cultural competence and community service.
21. Demonstrate knowledge and understanding of the United States health care System.

J. COMMITMENT TO NON-DISCRIMINATION

Alderson Broaddus University is committed to creating and fostering a learning environment based on open communication and mutual respect. This is an integral part of the University’s academic mission. Therefore, if a student chooses to confide in a member of the Alderson Broaddus faculty regarding an issue of sexual misconduct or any form of discrimination, that faculty member is obligated to inform the Alderson Broaddus Title IX Coordinator. The Title IX Coordinator will assist the student in connecting with all possible resources both on and off campus.

K. Admissions Process and Eligibility

Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition and competency of skills and professional attitudes and behavior. It is in the care of the patients that the physician assistant learns the application of scientific knowledge and skills. It is impossible to consider changes in medical education without considering their impact on patients who are an integral part of the educational process. The Faculty has immediate responsibilities to the students and patients and ultimately responsibilities to society to graduate the best possible physician assistants. As a member of this program you will be expected to contribute your talents, learning abilities and energy to foster a professional learning and working environment for you, your classmates, and the PA faculty.

Admission standards for a physician assistant program are rigorous and exacting, and admission offers to the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies will be extended only to those who are best qualified to meet these performance standards.

Graduation from the Alderson Broaddus University Master’s level College of Medical Science, School of Physician Assistant Studies signifies that the individual has acquired competencies over a broad knowledge base. Essential skills are learned for the graduate to practice in a primary care setting in concert with a supervising physician. Candidates should possess the physical and mental potential for becoming physician assistants.

The foundation of knowledge in the biomedical sciences must include all of the major disciplines of the biological and behavioral sciences considered essential for the education of the physician assistant. These must be taught in sufficient depth and breadth to insure that there is a fundamental knowledge base for ongoing continuing medical education.
Application Process

See www.ab.edu/academics/master-science-physician-assistant-studies. For questions about the Admissions Process and eligibility, inquire at pa@ab.edu.
### CURRICULUM MASTER PLAN

**Class Entering 2015**

#### First Semester – Summer 2015

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>SEMESTER HOURS</th>
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<tbody>
<tr>
<td>PAP 500</td>
<td>Clinically-Oriented Human Gross Anatomy</td>
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<td>PAP 505</td>
<td>Medical Physiology</td>
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<td>PAP 507</td>
<td>Introduction to Diagnostic Studies</td>
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<td>Pharmacology</td>
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<td>Physical Examination</td>
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<td>History Taking</td>
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<td>PAP 530</td>
<td>Introduction to Clinical Skills</td>
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#### Second Semester – Fall 2015

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<tr>
<td>PAP 515</td>
<td>Biostatistics and Evidence-Based Medicine</td>
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<td>Health Policy and Professional Practice I</td>
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<td>PAP 535</td>
<td>Clinical Medicine - Cardiovascular Module</td>
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<td>PAP 565</td>
<td>Applied Therapeutics I</td>
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<td>PAP 575</td>
<td>Clinical Problem Solving I</td>
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### Third Semester – Spring 2016

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<td>PAP 603</td>
<td>Clinical Medicine – Reproductive</td>
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<td>Clinical Medicine – Genitourinary</td>
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<td>PAP 640</td>
<td>Surgery</td>
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<tr>
<td>PAP 645</td>
<td>Clinical Medicine – Musculoskeletal/Rheumatology</td>
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**TOTAL** 18 hours

### Fourth Semester – Summer 2016

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<tr>
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<td>Clinical Medicine – Dermatology Module</td>
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<td>Clinical Medicine - Gastrointestinal/Nutrition</td>
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<td>Health Policy and Professional Practice Nutrition</td>
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<td>Clerkship - Orthopedics</td>
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<tr>
<td>PAP 800</td>
<td>Capstone Course</td>
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**TOTAL HOURS – CLINICAL CLERKSHIP**

47

**TOTAL PROGRAM HOURS**

119
CURRICULUM MASTER PLAN  
Class Entering 2014

First Semester – Summer 2014

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<tr>
<td>PAP 500</td>
<td>Clinically-Oriented Human Gross Anatomy with Lab</td>
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<td>PAP 535</td>
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<td>PAP 610</td>
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<td>PAP 615</td>
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<td>PAP 620</td>
<td>Diagnostic Imaging/Studies II</td>
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<td>PAP 625</td>
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<tr>
<td>PAP 645</td>
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<td>PAP 550</td>
<td>Clinical Medicine – Hematology Module</td>
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<td>PAP 690</td>
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**TOTAL** 18 hours
## Fall 2015 - Summer 2016

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**TOTAL HOURS – CLINICAL CLERKSHIP**  
47

**TOTAL PROGRAM HOURS**  
119

The Program reserves the right to change curriculum offerings and sequence.
M. TECHNICAL STANDARDS

Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies students are expected to perform and be competent in many functions and tasks necessary for entry-level employment as a PA. In a professional role, the physician assistant can provide medical services with the supervision of a Doctor of Medicine or Doctor of Osteopathy in accordance with the laws of medical practice. The services must, for the safety and welfare of the patient, be of the same professional quality that would be rendered by the supervising physician. The physician assistant must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

Candidates for the physician assistant profession must have somatic sensation and the functional use of the senses of vision and hearing. Candidates’ diagnostic skills will also be lessened without the functional use of the senses of equilibrium, smell and taste. Additionally, they must have sufficient exteroceptive sense (touch, pain and temperature), and significant motor function to permit them to carry out the activities described in the sections that follow. They must be able to integrate all information received by whatever sense(s) employed, consistently, quickly and accurately, and they must have the intellectual ability to learn, integrate, analyze and synthesize data.

A candidate for the physician assistant profession must have abilities and skills including observation, communication, motor, conceptual, integrative and quantitative, and behavioral and social.

Technical Standards

Students of the College of Medical Science, School of Physician Assistant Studies must have and maintain abilities and skills as follows:

OBSERVATION

Students must have and maintain sufficient sensory capacity to observe in the lecture hall, laboratory, outpatient setting, and at the patient’s bedside. Sensory and tactile sensation must be adequate to observe a patient’s condition and to elicit information through procedures regularly required in a physical examination, such as inspection, auscultation, percussion, and palpation.

COMMUNICATION

Students must be able to communicate effectively in both academic and healthcare settings. They must show evidence of effective writing and oral communication skills.
**MOTOR**

Students must be able to participate in basic diagnostic and therapeutic maneuvers and procedures (e.g., palpation, auscultation). Students must have sufficient motor function to execute movements reasonably required to provide care to patients. Students must be able to move between settings, such as clinic, classroom, and hospital. The physical and mental stamina sufficient to complete the rigorous course of didactic and clinical instruction is required in classroom, laboratory and clinical experiences.

**INTELLECTUAL**

Students must be able to measure, calculate, reason, analyze, and synthesize. Problem solving, one of the critical skills demanded of physician assistants, requires all of these intellectual abilities. In addition, candidates should be able to comprehend three-dimensional relationships of structures. Students must be able to read and understand medical literature. In order to complete the College of Medical Science, School of Physician Assistant Studies, students must be able to demonstrate the mastery of these skills and the ability to use them together in a timely fashion in problem solving and patient care.

**BEHAVIORAL AND SOCIAL ATTRIBUTES**

Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all academic and patient care responsibilities. The development of mature, sensitive, and effective relationships with patients and other members of the health care team is essential. The ability to function in the face of uncertainty in clinical practice, flexibility, compassion, integrity, motivation and interpersonal skills, and concern for others is required.

Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but students must be able to perform in an independent manner.

*Failure to maintain any of these technical standards will result in review by the Program’s Student Progress Committee. The Committee will make recommendations as to the student’s continued status in the Program. Failure to meet and maintain any of the technical standards could result in dismissal from the College of Medical Science, School of Physician Assistant Studies.*
N. ATTENDANCE

Attendance in the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies is mandatory, and is reflective of commitment, acquisition of knowledge and professional behavior. As students must attend all scheduled instructional periods, unexcused absence from class and supervised clinical practice experiences is not acceptable to the PA Studies Program faculty and may affect the student’s academic status in the Program. Failure to fulfill this requirement is considered in the evaluation of a student’s academic performance and professional attitude, and could result in a failing grade for a course and Student Progress Committee referral.

Absence of students from scheduled examinations and laboratory sessions will be excused only under extraordinary circumstances, i.e., death in the family, personal illness, etc. All such absences require notification of the Academic Coordinator, the Course Instructor, and the Course Coordinator.

O. ABSENCES

Physician Assistant Studies student absences due to illness of short duration (less than 3 days) will require notification to the College of Medical Science, School of Physician Assistant Studies Director, Academic Coordinator, Instructor, and/or Clinical Preceptor as soon as possible. An extended illness (more than 3 days) will require a provided medical excuse, and could result in a medical leave of absence for the program as determined by the Student Progress Committee. Any such absences may require specific make-up work as designated by the department and/or the Clinical Preceptors and will require a statement from a medical provider.

For an extended illness, a leave of absence will be considered.

P. LEAVE

1. Funeral – Individual arrangements will be determined by the student and the College of Medical Science, School of Physician Assistant Studies. The details of making up missed work will be discussed between the Course Coordinator and the Program Director.

2. Jury Duty – Immediately, upon receiving a notice for jury duty, the student must provide the Program Director with a copy of the notice. The Program Director will provide a letter documenting your position and standing in the Program for the court. Work missed due to jury duty will be the responsibility of the student to make up.

3. Military – Students of the Program who are activated to serve as a member of the U.S. Armed Forces are eligible for leave-of-absence and re-admission following the term of service. The procedure is as follows:
   a. Orders must be presented to the College of Medical Science, School of Physician Assistant Studies as soon as they are received.
   b. The PA Program will determine re-admission placement and requirements.
   c. Satisfactory completion of active duty service is required.
4. **Pregnancy** – Students who become pregnant while enrolled in the College of Medical Science, School of Physician Assistant Studies are advised to notify the Physician Assistant Program Studies Director as soon as possible. Because there is always some risk of exposure to infectious disease, it is important that the student take the necessary precautions to avoid harm to the fetus. If a student becomes pregnant during the clinical phase of the Program, she must provide a note from her health care practitioner indicating permission to continue in the Program.

5. **Infectious and Environmental Hazard Exposure**
Acquisition of an infectious or environmental disease may impact student learning activities and outcomes. A student’s continued participation in classroom and/or clinical activities sponsored by the College of Medical Science, School of Physician Assistant Studies may be delayed or prevented. Delay of or failure to matriculate in the College of Medical Science, School of Physician Assistant Studies secondary to an infectious or environmental disease or disability will be determined by CDC standards and clinical site requirements. The Clinical Compliance Officer must be notified immediately of any infectious disease.

**Q. LEAVE OF ABSENCE**

A student may be permitted to decelerate by requesting a leave of absence from the Student Progress Committee providing the student has achieved a 3.0 cumulative GPA in all current course work, including courses in progress, and be in good standing with the College of Medical Science, School of Physician Assistant Studies and the University. In general, deceleration will require the student return with the next entering class.

**R. Policies for Withdrawal/Dismissal**

Students may withdraw from courses by the “Add/Drop” date each semester as indicated on the Graduate Calendar.

Dismissal can occur by failure of the course or as determined by the Student Progress Committee.
S. Social Media Policy

This policy is not intended for internet activities which do not associate or identify a student with Alderson Broaddus University, do not use Alderson Broaddus University email addresses, do not discuss Alderson Broaddus University, and are purely about personal matters.

Because of the emerging nature of social media platforms, these guidelines do not attempt to name every current and emerging platform. Rather, they apply to those cited and any other online platform available and emerging including social networking sites and sites with user-generated content. Examples include but are not limited to the following:

a. YouTube
b. Facebook
c. iTunes
d. LinkedIn
e. Twitter
f. Blogs
g. Social media content that is hosted internally and protected by AB University ID/Password

Content Owners, as named by their departments or department’s leadership, are responsible for posting and using content and maintaining compliance with Alderson Broaddus University Credo behavior, HIPAA (Health Insurance Portability and Accountability Act) and policies related to Conflict of Interest, Privacy, Security, Safety and Human Resources, and FERPA (Federal Education Records Protection Act).

Content Owners are responsible for monitoring and maintaining web content as follows:

a. Content Owners engage in communications that are acceptable in the AB University workplace and respect copyrights and disclosures. Proprietary financial, intellectual property, patient care or similar sensitive or private content may not be revealed.

b. Content Owners are responsible for constantly monitoring postings and comments to social media sites, and for deleting postings that do not adhere to our policies.
Guidelines for Online Professional or Personal Activity:

Online social media allow Alderson Broaddus University students to engage in professional and personal conversations. These guidelines apply to students who identify themselves with Alderson Broaddus University and/or use their Alderson Broaddus University email address in social media platforms such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation. These guidelines apply to private and password protected social media platforms as well as to open social platforms.

1. Follow the same Alderson Broaddus University Credo behavior, HIPAA, Privacy and general civil behavior guidelines cited above including respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content.

2. If students identify themselves as a student of Alderson Broaddus University in any online forum and/or use their Alderson Broaddus University email address, students make it clear that they are not speaking for Alderson Broaddus University, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of Alderson Broaddus University.

3. Students are thoughtful about how they present themselves as an Alderson Broaddus University student member in online networks. By virtue of self-identifying as part of Alderson Broaddus University in such a network, students connect themselves to, and reflect upon, Alderson Broaddus University colleagues, managers and even Alderson Broaddus University patients and donors.

4. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared. This content immediately leaves the contributing individual student members' control forever.

5. If someone or some group offers to pay students for participating in an online forum in their Alderson Broaddus University role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest and Alderson Broaddus University policies and guidelines apply.

6. If someone from the media or press contacts students about posts made in online forums that relate to Alderson Broaddus University in any way, students alert the Dean, College of Medical Science, School of Physician Assistant Studies before responding.

7. Do not engage with or respond to patients online.

Violation of any AB University policies is inappropriate and may result in disciplinary action, up to and including dismissal from the Program.
Personal Use of Social Media

The social media policy applies to personal activity and/or professional activity that is not part of official Alderson Broaddus University communication, and where you identify yourself as an Alderson Broaddus University employee, either through a biography, comments, or by using your Alderson Broaddus University email address. The following disclaimer should be added whenever you identify yourself as part of Alderson Broaddus University:

_The views and opinions expressed here are not necessarily those of Alderson Broaddus University, and they may not be used for advertising or product endorsement purposes._

For example, if you list Alderson Broaddus University as your employer and/or school on your Facebook info tab, you'll need to add the disclaimer on the tab as well.

Best Practices

It really is about common sense.

Be careful – Do not “friend” patients or preceptors

Listen first. Before engaging in online platforms become an observer. Listen to the conversations, view the content, and see what people are talking about and are interested in.

Think it through. Have your goals and purpose of participation. Know how you will add value. Make sure you are choosing the most relevant social utility.

Add value to the discussion. Social media at its best is an exchange of helpful or interesting information. In order to be accepted in the community, bring content of value.

Adhere to Alderson Broaddus University compliance requirements, policies and guidelines. This includes, but is not limited to HIPAA and the disclosure of proprietary information.

Be respectful. Refrain from posting material that is profane, libelous, obscene, threatening, abusive, harassing, hateful, defamatory, or embarrassing to another person or entity.

Abide by the law. Do not post content that violates any state or federal laws. Obtain permission to use or reproduce copyrighted content.

Identify and be yourself. Social media is all about transparency and connecting personally. Don’t hide your identity or affiliations. Show your personality.
Use a disclaimer. If you participate in online media and you reveal your affiliation with Alderson- Broaddus University, or your content has something to do with your work here at AB University, make it clear that your opinions are your own and do not represent the views of the organization.

Be relevant and accurate. This is one reason why you should listen before joining, and continue to listen. Be sure your content and communications are relevant to those with whom you are engaging. Make sure your posts are accurate.

Don’t be argumentative. These platforms allow for opinions and civil discussions, not rude and hateful comments to spur arguments.

What you say can and will be used against you... FOREVER. Everything you say or do online is likely to be stored forever, even if you delete it.

Not a one way conversation. Social media is not a place for you to talk without listening, commenting, and responding to the conversations around you. Engage with others.

Use your best judgment. If you are unsure about your post, reevaluate your content before commenting.

T. College of Medical Science, School of Physician Assistant Studies Grievance Procedure

Students who have concerns regarding any matter relating to the Program, except concerns related to instruction or evaluation processes arising during a course, grade appeals or harassment, should follow these procedures:

1. The student should first request to discuss the issue with a College of Medical Science, School of Physician Assistant Studies faculty member. The faculty member will schedule a meeting to discuss the concerns with the student within five business days of the request, unless a later date is agreed upon by the student and faculty member, or circumstances make it reasonably necessary to hold the meeting at a later date.
2. If the issue is not resolved to the satisfaction of the student after discussion with the faculty member, or if the student does not feel comfortable addressing the issue with an individual faculty member, the student can submit a written grievance outlining their concerns to the Program’s Student Progress Committee. The Committee will review the grievance and schedule a meeting with the student within ten business days of receiving the grievance, unless a later date is agreed upon by the student and the Committee. The Committee will issue a written response to the student’s grievance within ten business days of meeting with the student, unless a later date is agreed upon by the student and the Committee, or if circumstances make it reasonably necessary to postpone the response until a later date.

3. If the issue is not resolved to the satisfaction of the student after receiving the response of the Student Progress Committee, the student can submit the written grievance to the Director of the Program. The Director will schedule a meeting with the student to discuss the grievance within five business days of receiving the grievance, unless a later date is agreed upon by the student and the Director. The Director will issue a written response to the student’s grievance within five business days of meeting with the student, unless a later date is agreed upon by the student and the Director, or if circumstances make it reasonably necessary to postpone the response until a later date. The Director’s response will be a final and binding decision.

4. Student concerns regarding instruction or evaluation practices arising during a course must be addressed through the procedures outlined in the Student Handbook and not through the procedures outlined above.

5. Student concerns related to harassment must be addressed through the grievance procedures relating to harassment outlined in the Student handbook and not through the procedures outlined above.

U. Curriculum Deadlines and Requirements

All curriculum completion deadlines and requirements can be found in specific course syllabi. Specific questions should be addressed to the course instructor, the Academic Coordinator, or the Dean, College of Medical Science, School of Physician Assistant Studies.
V. Remediation Policy

[Effective May 2014]

The Program will evaluate student performance regularly by a variety of methods. The Student Progress Committee will review each student’s test grades and evaluations regularly. If a student is identified as at risk, the Program will provide remediation as follows:

**Students with difficulties during a didactic course or clerkship**

- Students will have access to course instructors for specific questions and clarification of course material.
- Students will be required to meet with their principal faculty advisor to discuss the difficulty.
- The Student Progress Committee will develop a remediation plan.
- The remediation plan may include all/any of the following:
  - Referral to the Academic Center for Educational Success for academic support and tutoring
  - Referral to the counselor for personal issues
  - Programmatic Academic Assistance (tutoring within the Program)
- The advisor will monitor and document the student’s progress in remediation.
- In addition to the strategies above, the following policy will allow students to remediate specific course grades

- A student who fails a course with a D (not F) will have the opportunity to meet with the instructor at the end of the semester after final examinations. Weak areas will be clarified by the instructor and the student will have an opportunity to do self-study and then remediate a comprehensive final exam. The student must take the exam prior to the next semester classes, within the time frame as established by the College of Medical Science, School of Physician Assistant Studies. The retake comprehensive examination may be in any format as determined by the course instructor and will encompass similar material examined on the original course comprehensive examination.
- The student must achieve an 80% on the remediated comprehensive final exam in order to receive a passing grade of a “C” for the final course grade.
- The student must have taken the final examination to be eligible for the remediation examination.
- Opportunity presented for the student to express they do have mastery of the material.
- The highest grade obtained will be a 70% for the course.
- Students will have the opportunity to do this for only one course per semester. Therefore, any student who has 2 Ds, 1 D and 1 F, or 1 F will not be eligible to remediate.
The remediation process for the College of Medical Science, School of Physician Assistant Studies students has the added benefit of academic assistance for the student’s personal benefit, professional development, and academic proficiency. The student may enter this program through mandatory (involuntary) referral from the Student Progress Committee or by self-referral (voluntary) if they feel they are in need of assistance. Any student pursuing academic assistance should plan to arrive at each session well-prepared and with goals in mind.

W. Student Safety

Student safety is of paramount importance during clinical clerkships. Students have training in OSHA, HIPAA and health precautions. As well, students are instructed on security and personal safety measure at each clinical site during an advising meeting with their advisor. The preceptor should meet with the student the first day of the clerkship (or prior) and orient students to specific safety and security measures at their specific clinical site.

X. Health Care Providers

Accreditation Review Commission (ARC) Policy states that Principal faculty, the Program Director, and the Medical Director cannot participate as health care providers for the students in the Program.

Y. Personal Issues

The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies provides timely access and/or referral of students to services addressing personal issues which may impact their progress in the Program. Students are encouraged to inform their advisor or principal faculty member of any personal concerns for referral. The Accreditation Review Commission (ARC) Policy states that Principal faculty, the Program Director, and the Medical Director cannot participate as health care providers for the students in the Program.

Z. Work for College of Medical Science, School of Physician Assistant Studies

Students are not required to work for the College of Medical Science, School of Physician Assistant Studies.
II. PROGRAM POLICIES AND PROCEDURES

A. STUDENT RECORDS
Questions regarding student records should be directed to the Dean, College of Medical Science, School of Physician Assistant Studies. Student records are maintained by the following departments:

1. The College of Medical Science, School of Physician Assistant Studies – Official application, didactic and clinical academic performance, disciplinary actions, malpractice and health care insurance documentation and health and immunization verification
2. The Registrar’s Office – Official transcripts
3. Clinical Compliance Officer – History and Physical Exam records
4. Clinical Compliance Officer – Immunization Records

It is the responsibility of the student to keep his/her records current. The Program’s administrative assistant must be notified immediately of changes to the following:

1. Legal name
2. Home address
3. Home telephone number
4. Cell phone number
5. Person to call in case of emergency
6. Medical insurance information

B. MALPRACTICE INSURANCE
Physician Assistant students are covered under the University’s liability policy. The policy is in effect when the student is participating in scheduled, approved training sites, and is performing under the supervision of, or at the direction of the approved preceptor. This insurance is updated annually.

C. BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS
All students in the College of Medical Science, School of Physician Assistant Studies must present proof of Basic Life Support (BLS) for Healthcare Providers certification upon entry into PAP 575 Clinical Problem Solving 1 in the second semester. Lack of certification will make a student ineligible for supervised clinical experience and Advanced Cardiac Life Support (ACLS) training. The basic life support course will be arranged by the Program. See the Academic Coordinator with questions.

Basic Life Support for Health Care Provider and Advanced Cardiac Life Support Instruction
This training may require an evening or weekend commitment on the part of the student due to faculty/instructor resources and availability. Students will receive advanced notification as scheduled.
D. COURSE REGISTRATION
The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies Administrative Assistant will register students for all Physician Assistant Studies classes.

E. COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES OFFICE HOURS
The College of Medical Science, School of Physician Assistant Studies regular office hours are 8:00 a.m. to 12:00 p.m. and from 12:30 p.m. to 4:30 p.m. Monday through Friday.

F. CLASSROOM HOURS
Regular didactic class days are generally Monday – Friday. Saturdays and Sundays may be utilized. Hours vary daily. Class attendance is mandatory. Class times and locations are estimates and are subject to change at any time. The Program will make every reasonable attempt to notify students of changes as soon as possible. Changes are made to benefit the quality of the education.

1. Evenings and Weekend Academic/Clinical Schedule
Evening classes are routine during the didactic phase of the program. Weekend classes may be required to make up for classes missed due to weather, changes in instructor resources and availability, or other unforeseen reasons. Saturdays and Sundays are utilized during the student’s didactic clinical training on a rotating schedule.

Classroom Instruction Hours:  8:00a.m.-9:00p.m.
Clinical Hours:
Tuesday and Thursday – 6:45am – 5:00pm
Friday – 4:30p.m.-11:00p.m.
Saturday and Sunday - 10:00a.m.-4:30p.m.; 4:30p.m.-11:00p.m.

G. FACULTY OFFICE HOURS
Principal faculty office hours are posted outside their doors. If you need to make an appointment to see a faculty member please arrange a time with them via phone or campus e-mail. Contact instructional faculty (adjuncts) by e-mail for appointment times. Principal faculty members maintain an open door policy, but students should not enter a faculty office without permission. Removal of any article from a faculty office will not be tolerated and will be referred to the Physician Assistant Student Progress Committee.

H. COPY MACHINES AND PHONES
The copy machine, fax and phone(s) in the College of Medical Science, School of Physician Assistant Studies are for Faculty and Staff use only. A printing kiosk has been provided for you to print copies for presentations. A fee is established by the University for personal copies beyond the pre-determined limit.
I.  ACADEMIC ADVISORS

A faculty advisor is assigned to each student during orientation for the didactic phase of the Program. You are expected to visit with your advisor at least once per semester and at any time they request. Please do not hesitate to contact your advisor with any questions. Prior to the clinical phase, students will be reassigned one of the Clinical Coordinators as his/her advisor.

J.  CONFIDENTIALITY

Students, preceptors, and patients trust the Program and students with important information relating to their lives, practices, and medical problems. The physician assistant profession requires that you maintain all issues of confidentiality. It is the Program’s responsibility to safeguard the information. Professional behavior earns the respect and trust of people with whom the Program and you will be dealing.

Matriculation into the College of Medical Science, School of Physician Assistant Studies assigns an obligation to maintain confidentiality, even after you leave the Program. Any violation of confidentiality seriously affects the College of Medical Science, School of Physician Assistant Studies’ reputation and effectiveness. Casual remarks may be misinterpreted and repeated. Develop the personal discipline needed to maintain confidentiality in all locations.

K.  HU C. MYERS STUDENT SOCIETY, AAPA, WVAPA

All students of the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies are eligible to become members of the Hu C. Myers Student Society. The faculty encourages each student to become an active member of both the American Academy of Physician Assistants (AAPA) and the West Virginia Association of Physician Assistants (WVAPA). Upon graduation, each student is a member of the Hu C. Myers Alumni Society.

L.  COMMUNITY INVOLVEMENT

As a member of the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies, you are an ambassador for our Program to the University, our clinical sites, our patients, and the public at large. The impression that the College of Medical Science, School of Physician Assistant Studies and you as individuals make will be determined by your actions and in turn will determine their interest and willingness to work with our Program. Always be courteous and respectful and take pride in your work as you communicate with faculty, students, staff, preceptors, patients and the public at large.

Please work with your student society to involve your entire class in community-based projects.
M. **HOUSEKEEPING**

Neatness and good housekeeping are signs of efficiency and pride. You are expected to keep all program areas neat and orderly at all times; it is a safety and health precaution. You cannot eat in the classroom and all liquids must have a cover. No food or drinks are allowed in laboratory rooms.

Please use the accessible trash receptacles and recycle containers throughout the building and in the classrooms. Please report to the Program any situation or equipment that may need repairs or replacement.

The Program is not responsible for loss or damage to personal property of any students.

All buildings are smoke-free.

N. **EVACUATION PLAN – In the event of fire or other emergency:**

1. Students, faculty and staff will dismiss immediately to the lobby of the Library (Funkhouser Auditorium).
2. The faculty members will conduct a head count.
3. Building Coordinator will notify the Director of the Physical Plant.

O. **OUTSIDE EMPLOYMENT**

The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies is extremely intense and rigorous. The Program expects your position here to be your primary responsibility and any outside activity must not interfere with your ability to accomplish requirements as a PA student. The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies discourages any employment during your first 15 months of the Physician Assistant Program and does not allow work during the clinical clerkship.

P. **WORK FOR THE PROGRAM**

While there may be opportunities for work study at the University, students are **not** required to work for the Program.
Q. BACKGROUND CHECKS AND DRUG TESTING
Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies obtains criminal background check information on applicants to the Program. Candidates who do not provide accurate, truthful and complete information regarding their criminal history on the Program application may not be offered admission into the Program or may have their offers of admission withdrawn. If the University learns that a student failed to provide accurate, truthful and complete information about the student’s criminal history after being admitted into the University, the University may suspend or dismiss the student from the Program and the University or take any other appropriate disciplinary action against the student at the discretion of the Student Progress Committee.

The Program also requires applicants to submit to a urine drug screen. Any applicant who has a positive test result will be referred to the Student Progress Committee for review. A positive drug test result may result in the applicant not being offered admission into the Program or having any offer for admission withdrawn.

Further, all students enrolled in the College of Medical Science, School of Physician Assistant Studies must complete required clinical clerkships in order to graduate from the Program. Many of the health care providers with whom the University affiliates to provide clerkship opportunities for students require that criminal background checks and drug tests be conducted for students. Information obtained from the criminal background checks and/or drug testing may result in health care providers refusing to accept students for clerkship opportunities. The University has no control over the decisions made by health care providers regarding whether a student will be excluded from participating in a clerkship opportunity because of the student’s criminal history or drug testing results. **All students who accept the offer for admission into the University’s College of Medical Science, School of Physician Assistant Studies, by their enrollment in the Program, agree (1) that they have been advised herein that they may be excluded by health care providers from participation in certain clerkships, through no fault or control of the University, which may delay or prevent their completion of the College of Medical Science, School of Physician Assistant Studies; and (2) that they will hold the University harmless and not bring any type of legal action against the University for any damages of any nature whatsoever that they may sustain as a result of their inability to be placed in required clerkships due to the results of their criminal background checks or their drug tests.**

Students enrolled in the Program with positive criminal background checks or drug test results will be referred to the Student Progress Committee for review. The Committee, where appropriate, will take disciplinary action in accordance with the University’s applicable policies and procedures, including possible suspension or expulsion from the Program.

The costs of all criminal background checks and drug testing required by the University and any clinical health care provider for a clerkship must be paid by the student. Some clinical sites also require fingerprinting, the cost of which is also the responsibility of the student.
R. TEACHING OUT RESPONSIBILITIES

Alderson Broaddus University is responsible for teaching out currently matriculated students in accordance with the Institution’s regional accreditation or federal law in the event of program closure and/or loss of accreditation.
III. CLINICAL POLICIES IN THE DIDACTIC PHASE

No external supplemental clinical experiences will be approved during the didactic phase.

A. ELECTRONIC PATIENT ENCOUNTER LOGGING

The College of Medical Science, School of Physician Assistant Studies uses the Typhon system for patient encounter logging. The Typhon Group’s Physician Assistant Student Tracking System (P.A.S.T.) is designed specifically for College of Medical Science, School of Physician Assistant Studies. It is a web-based product that simplifies the collection of each student’s patient encounter logs. The Clinical Coordinator is the administrator of the P.A.S.T. The P.A.S.T. is a secure online product with encrypted VeriSign transmission and protected storage of all data and is HIPAA compliant.

Students can quickly and easily enter all patient encounter information from one page, including demographics, clinical information, diagnosis and procedure codes, medications and clinical notes.

The drill-down system for ICD and CPT codes enables you to quickly locate ICD and CPT codes by function or category, while ensuring your code to the highest possible level.

Students can quickly determine which records and fields are missing vital patient information. Ideally, information is entered after each and every patient encounter. Some students may elect to keep a paper log during the day and enter the patient encounter information in the evening.

There are customized areas that will track the expiration dates of your PPD, BLS, ACLS and health insurance.

Students and administrators can instantly run a variety of pre-built reports, including cumulative tallies, individual and case logs. Standard individual reports may be used by the student when seeking employment: Especially when used to show cumulative tallies of procedures.

Typhon has simple video tutorials that allow administrators and students to walk through every part of the system at their own pace.

Students will receive specific training on Typhon during their didactic phase of education. Please refer to specific course syllabi for Typhon logging requirements.

Falsification of patient logging will result in the student being referred to the Student Progress Committee and may result in dismissal from the College of Medical Science, School of Physician Assistant Studies.
B. INFECTIOUS AND ENVIRONMENTAL HAZARD EXPOSURE

1. Methods of prevention as well as procedures for care and treatment after exposure will be discussed and reviewed during the orientation sessions of the first professional year.
2. Financial responsibility – The student is financially responsible for any costs incurred secondary to infectious and/or environmental hazardous exposures.
3. Effects of infectious or environmental disease or disability – acquisition of an infectious or environmental disease may impact student learning activities and outcomes. Based upon outcomes and degree of infectious or environmental hazard exposure, a student’s continued participation in classroom and/or clinical activities sponsored by the College of Medical Science, School of Physician Assistant Studies may be delayed or prevented. Delay of or failure to matriculate in the College of Medical Science, School of Physician Assistant Studies secondary to an infectious or environmental disease or disability is determined per CDC standards and clinical site requirements.
4. Incident Reporting - Immediate notification of the Preceptor and Clinical Compliance Officer is required if the student comes in contact with any blood borne pathogen (for example: a needle stick) or is exposed to tuberculosis, injury, etc. If such an injury occurs, notification must be made to the Clinical Compliance Officer within 24 hours of the incident. If there is no facility policy for provision of care, the student is to report to the nearest Emergency Department.

C. UNIVERSAL PRECAUTIONS

It is the student’s responsibility to obtain yearly Universal Precautions training. The Program will have a yearly training session in which attendance is REQUIRED. Students are required to follow the institutional guidelines where the supervised clinical practice experience occurs concerning OSHA and Universal Precautions.

D. HIPAA TRAINING

It is the student’s responsibility to obtain HIPAA training. The Program will have a yearly training session in which attendance is REQUIRED.
IV. UNIVERSITY RELATED POLICIES AND PROCEDURES

A. STUDENTS WITH DISABILITIES

Alderson Broaddus University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act regarding non-discrimination against persons with disabilities. The University seeks to offer support to all students and strives to make reasonable accommodations for individuals with documented disabilities.

All services for students with disabilities are coordinated through the University’s Academic Center for Educational Success (ACES), the campus program responsible for providing resources and services to assist ALL Alderson Broaddus University students in the acquisition of information and development of skills to achieve their academic potential. Documentation of a student’s disability from a licensed psychologist, psychiatrist, or physician must be provided to the ACES to establish accommodations. In addition to reviewing documentation to facilitate arrangements for specific classroom accommodations, ongoing individualized guidance is available from the ACES’ Disabilities Specialist to include referrals to outside agencies for testing and assessment as necessary. Other available services include tutoring, study skills assistance, access to adaptive technology and personalized services based upon documented needs. Students needing assistance with disability-related issues should contact the Academic Center for Educational Success (Pickett Library, 304-457-6274) for more information. In addition, students are strongly encouraged to discuss individual class-specific needs with each faculty member and the Academic Coordinator at the outset of each academic course.

B. HOUSING

There is on-campus housing available. The Director of Admissions will help supply you with contacts for possible housing off-campus, but it is the responsibility of each student to secure housing.

C. UNIVERSITY PROPERTY

All University property issued to you must be returned upon request. You are responsible to pay for any lost or damaged items. The value of any item not returned or damaged will be charged to your financial account. Diplomas and transcripts will be withheld for any outstanding financial obligation related to lost or damaged University property. This includes items loaned to you from our affiliated clinical sites where students complete clinical clerkships.
D. E-MAIL AND INTERNET ACCESS ACCOUNT

The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies will require students to access information via e-mail and/or internet. An e-mail account will be set up for students through the Program/University and will provide training during your orientation. **Students are required to use the University e-mail address for all communication related to the College of Medical Science, School of Physician Assistant Studies and should check e-mail daily. Failure to check your e-mail will not be accepted as a reason for missed communication.** Myers Hall of Health Science is equipped with wireless technology. Computer labs are located in Pickett Library.

All students, faculty and staff of Alderson Broaddus University are subject to all applicable federal, state and international computer laws. Unprofessional behavior on the computer systems will not be tolerated and could result in dismissal from the Program.

Unauthorized duplication of software is a Federal crime. Penalties include fines and jail terms. Violation will result in dismissal from Alderson Broaddus University and the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies.

E. HARASSMENT

Harassment of any sort by students, faculty or staff will not be tolerated. See the Alderson Broaddus University Student Handbook for the Alderson Broaddus University Harassment Policy at [www.ab.edu/current-students](http://www.ab.edu/current-students).

F. COMMITMENT TO NON-DISCRIMINATION

Alderson Broaddus University is committed to creating and fostering a learning environment based on open communication and mutual respect. This is an integral part of the University's academic mission. Therefore, if a student chooses to confide in a member of the Alderson Broaddus faculty regarding an issue of sexual misconduct or any form of discrimination, that faculty member is obligated to inform the Alderson Broaddus Title IX Coordinator. The Title IX Coordinator will assist the student in connecting with all possible resources both on and off campus.
V. ACADEMIC POLICIES AND PROCEDURES

A. ACADEMIC DISHONESTY

Dishonesty within the academic community is a very serious matter, because dishonesty destroys the basic trust necessary for a healthy educational environment. Academic dishonesty is defined as any treatment or representation of work as if one were fully responsible for it when it is in fact the work of another person.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, theft or improper manipulation of laboratory or research data, and forgery. A substantiated case of academic dishonesty may result in disciplinary action, including a failing grade on the project, or failing grade in the course, or expulsion from the Program.

In cases of suspected academic dishonesty, the instructor is advised to consult the College of Medical Science, School of Physician Assistant Studies Director and, if deemed necessary, the Provost. If it is determined that academic dishonesty has occurred, it is the responsibility of the instructor to notify the College of Medical Science, School of Physician Assistant Studies Director.

B. CLASSROOM BEHAVIOR AND CONDUCT

It is extremely difficult to define the type of conduct appropriate to a student of medicine. However, certain generalities can be stated.

1. Students are expected to conduct themselves in a responsible and professional manner at all times, both on campus, in clinical settings, and within the community.
2. Students are expected to conduct themselves in a manner which indicates respect toward themselves, other students, faculty and patients. In addition, students should refrain from any behavior that would bring harm or abuse to any person or property.
3. In general, any behavior which significantly disrupts teaching, research, administrative, or student functions, may be brought before the Alderson Broaddus College of Medical Science, School of Physician Assistant Studies Student Progress Committee.
4. Pets, children, spouses, relatives, friends and any other person not enrolled are prohibited from being present in a classroom unless specifically authorized by the College of Medical Science, School of Physician Assistant Studies and Course Instructor or Course Coordinator.
5. **Cell phones and beepers are not permitted in the classroom.**
6. Students are not permitted to record any conversations between other students, faculty or administration without express permission.
7. Students are asked not to eat during class except for bona fide health reasons.
8. **Laptop computers, Tablets, Cell Phones, and IPADs are not permitted during lectures or exams unless utilized by the course instructor or expressly directed and approved by the Course Instructor.**
9. All classes are **mandatory**. Arriving late is extremely disturbing to classmates and the lecturer. Students with a history of recurrent tardiness will be referred to the Student Progress Committee.

10. All assignments, unless specifically indicated by the instructor, must be typewritten.

C. **STUDENT EVALUATION**

During both the didactic (academic) and clinical years, you will be evaluated by various mechanisms including, but not limited to: class participation, written examinations, practical examinations, oral examinations, and professional behavior. Final grades for each course are established by the individual instructor or Course Coordinator as outlined in the course syllabus which will be distributed at the beginning of each course.

Near the end of the didactic phase, the student must complete a comprehensive exam used as a self-evaluation tool. At the end of the clinical phase, in the Capstone course, students are required to attend a comprehensive review, successfully complete a written comprehensive examination and problem based practical and skills examination, exhibit professionalism, and attend all components of the course. (Course requirements and minimum performance standards are specified in the course syllabus.)

D. **GRADING SYSTEM**

Grade point values of permanent grades for courses and clerkships in the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59%</td>
</tr>
</tbody>
</table>

**There will be no rounding upward of grades or extra credit awarded.**
E. TESTING POLICIES

The policy and procedures for test administration are:

1. Students will not take any material other than a pencil or pen into the examination area.
2. All books, beepers, cellular phones and other communication devices are not permitted in the room during examinations. Students are to use lockers on the ground floor provided for this use.
3. Each student is responsible for properly marking their answers on the computer scantron, if one is used.
4. A student who arrives late to an exam will not be given additional time and will not be admitted or given a make-up if any student has already completed the exam and left the room.
5. Students must not communicate with each other in any way. Any communication will be considered academic dishonesty.
6. At the end of the exam, the student must return all exam materials before leaving the room.
7. Students are expected to prepare themselves physically and mentally to complete exams without a break. A student who leaves the room is considered to have completed the exam and will not be allowed to return.
8. Students may not re-enter the room after they have completed the exam.
9. Attendance at all examinations is mandatory.
10. In the event of an illness, the student must contact the Physician Assistant Office BEFORE the test.
11. If a student missed an examination due to excused illness or personal crisis, a make-up quiz/exam will be offered to the student. Documentation may be required to excuse an illness or personal crisis.
12. There will be no make-up quizzes/examinations for any other reasons.
13. Any questions or discrepancies regarding a quiz/exam item must be addressed, in writing, on the appropriate form when the quiz/exam is turned in.
14. Changes in test scores will be made at the discretion of the Course Coordinator and/or instructor.
15. Extra credit will not be used to improve course grades.
16. Copying, replication, duplication or communication of any quiz or test question or content, in any way, at any time, is prohibited, and considered academic dishonesty unless authorized by the instructor/Course Coordinator.
17. Exam grades and course grades will not be rounded up.
F. **TARDINESS POLICY**

Once a test/quiz begins:

Seating will be by assignment by Faculty member (suggest front of room)

A list of all students arriving late to the test/quiz will be maintained by the Faculty proctor of the exam: 5% of the test/quiz grade will be automatically deducted from the test/quiz

Students out of compliance with this policy will be reported to the Student Progress Committee.

If a student approaches the instructor with a legitimate concern or reason for being late to test/quiz, the instructor will request the reason in writing (email is sufficient) which will be reported to the Student Progress Committee.

Students should be reminded of the professionalism of a graduate level program.

G. **ACADEMIC STANDARDS**

1. Students are required to maintain a cumulative GPA of 3.0 or higher in the Program.
2. Students who fall below 3.0 cumulative GPA in the Program will be placed on academic probation for one semester only.
3. Students who fail to bring their Program cumulative GPA to 3.0 at the end of their probationary semester will be academically dismissed.
4. A grade of "D" or "F" in any course will result in academic dismissal from the Program.
5. Students who fail to complete their individualized remediation plan will fail to progress.

H. **PROCESS FOR ADDRESSING CONCERNS REGARDING INSTRUCTION**

Please refer to the Student Handbook accessible at [www.ab.edu/current-students](http://www.ab.edu/current-students), for the policy regarding addressing concerns regarding instruction.

I. **PROCESS FOR APPEAL OF A FINAL COURSE GRADE**

Please refer to the Student Handbook accessible at [www.ab.edu/current-students](http://www.ab.edu/current-students), for the policy regarding the appeal of a final course grade.
J. PROGRESSION STANDARDS

The ability of a physician assistant student to be promoted, to remain as a student in the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies, and to graduate from the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies, is the responsibility of the Physician Assistant Studies faculty and the student. The progress and promotion of each student throughout the curriculum requires continuous, satisfactory academic and professional performance.

The Physician Assistant Studies faculty has established a Student Progress Committee to review each student’s scholastic performance and personal suitability for a career in medicine and make appropriate recommendations pertaining to promotion, dismissal and graduation. The Physician Assistant Studies faculty has established the following guidelines and rules as the basis of promotion, dismissal and graduation.

Progression in the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies is based on the Academic Standards, Technical Standards, and Professional Conduct Standards identified in this manual.

The Student Progress Committee reserves the right NOT to progress any student who fails to meet the academic, technical or professional conduct standards.

K. THE COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES STUDENT PROGRESS COMMITTEE

This Committee consists of all full-time College of Medical Science, School of Physician Assistant Studies principal faculty members (one of whom shall serve as the Chair of the Committee), the College of Medical Science, School of Physician Assistant Studies Director, and the College of Medical Science, School of Physician Assistant Studies Medical Director. The duties of the Committee include:

1. Reviewing cases of students who have received unsatisfactory grades and making recommendations relating to the handling of the same.
2. Reviewing cases of students whose professional behavior and/or ethics have been questioned by the faculty, the Dean, College of Medical Science, School of Physician Assistant Studies, a preceptor, a patient, or another student and making recommendations relating to the handling of the same.
3. Reviewing the academic, clinical and professional progress of each student on a regular basis and determining whether each student has completed graduation requirements.
4. Monitors remediation process.

In performing these duties, the Committee may, at its discretion, or at the request of the student, meet with the student or other witnesses, as necessary, to investigate the relevant circumstances.
If a matter has been referred to the College of Medical Science, School of Physician Assistant Studies Student Progress Committee, the Committee will make a decision based upon the facts presented. This decision will be communicated to the student in writing. Possible decisions may involve dismissal of the complaint, issuance of a letter of reprimand, dismissal from the Program, or other sanctions to the student.

L. APPEAL OF STUDENT PROGRESS COMMITTEE DECISIONS, LETTER OF CONCERN, PROGRAM PROBATION, DISMISSAL

Decisions rendered by the College of Medical Science, School of Physician Assistant Studies Student Progress Committee may be appealed on the following basis:

1. The Program Director or the Student Progress Committee failed to follow established procedures.
2. There is evidence the Committee or Director acted in an arbitrary or capricious manner.
3. Egregious errors in fact or judgment occurred.

The burden of proof is on the student to show one or more of these things occurred. The appeal process does not allow for a new hearing of the entire case.

An appeal must be presented in writing within two working days of receiving a written copy the decision. The appeal shall be made to the Dean, College of Medical Science, School of Physician Assistant Studies, the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will respond, in writing within ten working days of receiving the appeal, unless the student agrees to a longer time period for the response. The Provost and Vice President for Academic Affairs’ decision is final and binding.

Time frames for appeals and responses may be altered if necessary due to extenuating circumstances of the student and/or Provost and Vice President for Academic Affairs.

M. COURSE EVALUATION

The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies requires each student complete course and instructor evaluations. Course evaluations will be conducted at the conclusion of each course. Guest lecturer evaluations will occur following their presentations.
GRADUATION REQUIREMENTS

1. Successful completion of each didactic course and clerkship (knowledge, clinical skills
   and professional behavior included in course/clerkship requirements).
2. Successful completion of Summative Evaluation and Capstone course.
3. Final minimum cumulative GPA of 3.0.
4. Satisfaction of all accounts/debts to the University, including library.
5. Exit Interview for Financial Aid.
6. No pending action before the Student Progress Committee.
7. Progressed by the Student Progress Committee to graduate.

VI. PROFESSIONAL CONDUCT STANDARDS

The student must consistently display honesty, integrity, respect for self and others, tolerance, caring, fairness
and dedication to the peers, physician assistant faculty and staff, Alderson Broaddus faculty and staff, the
community and the physician assistant profession.

A. STUDENT DRESS CODE AND PERSONAL APPEARANCE

It is important to recognize that dress and hygiene have an effect on the way patients relate to
students. Thus, it is important that each individual dress in the way that will foster optimal student-
patient relationships. The intent of the dress code is to allow the student reasonable freedom in class
as long as such freedom does not interrupt the educational process and he/she presents him/herself
in a professional manner.

The public respects health care professionals largely due to their expertise, education and
performance. The Program believes that professional appearance and dress helps to maintain this
respect.

Personal hygiene is of the utmost importance and the student is expected to be clean and well
groomed at all times. All classroom attire should be neat and cleaned as necessary.

1. Dress Code – Classroom Attire During Didactic Setting:
   a. No hats can be worn at any time
   b. No hoodies
   c. The student will dress in a conservative fashion
   d. The student’s body will be adequately covered
   e. Inappropriate skin exposure includes the torso, back, shoulders, thighs and cleavage
   f. Shoes will be comfortable and quiet
2. **Dress Code - Physical Diagnosis Lab:**
Physical Diagnosis Lab attire will be a short-sleeved tee shirt and shorts with elastic waistband. All clothing worn during Physical Diagnosis Lab must be cleaned regularly. Under-attire for females in Physical Diagnosis Lab must be sports bra or similar under-attire. All students must be prepared and able to remove tee shirts for thoracic, cardiac and abdominal examinations at any time during physical examination labs. Students will **not** be permitted into lab without the appropriate attire.

3. **Dress Code – Supervised Clinical Practice Experience in the Didactic Phase**
It is the responsibility of the student to dress appropriately during any function in the supervised clinical practice experience. Patient care areas are defined as any setting in which patients are examined, evaluated or rendered care by any means including both inpatient and outpatient settings.
   
a. The student must always look professional.
b. The student will dress in a conservative fashion.
c. The student will wear a clean and pressed, white, waist-length lab coat at all times.
d. The student will always wear their Alderson Broaddus University identification tag above their left chest pocket.
e. The student’s body will be adequately covered. Inappropriate skin exposure includes the torso, back, shoulders, thighs and cleavage.
f. The student’s clothing should always be clean and pressed.
g. Shoes will be comfortable, clean, quiet, and closed-toed.
h. Nails should be short and without polish.
i. The only jewelry permitted is a wedding band and watch. Wedding bands and watches are not permitted in surgical settings.
j. The student should conceal all visible tattoos.
k. Cologne/perfume is not appropriate in clinic.
l. Make-up should be minimal.
m. Hair should be clean and neat. Women should keep hair pulled back from the face. Men should keep hair above the collar or pulled back from the face and facial hair must be trimmed neatly.
B. IDENTIFICATION

Students must have their respective ID badge with them all times. Students may need the badges to access building areas. The Program will arrange for you to obtain your ID badge during orientation.

It is your responsibility to inform the Program and the Business Office if you have lost your badge.

C. HOW TO RESOLVE PROBLEMS

A student who has any classroom or program concerns should address them in a professional manner. Any deviation from this policy will be considered unprofessional behavior.

1. If it is a question or concern about a class, first talk with the Course Instructor.
2. If your Course Instructor cannot help you resolve the matter, you should then speak to the Academic Coordinator who will consider the problem and attempt to resolve the issue.
3. If the situation needs further review or you do not feel that the question/problem has been addressed, it will then be presented to the Dean, College of Medical Science, School of Physician Assistant Studies.
4. If the situation needs further review or you do not feel the problem has been addressed, it will then be presented to the Provost.

VII. MISCELLANEOUS

A. Program Business

Students shall defer all administrative concerns to Dean, College of Medical Science, School of Physician Assistant Studies if there is no applicable Program policy or University policy. All administrative concerns must be referred through the appropriate channels. Failure to follow policy may result in disciplinary action.

B. Transportation

The student is required to maintain reliable transportation throughout the entire program. It is the responsibility of the student to transport themselves to all required components of the curriculum, both didactic and clinical.
C. Communication

Effective and professional communication is necessary at all levels in the Program. Communicate concerns earlier rather than later.

D. Pets, Children, and Others Not Enrolled in Class

No pets, children or other persons who are not enrolled are allowed to be present during classroom time, examinations, lectures, presentations, or other required didactic phase activities.

E. Recording Devices

No recording devices are permitted in the classroom during any activity unless authorized by the Dean, College of Medical Science, School of Physician Assistant Studies, Academic Coordinator, and course instructor.

Recording students, faculty, staff or administration without their knowledge or permission will not be tolerated and is considered unprofessional behavior. This type of unprofessional behavior will be referred to the Student Progress Committee and can result in academic dismissal from the Program.

F. Cell Phones and Other Electronic Devices

No cell phones or other electronic devices are permitted in the classroom during any Call Back Day activity unless authorized by the Clinical Coordinator.

G. Electronic Medical Library

The Picket Library Electronic Medical Library has unlimited access of full text authoritative medical literature, including MD Consult, Cochrane Library and ProQuest Medical Journals. Students will receive orientation of these materials.
VIII. STUDENT HEALTH POLICIES

If a student becomes ill, the closest hospital to Alderson Broaddus University is Broaddus Hospital, which does include an Emergency Room. There are many other local providers from which to seek regular health care.

A. IMMUNIZATION POLICY – ALL QUESTIONS REGARDING HEALTH REQUIREMENTS/POLICIES SHOULD BE DIRECTED TO MR. ROGER MCDONALD, CLINICAL COMPLIANCE OFFICER.

Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies takes seriously its responsibility to maximally protect students, staff and patients from all potential health threats including infections. This is accomplished, in part, by requiring proof of all of the following immunizations PRIOR to entry in the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies. Immunization requirements are based on guidelines of the Centers for Disease Control and Prevention.

Measles, Mumps and Rubella (MMR)

Students must show proof of having received two doses of MMR and provide proof of immunity with titers for measles, mumps and rubella.

Diphtheria, Pertussis, Tetanus (DPT)

Students must show proof of having received the entire DPT series and of having a Tdap booster.

Varicella (Chicken Pox)

Students must show proof of immunity with a titer. As well, the date of the disease or vaccination is required.

Tuberculosis

Students must show proof of a two-step tuberculin skin test; if not within the past 12 months, prior to entry into the College of Medical Science, School of Physician Assistant Studies. Annual TB testing is required while in the College of Medical Science, School of Physician Assistant Studies. If tuberculin skin test is positive, then a QuantiFERON-TB Gold and chest x-ray is required. If QuantiFERON-TB is positive, the student must contact the Clinical Compliance Officer.
Hepatitis B

Students must show proof of having received the Hepatitis B series and provide proof of immunity with post-vaccination testing for antibody to Hepatitis B Surface Antigen (Anti-HBs).

Influenza

Required annually while in the Program.

The Alderson Broaddus College of Medical Science, School of Physician Assistant Studies has several clinical affiliates. If an affiliate requires additional immunizations or requirements, students will receive notification as soon as possible. Students will be required to comply.

The “Health Assessment Form and “Immunization / Immunity Form” are mailed to accepted students. Students must have their health care provider perform a history and physical exam and complete, date and sign these forms.

B. HEALTH INSURANCE

The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies requires that students carry medical health insurance during their education at Alderson Broaddus University. Students may maintain coverage through parent, spouse, or a private plan for the medical health insurance portion of this plan. The student is required to show proof of coverage at the beginning of each school year, and report any change immediately to the Program. A copy will be maintained with school records.
IX. CLINICAL PHASE

A. INTRODUCTION

The guidelines and policies of this section of the Manual are the rules which allow orderly, beneficial and safe conduct through the clinical clerkship year for the student, patients, University, preceptors and affiliated institutions. Students are expected to adhere to these guidelines. On occasion, preceptors or others who are not totally familiar with the policies may encourage students to carry out activities in conflict with these guidelines. If you have any questions, call the Clinical Coordinator for clarification. Violation of rules and guidelines may result in disciplinary action, including dismissal from the Program.

The responsibility for administrative relationships and arrangements with preceptors and institutions for the training of physician assistant students, rests with the Dean, College of Medical Science, School of Physician Assistant Studies, the Clinical Coordinators, and the Site Coordinator; not the students. Students should apply their efforts only towards building clinical skills and knowledge base and are directed not to engage in, or participate in the internal or external affairs of the hosting institutions in any way, including the relationship of that institution with Alderson Broaddus University concerning College of Medical Science, School of Physician Assistant Studies affiliation arrangements.

Additionally, students are held responsible for their personal conduct within or concerning the community of the host facility. Violation of law, public behavior, participation in community issues or any other action, whether occurring as a part of the education assignment or on personal time, and which might bring negative attention to yourself, the host facility, or the University, or in any way interfere with the preceptor’s mission, are to be avoided.

Inappropriate, unauthorized, and/or poorly timed student input in administrative and community affairs, no matter how well intended, has in the past, damaged relationships between the University and the hosting institutions. As a result, educational opportunities for other students were reduced or lost entirely. Therefore, it is necessary that the following be made as clear as possible:

Students shall defer all administrative concerns to the Site Coordinator and the Clinical Coordinators at Alderson Broaddus University. If a student has an administrative or professional affairs problem, he/she will pursue it only through the Site Coordinator or the Clinical Coordinator for the College of Medical Science, School of Physician Assistant Studies at Alderson Broaddus University. Any student who violates this policy is subject to probation or dismissal from the College of Medical Science, School of Physician Assistant Studies. If any action of the student (educational, administrative, community, or private), results in reducing the educational experiences of another student or is damaging to the relationship between the University and the preceptor or institution, the violator may be immediately suspended or dismissed from the College of Medical Science, School of Physician Assistant Studies.

Failure to complete a clerkship due to poor academic and/or professional performance will result in an academic failure and a grade of “F” for that clerkship.
B. THE NATURE OF THE CLINICAL CLERKSHIP REQUIREMENT

The College of Medical Science, School of Physician Assistant Studies, in the hopes of further defining the philosophy of physician assistant training, has developed specific education objectives for these clinical clerkships.

All clerkships must meet the following standard: preceptors must be providers in the specialty that agree to meet the Program requirements of instruction concerning the objectives of the specific clerkship and completion of the evaluations are required. The nature of an individual preceptorship may vary according to the institution in which it occurs as well as the nature of the interpersonal relationship between the preceptor and the student.

C. COURSE DESCRIPTIONS OF CLERKSHIPS:

Please see ab.edu/academics/master-science-physician-assistant-studies, for course descriptions of clerkships.

D. PRECEPTOR RESPONSIBILITIES

1. We encourage preceptors to take a few minutes the first day to communicate expectations to the student.
2. Contact students after hours should an interesting case present itself.
3. Do not work students more than 60 hours per week.
4. We encourage the preceptor to supplement the clerkship with reading assignments, journal clubs, etc., as deemed appropriate.
5. Involve students in the call schedule.
6. Notify the Program if there is travel involved to multiple facilities.
7. Notify the Program of all the facilities that a student will be entering.
8. Notify the Program if problems arise with the student.
9. Complete the student’s midterm and final evaluation.
10. Physician assistant students do not substitute as clinical or administrative staff during supervised clinical practice experiences.
E. REQUEST FOR ELECTIVE CLERKSHIP

The “REQUEST FOR AN ELECTIVE CLERKSHIP” form must be completed and given to the Clinical Coordinator at least three months prior to the start of the elective. Student requests submitted late cannot be considered. Elective Clerkships must be in one of the following areas: Family Medicine, General Internal Medicine, Pediatrics, Emergency Medicine, Surgery, Psychiatry, Women’s Health, or Orthopedics.

Students are required to perform all required clerkships that are available at their respective site, except as pre-determined prior to clerkships. In the case where there might be a shortage of required clerkship slots at a particular assigned clinical site, adjustments will be made accordingly.

Students are not permitted to arrange clinical clerkships outside of the Program’s affiliations. The Clinical Coordinators and/or Site Coordinator will schedule student clerkships. Students may suggest clinical sites or preceptors for Elective clerkships, however, the Clinical Coordinator will review, evaluate, arrange, and approve these requests.

F. CONTACT INFORMATION AND COMMUNICATION

1. Contact Information
It is expected that the Faculty and Program Administration, Preceptors and Site Coordinators have current phone numbers and addresses of students at all times. In order to provide for the smooth functioning of the clerkship year, students are required, at the beginning of each clerkship, to provide their preceptor an address and telephone number at which they may be reached when not on duty. It is the student’s responsibility to ensure their address is current and up to date with the College of Medical Science, School of Physician Assistant Studies and Alderson Broaddus University.

2. E-Mail
The University e-mail system will be used for e-mail communication between the school and students. Please keep your e-mail free of all unnecessary messages so you won’t miss any important information that may be sent to you by the Program. You are required to check your e-mail every 24 hours. Important communications will come frequently from the Clinical Coordinators.

3. Mail
When you provide the Program with your address, realize we may be mailing important, time-sensitive material. Check your mail daily! Normal delivery of first class mail will be facilitated by the College of Medical Science, School of Physician Assistant Studies notifying the Campus Post Office of the student’s address changes. The Post Office will not forward most other classes of mail without payment for postage. It is recommended, therefore, that the students notify appropriate vendors if these items need to be directed to another address.
4. Mail Continued
Refusal to accept certified or required mail from the program may result in disciplinary action by the student progress and promotion committee.

G. WORK

Due to the various schedules of clerkship work days, lengths and activities, students are not permitted to obtain any employment during the year of clinical clerkships.

H. GRADUATE PHYSICIAN ASSISTANT EMPLOYMENT

1. References - It is not uncommon for an employer to contact both the Clinical Coordinator and Program Director before they hire a graduating senior. When responding to these inquiries, they only know how the students perform while in the Program. Please keep this in mind as you work your way through the year. Please note that preceptors may approve or disapprove the use of their evaluation for use as a personal reference.

2. National Board Examination - Passage of the Physician Assistant National Certification Examination (PANCE) is a “licensure requirement” to work as a Physician Assistant in all states. The PANCE is administered by the National Commission on Certification of Physician Assistants (NCCPA). Eligibility to take PANCE includes graduation from an accredited College of Medical Science, School of Physician Assistant Studies.

3. Graduate Licensure - Practice as a Physician Assistant (graduate) requires credentialing by each state’s respective licensing process. Physician Assistant practice laws and regulations vary from state to state. Prior to practicing in any state, it is the responsibility of the Physician Assistant to obtain the required licensure.
X. CLINICAL PHASE POLICIES AND PROCEDURES

A. HEALTH INSURANCE

As a condition of institutional affiliation agreements involved with the educational process of physician assistant students at Alderson Broaddus University, students are required to have health insurance. This coverage must be maintained during the College of Medical Science, School of Physician Assistant Studies. It is the student’s responsibility to update the Program promptly with new cards, notices, etc. Students are responsible for their own health needs.

B. STUDENT HEALTH INFORMATION

It is required that students do not have health conditions which endanger the health and well-being of others. The student’s second health screening examination is required prior to beginning clerkships.

Two forms are used to document these examinations:

1. Immunization/Immunity Requirements and Tuberculosis Screening Form
   This form must be updated, if necessary, prior to beginning clinical clerkships. This must be done yearly, or more often as determined by the site requirements.

2. Health Screening Form
   The student’s health care provider will assess both the overall health of the student as well as the student’s ability to meet the technical standards of the Program. This must be done yearly or more often as determined by site requirements.

C. Exposure Policy

College of Medical Science, School of Physician Assistant Studies

1. Students receive OSHA training yearly (prior to beginning any activities that would place them at risk).

2. In the event of exposure, the student is to stop what he or she is doing.

3. Wash the area immediately and thoroughly.

4. Report immediately to his or her preceptor.

5. Follow instructions of the respective facility.

6. If there is no facility policy for provision of care, the student is to report to the nearest Emergency Department.

7. As soon as possible the student is to e-mail the Clinical Compliance Officer (within 24-hours).

8. The student completes the incident report and faxes it to the College of Medical Science, School of Physician Assistant Studies within 24-hours.
9. The Incident Report form will be collected by the Clinical Compliance Officer and two copies maintained by the Program; one to the student file and the second to the Incident Report Notebook.

10. It is the student’s responsibility for any costs incurred as a result of exposure.

11. The Clinical Compliance Officer will ascertain that the student understands the appropriate follow-up as per current CDC Guidelines, and will correspond with the preceptor and program personnel, if necessary.

12. Lab results obtained as a result of this incident will be forwarded to the Clinical Compliance Officer by the student. It is the responsibility of the Clinical Compliance Officer to notify the appropriate authorities. This should include clinical affiliates and public health officers.

13. After exposure, if a student has a positive conversion, the Clinical Compliance Officer will communicate with the Clinical Coordinator, the student may have clinical experiences suspended until a release is obtained from the student’s preceptor and/or clinical sites. Students must realize clinical experiences may be delayed due to effects of infectious and environmental disease or disability pending clearance provided by the preceptor and/or clinical sites.

14. Failure by the student to comply with CDC Guidelines following exposure incident may result in the inability of the Program to secure clinical clerkships, due to health requirements by affiliates. A refusal form can be obtained from the Clinical Compliance Officer.

15. Students will be responsible for any health costs that result from such exposures. If exposure occurs, notification must be made to the Clinical Compliance Officer within 24 hours of the incident by way of the post exposure form.

Dean, College of Medical Science, School of Physician Assistant Studies Office Hours:
Office: 304-457-6230
Monday – Friday – 9:00 a.m. – 4:00 p.m.
Main Fax Number: 304-457-6308

Clinical Compliance Officer
Roger McDonald
Office: 304-457-6383
E-Mail: mcdonaldrl@ab.edu

Clinical Coordinator(s) and Assistant Clinical Coordinator:
Cheryl Bowers, MS, PA-C (304) 457-6316
Deanna Leach, MS, PA-C (304) 457-6219
Jennifer Propst, A.C.C. (304) 457-6226
D. BASIC CARDIAC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

The student is REQUIRED to maintain Basic Cardiac Life Support Healthcare Provider and ACLS certification during the clerkship phase and to provide a copy of their cards to the Program.

E. UNIVERSAL PRECAUTIONS, OSHA TRAINING

It is the student’s responsibility to obtain yearly Universal Precautions OSHA training. The Program will have a yearly training session in which attendance is REQUIRED. Students are required to follow the institution/clerkship site guidelines concerning OSHA and Universal Precautions.

F. HIPAA AND OSHA TRAINING

It is the student’s responsibility to obtain HIPAA training. The Program will have a training session in which attendance is required.

G. MEDICAL MALPRACTICE INSURANCE

Physician Assistant students are covered under the University’s liability policy. The policy is in effect when the student is participating in scheduled, approved training sites, and is performing under the supervision of, or at the direction of the approved preceptor. This insurance is updated annually.

H. RELEASE OF PHOTO/CV/MEDICAL FORMS

Before the University may release the student’s photo/CV/Medical forms to preceptors, Site Coordinators, etc., the student must sign the release form.

I. CURRICULUM VITAE

The student must have an updated CV in their file.

J. SUPPORT FOR STUDENTS

Support for students including room, board, etc. is at the generosity of the precepting site and the University does not require this as a condition of affiliation. We wish to preserve these benefits for as long as possible wherever they are provided. In order to do so, the following rules will be in effect for physician assistant students living in housing provided by a clerkship site. These are rules of the College of Medical Science, School of Physician Assistant Studies and exceptions granted from the clerkship site will not shield the student from the consequences of violation.
1. **Pets**: No pets of any type (any form of animal life) will be kept within, or adjacent to, or in any other way associated with housing provided or arranged by the clerkship site or the University.

2. **Unauthorized Persons**: Clerkship site housing is provided for use by the student **only**. No student will allow any non-student, including non-physician assistant student, spouse and children, to live in housing provided or arranged by the site or the University.

3. **Smoking and Tobacco**: All clinical facilities and their housing units and associated properties are to be smoke free. Physician assistant students will not consume or display tobacco products at any clinical site, on its grounds or properties, within its housing units, or while attired in any way which may associate them with the clerkship site or the College of Medical Science, School of Physician Assistant Studies.

K. **OUTSIDE EMPLOYMENT AND COURSE WORK**

Due to the various schedules of clerkship work days, lengths and activities, students are not permitted to obtain any employment during the year of clinical clerkships.

L. **STUDENT SUBSTITUTION FOR STAFF**

During clinical experiences, students must not be substituted for clinical or administrative staff.

M. **PETS, CHILDREN, AND OTHERS NOT ENROLLED**

No pets, children, or persons who are not enrolled are allowed to be present during Call Back Days, lectures, presentations, or other required clerkship activities.

N. **CELL PHONES AND OTHER ELECTRONIC DEVICES**

No cell phones or other electronic devices are permitted in the classroom during any Call Back Day activity unless authorized by the Clinical Coordinator.
XI. PROFESSIONAL CONDUCT STANDARDS FOR THE CLINICAL PHASE

A. PROFESSIONAL CONDUCT

If at any time the student displays any conduct which the Preceptor, Facility, Site Coordinator, Clinical Coordinator, or Program Director feels is inappropriate or unprofessional the student will be brought before the Student Progress Committee. At the discretion of the Clinical Coordinator, and/or the Dean, College of Medical Science, School of Physician Assistant Studies, the student may be suspended from clinical assignment until a meeting is held with the Student Progress Committee. The decision to temporarily suspend is final and has no appeal process.

B. STUDENT DRESS CODE AND PERSONAL APPEARANCE

1. The student must always look professional.
2. The student will dress in a conservative fashion.
3. The student will wear a clean and pressed, white, waist-length lab coat at all times.
4. The student will always wear their Alderson Broaddus University identification tag above their left chest pocket.
5. The student will wear an Alderson Broaddus University Physician Assistant patch affixed to their left chest pocket.
6. The student’s body will be adequately covered. Inappropriate skin exposure includes the torso, back, shoulders, thighs and cleavage.
7. The student’s clothing should always be clean and pressed.
8. Shoes will be comfortable, clean, quiet, and closed-toed.
9. Nails should be short and without polish.
10. The only jewelry permitted is a wedding band and watch. Wedding bands and watches are not permitted in surgical settings.
11. The student should conceal all visible tattoos.
12. Cologne/perfume is not appropriate in clinic.
13. Make-up should be minimal.
14. Hair should be clean and neat. Women should keep hair pulled back from the face. Men should keep hair above the collar or pulled back from the face and facial hair must be trimmed neatly.

C. IDENTIFICATION

Students must have their ID badge during all didactic and clinical activities. ID badge are to be worn at all times during clinical call. The Program will arrange for you to obtain your ID badge during orientation.
D. **HOW TO RESOLVE PROBLEMS**

A student who has any classroom or program concerns should address them in a professional manner. Any deviation from this policy will be considered unprofessional behavior.

1. If it is a question or concern about a class, first talk with the Course Instructor.
2. If your Course Instructor cannot help you resolve the matter, you should then speak to the Academic Coordinator who will consider the problem and attempt to resolve the issue.
3. If the situation needs further review or you do not feel that the question/problem has been addressed, it will then be presented to the Dean, College of Medical Science, School of Physician Assistant Studies.
4. If the situation needs further review or you do not feel the problem has been addressed, it will then be presented to the Provost.

E. **SALUTATION**

Students are required to refer to health care professionals and staff/faculty by their title or Mr., Mrs., Ms., or Dr.; whichever is appropriate. Furthermore, do not call adult patients by their first name. Treat everyone with respect.

F. **BASIC RULES OF CLINICAL PROFESSIONAL CONDUCT**

All rules of the hosting site must be followed.

**Never** see, treat or discharge a patient in any setting without consulting with your preceptor.

**Never** seek or agree to the use of pre-signed prescription pads.

**Never** forge a physician or provider’s signature on a prescription pad, order sheet, note or record of any type.

**Never** misrepresent yourself as a physician, graduate physician assistant, or other health care professional. This applies to any time or place in which you are there as a physician assistant student, regardless of past medical training (i.e. paramedic, nurse, etc.).

Intoxication, or signs of recent use of agents other than those prescribed by a licensed healthcare provider, is totally **unacceptable** in any educational or professional setting. Influence of prescribed agents may require adjustments in the educational setting and may be grounds for dismissal from the College of Medical Science, School of Physician Assistant Studies.
Confidentiality is a must, and will be maintained at all times. It is essential students conscientiously guard information (medical history and office practice) of which he/she is exposed to on clerkships (not talking in elevators, cafeteria, lounges, etc.). Do not post messages or pictures regarding your clinical experiences on social internet sites. This is a HIPAA violation!

Maintain professional relationships with patients at all times. Do not engage in social relationships with patients, preceptors, or staff. Each patient must be given the option of having a physician assistant student involved in their care. The preceptor will decide how to best introduce you to patients.

Medical notes must be signed with the student’s name (written legibly) followed by “physician assistant student” or “PA-S” written clearly after the name (according to the preference of the preceptor). Medical notes must be co-signed by the preceptor (timing of co-signature will be according to the rules of the institution/clerkship site). Please be aware of your respective site policies regarding this.

Examine a patient of the opposite sex only in the presence of a staff member of the same sex as the patient. The student must be aware of the policies of each site regarding these situations.

Keep your attitude and demeanor professional. Be respectful of different cultural norms and socioeconomic situations.

Do not enter any unauthorized areas.

The student is a guest of the institution/clerkship site; if the student is asked to leave the clerkship site for any reason, the student must leave and there will be no appeal process.

Any student violating these policies should be removed immediately from the professional setting and reported to the Clinical Coordinator promptly.

Falsification of medical records and/or patient logging (Typhon) will be reviewed by the Student Progress Committee; and may result in dismissal from the College of Medical Science, School of Physician Assistant Studies.
XII. CLINICAL PHASE SCHEDULE

A. CLERKSHIP ASSIGNMENTS AND ORIENTATION

Students will be given a general overview of the Clerkship assignments available during the Supervised Clinical Experience year. Students will be given a Clerkship Assignment Input Form. The student will complete the form and turn it in to the Clinical Coordinators by the indicated due date. The student will indicate their first, second and third choice and a rationale for each.

The principal faculty will determine the Clerkship assignments based on student selections, rationales, programmatic, and site needs. All assignments are final. There is no appeal process for assignments.

Students will receive orientation to their Clerkship assignment and generalized Supervised Clinical Experience expectations from their Clinical Coordinator(s).

B. CLERKSHIP CHANGE

Clerkship schedules will not be switched or changed unless preceptor or site driven. Needs may require change of location for various clerkships. In the event a change is needed, it will be determined by the clinical coordinator(s). (Student malpractice insurance coverage is not in effect if the Clinical Coordinator for the College of Medical Science, School of Physician Assistant Studies has not properly approved your clerkship setting.)

C. THE CLINICAL CURRICULUM

PAP 700  Emergency Medicine
PAP 705  Surgery
PAP 710  Elective
PAP 715  Family Medicine
PAP 720  General Internal Medicine
PAP 725  General Pediatrics
PAP 730  Psychiatry
PAP 735  Women’s Health
PAP 740  Orthopedics
PAP 800  Capstone

D. CLERKSHIP CALL BACK DAYS

There will be Clerkship Call Back Days throughout the clerkship year. A schedule will be provided by the Assistant Clinical Coordinator. Attendance at all components of the Call Back Days is required.
E. CLINICAL COORDINATOR SITE VISITS

The Clinical Coordinators (or designee) perform ongoing programmatic review of new and established preceptors and clinical sites. Preceptors are oriented to specific learning objectives, program expectations and competencies needed for PA practice. Experiences are monitored to assure sufficient patient exposure to meet program defined requirements.

F. CALL SCHEDULES

Various call schedules are developed by the preceptors, or Site Coordinator. Changes in these schedules should be arranged through those individuals. Fulfilling scheduled calls are part of the clerkship experience and no student should expect any type of exemption.

G. PACKRAT II

Each student will be required to take the Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT) during one of the Call Back Days. The date and time will be announced in the seminar agenda. The feedback from the examination will provide students with information concerning their strengths and deficiencies and will aid in guiding preparation for the Capstone course and PANCE for the certifying examination.

H. CAPSTONE COURSE AND SUMMATIVE EVALUATION

The last three weeks of the clinical curriculum will be on the ABU campus for the Capstone course which is a summative evaluation.

The summative evaluation is utilized to determine if the student possesses the necessary medical knowledge, clinical skills and professional behaviors required for competent clinical practice. Completion of the Capstone course is a graduation requirement.

The student will be responsible for the arrangement of their housing needs.
XIII. CLERKSHIP REQUIREMENTS AND EVALUATION

A. EMERGENCY CONTACT PROCEDURES

A file must be maintained on each student for emergency purposes, including the name and telephone number of a contact person. Students must update their contact information each time it changes.

Any time a student encounters a personal or family emergency of any type, the student should inform the Preceptor, Site Coordinator, and the Clinical Coordinator or Program Director for the College of Medical Science, School of Physician Assistant Studies. The Clinical Coordinator and/or Program Director, in the absence of the Clinical Coordinator, will assist the student through supportive or other available means as deemed appropriate.

B. MID-TERM EVALUATIONS

It is required that the student obtains a mid-term evaluation during each clerkship.

The student must provide their preceptor a mid-term evaluation form to be completed. The mid-term evaluation forms will be supplied before leaving for clerkships. Use this time as a feedback mechanism for objectives completed and constructive criticism. Go over accomplishments, review progress, and set goals for the remainder of the clerkship. It is the student’s responsibility to mail, scan and e-mail, or fax the completed form to the Clinical Coordinator within one week of the respective clerkship mid-term.

C. PRECEPTOR EVALUATION

This evaluation is a required element to obtain a grade for each clerkship. At the conclusion of the clerkship, the student will give the preceptor this evaluation form. It is the student’s responsibility to bring to the Call Back Days, or mail the original, completed form to the Clinical Coordinator. If the preceptor cannot finish the evaluation at the end of the clerkship, the student must have ready: an addressed, stamped envelope to offer to the preceptor. This evaluation must be complete including number of absences and signed by the preceptor(s). If the information is not complete, the evaluation will be returned to the student to be completed and re-submitted. The student signature is optional – the student does not sign until after the preceptor has completed and signed the evaluation.

Final evaluations for each clerkship should be received by the Clinical Coordinator no later than one week after the clerkship completes. This is necessary to assure that the student has satisfactorily completed the clerkship before progressing to the next clerkship. The exception to this is the last clerkship. The student must ensure the Clinical Coordinator receives the evaluation by the due date mandated by the Clinical Coordinator.
D. CLINICAL SITE SURVEYS

1. Clerkship Satisfaction and Evaluation Student Survey: The student will complete a clerkship satisfaction and evaluation survey after each clerkship during the Call Back Days.

2. Surveys: When a guest speaker is present at Call Back Days, students will complete a Guest Speaker Evaluation Form.

E. ATTENDANCE

1. CLERKSHIP

Attendance during the clinical clerkship year is necessary for student development and is, therefore, required. There is no vacation time.

Students are expected to keep hours no less than that of their preceptor up to 60 hours per week. If the student’s preceptor works long hours, weekends, or evenings, then the student is expected to do the same. The preceptor may also assign additional work which is reasonable and educationally beneficial. Do not ask your preceptor to leave early. If you have a concern about the number of hours you are working, you are to notify your Clinical Coordinator.

If there is any reason your clinical hours could be restricted (due to family issues, transportation/car issues, etc.), the Clinical Coordinator must be notified via e-mail immediately so these issues can be reviewed by the faculty before you start clerkships.

If we do not hear from you, we will assume there will be no limits to the amount of hours you can work while on clerkships. Any variances from the requirements above will be considered as unprofessional behavior and be submitted for review during the upcoming clinical year by the Student Progress Committee.

Students are expected and required to attend various conferences, grand rounds, etc. offered at their site. Students who do not attend the usual activities of the service cannot be expected to successfully complete their clerkship.

Do not assume holidays are days off. Check with your preceptor. Your holiday break will be different from that of the undergraduate Alderson Broaddus University calendar. Look at your clerkship schedule.

Familiarize yourself with the inclement weather policy of the practice or the institution to which you are assigned and follow that policy.

The College of Medical Science, School of Physician Assistant Studies recognizes a need to allow for excused absences related to brief personal illness and emergency. Additionally, opportunities to attend educational conferences and employment interviews are provided.
Absence is defined as not being present, regardless of cause, to participate in clinical training and associated activities of any scheduled or assigned time, call, including weekend and evening hours if expected by the preceptor.

If your preceptor does not work a day, do not assume you also will not work. Call the Site Coordinator and Clinical Coordinator for clarification of what your duties will be.

The day before the Call Back Days is NOT to be used for a driving or study day.

2. **EXCUSED ABSENCES FOR CLERKSHIPS**

   Three days per clerkship.
   Ten days in the clerkship year total.

All other absences as noted below must be made up. Make-up days will be facilitated by the Clinical Coordinator.

   a. **Illness**: For all illnesses causing absence from the clerkship beyond two days, or otherwise limiting participation, the student must provide evidence of professional medical care, i.e. medical slip. This document must be sent to the Clinical Coordinator for the College of Medical Science, School of Physician Assistant Studies.

   b. **Family Emergency**: (serious illness/death of immediate family member). This may require documentation.

   c. **Medical Conferences**: Each student will be allowed to attend up to two medical conferences, three days total. Prior to the student scheduling the conference, the student must complete and submit the “Request to Attend Medical Conference” form found in the appendix of this Manual, before approval will be granted. The two conferences will not occur in the same clerkship.

   d. **Job Interview**: Each student is allowed up to three days per year absence from clerkship assignment to attend employment interviews.

   e. **Jury Duty**: See Attendance Policy for Court on page 26 of this Manual.

   f. **Military Service**: See Attendance Policy for those in the military on page 26 of this Manual.

   g. **Inclement Weather**: Follow institution or site inclement weather policy.

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3. **MAKE-UP OF EXCUSED ABSENCES FOR CLERKSHIPS**

Make-up of excused absences will be scheduled during the next occurring vacation period/weekends. If no vacation/weekends remain, or if days exceed vacation period/weekends, make-up will occur during the next clerkship year cycle.

**In the event you must be absent:**

a. Notify your preceptor, prior to the time you are scheduled to meet him/her.
b. Notify your Site Coordinator (minimally by e-mail).
c. Notify the College of Medical Science, School of Physician Assistant Studies Clinical Coordinator (minimally by e-mail).
d. Texting is not an acceptable form of communication with your Preceptor or Site Coordinator.

4. **CALL BACK DAYS**

The Call Back Days are held at the end of each eight-week clerkship block. Please refer to your clerkship schedule for individual dates of seminars.

Prior to the seminar, a Call Back Days schedule will be sent to you via e-mail. It will outline the agenda for the upcoming Call Back Days Seminar.

Students must keep their University e-mail accounts below capacity at all times and check for messages and announcements daily.

During Call Back Days, tests will be administered. Please refer to course syllabi. Sixty minutes is allotted for each test. You will be notified of your grade as soon as possible.

No baseball caps, hoodies, memory devices (i.e. PDA, cell phones, calculators), textbooks or notes are allowed in the classroom during the test.

**Attendance Policy for Call Back Days:**

Attendance is required at all components of the Call Back Days.

a. **Excused Absences for Call Back Days**

   1. Emergency-severe illness/injury of self or immediate family member (spouse, children parents, siblings, grandparents). Physician notes are required.
   2. Unavoidable social obligation – birth of a child, jury duty, immediate family wedding, funeral.

Excused absences must be approved by the Clinical Coordinator, prior to the seminar, except for emergencies. Absent students will be required to make-up Call Back Days Seminar content work as deemed appropriate by the Clinical Coordinator.
b. Make-up of Call Back Day Seminar material for those with excused absences:

For those students who have excused absences during the Call Back Day Seminar, a written paper will be submitted on EACH TOPIC that is missed. After the CALL BACK DAY SEMINAR, the Clinical Coordinator will supply the student with the list of topics missed. The written paper will be due prior to the next Call Back Day on a date specified by the Clinical Coordinator.

Each written paper is to be a minimum of six pages long, double-spaced and complete with references. Attention must be paid to spelling and grammar, and proofreading is expected. If the overall content or format and/or quality is deemed unacceptable, the paper will be returned for revision. It needs to contain the following components:

1. Heading
2. An introductory paragraph
3. Clinical findings on history and physical examination
4. Laboratory and diagnostic tests
5. Clinical intervention and therapeutics
6. Contraindications side effects, and drug-drug interactions of pharmacologic regimens
7. Health maintenance
8. References

The written paper will be graded either “Satisfactory” or “Unsatisfactory”. Unsatisfactory papers will be returned to the student once for revision, and then a final grade will be assigned.

F. PREPARING FOR CALL BACK DAYS

You are responsible for your own transportation and accommodations during Call Back Day Seminars.

Make sure your travel/housing arrangements are made well ahead of time.

Below are some housing options available to you:

1) Mountaineer Inn
   Contact: (304) 457-5888
   Call for details.

2) Alderson Broaddus University Residence Halls
   Contact: Meghan King Johnson, Residence Life Coordinator, Office of Student Affairs
   Alderson Broaddus University, (304) 457-6348, johnsonmj@ab.edu
   Details: Housing on campus is based on need and availability and is assigned on a first-come, first-served basis. Fees are calculated on a per diem basis.

   - Linens are not provided
   - Phones are not provided
   - Internet is available
   - Access to kitchen facilities
   - Community-style bathroom and shower facilities
Room keys will need to be picked up and returned to the Office of Student Affairs. Check out is 9:00 a.m. If your key is lost, you will be charged $35 for lock replacement.

**NOTE:** On-campus housing is extremely limited. You will need to make on-campus reservation requests well in advance, as well as confirm or cancel your reservation by calling the Office of Student Affairs **48 hours PRIOR** to arrival preceding each Call Back Day Seminar.

*Additional housing options for Barbour and Harrison counties follows:*

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<th>LODGING</th>
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<td><strong>NAME</strong></td>
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<td><strong>PHILIPPI</strong></td>
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<tr>
<td>Angel Band Farm Bed &amp; Breakfast</td>
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<td>Mountaineer Inn</td>
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<td><strong>BELINGTON</strong></td>
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<td>Midtown Motel</td>
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<tr>
<td><strong>ANMOORE / CLARKSBURG / BRIDGEPORT</strong></td>
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<td>Exit 117 (West Virginia Route 58 Anmoore)</td>
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<td>Hilton Garden Inn</td>
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<tr>
<td>Exit 119 (U.S. Route 50 Clarksburg/Bridgeport)</td>
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<tr>
<td>Best Western (Formerly the Holiday Inn)</td>
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<td>Days Inn &amp; Suites</td>
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<td>Sleep Inn</td>
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<tr>
<td>Sutton Inn of Clarksburg</td>
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<tr>
<td>Travelodge by Wyndham Bridgeport</td>
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<tr>
<td>TownPlace Suites by Marriott</td>
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<tr>
<td><strong>Exit 121 (County Route 24 Meadowbrook Road)</strong></td>
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<tr>
<td>Hampton Inn</td>
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<tr>
<td>Super 8 by Wyndham (Below Meadowbrook Mall)</td>
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<tr>
<td><strong>Exit 124 (Jerry Dove Drive / WV Route 279)</strong></td>
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<tr>
<td>Holiday Inn Express Hotel &amp; Suites</td>
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<td>Microtel by Wyndham</td>
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<td>Wingate by Wyndham Bridgeport</td>
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G.  **CALL BACK DAYS**

1. **Cell Phones and Other Electronic Devices**
   No cell phones or other electronic devices are permitted in the classroom during any Call Back Day activity unless authorized by the Clinical Coordinator.

2. **Recording Devices**
   No recording devices are permitted in the classroom during any Call Back Day activity unless authorized by the Clinical Coordinator. Recording students, faculty, staff or administration without their knowledge or permission will not be tolerated and is considered unprofessional behavior. This type of unprofessional behavior will be referred to the Student Progress Committee and can result in academic dismissal from the Program.

3. **No pets**, children or other persons who are not enrolled are allowed to be present during Call Back Days, examinations, lectures, presentations, or other required clerkship activities unless approved by the Dean, College of Medical Science, School of Physician Assistant Studies.
H. ELECTRONIC PATIENT ENCOUNTER LOGGING

The College of Medical Science, School of Physician Assistant Studies uses the Typhon system to log patient encounters.

The Typhon Group’s Physician Assistant Student Tracking System (P.A.S.T.) is designed specifically for College of Medical Science, School of Physician Assistant Studies. It is a web-based product that simplifies the collection of each student’s patient encounter logs. A Clinical Coordinator is the administrator of the P.A.S.T. The P.A.S.T. is a secure online product with encrypted VeriSign transmission and protected storage of all data is HIPAA compliant.

You can quickly and easily enter all patient encounter information from one page, including demographics, clinical information, diagnosis and procedure codes, medications and clinical notes.

The drill-down system for ICD and CPT codes enables you to quickly locate ICD and CPT codes by function or category, while ensuring your code to the highest possible level.

The encounter continuity allows you to link patient encounters and track a patient over an extended period of time.

There are customized areas that will track the expiration dates of your PPD, BLS, ACLS and health insurance.

You can quickly determine which records and fields are missing vital patient information. Ideally, information is entered after each and every patient encounter. Some students may elect to keep a paper log during the day and enter the patient encounter information each evening. The entry of all patient encounter information is one of the components of your clerkship grade.

Students and the administrators can instantly run a variety of pre-built reports, including cumulative tallies, individual and case logs. Standard individual reports can be used by the student when seeking employment especially when used to show cumulative tallies of procedures. They can also be included in a portfolio.

Typhon has simple video tutorials that allow administrators and students to walk through every part of the system at their own pace.

Falsification of patient logging will result in the student referred to the Student Progress Committee and may result in academic dismissal for the College of Medical Science, School of Physician Assistant Studies.
1. REQUIREMENTS FOR TYPHON GROUP PATIENT LOGGING
   EACH CLERKSHIP, THE STUDENT MUST COMPLETE THE FOLLOWING:
   
   a. Students must log every case.
   b. Cases must be complete and accurate.
   c. Any day that you are scheduled to work and fail to log patient encounters in the Typhon Logging System will result in an absence for that clerkship day.

   EXCEPTIONS:
   d. Contact needs to be made with the Clinical Coordinator for your Emergency Medicine schedule or other clerkships that do not provide a typical Monday – Friday schedule.

       1. There is to be no missing information in any case log.
       2. There are to be no invalid ICD or CPT codes.
       3. Time logs will not be required however there will be a new feature in which students will be required to log absences.
       4. Conference logs will be optional if students want them for their portfolio.
       5. Procedures logs must be completed.

I. PROCESS FOR APPEAL OF FINAL COURSE GRADE

   Please refer to the Student Handbook, accessible at http://ab.edu/current-students for the policy to appeal a final course grade.
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES

DECLARATION OF MATERIAL RECEIPT

I have received and acknowledge it is my responsibility to read and understand the DIDACTIC AND CLINICAL STUDENT MANUAL containing requirements, rules and regulations, policies and procedures, and expectations of the student enrolled in the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies. I further understand that all of these policies will be applied to all phases of student education and evaluation and agree to uphold all the policies stated herein for as long as I am enrolled as a student in the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies. I understand I am to contact the Dean, College of Medical Science, School of Physician Assistant Studies with any questions.

STUDENT’S NAME: ________________________________________________________________

[Please print legibly]

STUDENT’S SIGNATURE: _____________________________________________________________

DATE: _______ / _______ / _______

PROGRAM DIRECTOR’S SIGNATURE: ________________________________________________

DATE: _______ / _______ / _______
I affirm that I understand the importance of recognizing personal medical conditions, which might potentially endanger the health of patients and others.

I understand the procedures and the need for complying with universal precautions when interacting with patients.

I understand the importance and necessity for promptly seeking medical advice if, during my contact with patients or others, I suspect I may have developed a condition which potentially endangers others.

I understand that I should restrict my interactions with patients and others, pending medical evaluation, of any potentially transmittable disease condition, which I might incur.

__________________________________________________
STUDENT’S SIGNATURE

__________________________________________________
STUDENT’S NAME (Please print legibly)

_______ / _______ / _______
DATE
STATEMENT OF CONFIDENTIALITY

I, ____________________________________________________________, hereby acknowledge my responsibility under federal applicable law and the affiliation agreement between all clinical training facilities and Alderson Broaddus University to keep confidential any information regarding facility patients, as well as all confidential information of the facility. I also agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any information regarding any patient, and further agree not to reveal to any third party any confidential information of the facility.

__________________________________________ / _______ / ________
STUDENT’S SIGNATURE DATE
PARTICIPATION OF STUDENTS AS HUMAN SUBJECTS

Functional anatomy and physical diagnosis are best learned through the study of living subjects. After gross anatomy, the only anatomy most students will ever see again will be that of their live patients.

Firm foundations laid early in physical diagnosis will prevent uncomfortable floundering and error in clinical areas involving real patients. For this reason we require the participation of our students as living subjects, as well as examiners (in an interchangeable fashion), during selected courses during the didactic phase. The experience of working live patients is the only way to achieve a genuine learning experience in advance of actual, less structured clinical situations. We expect all students in this program to participate willingly in all aspects of physical exam practicum in a professional, cooperative manner aimed at the best possible learning experience for each of you.

Generally, students learn these examination techniques and skills in teams of two or three with the guidance of an experienced instructor. Students are required to come to these laboratory sessions prepared to partially disrobe.

Thus, when working on the lower extremities, both male and female students should come prepared by wearing athletic shorts. With the upper limbs, thorax and abdomen, male students should simply shed their shirts; women should wear a sports bra, halter or other appropriate tops beneath easily shed shirts. Students should maintain this clothing in their lockers.

It should be understood that this participation does not include the genitalia and breast examinations. The students learn to examine and evaluate these anatomical areas using simulations and/or training models.

It should also be understood that we expect all students to participate in these learning activities by dressing as outlined above and by submitting to inspection and palpation by their classmates.

By signing below you are hereby signifying that you understand this policy and agree to abide by it.

________________________________________  ________ / ________ / ________
STUDENT’S SIGNATURE  DATE
I have read and understand the Technical Standards. I declare that I have the abilities and skills described in the Technical Standards of observation, communication, motor, intellectual and behavioral and social attributes.

STUDENT’S NAME: ________________________________________________
(Please print legibly)

STUDENT’S SIGNATURE: ____________________________________________

DATE: ________ / ________ / ________
The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies meets the standards set forth by the Accreditation Review Commission on Education of the Physician Assistants (ARC-PA).

As a student of the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies I understand and agree that I will engage in timely surveys of graduates, employers, and colleagues about my development as a physician assistant, employment settings, scope of practice, and knowledge base.

As a student of the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies, I understand and agree to allow the College of Medical Science, School of Physician Assistant Studies to use all of my evaluation criterion information and records for the use of continued evaluation of the Program. This material includes, but is not limited to, admission criteria, didactic and clinical phase performance measures, Physician Assistant National Certification Exam (PANCE) and any other summative instrument.

As a student of the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies, I hereby grant permission to The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies to photograph and/or videotape me, or my minor child, and/or to supervise any others who may do the photography and/or videotaping.

As a student of the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies, I hereby grant permission to the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies to submit my immunization records, background check, and drug test results to clinical sites as appropriate.

I also authorize the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies to use and/or permit others to use the aforementioned images in education, informational and promotional activities without compensation.

STUDENT’S NAME: ____________________________________________________________  
(Please print legibly)

STUDENT’S SIGNATURE: _______________________________________________________  

DATE: ________ / ________ / _______
ALDERSON BROADDUS UNIVERSITY
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES
BACKGROUND CHECKS AND DRUG TEST
AUTHORIZATION AND RELEASE

This form must be completed in its entirety and uploaded to www.certifiedbackground.com as instructed on the checklist for completing health requirements.

Alderson Broaddus University will conduct background checks and drug screening on those individuals who have been offered a place in the College of Medical Science, School of Physician Assistant Studies. Many of the clinical sites with whom you will be doing your clinical clerkships require background checks and drug screening. Finalization of admission acceptance is contingent upon successfully passing a background check and drug screening. Most background check and drug screening results will be available to Alderson Broaddus University within one week. Please carefully read and sign the following release form.

RELEASE: I understand that in connection with my application for admission into the College of Medical Science, School of Physician Assistant Studies, Alderson Broaddus University or an authorized third party will obtain or conduct a background check and drug screening in connection with my application for admission.

I understand that AB University may rely on any or all of this information in determining whether or not to finalize my offer of admission. I further understand that if Alderson Broaddus University makes any negative admission decision based upon any of the information obtained, that I will be provided with a copy of such information.

I have read this Pre-Admission Disclosure and by signing below, I hereby authorize Alderson Broaddus University, its representatives, agents and authorized third parties to conduct a background check, as described herein, in conjunction with my application for admission. I hereby release said parties from any and all liabilities related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application for admission and the resulting background check. I further direct and authorize third parties, including employers, who may be the custodians of, or who maybe in possession of, requested records or information to disclose such information or records to Alderson Broaddus University, its representatives and agents, in connection with this authorization and release.

A faxed copy of this release shall be as good as an original.

SIGNATURE: ___________________________________ DATE: ________/_______/________

FULL PRINTED NAME: ________________________________________________________________

ANY PREVIOUS NAME(S) YOU MAY HAVE USED: ________________________________________

SOCIAL SECURITY #: ________________________________DATE OF BIRTH: ______/______/_______

DRIVER’S LICENSE #: ________________________________STATE OF ISSUE: ___________________

CURRENT COMPLETE ADDRESS: ________________________________________________________

PREVIOUS ADDRESSES IN THE PAST SEVEN YEARS (CITY, COUNTY, STATE AND DATES YOU LIVED THERE):
__________________________________________________________________________
__________________________________________________________________________
I, ____________________________ hereby grant the Alderson Broaddus University (Please print legibly)
College of Medical Science, School of Physician Assistant Studies the ability to provide the healthcare training facility (preceptor and administrative personnel) required health and immunization status and background check and drug testing. My signature below acknowledges my understanding and agreement to provide the above stated information.

__________________________________________
SIGNATURE

_____ / ______ / ______
DATE
HEALTH AND SAFETY VERIFICATION FORM
ALDERSON BROADDUS UNIVERSITY
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES

Student’s Name: ____________________________________________
Address: ____________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Telephone: ___________________________ Cell Phone: __________________________
E-Mail: _______________________________________________________

Medical Insurance:
Departmental Records indicate that the student has health coverage.
Company _______________________________________________________

Malpractice Insurance:
This student is covered by malpractice liability insurance ($1,000,000 / $3,000,000)

In-Service Training:
This verifies that the following in-service training programs were provided to this Alderson Broaddus University Physician Assistant Studies Student:

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Support for Healthcare Providers</td>
<td></td>
</tr>
<tr>
<td>HIPAA</td>
<td></td>
</tr>
<tr>
<td>OSHA/Universal Precautions/Blood Borne pathogens</td>
<td></td>
</tr>
<tr>
<td>Gloving, Gowning and Sterile Techniques</td>
<td></td>
</tr>
<tr>
<td>ACLS</td>
<td></td>
</tr>
</tbody>
</table>

___________________________ Physician Assistant Program Director

The Immunization/Immunity Requirements and Tuberculosis Screening Form, and the Complete Health Screening Form have been reviewed and are complete.

Student has completed a background check/drug screen.

___________________________
Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies
Roger McDonald, Clinical Compliance Officer

DATE: _____ / _____ / _____
Student Health Assessment

Name (Last, First, Middle) ____________________________ Today’s Date ____________

Home Address ____________________________ Date of Birth ________

City ____________________________ State ____________________________ Zip ____________________________ Country ____________

Home Phone ____________________________ Social Security Number ____________________________

Physician Name ____________________________ Address ____________________________ Phone ____________________________

PERSON(S) TO CONTACT IN THE EVENT OF AN EMERGENCY:

Name #1: ____________________________ Relationship: ____________________________

Address: ____________________________

Daytime Phone: (______)_________________ Nighttime/Weekend Phone: (______)_________________

Cell Phone: (______)_________________ E-mail address (if any) ____________________________

Name #2: ____________________________ Relationship: ____________________________

Address: ____________________________

Daytime Phone: (______)_________________ Nighttime/Weekend Phone: (______)_________________

Cell Phone: (______)_________________ E-mail address (if any) ____________________________

INSURANCE INFORMATION:

Name of Hospitalization Plan: ____________________________

(Name and address of employer through which insurance is provided)

(Address of employer continued) ____________________________ (Telephone number of employer) ____________________________
THE FOLLOWING INFORMATION IS CONFIDENTIAL AND WILL NOT BE RELEASED TO ANYONE WITHOUT STUDENT KNOWLEDGE AND CONSENT. NOTE: A COPY OF THIS FORM WILL BE SHARED WITH APPROPRIATE ATHLETIC PERSONNEL IF STUDENT IS PARTICIPATING IN INTERCOLLEGIATE ATHLETICS.

Are you a smoker? □ Yes □ No

ALLERGIES: Yes No If yes, please give specific details
Drugs □ □
Pollen □ □
Food □ □
Insect □ □
Other □ □

MEDICATION: Are you currently taking medication? □ Yes □ No
If yes, please list: ____________________________________________________________

CHRONIC MEDICAL PROBLEMS: Do you have a chronic (long-lasting or persistent) medical condition that requires treatment or medication? □ Yes □ No
If yes, please state the condition, how long you have had this condition, what medications or medical interventions have been taken to treat this condition?

HOSPITALIZATION: Have you ever been hospitalized? □ Yes □ No If yes, please give:
Date of hospitalization: □
Reason for hospitalization: ______________________________________________________

SURGICAL PROCEDURES: Have you ever had surgery? □ Yes □ No If yes, please give:
Date of surgery: □
Type of surgery: _____________________________________________________________

Please describe any other illness not listed above: ____________________________________________

Any other treatment or counseling for emotional problems:

If under age 18, please have your parent/guardian sign here: Authorized permission is required for emergency treatment, out patient treatment, or laboratory testing at any hospital or medical facility if your child is under the age of 18.

Parent or Guardian
Signature: ___________________________ Date: ____________________
Applicant’s Name: ____________________________________________

To the Medical Provider: This form provides documentation that the above listed faculty has received the current flu vaccine for ________________.

NOTE: Some facilities are now requiring a flu vaccine as part of clinical requirements.

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Lot number</th>
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<tbody>
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</table>

Influenza Vaccination

Allergy Documentation:

If this faculty is unable to receive the vaccine please list the reason(s) here:

________________________________________________________________________________________
________________________________________________________________________________________

Refusal of flu vaccine:

Signature below indicates that the faculty has refused the flu vaccine this year:

Faculty Signature: ________________________________________________________________

Rationale for refusal: _________________________________ (Please note that refusal of the vaccine may negatively affect ability to attend certain clinical experiences).

Medical Provider: ________________________________________________________________

(Please type or print legibly)
- Must include credentials (For example: CRNP/APRN, MD, DO; PAC, Registered Pharmacist, RN, LPN)

Medical Provider Address:
________________________________________________________________________________

Telephone: (_____) - _____ - _______ Fax: (_____) - _____ - _______

Medical Provider Signature: _____________________________ Date: __________________
Student’s Name: ______________________________________________

Tuberculosis: A 2-step PPD is required only once in a lifetime. After that, a new single PPD is required annually.

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Result – mm of induration</th>
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</thead>
<tbody>
<tr>
<td>2-Step PPD Skin Test (1-3 weeks apart)</td>
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<td></td>
</tr>
<tr>
<td>New Annual Single PPD Skin Test</td>
<td></td>
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</tbody>
</table>

If any of the PPD Skin tests are positive or you are unable to receive the Annual Single PPD Skin Test due to past positive reaction to the test, you must: 1) Follow-up with your health care provider for a Tb assessment; 2) complete a Qft gold (Quantiferon gold) blood test or T.SPOT.tb blood test; 3) complete a chest x-ray. Chest x-ray, Qft gold or T.SPOT.tb blood test results must be: 1) provided in the tables provided below and 2) uploaded with this form to your certifiedbackground.com account with this form. The Tb assessment must be uploaded with this form as well, if applicable.

If you have previously completed TB treatment, you must also provide written verification from the prescribing health care provider of completion of treatment as well as a discharge summary. You must also submit to yearly chest x-rays and have a negative Tb assessment by a health care provider in order to continue clinical rotations.

Upon yearly renewal, one of the following is required: 1 step TB Skin test OR if positive results, a TB Questionnaire.

Chest x-ray □ Normal (no active disease) □ Abnormal Date:__/__/____

Qft Gold (Quantiferon gold) blood test □ Positive □ Neg □ Indeterminate Date:__/__/____

T.SPOT.tb blood test □ Positive □ Neg Date:__/__/____

TB Treatment Completed □ Yes □ No Date:__/__/____

Name of Drug(s)
Started: Date:__/__/____ Stopped: Date:__/__/____ #Months of Treatment____

Provider Name: _____________________________________________

Medical Provider Name:_______________________________________

(Please type or print legibly – Please include credentials*)

Medical provider must be a person legally authorized to interpret results (for example, CRNP, APRN, MD, DO, PA-C, RN, LPN)

Medical Provider Address:________________________________________

Medical Provider Signature: ______________________ Date: _________________

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Alderson Broaddus University  
College of Medical Science, School of Physician Assistant Studies  
Pre-clinical Record of Certifications & Immunizations

Student: ___________________________________________________  
(Please type or print legibly)

Please indicate when the various requirements below have been met and initial. **ALL COLUMNS MUST BE COMPLETE TO BE ACCEPTED.** This form must be uploaded to certifiedbackground.com by July 1st.

The separate 4-page form titled, “Student Health Assessment” is required by all Alderson Broaddus University students. The separate, additional paper version of the 4-page Student Health Assessment must be returned to the Office of Student Affairs by July 1st, but not uploaded to certifiedbackground.com.

**PLEASE NOTE:** Five (5) lab tests (titers) need to be ordered by the health care provider. These five (5) lab tests (titers) are:

1) Measles IgG Titer  
2) Mumps IgG Titer  
3) Rubella IgG Titer  
4) Varicella IgG Titer  
5) Anti-HBs Titer

Positive titer results must be uploaded to your certifiedbackground.com account (required) under the “Titers” requirement.

A separate “Negative/Equivocal Titer Form” and “Release of Liability Form for Non-Immune Students” form must be completed and uploaded under the “Titers” requirement in your certifiedbackground.com account for each negative titer

<table>
<thead>
<tr>
<th>Measles, Mumps and Rubella (MMR)</th>
<th>Date (month, day, year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; MMR (must have been given after 1&lt;sup&gt;st&lt;/sup&gt; birthday)</td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; MMR (given at least 4 weeks after 1&lt;sup&gt;st&lt;/sup&gt; dose)</td>
<td></td>
</tr>
<tr>
<td>*Measles IgG Titer</td>
<td></td>
</tr>
<tr>
<td>*Mumps IgG Titer</td>
<td></td>
</tr>
<tr>
<td>*Rubella IgG Titer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diphtheria, Pertussis, Tetanus (DPT)</th>
<th>Date (month, day, year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; DPT</td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; DPT</td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; DPT</td>
<td></td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; DPT (childhood only)</td>
<td></td>
</tr>
<tr>
<td>Tdap (Example: Adacel, Boostrix) Booster</td>
<td>(must be since 2005 but not older than 10 years)</td>
</tr>
</tbody>
</table>
### Varicella (Chicken Pox)

<table>
<thead>
<tr>
<th></th>
<th>Date (month, day, year)</th>
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<tbody>
<tr>
<td><strong>History of disease</strong></td>
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<tr>
<td>(titer still required)</td>
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<tr>
<td><strong>or</strong></td>
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<tr>
<td><strong>Vaccine</strong></td>
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<tr>
<td>(only if no history of disease – titer still required after vaccinations)</td>
<td></td>
</tr>
<tr>
<td><strong>1\textsuperscript{st} Varicella</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2\textsuperscript{nd} Varicella</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Varicella IgG Titer</strong></td>
<td></td>
</tr>
<tr>
<td><em>Positive titer results must be attached (required)</em></td>
<td></td>
</tr>
</tbody>
</table>

### Hepatitis B

<table>
<thead>
<tr>
<th></th>
<th>Date (month, day, year)</th>
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<tbody>
<tr>
<td><strong>1\textsuperscript{st} Hepatitis B</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2\textsuperscript{nd} Hepatitis B</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3\textsuperscript{rd} Hepatitis B</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Anti-HBs Titer</strong></td>
<td></td>
</tr>
<tr>
<td><em>Positive titer results must be attached (required)</em></td>
<td></td>
</tr>
</tbody>
</table>

### Any additional vaccinations received

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Date (month, day, year)</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

If you are medically unable to receive any vaccinations, contact the Clinical Compliance Officer, Roger McDonald, (304) 457-6383; mcdonaldrl@ab.edu

**Certification of Results**

I certify that the information herein is complete and correct to the best of my knowledge.

---

Printed Name of Health Care Provider (including credentials)

__________________________________________

Signature of Health Care Provider (including credentials)

__________________________________________

Name of Agency or Institution of Health Care Provider

__________________________________________

Date

Address of Health Care Provider

(______) _______ - _______

Telephone Number of Health Care Provider

(______) _______ - _______

Fax Number of Health Care Provider
Applicant’s Name: ______________________________________________________

TO THE MEDICAL PROVIDER: Following your examination of the person indicated above, please read and complete the following.

Provider
Initials
☐ I have performed a medical history and physical examination on the above named student and verify the student is free from medical conditions which would endanger the health and well being of patients and/or other students.

Provider
Initials
☐ There are no circumstances, conditions, or evidence of conditions which impair intellectual function, ability to measure, calculate, reason, analyze, synthesize and apply information in the process of problem solving.

Provider
Initials
☐ There is not historical, physical or laboratory evidence which indicates the student is unable to perform in clinical rotations as part of their education process.

Medical Provider: _____________________________________________________
(Please type or print legibly)

Address: ______________________________________________________________

Telephone: (_____) - _____ - _____  Fax: (_____) - _____ - _____

Medical Provider Signature: _____________________________ Date: ___________________

- Medical Provider must include credentials
- Medical Provider must be person legally authorized to clear student for clinical (For example, CRNP, APRN, MD, DO, PA-C).
MEDICAL EXEMPTION FORM

If you are medically unable to receive required immunizations, you must have the following Medical Exemption Form signed and dated by your primary medical care provider and turned into the Clinical Compliance Officer at Alderson Broaddus University. This form is due at the same time as other required medical record information. Please be aware that while this form meets Alderson Broaddus University’s medical requirements, it may not meet each clinical rotation site’s requirements. Final approval for clinical rotation lies with the clinical site.

The following student: _____________________________________________ is medically unable to receive the following required immunizations:

___________________________________________________________________________________
_________________________________________________________________________

Medical Provider Printed Name: (Please include credentials):

________________________________________

Medical Provider must be person legally authorized to medically clear student for clinical (For example, CRNP, APRN, MD, DO; PA-C)

Medical Provider’s Signature: (Please include credentials):

________________________________________

Medical Provider Address: ____________________________________

Medical Provider Office Phone Number: ____________________________

Date: ____________________________________________________________
Alderson Broaddus University  
College of Medical Science, School of Physician Assistant Studies  
NEGATIVE/EQUIVOCAL TITER FORM

A separate Negative/Equivocal Titer Form must be completed for each negative titer.

If you have completed all required immunizations and titer results and have been notified of or have results of a negative (non-immune) or equivocal titer, you must have the following form completed, signed and dated by your primary medical care provider. This form is due at the same time as all other required medical record forms. It must be completed and uploaded to your certifiedbackground.com account along with your “titer” results and must also be accompanied by a Release of Liability Form.

The following student: ___________________________ has received the following immunization or immunization series: ___________________________ on the following dates: ___________________________.

A negative (non-immune) titer result for the above mentioned immunization was received on the following date: ___________________________.

This student is: (Please check only one of the following choices)

(____) Receiving a second immunization or immunization series on the following dates: ___________________________

and will have a repeat titer drawn on the following date: ___________________________.

OR

(____) Has already received this immunization or immunization series a second time with a second negative titer result and is believed to be a non-converter who will remain non-immune to the above mentioned disease thus, further immunization with the above mentioned vaccine is medically contraindicated.

Primary Medical Care Provider Signature: (Please provide credentials)

___________________________________________

Primary Medical Care Provider Printed Name: __________________________________________________________

Phone: ___________________________ Date: ___________________________

• Medical Provider must be person legally authorized to medically clear student for clinical

(For example, CRNP, APRN, MD, DO; PA-C)
Alderson Broaddus University  
College of Medical Science, School of Physician Assistant Studies  
Release of Liability Form for Non-Immune Students

I understand that I am not or may not be immune to the following: ________________________________

I understand that it is my responsibility to take all necessary protective action, should I come in contact with a patient having the above noted illness.

I understand that I may contract the above noted illness due to my non-immune status.

I hereby release Alderson Broaddus University, its Faculty and Staff, and any clinical site at which I may have practiced from any and all legal liability, should I contact the above named disease.

Signed __________________________ Printed __________________________
Date __________________________

Witnessed ________________________ Printed __________________________
Date __________________________

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Tuberculosis Testing Policy

Alderson Broaddus University – College of Medical Science, School of Physician Assistant Studies

1. All required Tb skin testing results from a health care provider must be reported to the Clinical Compliance Officer at Alderson Broaddus University. The student is responsible for providing these results to the Clinical Compliance Officer via direct upload to his or her certifiedbackground.com account by the due date determined by the student’s admitting program (i.e. per Physician’s Assistant Program or Nursing Program required due dates). When a single Tb test is required, this means a one-time Tb skin test. When a 2-step Tb test is required, this is a Tb skin test followed by a second Tb skin test 1 to 3 weeks after the first test. All results must be negative.

2. If any of the Tb skin tests are positive or the student is unable to receive the Tb skin test due to past positive reaction to the Tb skin test, the students must:
   a. Follow up with their health care provider for a Tb assessment and provide documentation of this assessment must be uploaded by the student to his or her certifiedbackground.com account when all other health forms per program requirements are due and yearly to continue clinical rotation.
   b. Complete a Qft gold (Quantiferon gold) blood test Or T.SPOT.TB blood test. Test results from a health care provider must be uploaded by the student to his or her certifiedbackground.com account when all other health forms per program requirements are due and yearly to continue clinical rotation.
   c. Complete a chest x-ray. Results of the chest x-ray from a health care provider must be uploaded by the student to his or her certifiedbackground.com account when all other health forms per program requirements are due and yearly to continue clinical rotation.

3. If the Qft gold Or T.SPOT.tb and x-ray are negative, and the health care providers Tb assessment is negative for Tb; the student will be cleared for clinical rotation.

4. If the Qft gold Or T.SPOT.tb is positive but the x-ray and health care providers Tb assessment are negative for active Tb; the student can be cleared for clinical rotation by:
   a. The student uploading Qft gold Or T.SPOT.tb, x-ray and health care provider Tb assessment results to his or her certifiedbackground.com account.
   b. The student uploading the written treatment plan prescribed by the health care provider to his or her certifiedbackground.com account. Monthly written verification of continued treatment from a health care provider must also be uploaded by the student to his or her certifiedbackground.com account. Upon completion of the prescribed treatment plan, the health care provider’s discharge summary must be uploaded by the student to his or her certifiedbackground.com account.

5. If the Qft gold Or T.SPOT.tb And the x-ray are both positive, and the health care provider’s Tb assessment is positive for active Tb; the student will be prohibited from clinical rotation until completion of a health care provider prescribed treatment plan.

6. Any student completing a prescribed Tb treatment plan (for active or latent Tb) must provide written verification from the prescribing health care provider of completion of the treatment as well as a discharge summary. This written verification must be uploaded by the student to his or certifiedbackground.com account. This student must then submit to yearly chest x-rays and have a negative Tb assessment by a health care provider in order to continue clinical rotations.

7. Upon yearly renewal of the Student Annual TB Report, one of the following is required: 1 step Skin Test Or if positive results, a TB Questionnaire. This must be uploaded by the student to his or her certifiedbackground.com account.

Initial Date 5/12/11; revised 12/18/13
For completion by the student in the event of training-related illness or injury.

Today’s Date: _____/_____/_____

Name: ____________________________________  S.S. # ______________________

Current Mailing Address: _______________________________________________________

Permanent Mailing Address: _____________________________________________________

Current Telephone Number: (___  ___  ___) ___  ___  ___  ___  ___  ___

Permanent Telephone Number: (___  ___  ___) ___  ___  ___  ___  ___  ___

Date(s) of Incident: ______/_____/_____

Location where incident took place: _______________________________________________

Which assignment:  ___  1st year clinical assignments
                 ___  2nd year clinical clerkship
                 ___  Other (Please specify below)

Describe Incident: __________________________________________________________________

Who was the incident reported to and when: __________________________________________________________________

What action was taken or is planned: __________________________________________________________________

By signing this form I do agree that I have followed the Exposure Policy. Any decision to refuse treatment or follow-up is my responsibility and I do not hold Alderson Broaddus University or involved clinical location(s) responsible for my decisions.

SIGNATURE: _______________________________  DATE: _____/_____/_____

FAX this form to: 304-457-6308

Clinical Compliance Officer: _______________________________  DATE: _____/_____/_____

Comments: __________________________________________________________________

Lab results obtained as a result of this incident will be forwarded to the Clinical Compliance Officer by the student. It is the responsibility of the Clinical Compliance Officer to notify the appropriate authorities. This should include clinical affiliates and public health officers.

Students will be responsible for any health costs that result from such exposures.

Revised 5/4/12  Revised 4/27/12  Revised 8/8/11
For completion by the student:

By signing this form, I realize that failure by me, the student, to comply with CDC Guidelines following an exposure incident may result in the inability of the Program to secure my clinical clerkships due to health requirements by clinical affiliates.

I fully understand the above and I am refusing testing/treatment:

_________________________________________  Student’s Signature

_______ / _______ / _______  Date

Received by the Clinical Compliance Officer: __________________________________________

_________________________________________  Signature

Date: _______ / _______ / _______
Test Item Question Sheet

Explanations MUST be given for each. Unprofessional notations will not be considered.

<table>
<thead>
<tr>
<th>Item #</th>
<th>_____ Correct answer not present</th>
<th>_____ More than one answer correct</th>
<th>_____ Not enough information given</th>
</tr>
</thead>
<tbody>
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Request for an Elective Site Clerkship

Student Name: ________________________________

Today’s Date: ______________________________

Date of Clerkship: __________________________

Type of Clerkship: __________________________

Preceptor Name: ______________________________

Address: __________________________________

Phone number: _____________________________

Fax number: ________________________________

Office Manager’s Name: _______________________

Preceptor is a Physician: _____ PA: _____ NP: _____ CNM: _____

Will you be working at any time in a hospital? _____ YES   _____ NO

If yes:
Administrative Contact Name: __________________
Hospital or Facility: __________________________
Address: _____________________________________
Phone Number: _______________________________
Email Address: _______________________________

Students are not permitted to arrange clinical clerkships outside of the Program’s affiliations. The Clinical Coordinators and/or Site Coordinator will schedule student clerkships. Students may suggest clinical sites or preceptors for Elective clerkships; however, the Clinical Coordinator will review, evaluate, arrange, and approve these requests.

This form is due 3 months prior to the start of the clerkship

Return to the Clinical Coordinator
Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies
FAX: 304-457-6308
Permission Form
Photographs / CV / Medical History / Yearbook

I, ________________________________, give permission for Alderson Broaddus University to provide my photograph, CV, and reports of my medical history to preceptors and institutions to which I will be assigned for clinical training.

_____________________________________
(Signature)       ___/___/____
(Date)

I, ________________________________, give my permission for the Physician Assistant Program to provide my photograph to the Alderson Broaddus University Yearbook Staff.

________________________________________
(Signature)       ___/___/____
(Date)

I, ________________________________, do not give permission for the College of Medical Science, School of Physician Assistant Studies to provide my photograph to the Alderson Broaddus University Yearbook Staff.

__________________________________________
(Signature)       ___/___/____
(Date)

Revised: 4/2013
Request to Attend Medical Conference

Student Name________________________________________

Today’s Date________________________________________

Name of Conference _______________________________________________

Location of Conference _____________________________________________

Dates you will be absent from clerkship _________________________________

Check yes as appropriate

_____ Board Review

_____ AAPA Conference

_____ WVAPA

_____ Other

PLEASE RETURN TO THE CLINICAL COORDINATOR AT LEAST ONE MONTH PRIOR TO THE CONFERENCE

Approved by Clinical Coordinator _____Yes    _____ No

Clinical Coordinator _________________________________ Date __________
Competencies for the Physician Assistant Profession
(Originally adopted 2005; revised 2012)

PREAMBLE

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

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

INTRODUCTION

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

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

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

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

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

Interpersonal & Communications Skills

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

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

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

- work effectively with physicians and other health care professionals to provide patient-centered care
- demonstrate compassionate and respectful behaviors when interacting with patients and their families
- obtain essential and accurate information about their patients
- make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- develop and implement patient management plans
- counsel and educate patients and their families
- perform medical and surgical procedures essential to their area of practice
- provide health care services and education aimed at disease prevention and health maintenance
- use information technology to support patient care decisions and patient education

Professionalism

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one’s own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

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

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

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

Systems-based Practice

Systems-based practice encompasses the societal, organizational, and economic environments in which healthcare is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of healthcare to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs should work to improve the healthcare system of which their practices are a part. Physician assistants are expected to:

- effectively interact with different types of medical practice and delivery systems
- understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
- practice cost-effective healthcare and resource allocation that does not compromise quality of care
- advocate for quality patient care and assist patients in dealing with system complexities
- partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of healthcare and patient outcomes
- accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- apply medical information and clinical data systems to provide effective, efficient patient care
- recognize and appropriately address system biases that contribute to healthcare disparities
- apply the concepts of population health to patient care

Adopted 2012 by ARC-PA, NCCPA, and PAEA
Pending adoption by AAPA

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