

# **Didactic and Clinical Student Manual**

**2022-2024**

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College of Medical Science  
School of Physician Assistant Studies  
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### **EFFECTIVE STATEMENT**

The effective date of this Didactic and Clinical Manual for the School of Physician Assistant Studies Program, Alderson Broaddus University, is May 15, 2022, and precedes all other published Didactic and Clinical Manuals.

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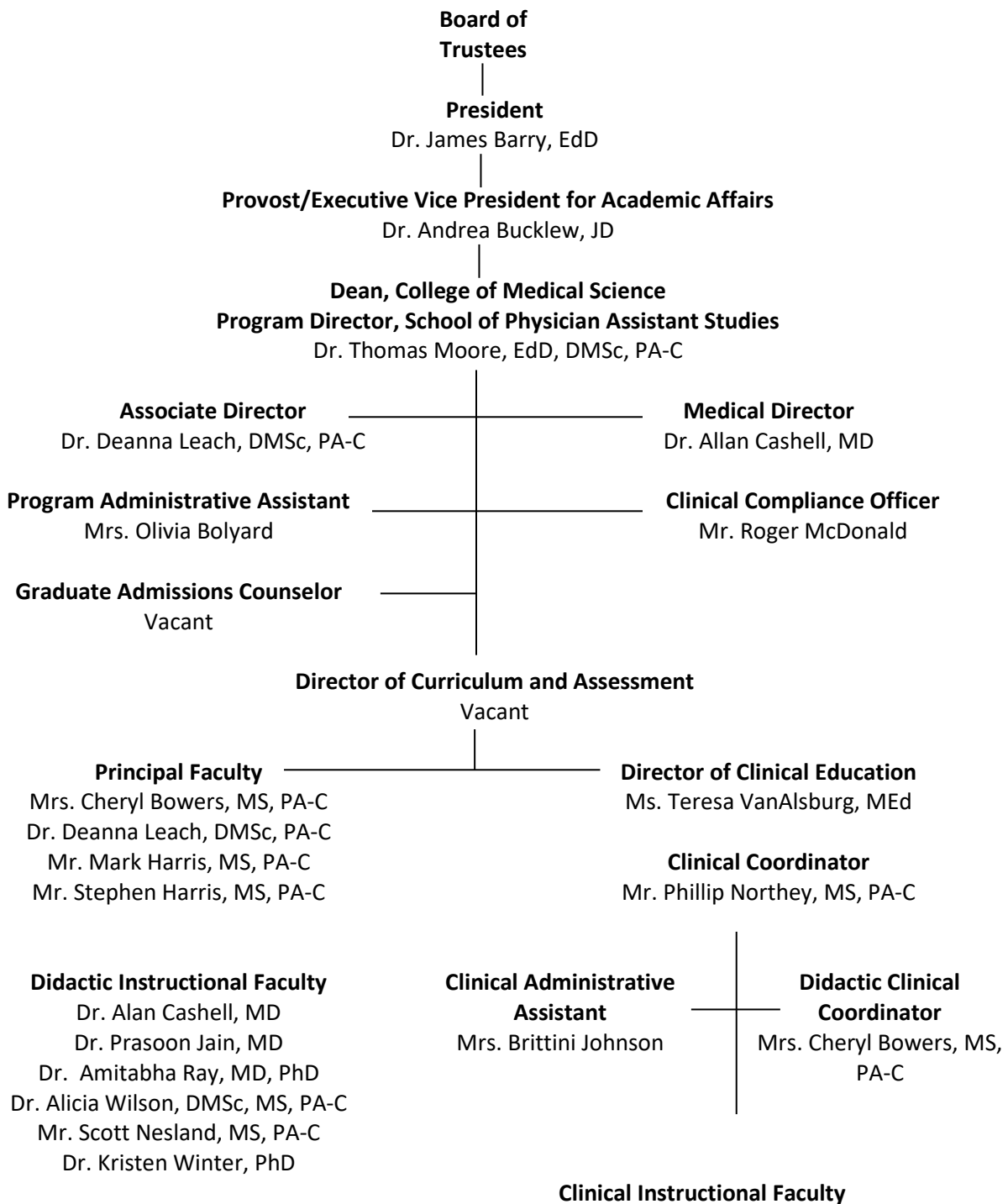
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ORGANIZATIONAL RELATIONSHIP OF THE COLLEGE OF MEDICAL SCIENCE, SCHOOL OF  
PHYSICIAN ASSISTANT STUDIES TO ALDERSON BROADDUS UNIVERSITY







Welcome to the Alderson Broaddus University (AB) College of Medical Science, School of Physician Assistant (PA) Studies! The *AB PA Didactic and Clinical Student Manual* includes important information, policies and procedures, academic and professional conduct standards, graduation requirements and more. The manual outlines our responsibilities to you and your responsibilities to the program and your future profession.

**YOU ARE RESPONSIBLE FOR READING AND UNDERSTANDING THIS MANUAL.**

Alderson Broaddus University admits qualified students of any race, color, sex, national and ethnic origin and grants them all of the rights and privileges and access to all programs and activities generally accorded or made available to the students at the University. AB 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.

The foundation of knowledge in the biomedical sciences must include all 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 ensure that there is a fundamental knowledge base for ongoing continuing medical education.

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 and skill base. Essential skills learned give the graduate the experience to practice in a primary care setting in concert with a supervising physician.

*THE ALDERSON BROADDUS UNIVERSITY COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES FACULTY AND STAFF EXTENDS OUR SINCERE BEST WISHES FOR YOUR SUCCESS IN THE PROGRAM.*



For more than 144 years, Alderson Broaddus University has been providing a quality education for its students. Overlooking the picturesque Tygart River Valley in Philippi, West Virginia, Alderson Broaddus University students learn and grow in a faith-based learning community. Deeply rooted in the liberal arts, Alderson Broaddus University is a health-related and professional educational institution. Alderson Broaddus University is affiliated with the American Baptist Churches, USA, and the West Virginia Baptist Convention.

Two institutions were united in 1932 to form Alderson-Broaddus College. Each of the institutions passed on a rich Christian heritage. The older of the two, Broaddus University, 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 University 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 College derived 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 College 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 College's first graduate degree offering, the Physician Assistant Master's program. Academic innovation is an enduring feature of AB.

As the years passed, Broaddus became a junior college, then a senior college, and Alderson Academy added junior college status. The

financially depressed 1920's and 1930's brought the decision that the two colleges, both American Baptist supported, both dedicated to liberal arts and sciences, and both standing for the Christian education of the student, should be merged. Eighty-one years later, on June 27, 2013, AB gained university status and changed its name to Alderson Broaddus University to better reflect its status among higher education. A campus-wide celebration was held on September 2, 2013, and an updated version of the mascot, Skirmish the Battler, was unveiled.

On September 12, 2013, officials announced a restructuring of the University into six colleges: The College of Business and Management; The College of Education and Music; The College of Health Sciences; The College of Humanities and Social Sciences; The College of Science, Technology and Mathematics; and The College of Physician Assistant Studies. The creation of a series of colleges provides AB the opportunity to expand academic majors, create new academic initiatives, increase graduate culture by developing more master's degree programs, and gives the institution a structure reflecting the prestige, character and status among other institutions of higher education. University officials announced on September 22, 2014, that a structural change was made in Academic Affairs for the Alderson Broaddus Graduate Program of Physician Assistant Studies. The College of Physician Assistant Studies was renamed as the College of Medical Science, featuring the School of Physician Assistant Studies and the School of Anatomical Science. This restructuring comes as the University continues to develop advanced courses in anatomy with the anticipation of moving toward graduate-level education in this field.

AB is a health-related and professional educational institution firmly rooted in the liberal arts. The mission of Alderson Broaddus University is to provide its 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. Today, Alderson Broaddus is the only institution of higher education in West Virginia related to the American Baptist Churches, USA.

The University has a long-cherished tradition of effective teaching in the liberal arts with strong emphases in human studies, the Christian faith, music, and the fine arts. Science and teacher preparation have, in recent years, placed emphasis on the natural and applied sciences. In cooperation with the Myers Clinic, the first collegiate nursing program and the first radiologic technology program in West Virginia were developed in 1945. In 1968, a four-year medical science program to prepare the physician assistant was initiated. The medical science major was a national pioneering venture, the first such four-year program in the country. The nursing and allied health sciences programs are based strongly on the liberal arts.

The University initiated its first graduate degree offering in August 1991, the master's degree for physician assistants. New Dimensions in Learning, a program inaugurated in the fall of 1964, moved Alderson Broaddus into a new era of academic adventure and service. The world had become the classroom in which ideals and intellectual achievements of students were tested and developed—far beyond the confines of the West Virginia campus.



## ALDERSON BROADDUS UNIVERSITY'S MISSION STATEMENT / IDENTITY 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 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 USA.

## ALDERSON BROADDUS UNIVERSITY'S 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.

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### 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.

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### PERSONAL GROWTH & 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.

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### LIFE OF LEARNING

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

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### 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.

## ALDERSON BROADDUS UNIVERSITY'S INSTITUTIONAL STUDENT LEARNING OUTCOMES

In accordance with the mission of the institution, Alderson Broaddus University has identified five institutional student learning outcomes. The University continually assesses student learning outcomes and achievement in these five areas through its academic majors, liberal studies and co-curricular activities.

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### CRITICAL THINKING

Graduates will be able to acquire, analyze, apply, and evaluate information in order to solve problems.

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### COMMUNICATION

Graduates will be able to express ideas through written, verbal, and visual forms appropriate to their intended audience.

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### ETHICS

Graduates will be able to make decisions that are reasoned, informed, and respectful of others' views.

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### DIVERSITY

Graduates will be able to interact with ideas and people from different perspectives, backgrounds, and cultures.

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### CIVIC ENGAGEMENT

Graduates will have engaged in service with varied communities.

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## 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 University 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. Contact Mr. Bruce Blankenship Title IX Coordinator at (304) 457-6302 or email at [blankenshipba@ab.edu](mailto:blankenshipba@ab.edu).



## CAMPUS MAP



## 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 (AB) became a pioneer in physician assistant education. The AB PA Program has been a key contributor to healthcare in West Virginia and in the region. There are over 1750 Alderson Broaddus University PA graduates and post-graduates 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).

### **MISSION** - ALDERSON BROADDUS UNIVERSITY COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES

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 collaboration to diverse populations.

### **GOALS** - ALDERSON BROADDUS UNIVERSITY COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES

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.

## 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 behaviors. It is in the care of 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 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. 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.

For admissions requirements see <https://ab.edu/wp-content/uploads/bsk-pdf-manager/2021/09/2021-2022-Graduate-Catalog-2.pdf>. For additional questions about the Admissions Process and eligibility, inquire at [pa@ab.edu](mailto:pa@ab.edu).

## 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. 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.

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### **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.

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### **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.

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### **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 and must be able to read and understand medical literature. In order to complete the program, 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.

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### **BEHAVIORAL & 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.*

ARC-PA A3.13

## 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 didactic semester, 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, faculty, staff, patients, 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.

## STUDENT PROGRESS COMMITTEE

The *Student Progress Committee* (SPC) 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), the Program Director, and the 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 Program Director, or 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. Monitoring the 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, academic and professional performance plan, dismissal from the program, or other appropriate sanctions to the student.

## AB SCHOOL OF PHYSICIAN ASSISTANT STUDIES EDUCATIONAL OUTCOMES AND OBJECTIVES

In alignment with national physician assistant education standards, graduates from the AB School of Physician Assistant Studies will achieve high quality academic and clinical competence for professional practice. The following six program level student outcomes, or core competencies, and their respective objectives shape the curriculum. Students will be continuously evaluated throughout their education to demonstrate competence in each area.

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## MEDICAL KNOWLEDGE

**Outcome:** Graduates will demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care using an investigatory and analytic thinking approach to clinical situations.

**Objectives:** The AB graduate physician assistant will be expected to:

- MK1: Understand etiologies, risk factors, underlying pathologic processes, signs and symptoms, epidemiology and interventions for health promotion and prevention for medical conditions.
  - MK2: 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.
  - MK3: Identify appropriate sites of care for presenting conditions, including identifying emergent cases and those requiring referral or admission.
  - MK4: Differentiate between the normal and the abnormal in anatomic, physiological, laboratory findings and other diagnostic data.
  - MK5: Appropriately use history and physical findings to select and interpret proper diagnostic studies and to formulate a differential diagnosis.
- 

## INTERPERSONAL AND COMMUNICATION SKILLS

**Outcome:** Graduates will demonstrate verbal, nonverbal and written interpersonal and communication skills that result in effective information exchange with their patients, their patients' families, physicians, professional associates, and the health care system.

**Objectives:** The AB graduate physician assistant will be expected to:

- ICS1: Create and sustain a therapeutic and ethically sound relationship with patients.
  - ICS2: Use effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information within the context of an individual patient interaction.
  - ICS3: Work effectively with physicians and other health care professionals as a member or leader of a health care team.
  - ICS4: Apply an understanding of human behavior when interacting with patients and other health care professionals.
  - ICS5: Accurately and adequately document and record information regarding the care process for medical, legal, quality and financial purposes.
- 

## PATIENT CARE

**Outcome:** Graduates will demonstrate patient care that is effective, patient-centered, timely, efficient, and equitable for the treatment of health problems and the promotion of wellness.

**Objectives:** The AB graduate physician assistant will be expected to:

- PC1: Provide preventive, emergent, acute, chronic, rehabilitative, palliative, and end-of-life care across the lifespan.
  - PC2: Gather essential and accurate information about their patients to make informed decisions about diagnostic and therapeutic interventions based on patient preferences, up-to-date scientific evidence, and clinical judgment.
  - PC3: Develop, document, and carry out patient management plans.
  - PC4: Counsel/educate patients and their families and provide services aimed at preventing health problems or maintaining health.
  - PC5: Competently perform medical and surgical procedures considered essential to each area of practice.
- 

## PROFESSIONALISM

**Outcome:** Graduates will demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population and adherence to legal and regulatory requirements. 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.

**Objectives:** The AB graduate physician assistant will be expected to:

- PROF1: Demonstrate understanding of the legal and regulatory requirements appropriate for their role in patient care.
  - PROF2: Engage in professional relationships with physician supervisors and other health care providers with respect, compassion, and integrity.
  - PROF3: Demonstrate responsiveness, accountability and sensitivity to the needs of patients, society and the profession.
-

PROF4: Display a commitment to excellence and on-going professional development through continuous self-reflection, critical curiosity and initiative.

PROF5: Demonstrate a commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices.

## **PRACTICE-BASED LEARNING AND IMPROVEMENT**

**Outcome:** Graduates will be able to assess, evaluate and improve their patient care practices through engagement in the critical analysis of their own practice experience, the medical literature and other information resources for the purpose of self-improvement.

**Objectives:** The AB graduate physician assistant will be expected to:

PBLI1: Locate, appraise, and integrate evidence from scientific studies related to their patients' health problems.

PBLI2: Apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness.

PBLI3: Apply information technology to manage information, access on-line medical information, and support their own education.

PBLI4: Facilitate the learning of students and/or other health care professionals.

PBLI5: Recognize and appropriately address gender, cultural, cognitive, emotional and other biases; gaps in medical knowledge; and physical limitations in themselves and others.

## **SYSTEMS-BASED PRACTICE**

**Outcome:** Graduates will demonstrate awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value in the societal, organizational, and economic environments in which health care is delivered.

**Objectives:** The AB graduate physician assistant will be expected to:

SBP1: Use information technology and clinical data systems to support effective and efficient 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: Advocate for quality patient care and assist patients in dealing with system complexities.

SBP5: Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact it.

Updated: 8/20/2019

*Adapted from outcomes for physician assistants adopted in 2012 by ARC-PA, NCCPA, and PAEA*

## TECHNICAL PROCEDURES TAUGHT DURING THE PROGRAM



1. Testing visual acuity using a Snellen Chart
2. Obtaining Temperature/Pulse/Blood Pressure/Respiratory Rate
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 hemocult 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. Inserting and removing a urinary catheter
12. Inserting and removing a nasogastric tube
13. Inserting and removing an endotracheal tube
14. Performing aseptic and isolation techniques and preparing a sterile field
15. Applying dressings and bandages
16. Demonstrating proper wound closure and removal care using skin stapling, suture, and adhesive techniques
17. Removing superficial foreign bodies
18. Constructing several different types of splints, slings, and casts necessary to immobilize a joint and/or a fracture
19. Demonstrating the proper technique for gowning, gloving and surgical scrubbing
20. Recognizing and understanding the utilization of various surgical instruments
21. Demonstrating the ability to determine the need, the best delivery system, and the rate of flow for supplemental oxygen
22. Demonstrating competence in the basic interpretation for plain radiographs of the chest, abdomen, spine, and extremities
23. Demonstrate competency in basic life support for healthcare providers
24. Perform cerumen removal
25. Fluorescein stain of eye
26. Administer local anesthesia
27. Perform a digital block (regional anesthesia)
28. Arterial line placement
29. Writing:
  - Admission orders
  - Pre-op notes
  - Post-op notes
  - Procedure notes
  - Delivery notes
  - SOAP notes
  - Discharge summaries
  - Prescription writing
  - Histories
  - Physical examinations
30. Performing incision and drainage
31. Perform nail Removal
32. Advanced airway management
33. Oral airway management
34. Chest tube placement/removal
35. Perform lumbar puncture
36. Central line placement/removal
37. Perform a thoracentesis
38. Perform a paracentesis

Updated 3/28/2016

## 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.

# STANDARD CURRICULUM – BEGINNING CLASS OF 2023

## DIDACTIC CURRICULUM – SEMESTERS 1-4

[effective May 17, 2023]

|                                |                                     |  | SEMESTER<br>HOURS |
|--------------------------------|-------------------------------------|--|-------------------|
| <b>Foundation</b>              | <b>First Semester<br/>Summer I</b>  | <b>PAP 500</b> Clinically Oriented Human Gross Anatomy                 | 5                 |
|                                |                                     | <b>PAP 505</b> Medical Pathophysiology                                 | 4                 |
|                                |                                     | <b>PAP 507</b> Introduction to Diagnostic Studies                      | 2                 |
|                                |                                     | <b>PAP 510</b> Pharmacology  | 3                 |
|                                |                                     | <b>PAP 517</b> Physical Examination                                    | 2                 |
|                                |                                     | <b>PAP 525</b> History Taking  | 1                 |
|                                |                                     | <b>PAP 530</b> Introduction to Clinical Skills                         | 1                 |
|                                |                                     |  | <b>18 Hours</b>   |
| <b>Clinical Medicine<br/>1</b> | <b>Second Semester<br/>Fall I</b>   | <b>PAP 515</b> Biostatistics and Evidence-Based Medicine               | 2                 |
|                                |                                     | <b>PAP 520</b> Health Policy and Professional Practice I               | 1                 |
|                                |                                     | <b>PAP 535</b> Clinical Medicine - Cardiovascular Module               | 5                 |
|                                |                                     | <b>PAP 540</b> Clinical Medicine – Respiratory Module                  | 3                 |
|                                |                                     | <b>PAP 565</b> Applied Therapeutics I                                  | 1                 |
|                                |                                     | <b>PAP 575</b> Clinical Problem Solving I                              | 1                 |
|                                |                                     | <b>PAP 635</b> Pediatrics  | 2                 |
|                                |                                     | <b>PAP 650</b> Clinical Medicine – Endocrine Module                    | 2                 |
|                                |                                     | <b>PAP 695</b> Advanced Clinical Skills                                | 1                 |
|                                |                                     |  | <b>18 Hours</b>   |
| <b>Clinical Medicine<br/>2</b> | <b>Third Semester<br/>Spring I</b>  | <b>PAP 555</b> Clinical Medicine – Infectious Diseases                 | 1                 |
|                                |                                     | <b>PAP 585</b> Health Policy and Professional Practice II              | 1                 |
|                                |                                     | <b>PAP 600</b> Clinical Medicine – Gastrointestinal/ Nutrition Module  | 3                 |
|                                |                                     | <b>PAP 603</b> Clinical Medicine – Women’s Health Module               | 2                 |
|                                |                                     | <b>PAP 605</b> Clinical Medicine – Genitourinary/Renal Module          | 3                 |
|                                |                                     | <b>PAP 610</b> Applied Therapeutics II                                 | 1                 |
|                                |                                     | <b>PAP 615</b> Clinical Problem Solving II                             | 1                 |
|                                |                                     | <b>PAP 645</b> Clinical Medicine – Musculoskeletal/Rheumatology Module | 4                 |
|                                |                                     | <b>PAP 660</b> Clinical Medicine – Neurology Module                    | 2                 |
|                                |                                     |  | <b>18 Hours</b>   |
| <b>Clinical Medicine<br/>3</b> | <b>Fourth Semester<br/>Summer I</b> | <b>PAP 550</b> Clinical Medicine – Hematology/Oncology Module          | 2                 |
|                                |                                     | <b>PAP 655</b> Clinical Medicine – EENT Module                         | 2                 |
|                                |                                     | <b>PAP 560</b> Clinical Medicine – Dermatology Module                  | 2                 |
|                                |                                     | <b>PAP 570</b> Behavioral Science                                      | 2                 |
|                                |                                     | <b>PAP 625</b> Health Policy and Professional Practice III             | 1                 |
|                                |                                     | <b>PAP 633</b> Geriatrics  | 1                 |
|                                |                                     | <b>PAP 640</b> Surgery   | 3                 |
|                                |                                     | <b>PAP 665</b> Applied Therapeutics III                                | 1                 |
|                                |                                     | <b>PAP 670</b> Clinical Problem Solving III                            | 1                 |
|                                |                                     | <b>PAP 680</b> Emergency Medicine                                      | 3                 |
|                                |                                     |  | <b>18 Hours</b>   |



## CLINICAL CLERKSHIP CURRICULUM – SEMESTERS 5-7

|  |                |   | SEMESTER<br>HOURS |
|--|----------------|---|-------------------|
| <b>Clinical Phase</b><br>Semesters 5-7<br>Fall II – Summer III | <b>PAP 700</b> | Clerkship - Emergency Medicine            | 4                 |
|  | <b>PAP 705</b> | Clerkship - Surgery                       | 4                 |
|  | <b>PAP 710</b> | Clerkship - Elective                      | 4                 |
|  | <b>PAP 716</b> | Clerkship - Family Medicine I             | 4                 |
|  | <b>PAP 717</b> | Clerkship - Family Medicine II            | 4                 |
|  | <b>PAP 721</b> | Clerkship - General Internal Medicine I   | 4                 |
|  | <b>PAP 722</b> | Clerkship – Specialty Internal Medicine** | 4                 |
|  | <b>PAP 725</b> | Clerkship - General Pediatrics            | 4                 |
|  | <b>PAP 730</b> | Clerkship – Behavioral Health             | 4                 |
|  | <b>PAP 735</b> | Clerkship - Women’s Health                | 4                 |
|  | <b>PAP 740</b> | Clerkship - Orthopedics                   | 4                 |
|  | <b>PAP 800</b> | Capstone Course                           | 3                 |
| <b>TOTAL HOURS – CLINICAL CLERKSHIP</b>                        |                |   | <b>47</b>         |
| <b>TOTAL PROGRAM HOURS</b>                                     |                |   | <b>119</b>        |

**\*THE PROGRAM RESERVES THE RIGHT TO CHANGE CURRICULUM OFFERINGS AND SEQUENCE.**

\*\* Prior to the Class of 2023, PAP 722 was titled General Internal Medicine II

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.

## 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 require continuous, satisfactory academic and professional performance. Students should be aware that the Program may be required by a State Licensing Board or Credentialing Board to report adverse actions like, but not limited to, academic and professional probation while in the Program.

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 a promotion, dismissal, and graduation. The Physician Assistant Studies faculty has established the following guidelines and rules as the basis for 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* meets at the end of each academic semester and at Graduation to decide on the progression of students. The *Student Progress Committee* reserves the right NOT to progress any student who fails to meet the academic, technical, or professional conduct standards.**

ARC-PA A3.15b



## GRADUATION REQUIREMENTS

1. Successful completion of each didactic course and clinical clerkship (knowledge, clinical skills, and professional behaviors included in course/clerkship requirements).
2. Successful completion of summative evaluation Capstone course.
3. Final minimum cumulative program GPA of 3.0.
4. Satisfaction of all accounts/debts to the University, including the 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 if the student is in good standing with both the School of Physician Assistant Studies and Alderson Broadbodus University.

## POLICIES & PROCEDURES

Alderson Broadbodus 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 lifestyles. Having chosen their university, however, students have the responsibility to observe the standards and regulations established by that university. A student's enrollment at AB involves an agreement with the University to abide by the academic and non-academic regulations of this institution. In addition to the policies and procedures presented below, students are also accountable to the policies and procedures outlined in the ABU student handbook.

**Program policies and procedures apply to all students, principal faculty, and the program director.**

*\* Note: A signed clinical affiliation agreement or memorandum of understanding may specify that certain policies will be superseded by those at the clinical site. Students will be notified when applicable.*  
[ARC-PA A3.01](#), [A3.02](#).

VIOLATION OF ANY AB POLICY OR PROCEDURE IS INAPPROPRIATE AND MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL FROM PROGRAM.

## COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES OFFICE AND INSTRUCTIONAL HOURS

### PROGRAM 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 4:00 p.m. Monday through Friday.

### CLASSROOM HOURS

Regular didactic class days are generally Monday through Friday. Saturdays and Sundays may be utilized to make up missed instructional hours. 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 education. Classroom instruction can be scheduled between 8:00a.m.-9:00p.m. Monday through Friday.

### EVENING AND WEEKEND ACADEMIC SCHEDULE

Evening classes are routine during the didactic phase of the program. Weekend classes may be required for classroom instruction (e.g., ACLS, BLS, Didactic Clinical Call, etc.), 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 (see below).

### DIDACTIC CLINICAL HOURS: (ROTATING)

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.

**Subject to change as determined/scheduled by the Clinical Team.**

#### 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 courses.

#### FACULTY OFFICE HOURS

Principal faculty office hours are posted outside their office door and in the respective course syllabus. 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 *Student Progress Committee*.

#### 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, or you request a meeting.** You will be provided a self-assessment form that must be completed and submitted to your advisor during your required mid-semester meeting. Please do not hesitate to contact your advisor with any questions. Prior to the clinical phase, students will be reassigned to a Clinical Coordinator for advising.

#### ACCREDITATION

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

The ARC-PA is an independent accrediting body authorized to accredit qualified PA educational programs leading to the professional credential, Physician Assistant (PA). Accreditation is a process of quality assurance that determines whether the program meets established standards for function, structure, and performance. The ARC-PA does not accredit any academic degree awarded by the sponsoring institution of the PA program.

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

#### AB SCHOOL OF PHYSICIAN ASSISTANT STUDIES ACCREDITATION STATUS

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Physician Assistant Studies Program sponsored by Alderson

Broaddus University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Accreditation remains in effect until the Program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be June 2023. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

ARC-PA A3.12a

## GENERAL POLICIES

### 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.

ARC-PA A1.02.h

### WORKING FOR THE SCHOOL OF PHYSICIAN ASSISTANT STUDIES

Students are not required to work for the College of Medical Science, School of Physician Assistant Studies. While there may be opportunities for work-study at the university, students are not required to work for the program.

ARC-PA A3.04

### STUDENT SUBSTITUTION FOR FACULTY OR STAFF

Students are not permitted to substitute for or function as instructional faculty. Additionally, during clinical experiences, students must not be substituted for clinical or administrative staff.

ARC-PA A3.05a; A3.05b

### OUTSIDE EMPLOYMENT OR ADVANCED STUDY

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 School of Physician Assistant Studies discourages any employment or advanced study (e.g., pursuance of an additional degree) during your first 15 months of the Physician Assistant Program. Due to the various schedules of clerkship workdays, lengths and activities, students are **not permitted** to obtain any employment or pursue advanced study during the year of clinical clerkships.

### PROHIBITION OF FACULTY TO SERVE AS HEALTH CARE PROVIDERS TO STUDENTS

In accordance with the Accreditation Review Commission (ARC) Policy, Principal Faculty, the Program Director, and the Medical Director cannot participate as health care providers for the students in the Program, except in an emergency situation.

ARC-PA A3.09

## PROFESSIONALISM

### PROFESSIONALISM

Professional competence is the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served<sup>1</sup>. In addition, professionalism in the academic setting requires students to adhere to established policies and procedures related to performance, attitudes, and behaviors. Below are professionalism-related policies and standards expected of students in the PA Program. Violation of such standards may result in referral to the *Student Progress Committee and dismissal from the Program*.

### ACADEMIC HONESTY

Dishonesty within the academic community is a very serious matter because it destroys the basic trust necessary for a healthy educational environment. **Academic dishonesty includes, but is not limited to, lying, cheating, plagiarism, theft, or improper manipulation of laboratory or research data, forgery, including the alteration of official documents, the use of unauthorized electronics or communications devices during an examination, and the copying and/or dissemination of exams or assessment materials of any nature by any means used by the program.** A substantiated case of academic dishonesty may result in disciplinary action, including a failing grade on the project, a failing grade in the course, probation, or academic dismissal/expulsion from the Program.

In cases of suspected academic dishonesty, the instructor or other witness is advised to consult the College of Medical Science, School of Physician Assistant Studies Program Director and, if deemed necessary, the Provost. If it is determined that academic dishonesty has occurred, appropriate measures will be taken.

### ATTENDANCE

Attendance in the Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies is **mandatory** and is reflective of your commitment, acquisition of knowledge and professional behavior.

Physician Assistant Studies student absences due to illness of short duration (less than 4 days) will require notification to the Program Director, Course Instructor, and/or Clinical Coordinator and 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 from the program as determined by the *Student Progress Committee*. Any such **absences may require completion of supplemental materials** as designated by the Program and/or the Clinical Preceptors **and will require a statement from a medical provider**. For an extended illness, a medical leave of absence will be considered.

### ATTENDANCE DURING DIDACTIC YEAR

Students must attend all scheduled instructional periods and related activities. Absence is defined as not being present, regardless of cause, to participate in didactic or clinical training and associated activities of any scheduled or assigned time, including weekend and evening hours if expected by the faculty or preceptor.

Unexcused absences from class and didactic clinical practice experiences are **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, as well as a *Student Progress Committee* referral.

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<sup>1</sup> Epstein RM, Hundert EM. Defining and assessing professional competence. JAMA. 2002; 287(2):226–235

The absence of students from scheduled examinations and laboratory sessions will be excused only under extraordinary circumstances (e.g., death in the family, personal illness, etc.). All such absences require notification of the Course Instructor and approval of the Program Director.

#### ATTENDANCE DURING CLINICAL CLERKSHIP YEAR

Attendance during the clinical clerkship year is necessary for student development and is therefore required. 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. Students are expected and required to attend various conferences, grand rounds, etc. offered at their clinical site. Students who do not attend the usual activities of the service cannot be expected to successfully complete their clerkship.

- **Students should not ask their preceptor to leave early.** If you have a concern about the number of hours you are working, you are to notify your Clinical Coordinator.
- **Do not assume holidays are days off:** check with your preceptor. Your holiday break will be different from that of the Didactic Academic Graduate calendar. Additionally, **there is no vacation time.** Review your clerkship schedule.
- **If your preceptor does not work a day, do not assume you also will not work.** Contact the Preceptor and Clinical Coordinator for clarification of what your duties will be or what supplemental materials may be assigned. In most cases, an alternate assignment will be required to substitute for the missed patient encounters, including but not limited to a research paper, journal article review, and/or presentation at the next call back day, or make-up of missed time during a weekend or other assigned time.
- **The inclement weather policy is based on your assigned clerkship location.** Familiarize yourself with the inclement weather policy of the clinical practice or the institution to which you are assigned and follow that policy.
- **Attendance is required at all components of the call-back days. The day before the call-back days is not to be used for a driving or study day.**

If there is any reason your clinical hours might 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 number of hours you can work while on clerkships.

**Any variances from the requirements above will be considered as unprofessional behavior and will be submitted for review by the *Student Progress Committee*.**

Any absence for any reason requires notification of the proper administration, faculty, or clinical coordinator and preceptor via e-mail **PRIOR** to the scheduled class time or clinical shift.

#### EXCUSED ABSENCES FOR CLERKSHIPS

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 may be provided.

When an absence is unavoidable or approved in advance, the following applies:

- **No more than three excused days per clerkship** is permitted. Students who miss more than three days will be referred to the Student Progress Committee and may be required to repeat the clerkship at the discretion of the Committee. This does not mean students are permitted to miss three days during each clerkship. You must have prior approval from the clinical coordinator to be considered excused and must provide the appropriate documentation.

- **No more than seven excused days in the clerkship year total** will be permitted without having to repeat the entire clerkship year. This does not mean students are permitted to miss seven days during the clerkship year. You must have prior approval from the clinical coordinator to be considered excused and must provide the appropriate documentation. Leave of Absence will be considered on a Case-by-Case basis by the Student Progress Committee.

The following list constitutes absences that **may** be considered excused:

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#### **ILLNESS**

For all illnesses causing absence from the clerkship beyond three days, or otherwise limiting participation, the student must provide evidence of professional medical care (e.g., a medical slip). This document must be sent to the Clinical Coordinator.

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#### **FAMILY EMERGENCY**

Absences due to a family emergency (serious illness/death of immediate family member) may require documentation.

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#### **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 Instructor and the Program Director.

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#### **CONFERENCE ATTENDANCE**

Students may be allowed to attend **one pre-approved medical or public health conference during the clerkship year**, three days total. Three months 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. The conference must be approved by the clinical coordinator and be related to the medical profession.

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#### **JOB INTERVIEW**

Each student is allowed up to three days of absence per year from clerkship assignment to attend employment interviews.

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#### **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.

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#### **INCLEMENT WEATHER**

Follow institution or site inclement weather policy.

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#### **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.

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#### **EXTENDED ILLNESS OR INJURY**

Students who experience an extended illness or injury, or who are the primary caregiver for an immediate family member who experiences an extended illness or injury, may be permitted a leave of absence for one year. Proper documentation is required.

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## MAKE-UP OF EXCUSED ABSENCES FOR CLERKSHIPS

Make-up days and/or alternative assignments will be facilitated by the Clinical Coordinator for all absences. Make-up of excused absences will be scheduled by the Clinical Coordinators. A delay in graduation is possible.

## EXCUSED ABSENCES FOR CALL BACK DAYS

Absence may be excused in the following situations:

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

Excused absences must be approved by the Director of Clinical Education or Clinical Coordinator, **prior** to the seminar, except for emergencies. Absent students will be required to make up Call Back Day content/work as deemed appropriate by the Clinical Team. Make-up work will be reflective of the content missed and may require the student to come back to campus on a weekend or scheduled break from the clinical phase. Additionally, students will be required to submit a formal paper on each topic missed (guidelines below) or complete other supplemental material as assigned by the clinical team.

## 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, single-spaced, not including title page and references (APA style). Attention must be paid to spelling and grammar, proper citation, and proofreading. If the overall content or format and/or quality is deemed unacceptable, the paper will be returned for revision. The paper must 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 (evidence-based/peer-reviewed journals)

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.

## 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 all courses in progress, and they must 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 to return with the next entering class; the student may be required to repeat courses and/or take a basic knowledge examination to re-enter the program; Student on a Leave-of-Absence must request re-entry to the Program within 2 years of the last semester completed. **The student must be in Good Standing in the**



**Program to take a Leave of Absence. No Leave of Absence or deceleration will be granted or approved for Academic or Professional Issues.**

Reasons for requesting a leave of absence may include, but is not limited to:

**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.

**EXTENDED ILLNESS OR INJURY**

Students who experience an extended illness or injury, or who are the primary caregiver for an immediate family member who experiences an extended illness or injury, may be permitted a leave of absence for one year. Proper documentation is required.

**STUDENT DRESS CODE AND PERSONAL APPEARANCE**

The public respects health care professionals largely due to their expertise, education, and performance. It is also important to recognize that dress and hygiene influence the way patients relate to students. The AB PA Program believes that professional appearance and dress help to maintain this respect. Thus, it is important that each individual dress in a way that will foster optimal student-patient relationships. The intent of the dress code is to allow the student reasonable freedom in class if such freedom does not interrupt the educational process and he/she presents him/herself in a professional manner. Personal hygiene is of the utmost importance and the student is expected to be always clean and well-groomed. All classroom attire should be neat and cleaned as necessary.

**DRESS CODE – CLASSROOM ATTIRE DURING DIDACTIC SETTING:**

- a. The student will dress in a conservative fashion.
- b. The student's body will be adequately covered.
- c. The student's shoes will be comfortable and quiet.

**DRESS CODE – PHYSICAL EXAM LAB:**

Physical Exam Lab attire will be a **short-sleeved t-shirt and shorts with an elastic waistband**. All clothing worn during Physical Examination Lab must be cleaned regularly. Under-attire for females in Physical Examination Lab must be a sports bra or similar under-attire. All students must be prepared and able to remove t-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.

**DRESS CODE – SUPERVISED CLINICAL PRACTICE EXPERIENCE (DIDACTIC AND CLINICAL PHASES)**

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. **If the facility in which you are training has an institutional dress code, it will supersede the dress code presented below.**

- 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. Students will not be permitted to wear long white coats.
- d. Students are to wear the seafoam green scrubs.



- e. The student will **always** wear their Alderson Broaddus University **identification tag** above their left chest pocket.
- f. The student will wear an Alderson Broaddus University Physician Assistant patch affixed to the left chest pocket of their short white clinic (lab) coat.
- g. The student's body will be adequately covered.
- h. The student's clothing should always be clean and pressed.
- i. Shoes will be comfortable, clean, quiet, and closed-toed.
- j. Nails should be short and without polish.
- k. The only jewelry permitted is a wedding band and watch. Wedding bands and watches are not permitted in surgical settings.
- l. The student should conceal all visible tattoos.
- m. Cologne/perfume is not appropriate in clinic.
- n. Hair should be clean, neat, and pulled back from the face. Facial hair must be trimmed neatly.

## IDENTIFICATION

Students must have their ID badge during all didactic and clinical activities. ID badges are to be always worn during all didactic clinical experiences/clinical call, clerkships, and as required by the Program. 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 and arrange for a replacement.

Additionally, **students must always identify themselves as a physician assistant student (PA-S) when working in the clinical setting.**

ARC-PA A3.06

## PROFESSIONAL DIDACTIC BEHAVIOR AND CONDUCT

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, the community, and the physician assistant profession.

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 always conduct themselves in a responsible and professional manner, 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, staff, 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 University 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. Students are not permitted to record any conversations between other students, faculty, or administration without express written permission. Nor are students permitted to record faculty lectures without permission or post PowerPoint or course presentations or information on the web, YouTube, social media, etc. This could result in grounds for dismissal.
6. Students are asked not to eat during class except for legitimate health reasons.

7. Laptop computers and tablets are permitted for use in class during lecture periods and other times when permitted by the course instructor. Cell phones, and other electronic devices are not permitted during lectures or exams unless expressly directed and approved by the course instructor. **The use of an unapproved device will be referred to the Student Progress Committee and is grounds for dismissal from the Program.**
8. Class attendance and punctuality is **mandatory**. Arriving late is disturbing to classmates and the instructor. Students with a history of recurrent tardiness will be referred to the *Student Progress Committee*.
9. Refrain from leaving the classroom once the class has started. Scheduled breaks are provided in classes that last for more than three hours.
10. All assignments, unless specifically indicated by the instructor, must be typewritten.
11. Turning in assignments late is considered unprofessional and may be reported to the *Student Progress Committee*. Additionally, late assignments may not be accepted by the course instructor or may result in point deductions at the discretion of the instructor.

## PROFESSIONAL CLINICAL BEHAVIOR AND CONDUCT

If at any time the student displays any conduct that 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 Director of Clinical Education, Program Director, 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.** A temporary suspension may result in repeating a rotation, and/or a delay in graduation.

- **All** rules of the hosting clinical 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 or preceptor's EMR usernames and passwords.
- **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, medical doctor, 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 always maintained. 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! **A violation of HIPAA is grounds for dismissal.**
- Always maintain professional relationships with patients. 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.
- **Do not alter documentation at any time or for any reason.**
- 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.
- **Students who attempt to access the medical records of faculty, staff, peers, family, etc. will be in violation of HIPAA laws and referred to the Student Progress Committee.**
- A student removed from a clerkship site for unprofessional conduct will be referred to the Student Progress Committee and Faculty for possible dismissal from the Program.

Any student violating these policies should be removed immediately from the professional setting and reported to the Clinical Coordinator promptly. Falsification of medical records, evaluations and/or patient logging (E\*Value) will be reviewed by the *Student Progress Committee* and may result in dismissal from the College of Medical Science, School of Physician Assistant Studies.

## 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.

Students will be required to participate in HIPAA (Health Insurance Portability and Accountability Act) training annually and may be required to complete additional training at specific clinical sites. A certificate of completion will be awarded by the Program for the student record.

## HOUSEKEEPING

Neatness and good housekeeping are signs of efficiency and pride. You are expected to always keep all program areas neat and orderly; it is a safety and health precaution. 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. This includes electronic/vape use.

## SMOKING, VAPING 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, including vaping, 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. A violation of this rule will result in the student being brought to SPC for violation of professional conduct.

#### 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.

#### PETS, CHILDREN, AND OTHERS NOT ENROLLED IN CLASS OR CLERKSHIP

No pets, children, or other persons who are not enrolled are allowed to be present during classroom time, Call Back Days, examinations, lectures, presentations, or other required rotation activities unless approved by the Dean, College of Medical Science, School of Physician Assistant Studies. Additionally, 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. Violation of policy can be grounds for dismissal.

#### 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.

#### SALUTATION

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

#### PROFESSIONAL (CONDUCT) PROBATION

Any student who fails to adhere to professional conduct standards, including academic honesty, will be referred to the *Student Progress Committee* and may be placed on professional probation or subject to dismissal from the program. For more information, see the remediation policy and review the appeal process in the following section.

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## ACADEMIC POLICIES & PROCEDURES

**REMEDATION POLICY: THE PROGRAM DEFINED AND APPLIED PROCESS FOR ADDRESSING DEFICIENCIES IN A STUDENT'S KNOWLEDGE AND SKILLS, SUCH THAT THE CORRECTION OF THESE DEFICIENCIES IS MEASURABLE AND CAN BE DOCUMENTED.**

A student in **good academic standing maintains a cumulative 3.0 GPA or better, is not on an academic or professional improvement plan, and is not on academic or professional probation.** The Program's *Student Progress Committee (SPC)* will evaluate student performance approximately every two weeks, and as needed to aid in the early identification and assistance of students at risk academically and/or professionally. A variety of methods will be used by the *SPC* to identify at-risk students, including a review of each student's grades (e.g., failure to maintain a 3.0 GPA), multi-source evaluations, and results of advisory sessions. If a student is identified as being at risk or fails to maintain academic standards the Program will provide remediation as follows:

## STUDENTS WITH ACADEMIC DIFFICULTIES

### REMEDATION POLICY AND PROCEDURE

#### POLICY STATEMENT

Academic remediation may be used in specific circumstances to certify students achieve competency in required didactic courses and clinical rotation knowledge and skills. In response to an unsatisfactory demonstration of knowledge and/or skills, academic remediation *may* be granted to provide students an opportunity to demonstrate satisfactory performance without delay to their progression in the curriculum. Academic remediation is not intended to allow students to progress in the curriculum with deficient knowledge or skills in required course content, nor is it intended to provide students a pathway forward in the curriculum if they are not adequately prepared. The program faculty acknowledge that remediation options may not be suitable for students who have performed unsatisfactorily in multiple content and/or task areas within a course and/or multiple courses within a semester. This policy intends to improve communication about student progress among the student, faculty, and staff and to clarify procedures for when student performance is determined deficient. A clear and consistent remediation policy will ensure student progression in the physician assistant program reflects adequate knowledge and skill.

The program's *Student Progress Committee (SPC)* will evaluate student academic performance and professional behaviors approximately every two weeks, and as needed. Remediation plans and other academic actions are directed by and at the discretion of the *SPC*.

### PROCEDURES FOR REMEDIATION OF A DIDACTIC COURSE

[Effective May 18, 2020]

#### STUDENT ELIGIBILITY FOR REMEDIATION OF A DIDACTIC COURSE:

- Students *may* be permitted to remediate a single course in which they received a "D" final grade during the didactic phase of the curriculum.
- Students are allowed to remediate "only one course" during the entire didactic phase of the program.
- Only students who are otherwise in good program academic and professional behavior standing are eligible for remediation.
- Students who earn more than one "D" or a single "F" final grade in a didactic semester will not be eligible to remediate and will be dismissed from the program.

- The student must have taken the final examination and completed all other coursework to be eligible for the remediation examination.
- Students may not remediate a course where a grade of “C” or higher is earned.

#### PROCEDURE FOR REMEDIATION OF A DIDACTIC COURSE:

For students who meet the above eligibility requirements, the program will provide remediation as follows:

- The *SPC*, in collaboration with the faculty advisor, course instructor(s), and student, will develop a personalized remediation plan with times, dates and expectations based on identified deficiencies in the student’s knowledge and/or skills.
- The student’s areas of weakness will be clarified by the instructor and the student *may* have the option to do self-study and then remediate with a comprehensive final examination. The student must take the examination prior to the start of the subsequent semester, within a time frame established by the *SPC*. The retake comprehensive examination may be in any format as determined by the course instructor(s) and will encompass comparable content as examined on the original course comprehensive examination.
- **The student must achieve an 80% on the remediated comprehensive final exam in order to demonstrate mastery of the material and receive a final passing grade of a “C”. The highest grade obtained will be a 70% (C) for the course.**

#### STUDENT FAILS TO SUCCESSFULLY REMEDIATE:

**If the student fails to achieve an 80% correct score on the remediated comprehensive examination, they will be academically dismissed from the program.** The earned final grade will stand. Remediated exam grade will not replace the previous exam grade.

#### STUDENT SUCCESSFULLY REMEDIATES:

If the student achieves an 80% correct score on the remediated comprehensive examination, they will be considered satisfactory and will be progressed to the next semester of coursework by the *SPC*. The *SPC* will continue to closely monitor students who have remediated coursework throughout the next semester.

ARC-PA A3.17d, A3.17f

#### PROCEDURES FOR CLERKSHIP REMEDIATION OF A CLINICAL ROTATION OR END-OF-ROTATION EXAM

*[Effective August 2020]*

#### STUDENT ELIGIBILITY FOR REMEDIATION:

- Students who do not obtain a calculated letter grade of “C” or higher in the clinical rotation.
- Students who do not obtain a calculated letter grade of “C” or higher on the end-of-rotation examination.
  - Will be allowed one attempt at remediating the Clerkship/course, if the student on the 2nd attempt again fails to obtain a C or Higher for the rotation, they will be considered a Course failure, receive an “F” for the clerkship/course and be academically dismissed from the program.

#### PROCEDURE FOR REMEDIATION:

- Students who do not obtain a calculated 70% (“C”) or higher on their first attempt of the end-of-rotation examination will be given a remediation plan by the *SPC* and will be required to retake the examination on a date to be determined by the *Clinical Team*.
- **Students must attain a calculated 70% (“C”) or higher on the 2<sup>nd</sup> attempt of the end-of-rotation (EOR) exam in order to pass the clerkship rotation.** If the student, on the 2<sup>nd</sup> attempt, again fails

to obtain a calculated 70% ("C") or higher on the EOR exam, they will be considered a course failure, receive an "F" for the clerkship/course and be academically dismissed from the program.

- The highest grade a student can receive for a clerkship following successful remediation of an End-of-Rotation exam is a 70% ("C") grade.
- Only 2 EORs or clinical rotations can be remediated during the Clerkship year.
- Any student who requires any more than 2 remediated Clerkship EOR exams or clinical rotations will be considered a failure to progress and academically dismissed from the program.
- **Any student who fails both the primary and 2nd attempt end-of-rotation exam for the same course/clerkship will be considered a course failure, receive an "F" academic grade, and be academically dismissed from the Program**

ARC-PA A3.17d, A3.17f

## PROCEDURES FOR REMEDIATION OF PROFESSIONAL BEHAVIORS

Students who fail to demonstrate program-defined professional behaviors *may* be permitted to remediate. A written remediation plan will be developed addressing the student areas in need of improvement along with a timeline for remediation and the expected outcomes.

### STUDENT ELIGIBILITY FOR REMEDIATION:

Students who have violated a program-defined professional behavior that is not deemed egregious by the SPC or that is not already outlined in the student handbook as being a dismissible offense may have the opportunity to remediate.

### PROCEDURE FOR REMEDIATION:

Dependent on the defined professional behavior violated, students may remediate in the following ways:

- Professional behavior conduct plan specific to the circumstance,
- Student reflection identifying lapses in their professional behavior and the strategies they will adopt to improve in the areas of concern,
- Mandatory advising sessions with an appropriate principal faculty member to mentor student,
- Computer-based modules or other professional development trainings.

ARC-PA A3.17d, A3.17f

## ACADEMIC PROBATION AND PROGRAM DISMISSAL

1. Students are required to maintain a cumulative GPA of 3.0 or higher in the Program.
2. Students who fall below a 3.0 cumulative GPA in the Program will be placed on academic probation for **one semester only** during the entire course of the program.
3. Students who are on academic probation will not be permitted to remediate a course where a "D" has been earned.
4. Students who fail to bring their Program cumulative GPA to 3.0 at the end of their probationary semester will be academically dismissed.
5. A grade of "F" in any course will result in academic dismissal from the Program.
6. Students who fail to complete their individualized remediation plan will fail to progress.
7. **Students are reminded that if their cumulative GPA falls below 3.0 any time following removal from academic probation, they will be considered a failure to progress and academically dismissed from the PA Program.**



## 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. A final grade of "C" or higher cannot be appealed.

An appeal must be presented in writing within two working days of receiving a written copy of the decision. The appeal shall be made to the Dean, College of Medical Science first, and then 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.

## PROCESS FOR ADDRESSING CONCERNS REGARDING INSTRUCTION

Please refer to the Student Handbook accessible at <https://ab.edu/wp-content/uploads/2021/10/AB-Student-Handbook-21-22-FINAL-1.pdf>. - for the policy addressing concerns regarding instruction.

## PROCESS FOR APPEAL OF A FINAL COURSE GRADE

Please refer to the Student Handbook accessible at <https://ab.edu/wp-content/uploads/2021/10/AB-Student-Handbook-21-22-FINAL-1.pdf>. - for the policy regarding the appeal of a final course grade.

## GRIEVANCE PROCEDURE

**GRIEVANCE:** A WRONG OR HARDSHIP SUFFERED, WHETHER REAL OR SUPPOSED, WHICH FORMS LEGITIMATE GROUNDS OF COMPLAINT.

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.
6. Faculty WILL NOT serve as health providers for students.
7. Students are forbidden to access faculty/staff medical records. (Grounds for dismissal)
8. Working and advanced schooling during clerkship is prohibited.
9. The removal or stealing of drugs from a practice site is grounds for dismissal from the Program.

#### HOW TO RESOLVE PROBLEMS RELATED TO CLASSROOM OR PROGRAM CONCERNS

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 Program Director 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.
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.

A3.11, A3.17d

#### 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 a course or as determined by the *Student Progress Committee*.

#### CLERKSHIP REQUIREMENTS

##### CLERKSHIP ASSIGNMENT AND ORIENTATION

Students will be given a general overview of the clerkship site 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 and rationales, as well as programmatic and site needs. All assignments are final. **There is no appeal process for assignments.**

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

#### CLERKSHIP SITE AND PRECEPTOR RECRUITMENT

All clerkship site and preceptor recruitment will be conducted by the clinical coordinator. **Students are not required, nor permitted, to “setup” clinical rotations or solicit clinical sites or preceptors.**

Students are permitted to make suggestions for elective sites and preceptors, which can be completed by submitting the “Request for an Elective Site” form located in the appendices of this manual or see the Director of Clinical Education for online submission of sites.

*ARC-PA A3.03*

#### CLERKSHIP CHANGE

Clerkship schedules will not be switched or changed unless preceptor or site driven. Travel may be required due to change. Needs may require a 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.)

#### CALL SCHEDULES

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

#### ELECTRONIC PATIENT ENCOUNTER LOGGING

The College of Medical Science, School of Physician Assistant Studies uses E\*Value to log patient encounters. The E\*Value system is a web-based product that simplifies the collection of each student’s patient encounter logs. A Clinical Coordinator is the administrator of the logging component of the E\*Value system. The system is a secure online product, and all data are encrypted.

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.

Ideally, information is entered after each 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 can instantly run a variety of reports to self-assess compliance with the logging requirements. Additionally, individual reports can be used by the student when seeking employment, especially when used to show cumulative tallies of procedures. They will also be included in the student’s electronic portfolio.

E\*Value has simple video tutorials that permit students to walk through every part of the system at their own pace. Just click on the Help menu in the upper right corner.

**FALSIFICATION OF PATIENT LOGGING WILL RESULT IN THE STUDENT BEING REFERRED TO THE STUDENT PROGRESS COMMITTEE AND MAY RESULT IN ACADEMIC DISMISSAL FROM THE COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES.**

**FOR EACH CLERKSHIP, THE STUDENT MUST COMPLETE THE FOLLOWING:**

- a. Students must log every case, including the procedures used and the diagnosis.
- b. Students must log clinical hours worked.
- c. Cases must be complete and accurate.
- d. Any day that you are scheduled to work and fail to log patient encounters in the E\*Value system will result in points being deducted. Students who repeatedly fail to log patient encounters will be referred to the Student Progress Committee.

**EXCEPTIONS:**

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.

- There is to be no missing information in any case log.
- There are to be no invalid ICD or CPT codes.
- Time logs will be required.
- Conference logs will be optional if students want them for their portfolio.
- Procedures logs must be completed.

**CALL BACK DAYS**

There will be Clerkship Call Back Days throughout the clerkship year. A schedule will be provided by the clinical coordinator. Attendance at all components of the Call Back Days is required.

- The Call Back Days are typically 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 tentative 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 syllabus.* One hundred and twenty (120) minutes is allotted for each test. You will be notified of your grade as soon as possible.
- Students must adhere to the College of Medical Science, School of PA Studies Testing Policy [e.g., no baseball caps, hoodies, memory devices like PDAs, cell phones, calculators, or smart watches), textbooks or notes are allowed in the classroom during the test].

**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.** Contact the PA office if you have questions regarding housing or need a list of potential housing options.

## CURRICULUM DEADLINES AND REQUIREMENTS

All curriculum completion deadlines and requirements can be found in specific course syllabi. Questions should be addressed to the course instructor, the Director of Curriculum and Assessment, or the Dean, College of Medical Science, School of Physician Assistant Studies.

## GRADUATE PHYSICIAN ASSISTANT EMPLOYMENT

### 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.

## 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 physician assistant program.

## 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.**

## STUDENT EVALUATION

During both the didactic (academic) and clinical years, students 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 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.)

## 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:

|   |            |
|---|------------|
| A | 90-100%    |
| B | 80-89.99%  |
| C | 70-79.99%  |
| D | 60-69.99%  |
| F | 0 – 59.99% |

**THERE WILL BE NO ROUNDING UPWARD OF GRADES OR GPA, OR EXTRA CREDIT AWARDED.**

## TESTING POLICIES

### FACE-TO-FACE PROCTORED EXAM POLICY

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 and may result in a grade of zero and/or dismissal.
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. Students may not re-enter the room after they have completed the exam.
8. Attendance at all examinations is mandatory.
9. In the event of an illness, the student must contact the Physician Assistant Office **BEFORE** the exam.
10. 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. There will be no make-up quizzes/examinations for any other reasons. Additionally, an alternative exam in an alternate format may be required.
11. 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.
12. Changes in test scores will be made at the discretion of the Course Coordinator and/or instructor.
  - a. Extra credit will not be used to improve course grades.
  - b. Exam grades and course grades will not be rounded up.
13. **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.

### VIRTUAL PROCTORED EXAM POLICY

*[Effective April 24, 2020 in response to COVID-19]*

**POLICY AND PROCEDURE STATEMENT:** Protecting the integrity of examinations in an online environment is critical to the AB PA program. Accordingly, to ensure the integrity of online examinations and to verify that no student may have an unfair advantage over other students, the online examinations are proctored by a faculty member using Zoom. Online examinations must be conducted using approved methods outlined in this document. It is the responsibility of the online exam proctor and each student to follow the policy and procedures to maintain an appropriate examination environment. Failure to do so may result in a referral to the Dean, College of Medical Science, and/or the *Student Progress Committee*.

## EXPECTATIONS:

**Violation of any program expectations are grounds for academic and/or professional behaviors dismissal from the Program.**

1. You are not permitted to refer to any notes, textbooks and/or internet resources during the exam unless explicitly stated by the course instructor. If blank paper for calculations or other legitimate purposes is needed, for example, the proctor will require you to show the paper using the camera prior to the exam before approval.
2. You should take the exam in a quiet, isolated and well-lit space.
3. You should have a reliable internet connection. No extra time will be granted due to technical issues.
4. You are not to communicate with anyone by any means during the exam.
5. You are not permitted to record, copy, duplicate, capture, or save any exam questions.
6. You will be given a score of zero if cheating or plagiarism is found.
7. You are not allowed to leave the Zoom meeting until the examination has been submitted in Moodle. If you must leave your work area, seek approval from the proctor.

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## ACADEMIC HONESTY:

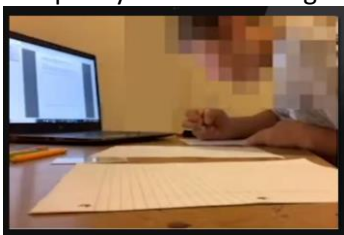
Unless otherwise communicated, examinations are closed book/notes and to be completed independently. You must close all applications and browser tabs other than the one for the course Moodle site. Academic honesty applies to online examinations as it does to in-class examinations and accessing outside materials during the examination or other infringements will be in violation of the academic honesty policy and will result in referral to the *Student Progress Committee*.

## Technology Requirements:

- Reliable Internet connection
- Two devices:
  - smartphone (for Zoom)
  - laptop/desktop (for taking the exam in Moodle)

**Setup:** *\*If you are unable to create the setup below, contact the proctor prior to the examination for alternate setup options.*

1. A workspace that is free of clutter, reference materials, and other unapproved electronic devices.
2. Connect to the examination meeting on your phone using the Zoom link sent to you via email. Once connected, place the phone over your shoulder or to the side of your work area so that both you and the computer screen can be viewed by the proctor. The camera must be positioned so that it shows a good view of you, your computer screen and your work area. The setup may look something like the image below.



3. Use your computer or laptop to complete the exam in Moodle.
4. The proctor should be able to see that you are not using outside materials or communicating with others. If, during the exam, the proctor cannot adequately see your work area, they may ask you to reposition your camera or set Zoom to "Presenter Mode" with the proctor as the focus.

## Joining Exam Session.

1. Students will receive a link and login information via email for Zoom.
2. Proctor and student should join the Zoom proctored exam meeting at least **15 minutes prior** to the exam start time to troubleshoot and authenticate.

**Questions:** Students should use the private Zoom chat to ask questions of the proctor (*\*Note: Proctors may not be able to or authorized to answer questions regarding exam content.*)

**Record:** The exam proctoring session will be recorded.

**Leaving the exam:** If you complete the examination prior to the close of the testing window, submit your exam in Moodle and leave the Zoom session. At the end of the exam window, the proctor will notify students with a 5-minute warning and will require them to submit their exam via Moodle. The proctor will then stop the recording and end the exam session.

## EXAM TARDINESS POLICY

Once a test/quiz begins:

- Seating will be by assignment by Faculty member
- The Scantron is the official record of student answers.
- Scantrons marked in pen or marked as such that a scoring determination cannot be made will be graded as a zero.
- 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.

## EXAMINATION SECURITY AND INTEGRITY

### Policy Statement:

*[Effective August 31, 2020]*

The Alderson Broaddus University School of Physician Assistant Studies is committed to ensuring that its examination question banks and other assessment tools, as well as examination procedures, are uncompromised and result in an accurate measurement of student medical knowledge and skill. To maintain the integrity of examinations and examination procedures, the program will adhere to the following policy and procedures.

The examinee is expressly prohibited from disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting program created examinations, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of the Dean of the AB College of Medical Science.

**In the event of an examination breach or suspicion of such a breach, the College of Medical Science reserves the right to invalidate an examination and require examinees to retake the examination or take a new examination at a time determined by the College.** Examples of an examination breach may include but is not limited to: (1) an issue with the electronic examination such as wrongly keyed, technology failure, or administration of incorrect examination, (2) evidence or suspicion of cheating through the sharing of examination answers or collection of examination questions from previous cohorts, (3) loss of examination grades due to the electronic nature of examination contents, and (4) other issues as identified by the College.

As a demonstration of academic honesty and integrity, it is the responsibility of students to notify the College when they are aware of an error in examination content, administration, or security. **Failure to**



report issues related to the security and integrity of an examination reflects the unprofessional behavior of students.

#### EXAM REVIEW POLICY

In order to maintain a pool of quality test items, the College of Medical Science, School of Physician Assistant Studies secures its test item bank. All test questions are to be maintained as secure; therefore, test questions will not be returned to the students. **Any attempts at unauthorized distributing or receiving of test questions, attempts to access the test or any exam review outside of a scheduled administration period, or any attempts to copy, photograph, or otherwise duplicate examination items is considered cheating. Individual students who violate this policy will be referred to the Student Progress Committee for cheating and may be dismissed from the program.**

Though review sessions may be scheduled and administered at the discretion of the Dean, Chair of Medical Science, or course instructor, **the college reserves the right to discontinue review sessions for individuals who violate policies related to it and/or the entire class should large-scale attempts to subvert exam security be identified.**

#### PROGRAM EVALUATION

##### COURSE AND FACULTY EVALUATIONS

It is the student's professional right and responsibility to complete all evaluations assigned to them by the program. Course and faculty evaluations are assigned to the students using the E\*Value online data management system. All evaluation data submitted to the program are anonymous. Collected data are used to improve program curriculum and instruction and are reviewed annually by the Curriculum Committee. Evaluation should be professional and conducive to course improvement and not a personal attack on the professor.

##### CLERKSHIP SATISFACTION AND PRECEPTOR EVALUATIONS

The student will complete a clerkship satisfaction and evaluation survey after each clerkship during the Call Back Days. Clerkship and Preceptor evaluations are assigned to the students using the E\*Value online data management system. All evaluation data submitted to the program are anonymous. Collected data are used to improve program curriculum and instruction and are reviewed annually by the Curriculum Committee.

##### GUEST LECTURE SURVEYS

When a guest speaker is present at Call Back Days, students may be asked to complete a Guest Speaker Evaluation. The evaluation will be assigned using the E\*Value system.

##### 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.

## CLERKSHIP PHASE: STUDENT EVALUATION

### PRECEPTOR MID-TERM STUDENT 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.

### PAEA END-OF-ROTATION EXAMS

Students are required to pass the PAEA End-of-Rotations exams for each required clerkship in order to pass the clerkship course. Students are permitted to remediate only two exams. If the second score is a failure, the student will receive a grade of F for the clerkship and will thus be academically dismissed from the program. If a student fails a third exam, even after successful remediation of two previous failures, they will be dismissed from the program.

### PRECEPTOR FINAL EVALUATION OF STUDENT

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.

### PACKRAT I & II

Each student will be *required* to take the Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT). The dates and times will be announced, but typically occur at the end of didactic semester 4 (PACKRAT I) and during the last clinical call back (PACKRAT II). The feedback from the examinations 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.

### CAPSTONE COURSE

The last three weeks of the clinical curriculum will be on the AB 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. Failure to meet Capstone requirements will result in a grade of "F" and dismissal from the program.

**The student will be responsible for the arrangement of their housing needs.**

## STUDENT HEALTH POLICIES

If a student becomes ill, the closest hospital to Alderson Broaddus University is Broaddus Hospital, which does include an Emergency Room. AB Student Health Services is located on the ground floor of Burbick Hall (The main administrative building). There are many other local providers from which to seek regular health care. The Program faculty cannot serve as your medical provider. Further, students are responsible for obtaining and maintaining their own health insurance policies.

## COVID-19

The College of Medical Science may issue, revise, and/or require that students follow the Covid-19 guidelines as established by the Faculty, University, State, Clinical site, and /or the CDC at any time while the student is enrolled in the College of Medical Science. This may include wearing a mask and social distancing. When visiting a clinical site, students must also adhere to the guidelines established by that site. Students must understand that if a clinical site requires students be vaccinated it could have an impact on securing a clinical site, which may result in a delayed graduation date. Students are referred to the SARS-COV-2 Vaccination Policy (effective May 15<sup>th</sup>, 2022)

## 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 offer 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 abuse of drugs or alcohol by a student may be grounds for review by the Student Progress Committee and may result in dismissal from the Program if deemed adverse to professional conduct standards.
- 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.

## 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. 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 and Health Insurance Policies.

## 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.

- Faculty members will not have access to student medical information/records.

## 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 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.

ARC-PA A3.07

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### **SARS-COV-2 VACCINATION POLICY (EFFECTIVE MAY 15, 2022)\*\***

Policy:

Students who are enrolled in the Physician Assistant Program, School of Physician Assistant Studies are **required to submit verification that they are fully vaccinated to protect against SARS-Cov-2** and to reduce the chance of developing COVID-19 related complications. Students who do not provide vaccine verification will not be able to participate in clinical courses due to their inability to complete clinical requirements. Alternative clinical experiences including simulation will not be provided in lieu of the required hands-on clinical hours/ clerkship experience.

Procedure:

- I. Students must submit verification to the AB School of Physician Assistant Studies Clinical Compliance Officer that they have been fully vaccinated against SARS-COV-2 per published CDC guidelines.
- II. If any additional boosters are required, the student is responsible for obtaining them by the designated due dates.
- III. Only medical exemptions will be considered on a case-by-case basis. Final approval will be determined by the School of Physician Assistant Studies.
- iv. Application for exemption must be submitted in writing with appropriate medical documentation to the Program Director, School of Physician Assistant Studies.

**\*\*This Policy is grandfathered for the Class of 2022**

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### **MEASLES, MUMPS & 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.

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### **DIPHTHERIA, PERTUSSIS, TETANUS (DPT)**

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

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### **VARICELLA (CHICKEN POX)**

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

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### **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.

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### **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).

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.**

## EXPOSURE POLICY

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

In the event of exposure, the student is to:

1. Stop what he or she is doing.
2. Wash the area immediately and thoroughly.
3. Report immediately to his or her preceptor.
4. Follow instructions of the respective facility.
5. If there is no facility policy for the provision of care, the student is to report to the nearest Emergency Department.
6. As soon as possible the student is to e-mail the Clinical Compliance Officer (within 24-hours).
7. The student completes the incident report and faxes it to the College of Medical Science, School of Physician Assistant Studies within 24-hours.
8. The Incident Report form will be collected by the Clinical Compliance Officer and two copies will be maintained by the Program: one to the student file and the second to the Incident Report Notebook.
9. It is the student's responsibility for any costs incurred as a result of exposure.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

*ARC-PA A3.08*

## INFECTIOUS, ENVIRONMENTAL, AND OCCUPATIONAL 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 and occupational hazards like ionized radiation exposure.
3. Effects of infectious, environmental, and/or occupational disease or disability – acquisition of a disease and/or disability 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.

#### 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 and/or radiation exposure, it is important that the student take the necessary precautions.

#### THE CLINICAL TEAM

|                           |                |  |
|---------------------------|----------------|--|
| Teresa VanAlsburg, MEd    | (304) 457-6226 | <a href="mailto:vanalsburgtd@ab.edu">vanalsburgtd@ab.edu</a> |
| Phillip Northey, MS, PA-C | (304) 457-6315 | <a href="mailto:northeypp@ab.edu">northeypp@ab.edu</a>       |
| Cheryl Bowers, MS, PA-C   | (304) 457-6316 | <a href="mailto:bowersca@ab.edu">bowersca@ab.edu</a>         |
| Brittini Johnson          | (304) 457-6309 | <a href="mailto:shriverbm@ab.edu">shriverbm@ab.edu</a>       |

#### CLINICAL COMPLIANCE OFFICER

|                |                |  |
|----------------|----------------|--|
| Roger McDonald | (304) 457-6383 | <a href="mailto:mcdonaldrl@ab.edu">mcdonaldrl@ab.edu</a> |
|----------------|----------------|--|



## STUDENT SERVICES



## STUDENT RECORDS

The student record includes, but is not limited to the following documentation:

- Evidence that student meets admissions criteria
- Compliance with institutional and program health screening and immunization requirements
- Academic and professional performance
- Remediation efforts and outcomes
- Formal academic and behavioral disciplinary actions
- Evidence of completion of program requirements

ARC-PA A3.17A-F

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

\* Annotation: *Student health records are **confidential** and are not accessible to or reviewed by principal faculty or staff except for immunization and tuberculosis screening results which may be maintained and released with written permission from the student.* ARC-PA A3.19

Students are not permitted access to the academic records or other confidential information of other students or faculty. ARC-PA A3.18

Additionally, it is the responsibility of the student to keep his/her records current, even after graduation. The Program's administrative assistant must be notified immediately of changes to the following:

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

Student records are the property of the Alderson Broaddus University College of Medical Science.

#### STUDENT ADVISING

Students are assigned a didactic advisor during orientation. During the clinical phase, students will meet with the Clinical Coordinators for advising. Students are required to meet with their assigned advisor during the mid-term of each semester or during clinical callback. It is the student's responsibility to meet with their advisor. Students must also complete and bring with them to their advising meeting a self-assessment form that will be provided to students in the PA Office.

#### ACADEMIC ASSISTANCE

ACES is a program available to all AB students. ACES assists students in developing or enhancing the general learning skills necessary to be successful in college. Services are provided individually and in groups and can be targeted to student's specific needs. Visit the ACES website for more information at <https://ab.edu/aces/>

Students on Academic Probation are required to participate in program-defined academic assistance led by a PA studies faculty member.

#### 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.

#### 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. **Phones located in the classrooms are not for student personal use.**

#### HOUSING

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

## 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 (304-457-6274 or <https://ab.edu/aces/>) 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.

## STUDENT STUDY SPACE

In addition to the Alderson Broaddus University library and other campus locations, the School of Physician Assistant Studies has quiet study space available for student use. Room 137 Myers Hall, when not in use (see the master schedule in PA Office), can be used by PA students for academic purposes only. Students are not permitted to use any of the before mentioned spaces for social gatherings without express written permission of the Dean, College of Medical Science. Students are expected to be considerate of their fellow students by silencing cell phones or other devices and refraining from socialization.

## 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.**

ARC-PA A1.09

## ELECTRONIC MEDICAL LIBRARY

The Pickett Library Electronic Medical Library has unlimited access to full text authoritative medical literature, including MD Consult, Cochrane Library and ProQuest Medical Journals. Students will receive orientation of these materials. Students have a responsibility to safeguard and secure medical and simulation sites used in their training. Proper use of sharps containers is required.

## STUDENT GROUPS & ASSOCIATIONS

### 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 Association (HCMAA).

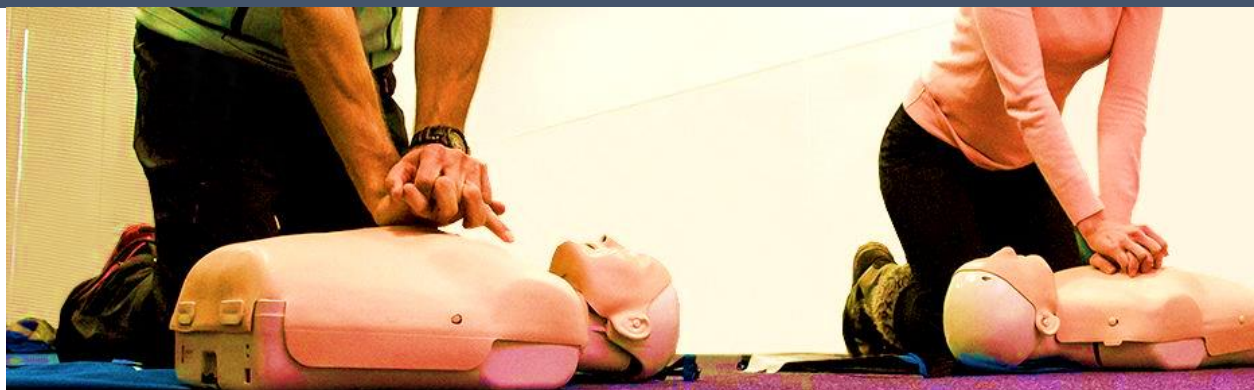
### PI ALPHA HONOR SOCIETY

Pi Alpha is the national Physician Assistant honor society organized for the promotion and recognition of both PA students and graduates. Membership signifies the inductees' significant academic achievement and honors them for their leadership, research, community/professional service, and other related activities. The society encourages a high standard of character and conduct among students and graduates. Approximately the top 5% of the class will be inducted into Pi Alpha each academic year.

## 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.

## TRAININGS AND CERTIFICATIONS



## INFECTIOUS, ENVIRONMENTAL, OR OCCUPATIONAL 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 resulting in a delay of or failure to matriculate/graduate from 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.

#### 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.

#### 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**. Students are required to follow the institution/clerkship site guidelines concerning OSHA and Universal Precautions.

#### BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

All students in the College of Medical Science, School of Physician Assistant Studies will be required to take and obtain certification in Basic Life Support (BLS) for Healthcare Providers certification as scheduled by the School of Physician Assistant Studies. Lack of certification will make a student ineligible for supervised clinical experience and Advanced Cardiac Life Support (ACLS) training. See the Director of Clinical Education with questions.

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.

#### BASIC CARDIAC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

The student is **REQUIRED** to maintain Basic Cardiac Life Support Healthcare Provider and Advanced Cardiac Life Support (ACLS) certification before the clerkship phase and to provide a copy of their cards to the Program. Training is offered by the program. BLS cards must be current and up to date.

#### STUDENT SAFETY

Student safety is of paramount importance during both didactic and clinical clerkships. Students are provided training in OSHA, HIPAA, and health precautions. As well, students are instructed on security and personal safety measures 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.



## 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 Program Director during the didactic phase of the program and inform their respective Preceptor, Site Coordinator, and the Clinical Team during the clerkship phase of the program. The Clinical Team will assist the student through supportive or other available means as deemed appropriate and inform the Program Director of the issue.

## 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.

## 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 <https://ab.edu/wp-content/uploads/2018/03/StudentHandbook-2018-2019-updated-9-11-18.pdf>.

## TECHNOLOGY

### 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.

## RECORDING DEVICES

**No recording devices are permitted in the classroom during any didactic or clinical phase activity unless authorized in writing by the Program Director, School of Physician Assistant Studies with approval of the Director of Clinical Education and/or the course instructor. There is to be no recording of any type without permission.**

Recording students, faculty, staff, administration, or patients 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.**

## CELL PHONES AND OTHER ELECTRONIC DEVICES

The Program faculty reserves the right to prohibit cell phones or other electronic devices in the classroom during any didactic course or clerkship activity.

## SOCIAL MEDIA POLICY

This policy is not intended for internet activities that 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. Violation of the social media policy will result in referral to the *Student Progress Committee*. Depending on the severity of the violation, the student may be recommended for dismissal from the program.

Only the official logo of the College of Medical Science, School of Physician Assistant Studies or the School of Anatomical Science is to be used.

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:

- You Tube
- Facebook
- iTunes
- LinkedIn
- Twitter
- Blogs
- 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:

- 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.
- 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 on 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 Alderson Broaddus University student members 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 a 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.**

#### 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**

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##### 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.

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##### 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.

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##### ADD VALUE TO THE DISCUSSION

Social media at its best is an exchange of helpful or interesting information. To be accepted in the community, bring content of value.

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**ADHERE**

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

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**BE RESPECTFUL**

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

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**ABIDE BY THE LAW**

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

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**IDENTIFY AND BE YOURSELF**

Social media is all about transparency and connecting personally. Don't hide your identity or affiliations. Show your personality.

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**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.

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**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.

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**DON'T BE ARGUMENTATIVE**

These platforms allow for opinions and civil discussions, not rude and hateful comments to spur arguments.

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**WATCH WHAT YOU SAY**

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.

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**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.

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**USE YOUR BEST JUDGMENT**

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

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**ALDERSON BROADDUS UNIVERSITY  
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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES**

**ACKNOWLEDGEMENT OF RESPONSIBILITIES REGARDING HEALTH AND PATIENT CARE**

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 NAME: \_\_\_\_\_  
(Please print legibly)

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**ALDERSON BROADDUS UNIVERSITY**  
**COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES**

**STATEMENT OF CONFIDENTIALITY**

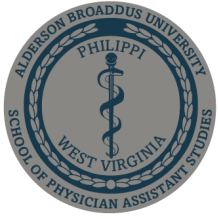
I, \_\_\_\_\_ hereby acknowledge my responsibility  
(Please print legibly)

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 NAME: \_\_\_\_\_  
(Please print legibly)

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES**

**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 or clinical phase. The experience of working with 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 the 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 NAME: \_\_\_\_\_  
(Please print legibly)

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT  
STUDIES**

**TECHNICAL STANDARDS**

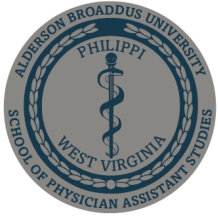
I have read and understand the Technical Standards. I declare that I have the abilities and skills described in the Technical Standards of observation, communication, motor, intellectual and behavioral and social attributes.

STUDENT'S NAME: \_\_\_\_\_  
(Please print legibly)

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES**

**DISCLOSURE STATEMENT**

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 assessment/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 formative/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](http://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: \_\_\_\_\_

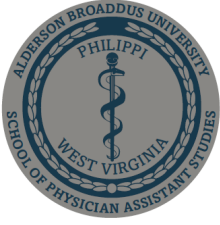
ANY PREVIOUS NAME(S) YOU MAY HAVE USED: \_\_\_\_\_

SOCIAL SECURITRY #: \_\_\_\_\_ 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):  
\_\_\_\_\_  
\_\_\_\_\_



**ALDERSON BROADDUS UNIVERSITY**  
**COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES**

**RELEASE OF HEALTH INFORMATION/BACKGROUND CHECK/DRUG TESTING CONSENT**

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.

STUDENT'S NAME: \_\_\_\_\_

(Please print legibly)

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**ALDERSON BROADDUS UNIVERSITY**  
**COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT STUDIES**

**HEALTH AND SAFETY VERIFICATION FORM**

**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:

| Training   | Date |
|--|------|
| Basic Life Support for Healthcare Providers      |      |
| HIPAA  |      |
| OSHA/Universal Precautions/Blood Borne pathogens |      |
| Gloving, Gowning and Sterile Techniques          |      |
| ACLS   |      |

\_\_\_\_\_  
Physician Assistant Program Director

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

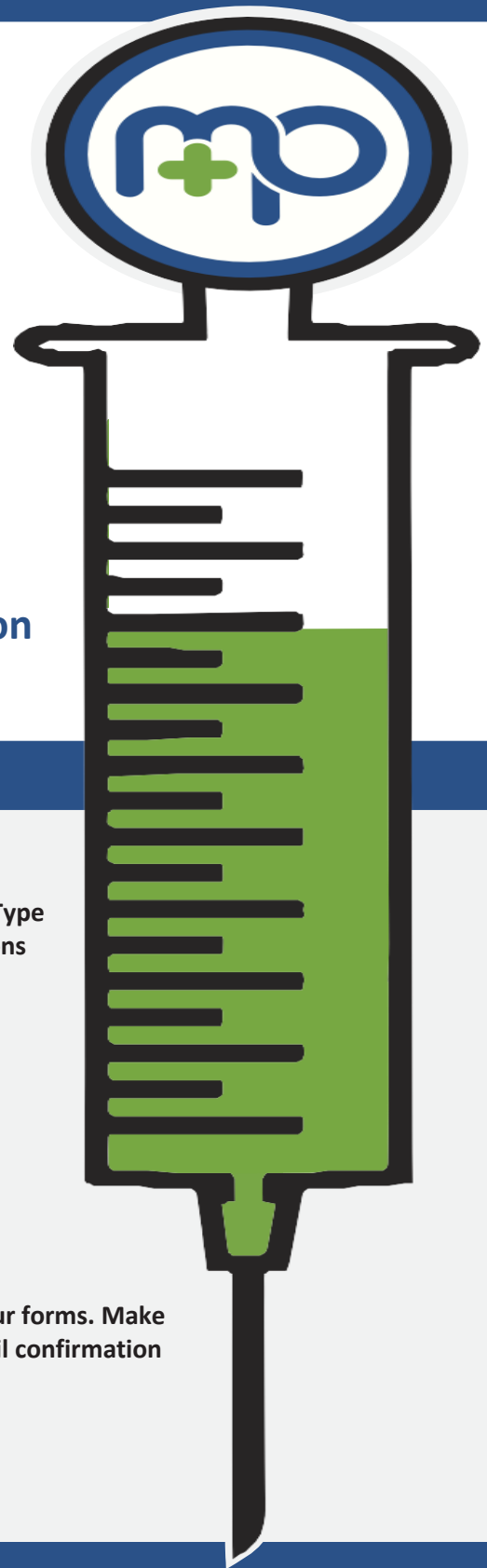
Student has completed a background check/drug screen.

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

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Alderson  
Broaddus**  
UNIVERSITY



All incoming students are required to use  
Med+Proctor to submit medical/ immunization  
records.

**Submitting this information is easy!**

#### Step 1: Register



Visit [medproctor.com](http://medproctor.com) and click "register" to start a new account. Type in your school email address to get started and follow the directions to register a new account

#### Step 2: Download



Fill out any required personal, medical or insurance information. Download the required forms and follow the directions provided.

#### Step 3: Upload



Log back in to your Med+Proctor account and upload a copy of your forms. Make sure your forms are complete and legible. You will receive an email confirmation once the forms have been reviewed.

## The Alderson Broaddus University

### Required Immunizations

- **MMR**
  - 2 doses
  - 1<sup>st</sup> MMR dose cannot be administered before 1<sup>st</sup> birthdate
  - 2<sup>nd</sup> MMR dose must be at least 28 days after the 1<sup>st</sup> MMR dose
  - Titer can be in place of 2 doses
    - Titer lab results required for all 3 (Measles, Mumps & Rubella)
- **TDAP**
  - 1 dose required in the last 10 years
- **Hep B**
  - 3 doses of Hep B OR titer
- **Varicella**
  - 2 doses or titer
  - Had disease is acceptable if date is provided that they had disease
- **Men A**
  - Required for all student living in Residence Halls
  - If received before 16 years old, need a booster
- Drug screening form REQUIRED for ALL Athletes

### Returning Athletes:

1. **Physical Exam**
2. **Insurance Card-front and back**
3. **Drug Screening/testing documents**
4. **They are NOT required to have ANY immunizations or PPD tests**

### TB Testing

- Required for ALL students except Returning Athletes
- The tb test must be within the last 24 months/2 years
- Results must be less than **10 mm for domestic** students and **less than 10 mm for international** students. If they fail blood test FIRST then a chest x-ray

### Physical Exams

- Required for all students
- Athletes will renew physical every year!
- Only accept M+P Physical Form

### Additional Information

- Religious Exemption NOT accepted
- Bracing and taping doc and sickle cell info not required for verification (sickle cell sig still needed but it's a separate doc)
- ADHD form is self-reported so not required



Hello and Welcome to Alderson Broaddus University, School of Physician Assistant Studies:

My name is Roger McDonald, and I'm the Medical/Clinical Compliance Officer for the School of Physician Assistant Studies. The purpose of this letter is to explain the required health and clinical clearance requirements that are required by the School of Physician Assistant Studies.

**IMPORTANT NOTE:** AS AN INSTITUTION-WIDE REQUIREMENT FOR ALL NEWLY ADMITTED STUDENTS, THE OFFICE OF STUDENT AFFAIRS AT ALDERSON BROADDUS (AB) UNIVERSITY REQUIRES STUDENTS TO REGISTER FOR AND USE AN ON-LINE PROGRAM NAMED "MED-PROCTOR" TO SUBMIT GENERAL MEDICAL/IMMUNIZATION RECORDS. THIS REQUIREMENT IS SEPARATE FROM THE MEDICAL/IMMUNIZATION RECORDS AND SPECIFIC SCHOOL HEALTH FORMS REQUIRED BY AB'S SCHOOL OF PHYSICIAN ASSISTANT STUDIES. AS A RESULT, THE MEDICAL/IMMUNIZATION INFORMATION SUBMITTED TO MED-PROCTOR CAN NOT BE SUBSTITUTED FOR ANY OF THE HEALTH FORMS AND OTHER RECORDS REQUIRED FOR THE SCHOOL OF PHYSICIAN ASSISTANT STUDIES. FOR ANY QUESTIONS RELATED TO THE MED-PROCTOR REQUIREMENTS, PLEASE CONTACT AB'S OFFICE OF STUDENT AFFAIRS.

Your first step is to create and pay for an on-line Mycd.castlebranch.com account; this website is where you will be required to upload or submit the health forms and other health records required by the School of Physician Assistant Studies. When you create the mandatory Mycb.castlebranch.com account and pay for it, you're paying for the account that includes the costs for a *health record document manager* (hereinafter referred to as your "TO-DO-LISTS"), a *urine drug screen*, and a *background check*. The total cost for the account is approximately \$150.00. On the Mycd.castlebranch.com website, you can also download the CastleBranch App that you can use for submitting your required health records and other documents directly to the TO-DO-LISTS component of your CastleBranch account. Please note that the CastleBranch App is not mandatory for the upload/submission of the required documents to your CastleBranch account.

The "Instructions for Creating Your Mycd.castlebranch.com Account" is included in the enclosed **CastleBranch Account User Guide**. Your background check will be automatically generated within a few days after you've created and paid for your Mycd.castlebranch.com account. The results of your urine drug screen will be automatically posted to your Mycb.castlebranch.com account within 5-14 days after you've completed it. (Please see instruction number 7 on page 2 of the CastleBranch Account User Guide for detailed instructions/steps for completing the urine drug screen). Please note that your background check and urine drug screen can only be done through the mycb.castlebranch.com website, so a background check and drug screen from any other company will not be accepted. Additionally, within your mycb.castlebranch.com account, you'll be responsible for submitting/uploading, faxing, or mailing the required health records, School of Physician Studies health forms and other required documents directly to the specific health record requirements listed in your "TO-DO LISTS". In the CastleBranch Account User Guide, I have provided an example of a "Computer Screen Shot of TO-DO-LISTS" that is similar to the TO-DO-LISTS that you'll see in your Mycd.castlebranch.com account when you log into your account for the first time. **All required documents must be submitted no later than 45 days (max) from the date you receive this letter.**



In the CastleBranch Account User Guide, it is very important that you carefully read and reference the document named, **“CastleBranch Account Document Submission Requirements/Approval Guidelines”** to ensure you have completed and compiled together all the required documents required for each of the document submission requirements before you submit/upload them to your TO-DO-LISTS. (This document discusses, in detail, **ALL** the specific health records, School health forms and other required records that you’ll need to submit to each of the requirements listed in your TO-DO-LISTS). For your reference, **“Examples of Completed School Health Forms and Other Required Health Records”** are also provided in the CastleBranch Account User Guide. Additionally, a **“Checklist of Document Submission Requirements”** is also included in the CastleBranch Account User Guide, along with specific instructions related to **“How two-step tuberculin skin testing is done”**.

Once you’ve created and paid for a mycb.castlebranch.com account, you will have a variety of options for submitting the required documents to the various requirement names within your TO-DO LISTS. For example, you may submit/upload your required documents (for direct upload/submission) from picture/image files that you may have created via a scanner or with the camera feature on your phone or tablet. For detailed instructions and information about all the various options you have for submitting your required documents to your TO-DO-LISTS, please reference the document named, **“Instructions for Submitting Documents to Your TO-DO-LISTS in Your Castlebranch.com Account”** in the CastleBranch Account User Guide.

Please note that you will be responsible for paying for any additional immunizations or titers, if needed, as these costs are not included in the price of your mycb.castlebranch.com account. Examples of the **five** mandatory titers (a lab printout of results is required) are provided in your CastleBranch Account User Guide. *If you’ve previously received the five titers listed below and have a copy of the laboratory printout of results that are immune (e.g., positive or reactive), then you WILL NOT need to repeat those specific titers/lab tests.*

The five mandatory titers/lab tests include:

- 1) Measles (Rubeola) IgG Titer
- 2) Mumps IgG Titer
- 3) Rubella (German Measles) IgG Titer
- 4) Varicella (Chicken Pox)
- 5) Anti-HBs (Hepatitis B) Titer

In some cases, some of your titer results **MAY NOT** be immune (e.g., a “positive” or “reactive” titer result). If so, then your primary healthcare provider will need to document the planned completion dates for any follow-up immunizations and/or follow-up titers on the school’s applicable **“Negative/Equivocal Titer Form(s).”** Additionally, for any non-immune titer results (e.g., “negative,” “non-reactive” or “equivocal” titer results), you will need to complete and submit the school’s **“Release of Liability Form for Non-Immune Students.”** (On this release form, you will need to list the names of your “non-immune” titers, if applicable (e.g., Hepatitis B, Measles, etc.,).

If you need any assistance, please contact CastleBranch toll free at 888-914-7279 or [studentservices@certifiedprofile.com](mailto:studentservices@certifiedprofile.com) where a Customer Experience Specialist is available to assist you Monday-Friday 8am-8pm & Sunday 10am-6:30 pm EST. Lastly, if after you’ve thoroughly read the **“CastleBranch Account Document Submission Requirements/Approval Guidelines,”** in your CastleBranch Account User Guide, but still have any specific questions or need any further clarification, then please e-mail me at [mcdonaldrl@ab.edu](mailto:mcdonaldrl@ab.edu) in a timely manner.

Thank you and congratulations,  
Roger McDonald



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT  
STUDIES**

**STUDENT ANNUAL PHYSICAL EXAMINATION/REPORT OF HEALTH STATUS**

**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).



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT  
STUDIES**

**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's Signature (Please include credentials):

Medical Provider Address: \_\_\_\_\_  
\_\_\_\_\_

Medical Provider Office Phone Number: \_\_\_\_\_

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**

**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 titers 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.

\_\_\_\_\_  
Medical Provider Printed Name (Please include credentials):

\_\_\_\_\_  
Medical Provider's Signature (Please include credentials):

Medical Provider Address: \_\_\_\_\_  
\_\_\_\_\_

Medical Provider Office Phone Number: \_\_\_\_\_

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 contract the above-named disease.

Signed \_\_\_\_\_ Printed \_\_\_\_\_

Date \_\_\_\_\_

Witnessed \_\_\_\_\_ Printed \_\_\_\_\_

Date \_\_\_\_\_



**ALDERSON BROADDUS UNIVERSITY**  
**COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT**  
**STUDIES**

**TUBERCULOSIS TESTING POLICY**

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
- 8.

*Initial Date 5/12/11; revised 12/18/13*



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT  
STUDIES**

**POST EXPOSURE REPORT FORM**

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:      \_\_\_\_ 1<sup>st</sup> year clinical assignments  
                                 \_\_\_\_ 2<sup>nd</sup> 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**





**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT  
STUDIES**

**POST EXPOSURE REFUSAL FORM FOR TESTING/TREATMENT**

**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 NAME: \_\_\_\_\_  
(Please print legibly)

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

-----

Received by the Clinical Compliance Officer: \_\_\_\_\_  
**Signature**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT  
STUDIES**

**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**



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT  
STUDIES**

**PERMISSION FORM  
Photographs / CV / Medical History / Yearbook**

I, \_\_\_\_\_, give permission for Alderson Broaddus  
(Print Name)

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  
(Print Name)

Assistant Program to provide my photograph to the Alderson Broaddus University Yearbook Staff.

\_\_\_\_\_  
(Signature)                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)



I, \_\_\_\_\_, do not give permission for the  
(Print Name)

College of Medical Science, School of Physician Assistant Studies to provide my photograph to the Alderson Broaddus University Yearbook Staff.

\_\_\_\_\_  
(Signature)                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)



**ALDERSON BROADDUS UNIVERSITY  
COLLEGE OF MEDICAL SCIENCE, SCHOOL OF PHYSICIAN ASSISTANT  
STUDIES**

**REQUEST TO ATTEND A 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.

## **PHYSICIAN ASSISTANT COMPETENCIES MEDICAL KNOWLEDGE**

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

approach to clinical situations. Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

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

## INTERPERSONAL & COMMUNICATIONS SKILLS

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

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

## PATIENT CARE

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

- work effectively with physicians and other health care professionals to provide patient-centered care
- demonstrate compassionate and respectful behaviors when interacting with patients and their families
- obtain essential and accurate information about their patients
- make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment

- develop and implement patient management plans
- counsel and educate patients and their families
- perform medical and surgical procedures essential to their area of practice
- provide health care services and education aimed at disease prevention and health maintenance
- use information technology to support patient care decisions and patient education

## PROFESSIONALISM

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

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

## PRACTICE-BASED LEARNING & IMPROVEMENT

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

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



recognize and appropriately address personal biases, gaps in medical knowledge,

## SYSTEMS-BASED PRACTICE

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

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

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

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