

**SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES
DEPARTMENT OF PA SCIENCES**

**MASTER OF PA SCIENCE (MPAS) PROGRAM
DIDACTIC YEAR POLICY MANUAL**

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PROGRESSION STANDARDS FOR THE DIDACTIC AND CLINICAL YEARS

GENERAL AREA: SECTION A: ADMINISTRATION from the Accreditation Standards for Physician Assistant Education

OBJECTIVE: OPERATIONS, STANDARD A3.17a-c

“The program must define, publish and make readily available to students ... academic performance and progression information to include:

- a) any required academic standards
- b) completion deadlines/requirements related to curricular components
- c) requirements for progression in and completion of the program”

Progression and continuance in the Saint Francis University Physician Assistant Program is based upon scholastic achievement and personal qualities, including defined professional behavior expectations and ability to meet Program Technical Standards, with or without accommodations, for the professional practice of medicine as a physician assistant. Students must continue to meet the academic progression standards, each of the technical standards and abide by the policies and procedures in the Program’s General, Didactic and Clinical Year Policy Manuals throughout the didactic and clinical years to graduate with the MPAS degree.

Didactic Year

During the didactic year, the student must meet the following academic requirements to maintain good academic standing and progress as a Physician Assistant student:

- 1) Obtain a minimum 2.75 cumulative Q.P.A. in the didactic phase course work by the end of the spring semester, and
- 2) Complete each letter-graded Physician Assistant course with a minimum grade of "C" and
- 3) Complete each pass/fail Physician Assistant course with a grade of “P.”

Clinical Year

During the clinical year, the student must meet the following academic requirements to maintain good academic standing prior to graduation:

- 1) Maintain a minimum 2.75 cumulative combined didactic and clinical phase Q.P.A. at the end of the summer, fall and spring semesters, and
- 2) Complete each letter-graded Physician Assistant course, including all clinical rotations, with a minimum grade of "C."

Course grades will be finalized throughout each of the semesters, upon completion of the course.

Didactic year students, who receive a “D” or “F” in a letter-graded PA course or an “F” in a pass/fail PA course, will be required to complete interventional remediation as soon as the course grade is finalized.

Students who receive one "D" or "F" in a letter-graded PA course or an “F” in a pass/fail PA course must appear before the Physician Assistant Program Performance Review Committee (PRC) (see General Policy Manual). The PRC will review the student's case and contract with the student the terms of Physician Assistant Program probation. The student will be allowed to repeat the course/rotation in question **once**, based on a schedule decided upon by the PRC. Students who do not achieve a passing grade ("C" grade or better in a letter-graded PA course or a “P” in a pass/fail PA course) on their retake course will be dismissed from the Physician Assistant Program. Students should realize that repeating a course will cause a delay in starting rotations and graduation.

Any didactic phase student who receives two non-passing (below a “C” grade in a letter-graded PA course or an “F” in a pass/fail PA course) grades during the same semester or who gets a second non-passing grade in a letter-graded or pass/fail PA course in any subsequent semester through graduation will be dismissed from the Physician Assistant Program. Dismissal may occur at any time throughout the didactic or clinical year, as soon as course grades are finalized.

All didactic year courses must be satisfactorily completed, as listed above, and the student must successfully obtain Advanced Cardiac Life Support certification before the student is allowed to progress into the clinical year and start clinical rotations.

If at the end of the summer or fall semester, the cumulative didactic phase Q.P.A. is less than 2.75, the student will be placed on Physician Assistant Program Academic Probation for one semester and be required to complete interventional remediation. If the 2.75 cumulative didactic phase Q.P.A. is not met after one semester of PA Program academic probation, the student will be dismissed from the Physician Assistant Program. If the student falls below the 2.75 cumulative didactic phase Q.P.A. at the end of the spring semester, the student will be also be dismissed from the Program. Clinical year students who fail to maintain a 2.75 cumulative combined didactic and clinical phase Q.P.A. will also be dismissed from the Physician Assistant Program.

If the Physician Assistant Program is notified about unsatisfactory academic or behavioral performance of a clinical year student on a rotation, the student will also appear before the PRC. Clinical year students who do not maintain minimum Program standards may be dismissed from the Physician Assistant Program.

Dismissal from the Program may also result from any of the Causes for Disciplinary Action as listed in the Department of Physician Assistant Sciences General Policy Manual, Personal Policies section.

Students must also maintain the ability to meet Program Technical Standards, with or without accommodations, to remain in good standing with the Program (see General Policy Manual).

Due Process

Any student who wishes to appeal dismissal due to extenuating circumstances may request **in writing** to the Department Chair to appear before the Physician Assistant Performance Review Committee (PRC). Appeals must be received in the Department Office within five (5) calendar days after the student receives notification from the Department regarding action as discussed above. Dismissed didactic year students may also request an appearance before the PRC for consideration to be allowed to continue with the current semester courses as a non-PA major in order to complete the credits needed to graduate with a Bachelor's degree.

All decisions rendered by the PRC will be final and binding. Students may choose to appeal the final PRC decision to the Dean of the School of Health Sciences utilizing the "Student Appeal to the Dean" form. This form will be provided to all students who have an adverse decision upheld by the PRC. This appeal must be made and received in the Dean's Office within five (5) business days of notification of the appeal being denied by the Department.

Students who have not met the progression standards to move into the clinical year of the Program, if readmitted to the PA major, will be required to decelerate and repeat all or some of the didactic year curriculum and successfully meet the progression standards prior to progression into the clinical phase of the Program.

POLICY AND PROCEDURES FOR REMEDIATION AND DECELERATION

GENERAL AREA: SECTION A: ADMINISTRATION from the Accreditation Standards for Physician Assistant Education

OBJECTIVE: *OPERATIONS, STANDARD A3.17f*

"The program must define, publish and make readily available to students upon admission academic performance and progression information to include: f) policies and procedures for remediation and deceleration"

Remediation involves the program defined and applied process for addressing deficiencies in a student's knowledge and skills, such that correction of these deficiencies is measurable and can be documented.

Interventional Remediation

Interventional remediation will be required of any didactic phase student meeting any of the following criteria:

- First non-passing grade in any letter-graded or pass/fail course
- Summer or Fall end-of-semester GPA below 2.75
- Summer or Fall end-of-semester GPA below 2.75 in the Medicine Module courses
- Student on didactic phase academic probation (fall end-of-semester cumulative didactic year GPA below 2.75)

Interventional Remediation includes:

- Mandatory tutoring for the medicine modules – using peers, faculty or PA graduates, as deemed appropriate to the course and/or student needs.
- Mandatory evaluation by the Center for Academic Success (CAS) in relation to a learning style inventory and appropriate review of study skills, time management or other academic needs, as identified.
- Student development of an identified study plan to include changes that will be implemented in an attempt to improve areas identified. This written plan will be reviewed by the academic advisor and/or course coordinator and may require adjustments as the didactic year progresses.
- Any student on interventional remediation will meet a minimum of every two weeks with the student’s academic advisor to discuss progress toward improving academic performance and potential identification of other available resources for student assistance. Advisor meetings may be required more frequently, if warranted by course and/or student needs.
- A contract will be created for any student that requires interventional remediation that outlines expectations for the intervention which the student will sign. If an appearance before the Performance Review Committee (PRC) becomes necessary, failure to complete the expectations as outlined may reflect poorly on the student.

Course Remediation

Some didactic year courses may require remediation in relation to course content. Policies and procedures in relation to course remediation may be found on the course syllabi, as applicable.

Deceleration is the loss of a student from the entering cohort, who remains matriculated in the PA Program. Deceleration may occur as a result of a PRC or a leave of absence. Please refer to the section on the “Performance Review Committee” in the General Policy Manual.

EVALUATION POLICIES

EVALUATION OF DIDACTIC YEAR STUDENTS

Didactic year students are evaluated by various methods to ensure that they meet the requirements contained in the Accreditation Standards for Physician Assistant Education and the Competencies for the Physician Assistant Profession. The following instruments and processes may be used in this effort:

1. Examinations, quizzes and assignments
2. Head-To-Toe Physical Examination
3. Patient Encounter Simulation Examinations
4. Observation by Program faculty and staff
5. Performance of clinical procedures
6. Didactic year clinical experiences
7. Discussion with and evaluation by preceptors at didactic clinical sites
8. Observation by faculty in critical thinking and simulation sessions
9. Professionalism rubric
10. Didactic year comprehensive evaluation
11. Faculty advisory reviews
12. Evaluation of medical documentation
13. Patient presentations

UTILIZATION OF PLAGIARISM PREVENTION SERVICE

Saint Francis University's course management system utilizes an online tool to help students and instructors analyze, evaluate, and provide feedback on written papers and assignments. The service encourages original writing and proper citation practices by cross-referencing submitted materials with an archived database of journals, essays, newspaper articles, books, and other published works, including Internet-based material. Any previously submitted student work through the service will also be included in the database.

The Master of PA Science Program utilizes this tool as a pedagogical tool for developing effective citation skills. It may be used to analyze final versions of papers within individual courses in the curriculum for similarities to other works, including your own previously submitted work.

Please refer to individual course syllabi for additional course specific criteria regarding paper submissions and the utilization of the plagiarism prevention tool.

PHYSICIAN ASSISTANT PROGRAM EVALUATION

The Physician Assistant Program is a dynamic entity. The Department faculty is constantly engaging in activities that provide evaluation data on the Program's performance. Student input is a vital part of this process. Every effort is made to assure that students play a continuing role in the development of the Saint Francis University Department of Physician Assistant Sciences.

Methods of Program evaluation that employ student's input include:

- Course Evaluations
- Instructor Evaluations
- Student Input Sessions
- Faculty-Student Conferences
- Student Self Evaluation

Student Input Sessions

Each month, Physician Assistant students may arrange Student Input Sessions on an as-needed basis. This is facilitated by the Director of the Counseling Center. These sessions are not attended by Department faculty unless requested. These sessions present the opportunity for students to discuss problems among themselves and in their relation with Department faculty. Any problem with interpersonal relationships or psychosocial issues is considered germane for this time slot. The Department Chair does not receive detailed reports of the content of the sessions. The Director of the Counseling Center may relay some feedback to the Department Chair, if it will improve the training Program. Any such feedback is done anonymously.

Participation in Program Evaluation Process

All Physician Assistant students participate in ongoing Program evaluation efforts. This process includes completing evaluations, surveys, etc. The Department reserves the right to withhold student final grades until evaluations are completed.

CLASSROOM ENVIRONMENT

In order to maintain an effective learning environment, it is necessary for learners to observe these guidelines for classroom etiquette. Please check individual course syllabi for other guidelines. Please see the course instructor/coordinator with any questions.

- Any computers or hand-held electronic devices maintained at the desk during class time are adjuncts to the learning environment. To this end, students are encouraged to surf for web sites or articles related to the discussion at hand. Web surfing for non-related materials, instant messaging, texting or use of social media (Facebook, etc) are contrary to these purposes and prohibited.
- Breaks are given before and after each classroom session. Students are encouraged to take advantage of these breaks to attend to necessary tasks. ***Only on extremely rare occasions should it be necessary to leave the classroom and return during the class session.***
- Students who are not able to stay for the entire class session should seek the permission of the instructor prior to class to leave early. If the student is unable to attend the entire class session the faculty member has the prerogative to indicate that the student not attend the session at all. In this case, the student should obtain notes from a fellow student and obtain additional assistance from the faculty member as needed at a later date. It is also the prerogative of the instructor to count this as an unexcused absence.
- Any cell phones or pagers that are in your possession during class, are either to be switched off or to be kept on vibrate or silent mode. It is inappropriate to answer any cell phone or pager calls during a scheduled class session.
- Children and/or pets are not permitted in any scheduled class sessions.
- Out of respect for fellow students and the instructor, refrain from unnecessary talking during the lecture. If you have questions, you are encouraged to ask them of the instructor, as often others have similar inquiries. Interpersonal communications of a non-topic related manner prove distracting for others and are subsequently discouraged.
- In order for everyone to equally benefit from the learning experience, it is suggested that students ask questions of the instructor during class and not individually following the session.

TESTING PROCEDURE POLICY

The following additional policies will be adhered to in all didactic phase courses for testing situations:

1. The student's lap top computer and a pen/pencil will be the only things allowed to be brought into the classroom during any testing situation.
2. NO cell phones, notebooks and/or textbooks, book bags, purses, food or drink, etc. will be allowed into the classroom during testing times.
 - *Lockers for storage of student personal items are available for student use. All personal items should be stored at least 10 minutes prior to the start of the testing time to allow uninterrupted student flow into the classroom.
 - Any student caught with and/or using a cell phone, or any other suspicious activity, during a test will appear before the Program's Performance Review Committee and will be subject to disciplinary action, including the potential of being dismissed from the Program.
 - Each student is to remove all paper, sticky pads and any other form of potential writing surfaces from the personal space at the student's area in the classroom. Anything not removed by the student may be removed by faculty or staff prior to the start of the exam and may not be available to be returned to the student.
3. A single sheet of paper will be given to the student for scratch paper. Each student is to put their name on the top of the scratch paper and is to make sure that it is secure from fellow classmates. This paper is intended for calculations and/or keeping track of questions you want to review. The papers will be collected at the end of the exam period and may be reviewed by the instructor.
4. As is current policy, any proven incidents of cheating will result in penalty to all parties involved including potential dismissal from the PA Program.

*Although lockers are provided, each student will be responsible to purchase some type of lock (combination or key) so that you can secure one of the lockers. This is a locker that you can choose to use every day; however, you will be required to use it on examination days. It is ultimately your responsibility to secure the locker when you have anything in it. The University and PA Program are not responsible for any lost or stolen items from the lockers.

Please also be aware that this locker is only for use during the didactic year of the PA Program. You are responsible to ensure that the lock is removed from your locker by the last day of finals, Spring semester. Failure to remove the lock will result in the lock being cut from the locker to allow the locker to be utilized by another student in the next academic year. Any cost associated with removal of a lock, after the time frame noted above, will be charged to the student.

CLASS ATTENDANCE POLICIES

Class attendance policies, as outlined in the Program's General Policy Manual, will be followed during the didactic year.

STUDENT SUPERVISION ISSUES

The Department of Physician Assistant Sciences and the facility recognize that the ultimate legal authority and responsibility for the actions of the physician assistant student reside with the physician preceptor. This physician preceptor shall be a licensed M.D. or D.O. within the Commonwealth of Pennsylvania, or appropriate state and shall have staff privileges within the facility where the students are to participate. It is further understood that the student's scope of activities shall not exceed those of his/her supervising physician preceptor. In general, clinical experience for Physician Assistant Students shall be monitored in two ways: 1) by direct supervision and 2) by indirect supervision.

Direct supervision shall mean the immediate presence of the physician (or his designated agent; i.e., PA-C, IV team, nurse, respiratory therapist, etc.) while the student performs his/her tasks. Indirect supervision means that while the physician is not immediately available, he/she can be contacted by phone for advice in a timely manner.

Tasks which physician assistant students are permitted to perform under indirect supervision are limited to the following:

1. Obtaining medical histories (interviews) from patients designated by the supervising staff physician.
2. Performing physical examinations on patients designated by the supervising staff physician.
3. Recording findings of histories and physical examinations in the patient record provided they are countersigned by the physician within 24 hours of their entry into the patient record and further provided that the physician has reviewed and agrees with the student's findings. These records shall include admission histories and physicals, daily progress notes, and discharge summaries.

Tasks which physician assistant students are permitted to perform under direct supervision shall include:

1. Generally, those tasks which the attending staff physician has expertise and hospital privileges to perform and which he feels the student has adequate academic and clinical preparation to perform. Examples of such tasks would include, but not necessarily be limited to:
 - Ordering diagnostic tests and therapeutic orders provided there is immediate review and countersignature by the attending physician of those orders.
 - Recording in the patient records, emergency room notes, pre- and post-operative notes with immediate review and countersignature of the staff physician.
 - Insertion of intravenous lines.
 - Insertion of urinary catheters.
 - Venipuncture for diagnostic tests.
 - Suturing lacerations.
 - Application of splints, casts and bandages.
 - Incision and drainage of superficial abscesses.

- Insertion of nasogastric tubes and catheters.
 - Assisting in the operating room.
 - Assisting in the delivery room.
2. The tasks which physician assistant students may perform are expected to vary from rotation to rotation and among students depending upon prior experience, academic excellence, rotation instructional objectives, physician experience and variations of problems encountered in the physician's practice. In general, tasks performed by physician assistant students are those designed to meet minimum basic major and specific responsibilities and competencies for the entry-level physician assistant practitioner.

¹ Physician Assistant Curriculum Resource Document, Volume I Role Delineation, Health Resources Administration, Department of Health, Education and Welfare, 1976, pg. 31-53.

INSURANCE

Saint Francis University carries malpractice coverage for health professional students, thus students need not purchase their own malpractice insurance.

It is important to recognize that as a student you are not covered by the worker's compensation insurance that covers on-site injuries at the clinical sites, since you are not an employee. You are also not covered by the University's worker's compensation insurance, as you are also not an employee of the University. Therefore, you must carry your own health insurance to cover any medical expenses incurred as a result of injury at clinical sites, such as blood borne exposures. The Department cannot pay for any of these expenses. The University requires students to have health insurance coverage. The school has a health insurance policy that may be purchased. A student will need to show proof of health insurance coverage within 30 days of matriculation.

VEHICLE POLICY STATEMENT

It is noted that throughout the didactic year of the Physician Assistant Program students are required to attend various clinical conferences and participate in clinical experiences in the community medical settings. Students are required to provide their own transportation to hospital and clinical sites. Transportation to various hospitals, didactic year clinical experiences and other events will be through use of the individual's own vehicle. It is therefore expected that all physician assistant students will have a valid driver's license or will make personal arrangements for transportation to all required experiences.

HEALTH REQUIREMENTS AND GUIDELINES FOR THE DIDACTIC YEAR

GENERAL AREA: SECTION A: ADMINISTRATION from the Accreditation Standards for Physician Assistant Education

OBJECTIVE: *OPERATIONS, STANDARD A3.07*

“The program must have and implement a policy on immunization of students and such policy must be based on current Centers for Disease Control recommendations for health professionals.”

1. The Health Record Forms will be kept on file at the University Student Health Center (SHC). The student will sign a form stating the SHC as notified by the PA Program will have the authority to release health records to a clinical affiliate, if required for student placement.
2. Each student is responsible to insure completion, documentation and submission of all required health information including labs, immunizations, and titers per CDC recommendations, as found on the '*Professional Student Health Record Summary*' and <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html> to the University SHC by the designated due date.
3. It is the student's responsibility to submit a completed Physical Examination form to the University SHC by the due date.
4. Students are responsible for all costs associated with Health requirements.
5. Students must have a negative urine drug screen and be medically cleared by Student Health in order to attend clinical experiences. Not attending clinical experiences may affect your progression in the PA Program and prevent or delay graduation. The Program follows the School of Health Sciences Drug and Alcohol Policy, which is located in the Program's General Policy Manual.
6. A criminal background check, child abuse clearance and fingerprinting will be required upon entrance into the didactic year of the Program. Each student will be notified by the PA Program regarding the completion process and a submission date. A positive hit or report on the background check or clearances will be forwarded to the SFU legal counsel for review and recommendations. A positive report and/or failure to complete the process in a timely manner may delay your progression in the PA Program and prevent or delay clinical experiences and/or graduation.
7. International (Sites) Travel – The policies, general information and CDC recommendations for international sites/travel can be found on the University International Education and Outreach website. Students requesting to complete international clinical experiences will be guided by members from the University PA Program, SHC and International Education and Outreach Department.

INFECTIOUS AND ENVIRONMENTAL HAZARD EXPOSURE POLICY

GENERAL AREA: SECTION A: ADMINISTRATION from the Accreditation Standards for Physician Assistant Education

OBJECTIVE: *OPERATIONS, STANDARD A3.08*

“The program must inform students of written policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk.”

1. Students will be held to the University's Student Health Center (SHC) '*Blood Borne Pathogen Exposure Policy to Infectious and Environmental Hazards*' which is available through the SHC. This policy includes a definition of an exposure and the procedures for care and treatment after exposure.
2. Additionally, methods of prevention as well as procedures for care and treatment after exposure will be discussed and reviewed during the orientation sessions of the didactic year.
3. Financial Responsibility – The student is financially responsible for any costs incurred secondary to infectious and/or environmental hazardous exposures.

4. Effects of infectious or environmental disease or disability – acquisition of an infectious or environmental disease may impact student learning activities and outcomes. Students must be able to meet published health requirements as outlined above under “Health Requirements and Guidelines for the Didactic Year Student” at all times in order to continue matriculation in the MPAS Program. 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 PA Program may be delayed or prevented. Delay of or failure to matriculate in the MPAS Program secondary to an infectious or environmental disease or disability is governed by the University’s SHC and is determined per CDC standards and clinical site requirements.

Injuries during Didactic Year Clinical Experiences

- Any student who sustains an injury or occupational exposure while on a clinical experience must notify the Student Health Center as soon as possible. Please provide details about how the injury occurred, how it was treated, what follow-up is necessary, and any other pertinent information.
- In the event that the injury involves **exposure to blood borne pathogens**, notify the clinical site’s occupational medical staff immediately and follow their protocols for blood borne exposure. **The student must contact the Saint Francis University Student Health Center at (814) 472-3008 as soon as possible.** If the Health Center is closed, leave a detailed message so that the appropriate information can be obtained. (As a reminder, prophylaxis must be initiated within 24 hours.)
- It is important to recognize that as a student you are not covered by the health insurance of clinical sites since you are not an employee. You are also not covered by the University’s health insurance, as you are not an employee of the University; therefore, you must carry your own insurance to cover any medical expenses incurred as a result of injury at clinical sites (i.e. blood borne exposures). The Department is not responsible for any of these expenses.
- A Student Accident and Sickness Insurance Plan is available through the University’s Business Office. Students will be covered 24 hours a day for the entire calendar year, including vacations, and complete coverage is in effect at school, at home, and while traveling. It is University policy that each student has individual health coverage. As such, all students must participate in this insurance plan unless proof can be furnished that other similar insurance is carried by the student which provides adequate coverage while a student in the United States.

Incident Reports

Should an incident occur while at a clinical experience, in addition to following the above policy, you also need to complete the Program’s Incident Report form and submit to one of the Didactic Clinical Experience Coordinators ASAP. This form is available on the course management system.

Safety Issues

- Students are expected to abide by any safety policies and procedures for the University and clinical experience sites.
- Regardless of location, students are to be aware of their surroundings and act accordingly for their personal safety.
- Students are to be responsible to contact the Program or their didactic year advisor when safety concerns arise.

DIDACTIC YEAR CLINICAL EXPERIENCE GUIDELINES AND OBJECTIVES

CLINICAL EXPERIENCE GUIDELINES

1. **BE ON TIME:** Know where you are supposed to be and when, and be there. It is your responsibility to fully participate in the clinical experience.
2. **APPEARANCE:** A clean, neat appearance is MANDATORY. Dress conservatively! Please see the Dress Code for Clinical Sites that follows this section.
3. **PROFESSIONAL DEMEANOR:** Understand your student role and maintain a professional demeanor. Remember, there's a time for both fun and seriousness, recognize the difference. ASK.

A - Be Assertive

S - Be Studious

K - Be Kind

At no time is the personal use of cell phones or pagers to occur in the clinical setting.

4. **SUPERVISION:** All sites have designated supervisors, some with varying schedules. You are immediately responsible to the on-site staff and ultimately to the Department faculty.
5. **SITE PROTOCOLS:** Individual site protocols or guidelines are to be followed as per instruction from your on-site supervisor.
6. **EXPERIENCE WILL VARY:** There will be a mix of busy and slow periods. Every attempt will be made to ensure uniform exposure to various clinical experiences during the didactic year.
7. **ADEQUATE USE OF SLOW PERIODS:** Remember good time management. Slow periods are ideal for study, supervisor reviews, question and answer sessions, or case presentations.
8. **STUDENT SITE PARTICIPATION:** Your participation will be governed by site protocols. Initially your role will probably be one of observing with progressive participation as your exposure continues.
9. **IN THE EVENT OF SITE DIFFICULTIES:** Every effort should be made to settle upon a mutual solution to the problem with your immediate site supervisor. If you are unable to rectify the situation, the PA Program's Didactic Year Clinical Experience Coordinator for the site should be notified.
10. **HAVE FUN AND LEARN:** Being on clinical can be very rewarding. Remember, it is what you make it.
11. **INSTRUCTIONAL OBJECTIVES:** The instructional objectives for student performance are to be considered a minimal guideline. YOU are responsible to be assertive, initiate your participation and fulfill the outlined instructional objectives.

Lastly, remember that each site and its base of supervisors have agreed to ALLOW you into their practices. Treat them and their patients with respect. These people are giving fully of themselves for YOUR benefit, not theirs.

CLINICAL EXPERIENCE GENERAL INSTRUCTIONAL OBJECTIVES

1. **HISTORY:** The physician assistant student will elicit an appropriate complete, interval or acute directed history from patients of any age, gender or ethnicity in any setting.
2. **PHYSICAL EXAMS:** The physician assistant student will perform as appropriate, a complete or focused physical exam of any patient in any setting.
3. **DIAGNOSTIC STUDIES:** The physician assistant student will identify, order and/or perform diagnostic procedures, as appropriate to the setting and student experience, based on history and physical exam findings as directed under supervision.
4. **DIFFERENTIAL DIAGNOSIS/DIAGNOSTIC IMPRESSIONS:** The physician assistant student will develop a differential diagnosis and diagnostic impression in keeping with the patient's data base.
5. **THERAPEUTICS:** The physician assistant student will identify, perform and/or order routine therapeutic procedures as directed and under the supervision of the site preceptor, which may include but is not limited to:
 - Administering and starting I.V. therapies to include venipuncture
 - Injections (intradermal, sub-Q, IM) and immunizations
 - Simple suturing and wound care
 - Obtaining and interpreting EKG and routine x-rays
 - Managing simple conditions produced by infection or trauma
6. **EMERGENCY SKILLS:** The physician assistant student should be able to recognize and assist in the management of emergencies in any setting, in keeping with student's knowledge base, which may include but is not limited to:
 - CPR
 - ACLS
 - Emergency measures for shock
 - Hemostasis of hemorrhage
 - Recognition of altered mental status
 - Assisting in the management of more complex illness and injury, which may include surgery
7. **COMMUNICATION:** The physician assistant student will be able to communicate in a medically professional manner both orally and in written forms. The student will be responsible to orally present each patient to his/her supervisor in keeping with the objectives outlined above. In addition, the student will be responsible to the Department to provide written SOAP notes, H&Ps and other medical documentation as directed by the Department, in accordance with the aforementioned objectives.

DRESS CODE FOR CLINICAL SITES

Students should maintain a professional appearance and dress appropriately whenever they are representing SFU and the PA profession in any off campus setting. This includes clinical sites, meetings, and special events. Being neatly dressed and well-groomed exemplifies a professional appearance.

EACH STUDENT IS REQUIRED TO FOLLOW THE DRESS CODE AS OUTLINED BELOW:

- **CLOTHING:** **CLOTHING SHOULD ALLOW FOR ADEQUATE MOVEMENT DURING PATIENT CARE AND SHOULD NOT BE TIGHT, SHORT, LOW CUT OR EXPOSE THE TRUNK WITH ANY MOVEMENT.**
Men are to wear dress pants, shirts and ties. Women are to wear dresses, dress pants or skirts, with blouses, dress shirts or sweaters. Students are NOT to wear such items as jeans, leggings, sweatpants, shorts, cut-offs, sweat shirts, hoodies, T-shirts, tank tops, halter tops, off the shoulder or strapless tops or clothing with rips/tears. No hats.
A **SHORT** white lab coat will be worn at all times unless directed otherwise by the preceptor.
- **SHOES:** Wear closed toe dress shoes. No tennis shoes, clogs, sandals, flip flops or shoes with heels > 2".
- **JEWELRY:** Watches, wedding bands and/or engagement rings are permissible as appropriate.
No excessive bracelets or necklaces.
Earrings - no more than two earrings per ear, no dangling or oversized earrings. No ear lobe stretching (gauging). No other visible body piercings are permitted.
- **NAILS:** Fingernails should be kept trimmed and without nail polish.
- **TATTOOS:** No visible tattoos (must be covered during work hours).
- **PERFUME / AFTER-SHAVE:** No excessive or heavy perfumes or after-shaves/colognes.
- **HAIR:** Must be a natural color. Hair should be clean and arranged so as not to interfere with patient care.
- **NAMETAG:** Which identifies you as a SFU PA student is **mandatory** at all times, and must be worn on either your lab coat or clothes while at the clinical site.
- **NO GUM CHEWING OR USE OF TOBACCO PRODUCTS WILL BE ALLOWED IN THE CLINICAL SETTING.**
- **PERSONAL USE OF ELECTRONIC MEDIA** (cell/smart phones, iPods, iPads) **IS NOT PERMITTED IN THE CLINICAL SETTING. MEDICAL USE OF ELECTRONIC MEDIA REQUIRES PRECEPTOR APPROVAL.**

* If the clinical site has established policies and practices regarding dress, the site's policies supersede those of SFU PA Department.

Clinical supervisors, preceptors, or PA Department Faculty reserve the right to ask a student who is NOT appropriately dressed to leave the clinical site. This may result in the student being required to appear before the Performance Review Committee, which could possibly interfere with completion of the Program and/or graduation.

GENERAL AREA: SECTION A: ADMINISTRATION from the Accreditation Standards for Physician Assistant Education

OBJECTIVE: OPERATIONS, STANDARDS A3.17b&c

“The program must define, publish and make readily available to students ... academic performance and progression information to include:

- b) completion deadlines/requirements related to curricular components
- c) requirements for progression in and completion of the program”

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF DIDACTIC YEAR

1. Follow all rules and regulations published by Saint Francis University and the Department of Physician Assistant Sciences.
2. Fulfill all tenets of the Didactic Year Progression Standards and Remediation Policy, if applicable.
3. Maintain a professional demeanor as a physician assistant student, as evidenced by such things as attending and actively participating in all classes, lectures, seminars and clinical experiences as designated by the Department.
4. Assume responsibility for learning. Students are advised to keep a copy of all assignments/paperwork that they submit.
5. Undergo and submit documentation of required health information including labs, immunizations and titers to establish a health data base as well as appropriate background checks, child clearance and fingerprinting before starting didactic year clinical experiences.

REQUIREMENTS FOR GRADUATION

1. Successfully complete all aspects of the Requirements for Completion of the Didactic Year as listed above.
2. Successfully complete all aspects of the Requirements for Completion of the Clinical Year as listed in the Clinical Year Policy Manual.
3. Successfully complete all requirements of Saint Francis University as listed in the University catalog.