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**MARYWOOD UNIVERSITY
PHYSICIAN ASSISTANT PROGRAM
Student Handbook**

I. MISSION AND GOALS:

The Mission and Goals of the Physician Assistant Program are consistent with the mission statement and educational goals of Marywood University.

The Physician Assistant Program Mission Statement

The Physician Assistant Program at Marywood University is committed to providing students with an exceptional education in a supportive and nurturing environment. This professional education will include the biomedical and clinical knowledge necessary to diagnose, treat, educate and empower patients in a variety of settings across the lifespan.

This program is committed to preparing the student to deal with the changing health care environment while promoting the PA profession.

Marywood's PA Program will emphasize the importance of sharing knowledge with future PA students while providing leadership in the community.

We acknowledge that patients are more than their physical body and so the program is dedicated to teaching the students the appreciation of the patients' spirit as well as caring for their body.

The Marywood University's Physician Assistant Program has an awareness of the need for quality healthcare both regionally and globally and this program will assist our students in carrying out Marywood's goal for all students - learning to live and practice responsibly in an interdependent world.

The Physician Assistant Program Goals

1. To provide students with the knowledge, skills, and experience to function as competent physician assistants.
2. To provide students with the ability to apply principles derived from established and evolving biomedical and clinical sciences as a basis for practice as a physician assistant.
3. To encourage students to participate as an effective member of the healthcare team in the promotion of health, prevention of illness and care of diverse populations across the lifespan.
4. To aid students in the development of effective communication skills within the medical community.
5. To foster the responsibility for self-learning through continuing medical education.

6. To encourage students to incorporate Marywood University’s goal of learning to live and practice medicine responsibly in an interdependent world.

II. GRADING POLICIES AND PROCEDURES:

Students’ grades are the responsibility of the program director, academic coordinator, and the faculty. Final grades will be based on knowledge of the subject matter as determined through testing and/or assessment. It will also be based on professional considerations such as attendance, punctuality, dependability, initiative, ability to accept and utilize constructive criticisms, ability to relate to other health care professionals and adherence to professional standards and the profession’s code of ethics

A. ACADEMIC REGULATIONS & EVALUATION GUIDELINES

1. Numerical grades are submitted for each component and combined to arrive at a final letter grade for the course.
2. In the computation of grade point averages, the following system is used:

A	97-100	4.0
A-	92-96	3.67
B+	88-91	3.33
B	84-87	3.0

B is the minimum acceptable grade for the Physician Assistant Program’s Clinical Phase.

B-	80-83	2.67
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B- is the minimum acceptable grade for the Physician Assistant Program’s Didactic Phase.

F* Unofficial Withdrawal (Failure to resolve “I” or “X”) The grade of “F*” indicates that the student has not obtained any credit for semester’s work. If this is a required course, it must be retaken.

I Incomplete The grade of “I” is given to a student who has done satisfactory (C or better) work in a course but has not completed the course requirements because of illness or some other emergency situation. The student must submit to the course instructor a written request for the grade “I.” This grade must be resolved within one month after the opening of the following semester or the grade will become a permanent “F.” This grade will not be figured into QPA.

W Withdrew Officially The grade of “W” will not be figured into the QPA.

WP Withdrew Officially with a Passing Grade The grade of “WP” will not be figured into the QPA.

WF Withdrew Officially with a Failing Grade The grade of “WF” will not be figured into the QPA.

X Remediation required Remediation of final exam or comprehensive final exam is necessary. Following completion of exam a grade will be assigned.

*These guidelines may be modified either at the discretion of the program faculty and/or Academic Performance Committee.

3. Students must pass all components to continue on to the next semester of course-work. All professional courses are pre-requisites for clinical clerkship and preceptorship.
4. If, in the Didactic phase of the program, a student is not meeting the program requirements, that student will be referred to their advisor and placed on academic probation for the remainder of the semester and given a chance to improve. At the end of this probationary period if there is no substantial improvement in the student’s performance, that student may remain on probation or be dismissed from the program. This process is adjudicated by the Academic Performance Committee. An exception can be made if a student’s performance on final exams is not satisfactory. Dismissal then may occur immediately.
5. Students are not permitted to take non-Physician Assistant courses during the 12-month didactic phase or the 15 month clinical phase.
6. Graduation will depend on acceptable performance in both the didactic and clinical phases of the program.
7. Using collective judgment, the faculty reserves the right to recommend the withdrawal or dismissal of a student whose health, scholastic standing, clinical performance, or professional conduct makes it inadvisable for that student to continue in the program.
8. Full-time or part-time employment is discouraged because of the rigors of the program.
9. Should a Physician Assistant student be employed in a health care facility, they may not perform the functions of a Physician Assistant.
10. It is the student’s responsibility to register for each semester at the appropriate time.

11. All students are required to notify the program secretary immediately of any address or phone number changes during the didactic as well as the clinical phases of the program.

12. **Americans with Disabilities Act Statement**

Marywood University complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations should advise their instructor and submit documentation of the disability to the Office of Student Support Services, Liberal Arts Center 223B, in order for reasonable accommodations to be granted. The Associate Director of Student Support Services, Ms. Diane Taylor, will partner with students to determine the appropriate accommodations and, in cooperation with the instructor, will work to ensure that all students have a fair opportunity to perform in this class. To best service the needs of the student, it is preferred that students notify their instructor and the Associate Director of Student Support Services of any special accommodation needs no later than the last day to register for semester classes.

For more information, please contact:

Diane Taylor, Associate Director of Student Support Services
Marywood University
Liberal Arts Center - Room 223B
2300 Adams Avenue
Scranton, PA 18509
(570) 348.6211 x2335

13. Either successful completion of the medical terminology exam or successful completion of prior medical terminology course from an accredited institution is required prior to beginning the fall semester.

B. GRADING POLICY

Students must address any questions regarding an examination or grade within 7 days from the time which the student is given the feedback. The student should first approach the instructor and attempt to resolve the questions. If there is a discrepancy, the problem should be brought to the immediate attention of the academic coordinator. If further attention is needed, the program director will be contacted. If resolution is not achieved at the program level, the matter will be referred to the Marywood University Grade Appeal Committee.

C. ACADEMIC PROBLEMS

If a student is having any academic difficulty, that student should see the instructor promptly. If not addressed, academic problems have a way of multiplying themselves and making their repercussions felt in other courses in a cumulative manner.

Academic problems which arise should be resolved by seeking advice in the following sequence:

1. Instructor
2. Advisor
3. Academic Coordinator
4. Medical or Program Director
5. Dean of College of Health & Human Services

Clinical problems which arise should be resolved by seeking advice in the following sequence:

1. Preceptor
2. Clinical Coordinator
3. Clinical Director
4. Medical or Program Director
5. Dean of College of Health & Human Services

D. REMEDIATION

1. Introduction – What is remediation?

In the situation where a student has performed below the academic minimum standard in any subject area (didactic or clinical), the student will be required to conference with the faculty member instructing that class. Remediation may require an exam (in any format) in addition to the conference.

2. Goal of Remediation

The goals of remediation are:

- To assess the student's knowledge in the area evaluated by the failed exam*.
- To assist the student in mastering the area of study in which they have demonstrated weakness.

3. Guidelines for Remediation

- a) If a student receives a grade of 75% up to 79% out of a possible 100%, a meeting with the faculty instructor in charge of that exam (or the academic coordinator) will be mandatory. At this meeting, the area covered by the exam* will be discussed. Any areas of deficiency will be clarified. The student will be offered the opportunity to retake the exam with the maximum grade possible of 80%. If the student refuses to retest, they will have to sign a form stating so.
- b) If a student receives a grade of $\leq 74\%$ out of a possible 100% on an exam* they will have a mandatory meeting with the faculty instructor and will be required to retake the exam. The exam must be administered within 2 weeks of the initial exam. The maximum grade possible on a remediation is 80%.
- c) A student may only adjust 2 remediation exams* per semester up to 80%. Any further grades below minimum standards will stand. However, the student must take and pass a make-up exam if they receive a grade below 75% even if the calculated final grade is above 80% (this is to make certain that the material is learned prior to moving on).
- d) If a student receives a grade <80% more than twice in a semester the program faculty will at their discretion impose **academic probation**.
- e) In the unfortunate event that a student fails an entire component, the student will be allowed to take a comprehensive exam. If the comprehensive exam is passed, the student will receive a B- in the course. A student will be allowed 2 comprehensive exams during the didactic year.
- f) Remediation may not be available at courses offered at The Commonwealth Medical College.

*Exams = exams, papers, presentations or clerkships.

All tests to be remediated must be handled through the academic coordinator's office.

III. PROFESSIONALISM

A. ACADEMIC HONESTY POLICY

The Marywood University community functions best when its members treat one another with honesty, fairness and trust. The entire community, students and faculty alike, recognizes the necessity and accepts the responsibility for academic honesty. Students must realize that deception for individual gain is an offense against the entire community.

Academic dishonesty may result in dismissal from the PA Program.

Cheating and plagiarism are behaviors which are destructive of the learning process and of the ethical standards expected of all students.

1. **Cheating** is defined as (but not limited to) the following:

- a) having unauthorized material during an examination;
- b) copying from another student or permitting copying by another student in a testing situation;
- c) completing assignments for other students (e.g. exam, paper, laboratory or computer report);
- d) submitting out-of-class work for an in-class assignment without faculty knowledge;
- e) changing grades;
- f) unauthorized retention of exams;
- g) unauthorized submission of the same paper in two different classes;
- h) inventing data, unless a class exercise, or falsifying an account of data collection;
- i) unauthorized tampering with electronic record, and,
- j) violating privacy rights on computer software;
- k) copying in any way of previously taken exam materials is strictly prohibited.
- l) Receiving material from previous PA students concerning exams.

2. **Plagiarism** is defined as the offering as one's own work the words, ideas, existing imagery, or arguments of another person without appropriate attribution by lines for the correction of accurate or misleading data through informal and formal hearings. A policy statement explains in detail the procedures to be used by Marywood University for compliance with the provisions of the act. Copies of the statement can be found in the Offices of the Registrar and Deans. Plagiarism is considered unprofessional by the Physician Assistant Program and therefore may result in dismissal from the Physician Assistant Program. All students must complete the plagiarism module and exam found at https://www.indiana.edu/~istd/plagiarism_test.html.

B. CLASSROOM BEHAVIOR

If a student demonstrates a basic incompatibility with and/or inability to perform professionally in the program's classroom based requirement, they may be dismissed from the program. A student may demonstrate an overall pattern of incompatibility with and/or inability through (but not limited to) the following:

- Inability to follow instructions as demonstrated by being consistently late in meeting academic deadlines and failing to complete requirements.
- Being consistently late and/or absent from required classes.
- Failure to respect other's opinions in classroom discussions as demonstrated by verbal abuse, and pejorative labeling of others.
- Disrespect of faculty and/or classmates either in or out of the classroom setting.
- Unprofessional behavior in or out of the classroom.

C. CLINICAL PRACTICUM BEHAVIOR

If a student demonstrates a basic incompatibility with and/or inability to perform the program's clinical practicum requirement, that student may be dismissed from the program. This incompatibility/inability may be demonstrated through (but not limited to) the following:

1. Persistent noncompliance with the policies of the program as outlined in the student manual to include unexcused absences, excessive tardiness and inability to maintain the required GPA.
2. Inappropriate behavior. This may include but not limited to the inability to accept the student role in the learning process, persistent angry or hostile mood, recurring behavior or mood conflicts with the staff, preceptors or faculty to illustrate a few.
3. Persistent failure to appear at the designated practicum site at the prescribed time and/or days
4. Consistent failure to meet end-of-rotation deadlines.
5. Failure to complete assignments in a timely manner.
6. Current illegal activities (including but not limited to) drug trafficking, persistent trouble with the law, fraud on admissions documents, sexual harassment, assault, intentional intimidation of others, violations of the personal rights of others.

D. INTERPERSONAL BEHAVIOR

If a student demonstrates interpersonal behaviors which are incompatible with the program's classroom or clinical practicum requirements, they may be dismissed from the program. Students may demonstrate an overall pattern incompatibility with and/or inability through the following but not limited to:

1. Demonstrated inability to establish and maintain positive and constructive interpersonal relations including therapeutic and professional use of self, ability to deal with conflict, and demonstrate assertiveness.
2. Demonstrated emotional instability and/or immaturity as measured through repeated difficulties in forming professional relationships with faculty, staff, other practicum personnel, and peers (e.g. physical or verbal abuse, acts of relational impropriety, and/or criminal violation of the personal and/or property rights of others).
3. Demonstrated persistent personality deficits that consistently and significantly interfere with student's learning.
4. Demonstrated behaviors that show symptoms of sufficient dysfunction or personal distress so as to compromise the patient/provider integrity, or the

inability to function as a member of the health care team.

E. PROFESSIONAL IMAGE

If a student demonstrates significant difficulties in forming a professional image that deems his/her as incompatible with or unable to fully interact in or complete the program's classroom and field practicum requirements, or to productively engage with future patients and colleagues, they may be dismissed from the program. Students may demonstrate significant difficulties in forming a professional image through but not limited to the following:

1. Severe and persistent problems with personal hygiene which inhibit interaction with others which may stem from a severe lack of self awareness, emotional instability, cultural incongruence with accepted minimum professional standards and/or disregard for minimum public health standards.
2. Severe and persistent disregard for university dress codes of a degree to be considered disruptive to the learning environment or run counter to the professional integrity of the university or the program.
3. Seriously inappropriate affect as demonstrated by extremely withdrawn personality style, persistent incongruent affective responses in the classroom and/or clinical site, violent and inflammatory responses, or persistent angry and hostile mood.
4. Personal problems of such magnitude that the student is unable to work effectively with colleagues and/or patients.

F. PROFESSIONAL BEHAVIOR

In addition to mastery of cognitive skills and knowledge, comprehensive evaluation of student's performance in clinical medicine includes appraisal of performance skills and attitudes. Students are evaluated on the following:

- Adherence to professional codes of ethics (Appendix A)
- Sensitivity to patient and community needs
- Ability to work with and relate to peers, faculty and other members of the healthcare team
- Attitude
- Attendance and punctuality
- Professional demeanor
- Appearance
- Appropriate dress--clean and pressed (no blue jeans or sneakers) while wearing a white lab coat bearing Marywood University's Physician Assistant Program patch.

G. DISMISSAL FOR NON-ACADEMIC REASONS

Students may be dismissed for reasons other than academic deficiency in either the didactic or clinical phase of the physician assistant program. A student's advancement in the program may be delayed or terminated for professional performance criteria. The policies and practices in this area have been established and are abided by in order to

protect the rights of students, the well-being of patients, the reputation of the practicum sites and the integrity of the profession.

IV. PROBATION AND GRIEVANCE PROCESS

Students dismissed from the program or those who are placed on probation for reasons such as academic, clinical, or unsafe practices may appeal the action.

1. The student will receive a letter from the PA program outlining the action taken by the program and the reasons for that action.
2. The student may contact his/her advisor for further explanation of the action.
3. The student may appeal the decision in writing to the program director within seven (7) days of having received the letter of action.
4. The program director may invite the student to attend and present his/her position to the Physician Assistant Academic Performance Committee.
5. The Physician Assistant Academic Performance Committee decides on a course of action and communicates the decision and reasons for the action in writing to the student and the Dean of the College of Health and Human Services.
6. The student may then appeal in writing as per the Marywood University Academic Appeals Policy.

V. REQUIREMENTS FOR MULTIPLE COMPONENT COURSES

PA 330/530 and 331/531 (Clinical Medicine I and II), PA 340/540 and 341/541 (Diagnostic Methods I and II), PA 350/550 and 351/551 (Basic Medical Science I and II), PA 370/570, 371/571 & 372/572 (Developmental Medicine I, II & III) are courses that are broken down into components. Each student must successfully fulfill, in accordance with Academic Regulations, the requirements of each component part in order to receive credit for those courses. Please see appendix C for more detailed information on component breakdown. Please refer to Marywood University Graduate course catalog for complete course descriptions and requirements.

If a student is unsuccessful in fulfilling these requirements, the situation will be reviewed by the Academic Performance Committee. The Academic Performance Committee will make discretionary decisions such as remedial recommendations up to and including Program dismissal. The program director will have final discretionary authority to review and approve those decisions and present any program dismissal recommendations to the Academic Performance Committee and the Dean of the College of Health and Human Services.

A. UPPER LEVEL MEDICAL RESEARCH AND WRITING/PRESENTATION REQUIREMENTS

Students are required to apply skills acquired from PA 580 (Epidemiology/Research Methods) to present oral or written presentations in other PA courses. Subject matter will be at the discretion of the course instructor and the Physician Assistant Program faculty.

V. COMPREHENSIVE KNOWLEDGE EXAM

An electronic Comprehensive Physician Assistant Core Knowledge Exam (ePACKRAT) will be administered to first and second year physician assistant students at a cost of approximately \$40 per student. It is a nationally based examination where the students and the program receive a pertinent feedback on strengths and weaknesses. The data is designed to use as a study guide for the Physician Assistant National Certifying exam and as a curriculum guide for the program.

VI. ACADEMIC ACHIEVEMENTS

Course objectives, exams and materials are continuously being reviewed and revised in order to approximate more closely the intent and reality of a competency-based curriculum. Course objectives are available for review in the Program Office.

Cognitive skills and knowledge are measured by written examinations which follow each unit of the source. The exams are usually written by the Clinical faculty (lecturers) and edited by Physician Assistant Program faculty. Exams consist primarily of objective items (e.g. multiple choice, matching or short answer questions and may include diagrams to label or projected photographic slides for clinical descriptions or diagnosis).

VII. ATTENDANCE POLICY

In so much as motivation, enthusiasm and commitment to the study of medicine are directly reflected in the discipline of prompt, regular attendance and preparation for classes, the program has an important obligation to maintain a positive rapport with the visiting physicians and other health care professionals who are adjunct faculty of the program. These relationships are vital to the ongoing success and development of the program and the support of the clinical clerkship experiences. Attendance of class is a minimum demonstration of this commitment. Given the overall importance of class attendance the following policy will be enforced:

1. Attendance is **mandatory** in all classes, labs, seminars, small group discussions, field experiences, clerkships, preceptorships and any other activities designed by the program staff and administration.

2. Students are expected to be in their respective classes, labs, small groups, etc. at the scheduled time ready to begin class participation (i.e. properly prepared for labs regarding equipment and dress).
3. Tardiness will be addressed by the Physician Assistant Program faculty and disciplined appropriately. Tardiness disrupts the entire class and it will not be tolerated.
4. An unexcused absence is defined as any absence from class or clinical practicum without prior approval from the instructor or program administrator.
5. Unexcused absences in any class may automatically lower the final letter grade achieved in that class as per the instructor. Three unexcused absence will result in dismissal from the program.
6. The first two unexcused absences will require 10 page paper covering the topic missed for each one hour session.
7. Any student with an excused absence on a day that an exam is scheduled will have a mandatory 10% reduction in that exam.
8. 10. Any exam missed due to an UNEXCUSED absence will not be graded higher than 80% - at the discretion of the faculty member.
9. Any exam missed during an absence due to an illness or major life event must be made up within 24 hours of return to class or as otherwise scheduled by the instructor or academic coordinator.
10. An excused absence from a test will require the student to take a new test which may be written or oral.
11. Children are not permitted in classrooms, labs or at clinical sites.

A. ABSENCES DUE TO ILLNESS

Any absence during the didactic phase must be reported to the academic coordinator. Failure to so notify will result in a warning for the first offense. The second offense may result in dismissal from the program at the discretion of the program staff. The student will be notified about make-up assignments. As soon as possible, any absences during the clinical rotation must be reported to the clinical site and the clinical coordinator or clinical director.

Any student missing two (2) or more days total from class during any semester due to physical or emotional illness shall be required to submit a letter from their physician.

The program director shall review the letter and make a decision regarding the student's capacity to continue in the program.

B. LEAVE OF ABSENCE

A leave of absence may be granted for medical illness. The student must meet with the program director to discuss the problem. The attending physician should supply proper documentation regarding reason for leave of absence plus expected duration of disability. If a leave of absence is needed for a situation other than illness, the student will meet with the program director. A leave of absence will be granted, only if deemed necessary.

A maximum one (1) year leave of absence may be applied for by a student in either phase (didactic or clinical) of the program. Approval of leave will be dependent upon academic status and reason for request. Any time longer than one year will require the student to repeat the entire program beginning with the didactic year. All decisions concerning Leave of Absence will be made by the principal faculty of the program.

C. SCHOOL CLOSURE AND DELAYS

1. In the event of the college closing (i.e. weather emergency or other unforeseen problems) there will be no classes.
2. Any canceled or missed class may be scheduled and made up at another time.
3. If you are unable to attend an entire class or day of clinical rotation you must notify the program office no later than 8:00 am the day of that class or clinical rotation. The phone number of the Program Office is 570-348-6298.
4. E2Campus notification – Home Page for Marywood University.

VIII. WITHDRAWAL INFORMATION

If a student withdraws from the Marywood University for any reason, a percentage of the semester's tuition fees and room and board costs will be canceled according to a predetermined schedule. Refunds will be issued upon receipt of a written request from the student. The request must be sent to the Cashier's Office <<http://www.marywood.edu/Cashier/index.html>>. Detailed information regarding the current financial policies of the University (refund dates, payment options, withdrawal and refund policy, etc.) is included in the current "Financial Facts" and/or "Pertinent Facts" brochures.

X. CLINICAL POLICIES AND PROCEDURES

1. **Medical Records**--Students are reminded that the medical record is a legal document. Whenever a student makes an entry into a patient's medical record (e.g. H & Ps, progress notes, etc.), the student **must** indicate that he/she is a PA student when signing that entry.

A. Either of the following examples is acceptable:

- i. "John Doe, PA-S"
- ii. "Jane Doe, PA Student"

NOTE: Some institutions may prefer the longer version.

2. Students are referred to individual institutional policy regarding the types of entries which can be made by students on Medical Records. All students' entries must be countersigned by the supervising physician. If there is any doubt as to the correct format, students must consult with their immediate supervisor.
3. Patient data will remain confidential and is not to be documented on any assigned/completed paperwork to be collected by the clinical coordinator.
4. All students will maintain HIPAA compliance regulations per facility.
5. All students must display identification as a Marywood University Physician Assistant student when outside of the classroom. The identification badge must be worn at all times.

A. CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

Criminal background checks and drug screenings are required by all clinical sites. These services will be provided Revolutionary Home Health Care Services and will be arranged and scheduled by the PA program. The fee for this service is included in the tuition.

B. POLICY ON MALPRACTICE INSURANCE

All students are required to carry malpractice insurance when participating in clinical experiences. This applies to clinical experiences which occur during the didactic phase of the program, as well as those in the clinical year. The cost is approximately \$90.00/yr. Marywood University provides this coverage through Global Risk Management, LLC. Students must take a copy of their malpractice insurance forms with them to each clinical site. This certificate will be provided to all clinical sites prior to student assignments. This certificate will be provided to

each student prior to any clinical experience in the senior year. Students are not covered by malpractice during personal volunteered activities not coordinated by the program. Malpractice insurance must be renewed annually.

C. CPR & ACLS CERTIFICATION

All physician assistant students are required to maintain current CPR certification. A CPR certification/recertification course is provided at Marywood University for first year students prior to the clinical rotations. A student may be excused from participation if he/she provides documentation of current certification and continued coverage through the end of their clinical phase.

ACLS (Advanced Cardiac Life Support) certification is required prior to the clinical rotation year. A mandatory course is offered during the spring semester at Marywood University for all first year students. A student may be excused from participation if he/she provides documentation of current certification and continued coverage through the end of their clinical phase

Maintaining current BCLS & ACLS after the didactic phase is the responsibility of each student. The cost to the student of BCLS is normally \$30.00 - \$40.00. The cost to the student of ACLS is normally \$175.00 - \$200.00. These fees are part of the students' tuition.

D. SIGNIFICANT EXPOSURE GUIDELINES

In the event of a significant exposure from a needlestick, puncture wound, or contamination of any open wound or the mucous membranes by saliva, or other body fluids, the following guidelines will be followed:

1. If exposure occurs at an off-campus site, the off-campus site's protocol will be followed.
2. If exposure occurs at Marywood University, or if the off-campus site will not extend protocol, the following procedure will be followed:
 - a. Immediately cleanse the wound with soap and water.
 - b. Student should immediately report to Marywood University Student Health Services office if within reasonable distance.
 - c. An incident report needs to be completed by the Security Office of Marywood University.

Guidelines to be followed off campus or on campus:

- a. Determine the source's HIV status if possible. Obtain the patient's and exposure recipient's permission for blood testing as possible and arrange for pre-test counseling.
- b. The person who was exposed should have blood drawn to test for anti-Hbs and anti-HIV within 24-72 hours of the exposure.
- c. The treatment recommendations are as per current CDC guidelines for exposure. Information can be found at <http://www.cdc.gov/niosh/topics/bbp/emergnedl.html>
- d. The program director will be notified of the incident as soon as possible. The program director must sign the incident report.

XI. GENERAL ANNOUNCEMENTS

1. Students must maintain individual health insurance during the physician assistant Program.
2. Revolutionary Home Health Care Services will complete an annual history and physical exam and an initial 2-step PPD followed by annual PDDs. Hepatitis B immunization series and rubella titer prior must be documented prior to any clinical experience. Failure to do so may result in delay of scheduled clinical rotations. The above regulations are to include but not limited to Centers for Disease Control guidelines.
3. Physician assistant students have a designated bulletin board containing announcements pertinent the program. Students are expected to **check the bulletin board daily**.
4. Students will be required to practice physical examinations on one another as assigned. These may include male/female exams with appropriate attire.
5. Students are NOT required to act as patients during skills education or practice when skills involve needles. This includes but is not limited to intravenous, venipuncture, and injections. Students have the right to refuse to have another student practice needle skills without providing a reason. All students must perform needle skills as directed by faculty.
6. Students are not allowed to make personal phone calls in the physician assistant office.

7. Personal appointments should be scheduled outside of class time whenever possible. Usual classroom hours are Monday through Friday, 8 am- 8pm; however evenings and Saturdays may be required.
8. Additional clinical policies and information can be found in the Clinical Phase Handbook which will be distributed to all students during the clinical transition day at the end of the didactic year.

A. DRUG AND ALCOHOL AWARENESS POLICY

Students are expected and required to report to classes and clinicals on time and in appropriate mental and physical condition. It is the program's intent and obligation to provide a drug-free, healthful, safe, and secure environment. Students are to refer to the Marywood University Student Handbook on Drug and Alcohol Abuse for policies, clinical agencies, and/or appropriate work place protocol.

B. ADVISORS

Each Physician Assistant student is assigned to a member of the program faculty for academic counseling and advisement. Students may meet with assigned advisors or any core faculty member as needed. Should there be a personal conflict between student and advisor then they may make an appointment with the program director or Dean of the College of HHS. Additionally, professional counseling services, if needed, are available through the University Counseling Center.

C. LEARNING RESOURCES

1. Library

A collection of current texts, journals, periodicals and reference materials applicable and related to the curriculum and the continued professional growth of the physician assistant is housed in the Learning Resource Center and is available for student use. Various texts are kept on reserve at the Library for on premise use only. A mini-reference section is housed in the program lounge area. Students may use these resources within the department only. A copy of each current text is available in the academic coordinator's office.

2. Clinical Skills Lab

The physician Assistant program maintains a number of audio-visual and manual demonstrative teaching modalities. Exam rooms, models, and equipment are available to practice clinical skills.

3. Internet

Internet access is available for all students. The PA department is housed in a wi-fi provided building. All students will use their assigned Marywood University email address for program emails.

D. JOB PLACEMENT

The physician assistant program does not guarantee its graduates employment as a physician assistant upon successful completion of the program. The program will, however, act as a liaison for the student in the employment process.

E. EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to be as active in their state, society, and professional organizations as their time academic commitments will allow. During the first year, only class representatives or student participants may be excused from classes to attend a state or national conference at the discretion of the PA faculty. Judgment will be rendered on a case-to-case basis.

Students are discouraged from participating in an excessive amount of non-professional extra-curricular activities as this will take time away from their academic studies.

F. STATE LAWS AND REGULATIONS

Each student should review the law and regulations of the state in which he/she is planning to work. Please refer to the specific states' website. **It is the duty of each graduate to register in the state of employment and request all required transcripts from the Registrar's Office.**

G. COUNSELING

The Marywood University Counseling/Student Development Center (C/SDC) is designed to assist students' personal and academic development through a variety of psychological, psychiatric, and outreach services, including individual counseling, crisis intervention, and psychiatric referrals. C/SDC staff members are also available to provide workshops and classroom presentations on topics related to college success. In addition, several groups, designed to provide support and to enhance personal growth and development, are offered each semester.

The director and assistant director of the C/SDC are licensed mental health professionals. Interns from masters and doctorate level graduate programs assist the professional staff with individual and group counseling services. Appointments may be scheduled in person or by calling the office. Evening hours and unscheduled appointments are available by request.

All clinical activity that occurs within the C/SDC is practiced in accord with the ethical and legal requirements of the American Psychological Association, the American Counseling Association and the Pennsylvania Board of Professional Psychology. To that end, strict professional standards of informed consent, privacy and confidentiality are maintained.

More information may be found at <http://www.marywood.edu/csdc/>.

H. SAFETY CONCERNS

All students and faculty should feel safe at all times while on campus or at an assigned clinical rotation. If at any time safety is a concern contact the PA program office immediately. Marywood University Campus Safety Department can be reached at anytime at 570-348-6242

XII. REQUIRED EQUIPMENT LIST

All of the Physician Assistant students are required to obtain diagnostic equipment that will be used throughout the program. The following is a list of required equipment, as well as the estimated cost of purchase of the equipment.

REQUIRED EQUIPMENT	ESTIMATED COST
Stethoscope	\$75 - \$150
Oto/Ophthalmoscope	\$450
Aneroid (BP cuff)	\$25 - \$75
Percussion Hammer	\$5 - \$10
Tuning Fork	\$10
Lab coat/patch	\$30

PHYSICIAN ASSISTANT PROGRAM **TECHNICAL STANDARDS**

A Physician Assistant is a health care professional assumed to possess the knowledge and skills required to provide high quality patient care to a diverse patient population. 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 the abilities and skills of five varieties including observation, communication, motor, integrative, and behavioral and social. Reasonable accommodation can be made for some handicaps but on an individual basis, such a candidate should be able to perform in a reasonably independent manner.

- Observation

Candidates must be able to observe in the lecture hall, laboratory and both the inpatient and outpatient setting. Vision, hearing and tactile sensation must be adequate to observe a patient's condition and elicit information from a physical exam that includes inspection, auscultation and palpitation.

- Communication

Candidates must be able to communicate effectively on the academic and health care settings. Candidates should possess effective written and verbal communication skills to allow for communication with patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.

- Motor

The ability to perform the basic diagnostic and therapeutic maneuvers and procedures such as palpitation and percussion is required. Candidates must have sufficient motor function to execute movements reasonably required to provide care to patients. Candidates must be able to move between settings such as clinical, classroom, and hospital.

Physical stamina is also required to complete the rigorous course of didactic and clinical study required. Long periods of sitting, standing and moving are required throughout both the didactic and clinical phases.

- **Intellectual-Conceptual, Integrative and Quantitative Abilities**

Candidates must be able to measure, calculate, reason, analyze and synthesize. Problem solving is one of the critical skills required for physician assistants. The candidate should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. Candidates must be able to read and comprehend medical literature.

- **Behavioral and Social Attributes**

Candidates must possess the emotional health and stability required for full utilization of their intellectual abilities. The candidate must exercise 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 are essential. The ability to function in the face of uncertainty is inherent in clinical practice, flexibility, compassion, integrity, motivation, interpersonal skills and concern for others are requirements of the profession. The ability to function under stress is essential.

APPENDIX A

CODE OF ETHICS OF THE PHYSICIAN ASSISTANT PROFESSION

The American Academy of Physician Assistants recognizes its responsibility to aid the profession in maintaining high standards in the provision of quality and accessible health care services. The following principles delineate the standards governing the conduct of physician assistants in their professional interactions with patients, colleagues, other health professionals and the general public. Realizing that no code can encompass all ethical responsibilities of the physician assistant, this enumeration of obligations in the code of ethics is not comprehensive and does not constitute a denial of the existence of other obligations, equally imperative, though not specifically mentioned.

Physician Assistants shall be committed to providing competent medical care, assuming as their primary responsibility the health, safety, welfare and dignity of humans.

Physician Assistants shall extend to each patient the full measure of their ability as dedicated, empathetic health care providers and shall assume responsibility for the skillful and proficient transactions of their professional duties.

Physician Assistants shall deliver needed health care services to health consumers without regard to sex, age, race, creed, socio-economic and political status.

Physician Assistants shall adhere to all state and federal laws governing informed consent concerning the patient's health care.

Physician Assistants shall seek consultation with their supervising physician, other health care providers, or qualified professionals having special skills, knowledge or experience whenever the welfare of the patient will be safeguarded or advanced by such consultation. Supervision should include ongoing communication between the physician and the physician assistant regarding the care of the patient.

Physician Assistants shall take personal responsibility for being familiar with and adhering to all federal/state laws applicable to the practice of their profession.

Physician Assistants shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.

Physician Assistants shall uphold the doctrine of confidentiality regarding privileged patient information, unless required to release such information by law, or such information becomes necessary to protect the welfare of the patient and the community.

Physician Assistants shall strive to maintain and increase the quality of individual health care service through individual study and continuing education.

Physician Assistants shall have the duty to respect the law, to uphold the dignity of the physician assistant profession and to accept its ethical principles. The physician assistant shall not participate in or conceal any activity that will bring discredit or dishonor to the physician assistant profession and shall expose, without fear of favor, any illegal or unethical conduct in the medical profession.

Physician Assistants, ever cognizant of the needs of the community, shall use the knowledge and experience acquired as professionals to contribute to an improved community.

Physician Assistants shall strive to maintain a spirit of cooperation with their professional organization and the general public.

APPENDIX B

STAFF TELEPHONE NUMBERS

Karen E. Arscott, D.O., M.Sc. Program Director	(570)348-6211, Ext. 2175
Stanley W. Blondek, M.D., D.P.M., FAAP Medical Director	(570)348-6298
Marie Bonavoglia, M.S., PA-C Academic Coordinator	(570)340-6005
Lori E. Swanchak, Ph.D, PA-C Clinical Director	(570)961-4711 (570)947-0087 Cell
Lisa Mattei, MPAS, PA-C Assistant Clinical Coordinator	(570)340-6084
Linda Hunter, MPSA, PA-C Academic Faculty	(570) 348-6211 ext. 2750
Cheryl Bessoir, D.C., MPAS, PA-C Clinical Coordinator	(570) 961-4543
Robyn Hachan Administrative Assistant	(570) 348-6298
Maria Gentelizza Program Secretary	(570)348-6298, Main Office

(For numbers of the didactic faculty, either check your syllabus or contact the program office).

**APPENDIX C
CURRICULUM FOR MS IN PA STUDIES**

Professional Phase

Summer I

PA 310/510	Clinical Assessment I	3 credits
PA 322/522	Medical Anatomy & Physiology (with cadaver lab)	4 credits
PA 340/540	Diagnostic Methods Lab Medicine I Medical Microbiology	2 credits
PA 370/570	Developmental Medicine I Geriatrics	1 credit
PA 580	Epidemiology/Research Methods	3 credits

Total **13 credits**

Fall I

PA 311/511	Clinical Assessment II	3 credits
PA 320A/520A	Pathophysiology II	2 credits
PA330/530	Clinical Medicine I	4 credits
	A. Clinical Medicine	3/4
	B. Orthopedics	1/4
PA 341/541	Diagnostic Methods I	4 credits
	A. Lab Medicine I	2/4
	B. EKG Interpretation	1/4
	C. Radiology	1/4
PA 350/550	Basic Medical Science Pharmacology I	2 credits
PA 371/571	Developmental Medicine I Pediatrics	2 credit
PA 390/590	Seminar I	1 credit

Total **18 credits**

Spring I

PA 331/531	Clinical Medicine II	6 credits
	A. Clinical Medicine 2/6	
	B. Critical Care 1/6	
	C. Dermatology 1/6	
	D. Genomic Medicine 1/6	
	E. Pathophysiology II 1/6	
PA 351/551	Basic Medical Sciences	5 credits
	A. Pharmacology II 2/5	
	B. Emergency Medicine 1/5	
	C. Surgery 1/5	
	D. Medical Nutrition 1/5	
PA 360/560	Behavioral Science	1 credit
	A. Issues in Healthcare 1/2	
	B. Psychiatry 1/2	
PA 372/572	Developmental Medicine III	2 credits
	A. OB/GYN	
	B. Peds II	
PA 391/591	Seminar II	1 credit
GER 510	Concepts & Issues in Gerontology	3 credits

Total **18 credits**

Summer II

Clerkship I	3 credits
Clerkship II	3 credits

Fall II

Clerkship III	3 credits
Clerkship IV	3 credits
Clerkship V	3 credits

Spring II

Clerkship IV	3 credits
Preceptorship I	6 credits

Summer III

Preceptorship II	6 credits
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APPENDIX D

GOALS of the Physician Assistant Program

COURSES Supporting Those Goals

ASSIGNMENTS Supporting Those Goals

GOAL ONE:

A. To provide students with the knowledge, skills, and experience to function as a competent Physician Assistant.

1. Clinical Assessment and Diagnosis I and II (PA 510/11)
 - a. Practical Exams
2. Medical Anatomy and Physiology I (PA 522)
3. Clinical Medicine I and II (PA 530/31)
 - a. Clinical Medicine Final
4. Diagnostic Methods I and II (PA 540/41)
5. Developmental Medicine I, II and III (PA 570/71/72)
6. Epidemiology/Research Methods (PA 580)
7. Pathophysiology I and II (PA 520A/21A)
8. Basic Medical Science I and II (PA 550/51)
9. Seminar I and II (PA 590/91)
 - a. OSCE
10. Behavioral Sciences (PA 560)
11. Concepts and Issues in Gerontology (GER 510)
12. PA Clerkship I, II, III, IV, V and VI (PA 610-615)
 - a. Preceptor Evals
13. Preceptorship I and II (PA 640/50)
 - a. Preceptor Evals

GOAL TWO:

B. To provide students with the ability to apply principles derived from established and evolving biomedical and clinical sciences as a basis for practice as a Physician Assistant.

1. Clinical Assessment and Diagnosis I and II (PA 510/11)
 - a. OSCE
2. Medical Anatomy and Physiology I and II (PA 522)
3. Clinical Medicine I and II (PA 530/31)
4. Diagnostic Methods I and II (PA 540/41)
5. Developmental Medicine I, II and III (PA 570/71/72)
6. Epidemiology/Research Methods (PA 580)
7. Pathophysiology I and II (PA 520A/21A)

8. Basic Medical Science I and II (PA 550/51)
9. Seminar I and II (PA 590/91)
 - a. Histories and Physicals
 - b. Nursing Homes
10. Behavioral Sciences (PA 560)
11. Concepts and Issues in Gerontology (GER 510)
12. PA Clerkship I, II, III, IV, V and VI (PA 610-615)
13. Preceptorship I and II (PA 640/50)

GOAL THREE:

C. To encourage students to participate as a effective member of the healthcare team in the promotion of health, prevention of illness and care of diverse populations across the lifespan.

1. Clinical Assessment and Diagnosis I and II (PA 510/11)
2. Diagnostic Methods I and II (PA 540/41)
3. Developmental Medicine I, II and III (PA 570/71/72)
4. Pathophysiology I and II (PA 520A/21A)
5. Clinical Medicine I and II (PA 530/31)
6. Basic Medical Science I and II (PA 550/51)
7. Seminar I and II (PA 590/91)
 - a. Reflection Paper
8. Behavioral Sciences (PA 560)
9. Concepts and Issues in Gerontology (GER 510)
10. PA Clerkship I, II, III, IV, V and VI (PA 610-615)
 - a. Preceptor Evals
11. Preceptor I and II (PA 640/50)

GOAL FOUR:

D. To aid students in the development of effective communication skills within the medical community

1. Clinical Assessment and Diagnosis I and II (PA 510/11)
2. Developmental Medicine I, II and III (PA 570/71/72)
3. Epidemiology/Research Methods (PA 580)
4. Clinical Medicine I and II (PA 530/31)
 - a. Clinical Medicine Case Studies
5. Basic Medical Science I and II (PA 550/51)
 - a. Patient Education, Meds
6. Seminar I and II (PA 590/91)
 - a. Friday Morning Mini-Rotations
7. Behavioral Sciences (PA 560)
8. Concepts and Issues in Gerontology (GER 510)
9. PA Clerkship I, II, III, IV, V and VI (PA 610-615)
10. Preceptorship I and II (PA 640/50)

GOAL FIVE:

E. To foster the responsibility for self-learning through continuing medical education.

1. Epidemiology/Research Methods (PA 580)
2. Seminar I and II (PA 590/91)
3. Behavioral Sciences (PA 560)
4. PA Clerkship I, II, III, IV, V and VI (PA 610-615)
 - a. End of Rotation Exams
 - b. Site Evals
5. Preceptorship I and II (PA 640/50)
 - a. End of Rotation Exams
 - b. Site Evals

GOAL SIX:

F. To encourage students to incorporate Marywood University's goal of learning to live and practice medicine responsibly in an interdependent world.

1. Clinical Assessment and Diagnosis I and II (PA 510/11)
2. Diagnostic Methods I and II (PA 540/41)
3. Developmental Medicine I, II and III (PA 570/71/72)
4. Epidemiology/Research Methods (PA 580)
5. Clinical Medicine I and II (PA 530/31)
6. Basic Medical Science I and II (PA 550/51)
7. Seminar I and II (PA 590/91)
8. Behavioral Sciences (PA 560)
 - a. Social Service Paper
 - b. List Interdisciplinary Concepts
9. Concepts and Issues in Gerontology (GER 510)
 - a. Assignment in Community in the Role of Patient
10. PA Clerkship I, II, III, IV, V and VI (PA 610-615)
11. Preceptorship I and II (PA 640/50)

APPENDIX E

MARYWOOD UNIVERSITY

Graduate Competencies

Upon completion of the MU PA Program, the graduate will be able to:

Elicit a medical history

- Ensures patient comfort
- Establishes rapport with patient (and/or family)
- Reviews medical record
- Recognizes and interprets verbal and non-verbal cues
- Includes all relevant components
- Adjusts according to reason for visit, patient demographics, etc.
- Elicits psychosocial factors which may impact upon patient's health

Perform a physical examination

- Explains examination procedures
- Ensures patient comfort and privacy
- Utilizes diagnostic tools appropriately
- Assesses general status of patient
- Utilizes the skills of inspection, palpation, percussion and auscultation
- Obtains vital signs
- Examines/assesses appropriate systems
- Employs special procedures where appropriate
- Adjusts according to reason for visit, patient demographics, patient condition, etc.
- Uses principles of economy of motion, economy of time

Develop a diagnostic management plan

- Differentiates normal from abnormal findings
- Orders appropriate diagnostic tests
- Performs diagnostic tests as appropriate
- Considers cost, sensitivity, specificity, invasiveness, appropriate sequencing, etc.
- Repeats or orders additional tests as indicated
- Considers referral as option

Analyze data and develop a differential diagnosis

- Analyzes subjective and objective findings
- Recognizes diagnostic patterns
- Recognizes impact of social and behavioral issues
- Applies principles of epidemiology and principles of evidenced based medicine

- Uses problem oriented system

Develop a therapeutic management plan

- Applies principles of pharmacotherapeutics
- Considers patient's overall condition including socioeconomic factors
- Develops plan with patient (and/or family)
- Includes non-pharmacologic modalities as appropriate
- Considers referral as option
- Ensures implementation
- Ensures follow-up
- Adjusts plan as needed
- Obtains patient's informed consent as appropriate

Provide patient education

- Maximizes patient autonomy
- Applies principles of adult learning
- Instructs patients in health promotion and disease prevention principles
- Assists patient/family with utilization of community services
- Develops patient education materials
- Includes family members as appropriate

Maintain medical records

- Obtains biographical data for patient
- Writes history, physical examination, progress notes, orders, etc.
- Utilizes proper medical charting principles
- Prepares summaries as needed (admission, discharge, surgery, etc.)
- Uses written and oral (dictation) communication techniques
- Obtains physician signature
- Maintains confidentiality of record

Perform medical and surgical techniques

- Performs basic and advanced cardiac life support
- Provides wound care including suturing and removal of foreign bodies
- Obtains specimens (blood, fluid, or tissue)
- Administers medications by various routes
- Assists in surgery (first or second assist)
- Applies casts and other forms of immobilization
- Uses principles of aseptic technique and universal precautions

Utilize administrative, management and research skills

- Complies with local, state, and federal laws and regulations
- Monitors patient care for quality outcomes and cost effectiveness
- Follows guidelines for third-party reimbursement
- Develops research proposal

- Utilizes technology including computer technology to enhance patient care
- Participates in active scholarship and teaching

Demonstrate professionalism

- Demonstrates clear and effective oral and written communication skills
- Maintains patient confidentiality
- Maintains high moral and ethical standards
- Functions as a member of the health care team
- Participates in service to the community and the profession
- Demonstrates respect for individual and cultural diversity
- Recognizes limitations and seeks physician counsel
- Promotes the physician assistant profession and philosophies
- Applies humanistic approach to health care

Acknowledges the importance of lifelong learning

professional education

- Maintains certification status
- Keeps abreast of current medical/surgical trends and technology
- Provides education to the community and/or profession
- Keeps abreast of technological advances.