



Keiser University

**Physician Assistant
Program**

Student Handbook 2020-2021

First Edition

Official governing policies and procedures

Adopted January 2010

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For questions or comments concerning this handbook, please contact the Department of Academic Affairs. The information contained in this handbook is program specific and supplements the information contained in the institutional catalog. The administration reserves the right to amend, supplement or rescind these policies at any time without prior notification.

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Physician Assistant Program
STUDENT HANDBOOK 2020-2021

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PA Program Faculty & Staff Directory

Physician Assistant Program Faculty, Staff and Administration Faculty and Staff Directory

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I. GENERAL INFORMATION

Introduction

Welcome to the Keiser University Master of Science in Physician Assistant Program. We have been graduating Physician Assistants since 2011. This is a very important period in your academic career. We hope that you will take this opportunity to continue your personal and professional growth.

This handbook contains the rules and regulations that govern the program. Many of the policies and procedures are program specific and will supersede all other Keiser University policies. After the program review, please read your manual carefully and be sure to clarify any questions. Your signature at the end is your acknowledgement of these policies.

University History

Keiser University was established by the Keiser family in 1977. It is a regionally accredited, private, career university offering undergraduate and graduate degrees. The founders, Dr. Arthur Keiser and Mrs. Evelyn Keiser, felt that South Florida needed a private career college providing realistic hands-on training in a caring, conscientious and professional manner. The University has grown rapidly over the past decades and has received numerous awards and recognition for its achievement in furthering career education in Florida.

The main campus is located in Fort Lauderdale with additional campuses located throughout the State of Florida and internationally. Keiser University is accredited by the Commission on College of the Southern Association of Colleges and Schools, at 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500. Keiser University is licensed by means of accreditation by the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0404.

Accreditation

At its **September 2018** meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) extended **Accreditation-Probation** status for the **Keiser University Physician Assistant Program** sponsored by **Keiser University** until its next review in **September 2020**.

Probation is a temporary status of accreditation conferred when a program does not meet the Standards and when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, programs that still fail to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and/or risk having their accreditation withdrawn.

Specific questions regarding the program and its plans should be directed to the Program Director and/or the appropriate institutional official(s).

University Mission

Keiser University is a regionally accredited, private, career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is

committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a “students first” philosophy, Keiser University prepares graduates for careers in business, criminal justice, health care, technology, hospitality, education and career-focused general studies.

Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

Program Mission

The Keiser University Physician Assistant program provides an environment that fosters quality academic and clinical education. The program, in collaboration with the community, educates physician assistants who excel in integrative patient care, education and service to benefit the public. Furthermore, the program promotes lifelong responsibility for ongoing learning and active participation in a changing healthcare environment.

Program Goals

- Goal 1: Maintain high-quality PA program faculty.
- Goal 2: Prepare students for integration into clinical practice.
- Goal 3: Develop students who demonstrate characteristics of caring healthcare providers.
- Goal 4: Graduates will be able to provide healthcare services to improve the health of the public.
- Goal 5: Ongoing instructional and programmatic self-assessment for the maintenance of accreditation.

**ESTIMATED COST AND TUITION
YEAR I**

	Semester I	Semester II	Semester III
Application Fee	\$55.00		
Registration Fee	\$145.00		
Physician Fee	\$1,000.00		
Tuition	\$14,112.00	\$14,112.00	\$14,112.00
Education Fee	\$600.00	\$600.00	\$600.00
Text Books (Required)	\$214.00	\$214.00	\$214.00
Sentry MD	\$27.00		
Background Check	\$56.00		
Kaplan Review	\$149.00		
Suture Kit		\$29.98	
PACKRAT 1			\$45.00
BLS			\$28.00
HIPPA			\$15.95
Blood Borne Pathogens (BBP)			\$15.95
OSHA			\$15.95
Human Trafficking			\$15.95
ACLS			\$200.00
PALS			\$200.00
Estimated Total Per Semester	\$16,358.00	\$14,955.98	\$15,462.80

YEAR II

	Semester I	Semester II	Semester III
Tuition	\$14,112.00	\$14,112.00	\$14,112.00
Education Fee	\$600.00	\$600.00	\$600.00
Text Books (Required)	\$214.00	\$214.00	\$214.00
Sentry MD	\$12.00		
Background Check	\$56.00		
Medical Errors	\$15.95		
End of Rotation (EOR) Exams (seven at \$35.00 each)*	\$245.00		
PAST Typhon	\$90.00		
Hancock Educational Learning Program	\$199.95		
PACKRAT 2		\$45.00	
Hancock Review			\$250.00
PAEA End of Curriculum Exam			\$99.00
Estimated Total Per Semester	\$15,544.90	\$14,971.00	\$15,275.00

Estimated Program Cost – \$92,567.68

OTHER ESTIMATED FEES

Exam Master	\$78.04
Additional Background Check Cost**	\$120.00
Medical Equipment***	\$1,500.00
Textbooks*** (Recommended)	\$300.00
Additional Clinical Site Fee: Drug Screen/PPD****	\$150.00
PANCE	\$550.00
Withdrawal Fee:	\$100.00
Re-entry Fee:	\$150.00
Transcript Fee:	\$5.00
Estimated Total	\$2,953.04

***Students may be assigned up to two additional EOR exams at \$35.00 each.**

****Additional cost may vary based upon states and counties.**

*****Additional cost may vary based upon vendors.**

******Some Clinical sites may require additional screenings.**

Students may also incur additional living expenses if assigned to clinical rotations in a distant geographical site. (See travel policy in student handbook)

Students receive a subscription to Access Medicine at no additional cost.

Americans with Disabilities Act

Keiser University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

The following individual is Keiser University's Section 504 Coordinator:

Dr. Christopher Stabile, Associate Vice Chancellor of Teaching and Learning Office of the Chancellor
1900 W. Commercial Boulevard, Suite 180, Ft. Lauderdale, Florida 33309 Tel: (954) 776-4476
cstabile@keiseruniversity.edu.

A student who has a disability as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act must be able to meet the academic, technical, and professional standards, with or without a reasonable accommodation.

The following is the process for Assessing Disabilities and Reasonable Accommodations: No inquiry will be made on the application forms concerning a disability. Policies regarding technical abilities and skills necessary to meet the competency requirements of the program (see pages) available on the Program website. Candidates and students are encouraged to review the competency requirements.

Individuals accepted for admission to Program who believe they require a reasonable accommodation for any medical condition must contact Keiser University's Office of Disability Services ("ODS") so that ODS can determine if the medical condition is a disability as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Part of ODS' review of whether or not a student has a disability includes a requirement that the student submit supporting documentation regarding the disability from a qualified health professional. The health professional must also provide an opinion on the student's ability to meet the Program Standards with or without reasonable accommodations. It is the responsibility of the student to provide a complete set of the Program Standards to the qualified health care provider before the opinion is rendered.

A reasonable accommodation is viewed as a means of assisting disabled students with meeting essential standards by providing them with an equal opportunity to participate in all aspects of each course or clinical experience (a reasonable accommodation does not, however, guarantee that students will be successful in meeting the requirements of the course or clinical activity).

Whether or not an accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process between the disabled student, ODS, and the Physician Assistant Program. ODS will discuss the reasonableness of the accommodation with the Associate Dean and PA Program Director (or his/her agent) in light of cost to Keiser University and the Standards described herein. Any disagreements between ODS and the Program regarding whether an accommodation is reasonable under current federal and/or state law should be addressed with Keiser University's Office of Legal Affairs.

All students accepted into the Program must sign a statement that they have read, understand and are able to meet the technical and professional standards, with or without reasonable accommodations. The standards apply to all phases of the Program, including admissions, matriculation and graduation.

Although a disability may ultimately prevent some candidates or students from meeting these standards, the Program is committed to providing all reasonable accommodations that will assist disabled students in entering and successfully completing the Program.

Technical and Professional Standards

Physician Assistant (PA) training is recognized as a broad-based process that requires the acquisition of general knowledge in all fields of medicine and of the basic skills required for the practice of medicine, regardless of specialty. The education of a PA in the Keiser University Physician Assistant Program requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experience in preparation for semi-autonomous and appropriate decisions required in medical practice. The current practice of medicine emphasizes collaboration among physicians, other allied health care professionals such as PAs, patients, and families.

The Program Technical and Professional Standards (Standards), as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities necessary for satisfactory completion of all aspects of the Program curriculum. This includes the development of professional attributes required by the faculty of all Program students by the time of graduation and for future practice as a certified and licensed PA.

The Program standards and essential functions of medical education shape the requirements for admission, retention, and graduation of applicants and students. All graduates are expected to be qualified to enter a field of PA practice of their choice.

Students applying to the Program are selected on the basis of academic achievement, faculty evaluations, and evidence of maturity, motivation, leadership, integrity, and compassion. Students must be capable of meeting the Standards described herein.

The medical education process involved in the Program focuses largely on the care of patients and differs markedly from postsecondary education in fields outside of the health sciences. The primary responsibility for the selection of students and for the content of the curriculum rests with the Program and its faculty.

The Standards, as outlined below, along with the Program policies, procedures and process for the admission and education of PA students, parallel, to some extent, those set forth by the Physician Assistant Competencies published by the AAPA, inform and guide the decisions of the Program faculty. All students of medicine, including PA students, must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty.

Program Technical Standards

A candidate for the Physician Assistant Program must have abilities and skills inclusive of yet not limited to the following major categories: **[observation]; [communications]; [motor]; [sensory]; [strength and mobility]; [visual integration]; [intellectual, conceptual, integrative and quantitative abilities];** as well as **[behavior and social attributes]**. Technological compensation can be made in some of these areas, but a candidate must be able to perform in a *reasonably* independent manner.

1. **Observation:** Candidates and students must have sufficient vision to be able to observe demonstrations, experiments and laboratory exercises held throughout the program. They must be

able to observe a patient accurately at a distance and close at hand.

2. **Communications:** Candidates and students should be able to speak, hear and observe to elicit information, examine patients, and perceive nonverbal communications. They must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team.
3. **Motor:** Candidates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonable required of Pas are cardiopulmonary resuscitation, administration of intravenous medication, and the application of pressure to stop bleeding, the opening of obstructed airways, and the suturing of wounds. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of senses of touch and vision.
4. **Sensory:** Since Physician Assistant candidates and students need enhanced ability in their sensory skills; it would be necessary to thoroughly evaluate for candidacy individuals who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities. This would include individuals with significant previous burns, sensory motor deficits, cicatrix formation and many malformations of the upper extremities.
5. **Strength and Mobility:** Performing as a Physician Assistant student often requires upright posture along with sufficient upper and lower extremity and body strength. Such strength and mobility are needed to assist in surgery, emergency situations and activities associated with daily practice as a physician assistant
6. **Visual Integration:** Consistent with the ability to assess asymmetry, range of motion and tissue texture changes, it is necessary for candidates and students to have adequate visual capabilities for proper evaluation and treatment.
7. **Intellectual, Conceptual, Integrative and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of Physician Assistants, requires all of these intellectual abilities. In addition, candidates and student should be able to comprehend three-dimensional relationships and understand the relationships of structures.
8. **Behavioral and Social Attributes:** Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates and student must be able to tolerate physically taxing workloads, adapt to changing environments, display flexibility, and learn to function in the fact of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and education processes.

Standards of Conduct

Commensurate with the academic atmosphere that prevails throughout the University, students are expected and required to conduct themselves in keeping with the highest of standards. Any behavior which distracts other students or disrupts routine class or clinical site procedure is not tolerated. Such conduct is considered just cause for dismissal of a student from the University.

Specific behaviors that may cause dismissal from the program and University include, but are not limited to:

- Cheating, plagiarism, and/or infractions of administrative policies
- Willful destruction or defacement of university, clinical site, or student property.
- Improper or illegal conduct, including hazing
- Use or possession of alcoholic beverages or illegal drugs on campus and/or at clinical sites. Being under the influence of alcoholic beverages or illegal drugs while on campus and/or at clinical sites
- Theft of student or University property
- Disruptive or otherwise inappropriate behavior
- Failure to meet student responsibilities or otherwise comply with policies as enumerated here or in catalog
- Continued inappropriate personal appearance
- Continued unsatisfactory attendance
- Non-payment for services rendered by the University
- Conduct prejudicial to a class, program or the University

Academic Honesty Policy

Academic dishonesty is a serious violation. Students are expected to maintain complete honesty and integrity in all academic work they undertake throughout the duration of the MPA program. There are different forms of academic dishonesty including, but not limited to:

- Acquiring or Providing Information Dishonestly
- Using unauthorized notes or other study aids during an examination
- Using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view
- Looking at another student's work during an exam or in an assignment where collaboration is not allowed
- Attempting to communicate with other students during an exam or in an assignment where collaboration is not allowed
- Obtaining an examination prior to its administration; altering graded work and submitting it for re-grading
- Allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.
- The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship.
- Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties.

Sanctions for Academic Dishonesty

- If an instructor suspects that a student has compromised the integrity of a written exam, the exam will be removed from the student immediately.
- If an instructor suspects the student has compromised the integrity of a hands-on skills exam or practical exam, the grading process will be stopped immediately.
- A grade of "zero" will be given for the written exam/practical exam, which may result in the student entering into remediation as outlined below, and/or dismissal

II. ACADEMICS

Academic Advisement

Students are assigned an academic advisor at orientation. The physician assistant faculty is dedicated to meeting each student's academic need in a professional and caring manner. Students are assigned faculty advisors who will provide assistance and guidance to help students successfully complete the physician assistant program and develop professionalism.

Advisors will assist students in finding tutorial services. Each advisor has established office hours and can be contacted via email to set up an appointment. Response time per student email request is usually within twenty-four hours Monday through Friday.

Academic advisors will be responsible for meeting with their students at least once a semester for professional development interviews. In addition, students whose course average falls below an 80% will be identified early and be referred to their respective advisors by the course instructors for remediation. In union with the course instructor, academic advisors will provide remediation guidelines, guidance for time management, and instruction on improved study skills.

Grading Policy

The program issues letter grades which are consistent with the university. Students are awarded letter grades for work undertaken at Keiser University. Academic work is evaluated, and grades are assigned at the end of each term to indicate a student's level of performance. Criteria upon which a student's performance is evaluated are distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, lab assignments, class projects and homework/outside assignments. The meaning of grade notations is as follows and is based on a 4.0 scale:

Letter Grade	Numerical Value	Numeric Grade
A	4.0	90 – 100%
B	3.0	80 – 89.99%
C	2.0	70 – 79.99%
F	0.0	Less than 70%
AU	Not Computed	-----
I	Incomplete	Not Computed *
W	Withdrawal	Not Computed (prior to 50% completion)
WF	Withdrawal Failing	0.0 (after 50% completion)
WNA	Withdrawal/No Attendance	Not Computed

*Converts to grade of F if no grade is entered by end of two weeks

Incomplete Grades

Students who request an incomplete grade in any course will be required to meet with their instructor to discuss satisfactory arrangements to fulfill course requirements. Course assignments for an Incomplete must be completed within *two (2) weeks* of the beginning of the next semester. Failure to complete the work within the two-week time period, without administrative approval, will result in a failing grade.

Grade Appeals

It is the right and responsibility of the faculty to determine student grades at Keiser University. An instructor's right to determine the grades assigned in his or her classes shall be abrogated only if it is demonstrated (through the procedure below) that a course grade was based on factors other than the student's academic performance in the course. To ensure a fair and expeditious processing of appeals, the following deadlines should guide the entire appeals process:

- Students must submit a formal written appeal to the instructor no later than three (3) weeks into the subsequent semester following the issuance of the grade.
- The instructor will review and respond in writing within two (2) weeks.
- If not resolved the student may submit a formal appeal to appeal to the Program Director, he or she must submit a formal appeal within two (2) weeks of receiving the instructor's reply. If the student does not get a response from the instructor within two (2) weeks, the student may proceed directly to the Program Director, also within a two (2) week period.
- The Program Director will then have two weeks to mediate a resolution.
- If the student wishes to appeal further, he or she must submit an appeal in writing to the Academic Dean within two (2) weeks of hearing from the Program Director.
- The Academic Dean shall have three (3) weeks to dismiss, begin mediation or empanel an Ad Hoc Appeals Committee and investigate the appeal. By the end of the semester in which the appeal process began, the Ad Hoc Appeals Committee should notify the student, instructor, Program Director, Academic Dean, and President of its decision.

Requirements for Program Completion

Keiser University Master of Science in Physician Assistant Program curricula consists of 127.5 graduate semester credit hours. The first year includes 78.5 semester credit hours of didactic and laboratory instruction. The first semester has 24 semester credit hours; the second semester has 27 semester credit hours; and the third semester has 27.5 semester credit hours.

The second year includes 49 semester credit hours consisting of 45 semester credit hours of clinical rotations and other coursework including but not limited to: A Certification Examination Review, and a Summative Evaluation. The fourth semester has 15 semester credit hours; the fifth semester has 17 semester credit hours; and the sixth semester has 17 semester credit hours.

As part of the graduate curriculum, each student is required demonstrate his/her ability to research and compile information.

Requirements for Successful Completion of the Didactic Phase:

- Students must successfully complete all assessments, including but not limited to written, oral, and skills examinations and maintain a 3.0 cumulative GPA.
- Students must demonstrate skills required necessary for clinical practice as determined by the faculty of the Physician Assistant Program.
- Students must receive a satisfactory evaluation from their academic advisor by meeting all academic and professional standards (professional standards guidelines are outlined in the appendix).

- Students must comply with the Guidelines for Ethical Code of Conduct for the Physician Assistant Profession.
- Students must maintain a professional demeanor as a physician assistant student evidenced (but not limited) by attendance, active participation in all classes, lectures, seminars, and clinical experiences as designated by the faculty of the Physician Assistant program.
- Students must complete the didactic phase PACKRAT exam.
- Students maintain compliance through Sentry MD at all times.
- Students must meet the program technical standards

Requirements for Successful Completion of the Clinical Phase:

- Students must satisfactorily complete the nine clinical rotations, including end of rotation exams and end of rotation evaluations, preceptor evaluations and maintain a 3.0 cumulative GPA
- Students must demonstrate required skills necessary for clinical practice and professional behaviors as determined by the faculty of the Physician Assistant program. This includes the clinical preceptors and other faculty.
- Students must comply with the Guidelines for Ethical Code of Conduct for the Physician Assistant Profession.
- Students must maintain a professional demeanor as a physician assistant student evidenced by attending and active participation in in all classes, lectures, seminars and clinical experiences as designated by the faculty of the Physician Assistant program, including preceptor faculty.
- Students must complete the clinical phase PACKRAT exam.
- Students maintain compliance through Sentry MD at all times.
- Students must receive a satisfactory evaluation from their academic advisors, program faculty and Committee on Student Progress, by meeting all academic and professional standards.

Graduation Requirements:

- The student must complete the requirements for both the Didactic and Clinical phases of the PA program, along with successful completion of the summative examination.
- The student must satisfactorily complete the program with a 3.0 cumulative grade point average
- The students must register and select a date to take the PANCE.

Graduate Satisfactory Academic Progress

Graduate students at Keiser University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a cumulative grade point average (CGPA) and course completion rate.

A student must achieve a minimum grade point average (GPA) of 2.7 after completing each semester at Keiser University. The course completion rate requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet degree requirements are considered in the determination of this 150% normal time frame, although not in computation of grade point average. The normal timeframe is measured in credit hours attempted (rather than semesters) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Keiser University requires that a student successfully complete 66.7% of credit hours attempted after completing his/her first semester at Keiser University and each semester thereafter. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic

progress. All students must have completed a minimum of 67% of credit hours attempted to graduate within 150% of the normal timeframe.

Academic Warning

In the event a student does not achieve a 2.7 or greater GPA in any semester, or earn 66.7% of the cumulative credits attempted, the student will be placed on Academic Financial Aid Warning (AFAW). A student on AFAW who meets the Satisfactory Academic Progress (SAP) requirements at the end of the semester is removed from AFAW. While on AFAW, a student not earning a 2.7 CGPA or 66.7% of the attempted credits by the end of the semester is dismissed from Keiser University. To avoid dismissal, the student may submit a written appeal requesting to be placed on Academic Financial Aid Probation (AFAP) and if approved continues to be eligible for Title IV funding.

Academic Probation

While on AFAP, a student not earning a 2.7 CGPA or better by the end of the semester or the required 66.7% of credits attempted will be monitored to ensure they are meeting the requirements of the approved Academic Plan. If the student is making progress as required, the student will be allowed one additional semester of aid if the student would be able to meet the required maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated, and the student may be dismissed from Keiser University.

Academic Dismissal

A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on AFAP and is not eligible for Title IV funds until the student has achieved a 2.7 CGPA or the required 66.7% PACE at the end of the returning semester.

The CGPA continues throughout a student's tenure at Keiser University. When a student transfers from one program to another within a degree level, the student's current CGPA will transfer to the new program and the final calculation will include all courses taken at Keiser University. Although students may be able to change programs and return to Keiser University to take classes after dismissal based on this policy, students may not be accepted back to the physician assistant program.

A student who has been dismissed may reapply to Keiser University after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 2.7 CGPA to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted on Academic Financial Aid Probation but is not eligible for Title IV funds until the student achieves satisfactory academic progress. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

Deceleration

Deceleration status must be requested in writing by the physician assistant student and submitted to the program director. The request will be reviewed by the Committee on Student Progress (COSPP) and the program director if the student is requesting deceleration in the physician assistant program. Students who

wish to change their major will be placed with an advisor from that major to help determine an academic plan, which include repeating the didactic year or clinical rotations. When a student has been approved for deceleration, an approved academic plan is developed. Keiser University requires that the student complete their approved academic plan of study. The physician assistant program may require that the student have an academic plan to graduate with their current cohort or the cohort that is expected to graduate the following year.

Remediation

The program elects to continually remediate students as needed. Therefore, course averages are continually monitored. When a grade earned is below an 80%, the following remediation strategies may apply:

Remediation for **First-year students** is as follows:

If a student gets a 79.4% or lower on an assessment, the student will need to remediate. The remediation will be designed to promote improved comprehension of the subject. Only a grade of 79.5% or higher will be accepted as a passing for the remediation. Remediation is required to complete the course. Students who do not successfully remediate will earn an incomplete (e.g. I) for the course. Progression through the program curriculum requires that all students complete and pass all semester courses to be eligible to participate in the next semesters courses. Therefore, students who do not comply with remediation requirements will not progress to the next semester.

Students will be identified as “at-risk” at the time of their first grade of C. At-risk students may be required to participate in additional assessment preparation activities to facilitate improved learning and retention of material for the purpose of improving future assessment outcomes. When these additional assessment preparation activities are required, they are also mandatory. Failure to comply with the assessment preparation activities can result in an incomplete (e.g. I) for the course. Progression through the program curriculum requires that all students complete and pass all semester courses to be eligible to participate in the next semesters courses. Therefore, students who do not comply with assessment preparation requirements will not progress to the next semester.

Remediation for **Second-year students** is required when mid rotation scores and/or end of rotation scores fall below 80%, or when a downward grading trend is identified. The Clinical Director and/or Clinical Coordinator will determine the remediation assignment.

A First year student who obtains an overall course grade between 65-69.99 % will be required to take an instructor assigned Comprehensive Examination. The exam date is to be decided by the course instructor, typically within one week of the last day of the course.

If a score of 70% or higher is earned the student will receive a final course grade of “C” will be issued. The student will be allowed to continue in the PA program, assuming the cumulative GPA is 3.0 or greater and there are no other infractions.

If the student scores less than 70% in the Comprehensive Exam, the student will receive a final course grade of “F” and is referred to the Committee on Student Progress. COSP will issue the appropriate academic action as stated above.

Students in the Keiser University Physician Assistant Program **may not** repeat courses. Any student who earns a GPA below 3.0 in any semester will be referred to the COSP committee. In addition, students who are risk for, or are in the process of, deceleration, probation, withdrawal, or dismissal are referred to and evaluated by COSP.

Leave of Absence Policy

Currently, the program is unable to grant any leave of absence to students. Student should refer to the deceleration policy (Deceleration Policy is located on page 15).

Withdrawal Policy

When a student withdraws from Keiser University Physician Assistant Program, the student, parent, or guardian should give oral or written notice to the Physician Assistant Program Director and the Associate Vice Chancellor of Academic Affairs for Graduate Education. Such notice should contain the reason for the withdrawal. Students have a responsibility to notify the University of their intent to withdraw and indicate the date of the withdrawal. If the student plans to return to school this should be indicated to the Program Director and Associate Vice Chancellor of Academic Affairs for Graduate Education during this process. A student who withdraws and does not notify the University of their intent to return must be withdrawn within 14 days of the last date of attendance. In addition, any student who has not attended class within 14 days must be withdrawn. This policy will affect the student's grade based on the following:

- Withdrawal prior to 50% completing of the course, a grade of W will be assigned.
- Withdrawal after 50% completion of the course, a grade of WF will be assigned.

Military Deployment Policy

Military students must provide a copy of orders to request a withdrawal from the institution for Military Duty. No academic penalty will be given for deployment. If the student is currently attending classes, the student has the option to complete the course with the approval of their faculty member and Associate Vice Chancellor. The student can request an "incomplete" grade and will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis.

Re-Admittance Policy

A student must apply for re-admittance to the University as well as apply for re-admittance to the physician assistant program after voluntary or involuntary withdrawal. A student must be re-admitted to Keiser University AND readmitted to the Keiser University Physician Assistant program to continue in the Keiser University Physician Assistant program. The Keiser Physician Assistant Program Students who have been dismissed for discipline reasons will not be considered for re-admission to the physician assistant program. The Keiser University re-admittance policy is as follows:

- Students must obtain permission for the Associate Vice Chancellor of Academic Affairs for Graduate Education to re-enroll.
- Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the University have been met.
- If a student has been out of school for more than one (1) semester, a re-entry fee of \$150 must be paid.
- Student must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.
- If a student has been out of school for more than six months, the student may no longer have the hands-on skills necessary for his/her respective program.
- The decision for re-admittance in this case is made by the Program Director.

Professionalism Policy

Professional Behavior

Professionalism is a core competency required for successful matriculation in this program. All principal faculty and staff monitor professional behavior. Each semester students will have the opportunity to review his/her professionalism with the academic advisor. The Keiser PA program adopts a professional behavior policy that is consistent with the Keiser University. The University has established a set of professional behaviors, which will help students develop their knowledge and skills for entry-level positions in their fields:

- Adhere to University policies and procedures as outlined in the University catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.
- Students should demonstrate appropriate communication, interaction and behavior toward other students and faculty. Ideas and opinions should be communicated in a respectful manner. No shouting or rude, vulgar language is to be used.

Professional /Behavior Disciplinary Procedure

Professionalism will be monitored in all components of the curriculum. Course directors will monitor professional behavior in all courses. All students are required to pass professionalism requirements in each course. Students must achieve a passing in every professionalism criterion identified in the rubric. A passing grade is considered a 3 or 4 for each criteria. Scores below 3 are a failing scores. When a professionalism incident occurs, which drops a student below a score of 3 for any criteria listed, the student will meet with the course professor as soon as possible after the end of the class period so that the incident can be discussed, reviewed, and remediated. All students who earn a failing grade on professionalism are required to remediate and improve their score to a passing grade to successfully complete the course. Students who do not successfully remediate and achieve a score of 3 or greater in each category will receive an incomplete for their course grade. All semester courses must be successfully passed prior to being able to progress to the next semester.

Students can have up to 10 points deducted from the final course grade based on the attached rubric (**See page 47**). Any deductions will be reported to the advisor who will meet and counsel the student.

In addition, at the end of each semester each student will meet with his/her advisor for a semester professionalism review. This review will be based on the professionalism rubric (see appendix). Didactic or clinical year students who earn a score <32(40/40points) on the professionalism review will be referred to Committee on Student Progress (COSP).

COSP will review and recommend Professionalism Probation. COSP will develop an action plan for the student. The student has one semester in which to adhere to the action plan and correct any deficiencies.

At the end semester, COSP will reassess the students' progress and determine whether the student corrected the deficiencies. Failure of any student to meet the terms of probation as outlined in the student action plan will result in dismissal from the program. If dismissed, the student will be ineligible for re-entry to the University.

Attendance Policy

Tardiness

Students should be prepared to start lecture/exams exactly at the top of the hour (i.e. 8A, 10A, 1P, 3P). Any student not in their seat and ready for class will be considered late. Your first tardiness may result in a written warning. Subsequent tardiness will be viewed as a professionalism issue and will be subject to consequences as per the program's professionalism policy.

Attendance

- Students must attend all lectures, laboratory sessions and clinical rotations during their matriculation in the program
- Unreported absenteeism will be considered unexcused regardless of cause.
- Tardiness to class or events is not acceptable, and hours missed are considered "unexcused" absences.
- Students must complete and absence reporting form for ALL absences, excused and unexcused, which will be turned into their advisors and kept in student advising folders.

Excused Absences Include

- Incapacitating illness, injury requiring bed rest and unexpected family emergencies are considered valid reasons for absence however; the procedure above must be followed.
- A death in the immediate family is considered and excused absence. Keiser University defines "Immediate family" as spouse, parent, child, sibling or spouse's parent, child or sibling. An obituary is required documentation.
- Exceptions to the "immediate family" criteria may be considered by the Program Director on an individual basis.
- Absences for scholarly activities will be considered by the Program Director on a case-by-case basis. A written request must be submitted at least one month prior to the event.
- In the event of serious injury or health event, in order to return to school, the PA student must submit a letter from a medical provider indicating the student is cleared to return to school and continue the rigor of the Program.

Unexcused Absences

The following are considered an unexcused absence:

- Job interviews, business appointments, routine dental and doctor appointments, weddings, graduations, and other social events are NOT considered "excused" absences. Please do NOT schedule these during rotations or during EOR days.
- Any change or absenteeism in clinical rotation schedule not reported to clinical coordinator is considered unexcused.

Unexcused Absence Disciplinary Action

On the first unexcused absence, the student will be referred to his/her Academic Advisor. An unexcused absenteeism form will be completed and maintained in the student's Advising folder, and a notation will be entered Campus View. A warning will be issued delineating further events.

After the first unexcused absence, students who have missed more than 5% of the total course contact time will have the final course grade dropped by a letter grade.

A student who has chronic absenteeism/tardiness will be further reported to the student's advisor and the Program director. Failure of the student to correct the behavior will result in a referral to COSP for further disciplinary action.

Examination Policy

A certain amount of classroom testing is necessary for each course. It is a Keiser University policy that each student completes the required examinations according to the schedule required by the instructor in order to receive a passing grade. All examinations are announced in advance, so students can prepare. Any examination not completed by the deadline set by an instructor may result in an automatic failure for that examination, unless specific arrangements are made with the instructor.

Testing Mechanisms and Examination Contents

The course director determines the type of testing and the material that individual tests cover. Any questions or requests for clarification are appropriately directed to the course director.

Absence from Examinations

All exams must be taken at the time announced by the course instructor. There are three reasons a student may be absent from an exam. These are discussed below. Make-up exam time and topics to be determined by the instructor.

1. A sudden emergency before an exam. This may include a family emergency. This must be preapproved by the program director before the exam.
2. A preexisting illness. This illness must be documented by a licensed medical provider and provided to the course instructor prior to the make-up exam.
3. A sudden emergency during an exam. This would include a sudden onset of illness or some other emergency. In the case of illness, the student must immediately inform the instructor/proctor and they will develop a plan finishing or postponing the test as needed. An absence without prior notification to the course director or program director or absence of appropriate documentation is unexcused and will result in a score of zero (0) for the missed exam.

Examination Tardiness

1. A student arriving up to fifteen (15) minutes late, who still wishes to sit for the examination, is advised that no additional time beyond the scheduled conclusion of the examination is allowed and points may be deducted from the exam score.
2. A student arriving more than fifteen (15) minutes late to an examination will not be permitted to sit for that examination and must contact the course director.

A student, believing that he or she has valid emergency for being late, must present an explanation and provide documentation acceptable to the course director, who has the discretion to excuse the lateness and schedule a make-up examination. Multiple occurrences of lateness for examinations may result in the lowering of the student's course letter grade and other correctional measures deemed appropriate by the program.

Administration of Examinations

The Course Manager has standardized procedures for the administration of examinations. Any student not in compliance with those standardized procedures may be dismissed from the examination and receive a zero (0) score for that examination.

Electronic or Mechanical Devices

Cell phones, pagers, alarm watches (or any wearable computing devices), computing devices of any type, or other electronic or mechanical devices capable of emitting sound tones are either not to be brought into

the examination rooms or turned off prior to the start of the examination and must be placed in the front of the examination room before the examination begins. Disruption of an examination by such student-owned devices is rude, inconsiderate of the other students, unacceptable, and may subject the student to disciplinary action.

Distributed Test Materials

Only distributed test materials, pencils, pens, erasers, or other test-related materials specifically authorized by the proctors are permitted to be at or near a student's individual testing area.

1. All beverage containers, food stuffs, books, bags, papers, and any other materials (including personal belongings, i.e., coats, jackets, sweaters, sweatshirts, and other outer garments that are not being worn at the time of the examination) must be placed in the front of the examination room before the examination begins.
2. Hats are not to be worn during examinations.
3. Students are urged not to bring extraneous materials to examinations.

Student-asked Questions During Examinations

1. The only types of questions allowed during an exam must pertain to the physical condition of the exam, such as a missing page, incorrect question numbering, typographical errors, or illegible copy.
2. No questions related to interpretation of question content (including definition of terms, questions that assist the students in weighing alternative answers, or questions concerning the "accuracy of the student's understanding basic, anatomy, physiology, or terminology) will be entertained by the examination proctors during the administration of the examination.
3. Individualized explanations by proctors to single students during an examination are potentially unfair to others taking the examination and are not permitted.
4. The student is to answer the question as best as possible and make a written note of the question and the perceived difficulty on the face of the student's examination booklet so that the student's concern can be evaluated by the course director after the examination during the course director's review of the examination.

Examination Seating

1. Individual assigned seating for examinations or seating patterns may be made at or prior to examinations.
2. Minimally, students will be separated by one or more seats for written examinations if permitted by the room configuration.
3. Failure to adhere to seating assignments or other related examination-administration instructions may result in lowering of the student's grade, as well as other appropriate disciplinary actions.

Accommodations for Testing

1. Only a student with documented learning disabilities, for whom the University has officially agreed to provide accommodation(s), will be afforded those accommodations during examinations.
2. Informal requests for undocumented disabilities or "an individual student preference" cannot be honored.

Timing of Examinations

1. Distribution of testing materials is included in the total time allocated for the administration of an examination. Therefore, the student is expected to arrive before the scheduled starting time for the examination to complete any pre-examination preparations to facilitate the distribution of testing materials.
2. The beginning and ending times of the examination will be posted or announced when the proctor begins the examination

3. Exams are timed to help the student learn to organize their time as is required at the NCCPA administered PA certification exam (PANACE). Therefore, tests in the first semester will be timed at 1.5 minutes per question. The second semester each question will be timed at 1.25 minutes per question. The third semester and the second year, each question will be timed at 1.00 minute per question, the timing at PANACE.

Transferring of Answers to Answer Sheets

1. No extra time is allowed for a student to transfer answers from test papers/booklets to the provided answer sheets.
2. Recording of answers upon the answer sheets is part of the allocated examination timing.
3. Answers not recorded on the provided answer sheet(s) will not be used in calculating grades.

Temporary Withdrawal from Examinations

1. Students are expected to make every effort to use the bathroom prior to the start of the exam.
2. No student is permitted to leave the examination room except for an acute illness.
3. Whether the withdrawal is temporary or permanent is at the discretion of the test proctor.
4. If possible, the student should alert the proctor to any possible concerns before the exam; so, proctor may make special arrangement such as altering seat assignments.

Permanent Withdrawal from Examinations

1. A student completing the examination before the end of the test period may quietly retrieve personal belongings and leave the testing area.
2. A student leaving the examination room early is not permitted to re-enter the examination room for any reason until the examination is concluded.

Departure from the Examination Area

1. Quiet talking among numbers of students standing outside of the examination room results in a noise-level that is disturbing to other students still taking the examination, and constitutes unacceptable, disruptive behavior. Thus, the entire building is considered a quiet area where noise needs to be reduced until the final student is done testing.
2. Therefore, every student leaving the examination room early must vacate the surrounding area and not congregate outside any examination room.
3. Any student in the immediate examination area who fails to follow proctor instructions to be silent or to vacate the examination area is subject to disciplinary action and or loss of points on the exam.

Inappropriate Examination Behavior (also see Standards of Conduct and Academic Honesty in the Student Handbook and University catalog)

1. Absolute integrity and honesty are required at all times. Actions such as copying from another student, discussion during an examination, or possessing of materials relating to the subject matter being tested at an individual student's examination area constitute cheating and are strictly prohibited.
2. Likewise, providing written, visual, or verbal information to another student during an examination, evaluation or exercise; or even allowing another student to see or otherwise access one's responses or work under examination conditions is unacceptable.
3. These, or any other forms of cheating, are prohibited.
4. The aiding or abetting of cheating by another student also constitutes cheating.
5. There is no justification for cheating, and any student engaging in such activity is behaving unprofessionally and demonstrating an unsuitability to train for and serve in this health care profession. Therefore, every student must be scrupulously meticulous in avoiding any questionable behavior or even engaging in conduct that gives the appearance of cheating.
6. Cheating will result in strong disciplinary actions against the offender(s), including persons abetting such actions! A professional student has both an ethical obligation and a duty to advise the faculty of

occurrences of cheating so that such students will be barred from occupying positions of trust and responsibility that this training would otherwise allow.

7. If an instructor suspects that a student has compromised the integrity of a written exam, the exam will be removed from the student immediately.
8. If an instructor suspects the student has compromised the integrity of a hands-on skills exam or practical exam, the grading process will be stopped immediately.
9. A grade of “zero” will be given for the written / practical exam, which may result in the student entering into remediation as outlined below, referral to the academic progress committee and/or dismissal from the program.
10. Further sanctions may be imposed as listed in the Graduate Catalog.

Make-up Examination Policy

Examinations are given once only, with the exception of specifically designated tests, for example, some practical and oral exams. Such exceptions are indicated in individual course syllabi. The make-up policy is as follows:

1. A make-up examination for a student with an officially excused absence will be an equivalent examination over the same range of subject material covered by the original examination.
2. Equivalent exams need not be identical in question content or format to the original exam.
3. A student will take the make-up examination when scheduled by the course director.
4. Any student absent from the scheduled make-up exam will receive a zero (0) for the exam score.
5. Make-up examinations are not administered for unexcused absences or lateness.

Examination Ownership and Security

1. All examinations are the property of the physician assistant program.
2. All examination materials are to be returned by the student to the proctors at the conclusion of the examination.
3. Removal, copying, or other forms of reproduction (i.e. one or more students reproducing examination questions after the examination is completed) of an examination and related materials for any reason constitute cheating and theft and warrant disciplinary action against the offender.
4. Other students receiving, viewing, or duplicating such stolen examination materials will be treated as accomplices, and are subject to disciplinary action.

Examination Reviews

1. In-class test reviews will be conducted at the discretion of the instructor. All books, bags and other personal property are to be placed in the front of the room prior to the examination review.
2. During review sessions, copying or other forms of reproduction of examination-related materials for any reason constitute cheating and theft and warrant disciplinary action against the offender.
3. Any other student receiving, viewing, or duplicating such stolen examination materials will be treated as accomplices, and are subject to disciplinary action.
4. A student desiring an individualized review should direct that request specifically to the course instructor.

Challenging Question Answers

Test exam answer challenges are at the discretion of the instructor as outlined in the course syllabus.

Examination Preservation

1. Examination answer sheets are kept for thirty (30) calendar days after the end of the class and then destroyed.
2. Any student wishing to review his or her examinations must do so within that thirty-day period of preservation.
3. The Summative Examination is not available for student review under this policy.

III. ADMINISTRATIVE POLICIES AND PROCEDURES

Advanced Placement

The Physician Assistant program does not grant advance placement. Each class will be an integral part of the academic experience and is necessary for success in this program. All students must successfully complete all courses required in our program.

Employment Policy

Due to the intensity and time demands associated with the program, students are strongly discouraged from working while in the program. There may be classes that meet during the evening hours or weekends as the schedule permits; students *must* be available to attend these sessions. The intensity of study required for successful completion of the program makes working a significant distraction.

Keiser University physician assistant students, during clinical rotations, will never be required to substitute for clinical or administrative staff. Compliance with this standard is monitored by faculty site visits and student evaluations of clinical rotations.

Keiser University does not require students to work for the program as student workers, administrative or technical staff.

Email Policy

All Keiser University Physician Assistant students are required to open, utilize, and maintain (i.e., keep storage within the maximum set by the Department of Information Technology) a KU e-mail account. Official university communications and notices will be sent via KU e-mail accounts. All students will be responsible for regularly checking their KU e-mail and responding as required within 24 hours.

ONLY KU accounts will be used in all matters related to academics, student life, and university notifications. The university does not forward KU e-mail to personal e-mail accounts.

Referral Service Policy and Procedure

Students who are experiencing personal, emotional and or and academic difficult time in the program may self-refer or be referred by program faculty and/or Program Director to the Keiser University **Student Services Office**, this office is open from 8:00 am to 5:00 pm Monday to Friday. They provide assistance in locating outside referral services for those students with personal problems that may interfere with progress in the program. Appointments can be made by calling **the Student Services Coordinator at 954-776-4456, ext. 3507.**

Students can self-refer. They may access referral services in many areas including housing, counseling, health services, transportation, and daycare by dialing 2-1-1 or by going to **www.211.org**. **Students can also call the 2-1-1 Referral Services Hotline.**

Clinical Site Policy

Keiser University does not require students to provide their own clinical sites. Students are informed of this policy at orientation. Students are not asked nor are they required to work for the physician assistant program.

Student Travel Policy

PA Students are encouraged to participate in activities such as FAAPA and the annual AAPA conference. Students who desire to attend such activities must get the approval of the Program Director.

Keiser University PA program is increasingly utilizing clinical rotations site outside of the Florida region. Students should be aware that they might incur living expenses if they are assigned outside of their current living area.

Student Health Service Policy

Keiser University **does not** provide health service to students. In addition, the PA program faculty does not participate as healthcare providers for students. Therefore, students are required to maintain health insurance throughout matriculation in the program.

Student Health Records and Immunization Policy

Keiser University has contracted with SENTRY MD to store, monitor, and maintain confidential student health records. SENTRY MD is a confidential student health record service.

SENTRY MD will email all students the health forms that are required and must be filled out. Upon receipt of your health forms, SENTRY MD will provide the student with a membership card, which will enable the student to have all the necessary contact information as well as their SENTRY MD account number.

Additionally, the student will receive a letter from SENTRY MD indicating compliance with University requirements. It is imperative that the student complete all required health records and immunizations forms prior to matriculation in January. **All students must maintain compliance with Sentry MD throughout the program. Students who do not adhere to the health requirements and show non-compliance at any time throughout the program will be removed from class or clinical rotation immediately. Non-compliant students will not be allowed to return until proof of compliance can be confirmed by Sentry MD.**

In addition to storing student health information, SENTRY MD will keep the Clinical Director and Clinical Coordinator at Keiser University up-to-date with the status of all student immunizations, physical examinations, and health care insurance coverage.

Student health records will not be released without written permission from the student. The student should provide the Clinical Director and/or Clinical Coordinator with a written release. Program personnel will conduct no health screening, immunizations and/or healthcare services.

Specific health screening and immunization requirements are based on current *Centers for Disease Control* recommendations for health professionals. Requirements include:

- Provide proof of personal health insurance throughout the entire program
- Provide proof of a satisfactory physical examination
- Provide proof of PPD (positive results will require the student to receive a chest x-ray and further evaluation) or QUANTIFERON blood test
- Provide proof of Hepatitis B vaccine and positive Hep B Ab
- Provide proof of MMR vaccine or immunity
- Provide Varicella history or vaccination
- Tetanus/Diphtheria/Pertussis vaccine
- Pneumococcal polysaccharide PPV vaccine
- 10 panel Drug Screen

- Provide proof of influenza vaccine.

Prior to entering the clinical phase of the program, students must provide proof of:

- BLS/ACLS/PALS
- Certification Blood-borne pathogen orientation course
- Updated proof of personal health insurance coverage
- Updated background check
- Updated physical examination, immunizations, TB screen, and drug screen (Verified by Sentry MD)
- Updated influenza vaccine

Student Grievances

Grievance Policy and Procedure

The University Grievance process can be found on page 80 of the University Graduate Catalog (<http://www.keiseruniversity.edu/catalog/>)

Students are encouraged to resolve problems through normal administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Students Services. The grievance is then scheduled to be heard before the Committee. The Grievance Committee panel is a standing committee that meets at 1:00 p.m. each Tuesday if a grievance is to be heard.

The voting members of the Grievance Committee consists of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance.

Specific steps to be followed for a Grievance within the Physician Assistant Program:

1. A student with a grievance against a colleague, instructor or administrator, must first attempt to informally resolve the problem with party involved. , e.g., grade dispute with the instructor.
2. If unable to resolve with the party involved, the student should seek intervention with his/ her advisor. **(If for some reason the advisor is conflicted, the student should proceed to step 3).**
3. If the student is unable to resolve at the advisors' level then the student should seek intervention from his or her department program director.
4. If the dispute cannot be resolved at the department level, it should be brought to the Associate Vice Chancellor for Graduate Studies. An attempt will be made to informally resolve the disputes with all parties involved.
5. If the Associate Vice Chancellor for Graduate Studies is unable to resolve the dispute, the student will then be advised that he/she can file a formal grievance with the Director of Student Services.
6. The student will petition for a grievance hearing. The request must be submitted in writing to the Director of Student Services (fifth floor, 1500 building).
7. The Director of Student Service will schedule a grievance hearing usually every Tuesday 1:00pm.
8. The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings

9. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, is final.

Confidentiality

Keiser PA program takes student confidentiality seriously. Keiser University physician assistant students will not have access to the records and/or confidential information of other students. All records will be secured and only available to authorized personnel.

HIPPA

The program expects all students to be in compliance HIPPA guidelines at all times.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA), requires that the University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records

Sexual Harassment

Keiser University actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

Title IX Compliance

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Keiser University not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The University is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment. 84 All University students are responsible to make certain that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Keiser University forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law. Additional details on this policy can be found at the following link <http://www.keiseruniversity.edu/safety-and-security/> under the heading "Title IX Resources". A copy of the primary prevention and awareness program is also available at the above link under the heading "Primary Prevention & Awareness Program".

Title IX Coordinators:

Brandon Biederman, Associate Vice Chancellor of Compliance
Dr. Michelle Morgan, Associate Vice Chancellor of Regional Operations
1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309, 954-776-4476

Title IX Responsible Employees:

Campus Response Team (CRT) members are Title IX responsible employees. CRT members are identified by their CRT lanyard and the hand-held radio that they carry. The PA Department's CRT members are:
Nieves Garcia
Renee Levy-Lebeau
Kara Ann Valentine

Latex Allergy

Allergies to latex products should be reported to the preceptor and Clinical Director. Each student is responsible to supply the latex free products they may need.

Universal Precautions

The student is responsible for following OSHA Guidelines for universal precautions in the physical diagnosis lab and on clinical site rotation including the use of gloves, care of sharp objects, use of protective eyewear, protective clothing, and other precautionary measures.

Incident Reports/Accidents/Medical Care

Incident Reporting- Campus

Should an incident occur on campus during a didactic course the student is required to inform the instructor immediately. The instructor will notify Dr. Kessler, the Program Director. The instructor will acquire all pertinent information to complete a KU incident report. The student will take the appropriate actions as listed in the KU incident report, and appropriate follow-up will be initiated by the Program Director as indicated.

Incident Reporting -Clinical Site

Should an incident occur at the student's clinical site during the clinical year the student is required to inform the preceptor/supervising physician immediately. The student is also required to notify the **Clinical Director (cell: 954-557-3913)** within 24 hours of the occurrence. The clinical director will acquire all pertinent information to complete a KU incident report. The student will take the appropriate actions as listed in the KU incident report, and follow-up will be initiated by the Program Director as indicated.

Biohazard Exposure and Reporting

Incident Reporting- Biohazard Exposure

In any situation involving possible exposure to body fluids or other potentially infectious materials, the student should always use standard precautions. Students will minimize exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices as needed.

Should an incident occur on campus or at a clinical site which involves faculty or student exposure to **biohazardous material** (e.g.: needle stick, body fluids, other hazardous materials), in addition to filing a KU incident reporting as outlined above, the student/faculty will also follow the procedures below.

Biohazards Material Exposure

1. Using gloves remove and dispose of all contaminated personal protective equipment (PPE). Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap, if possible. If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.
2. Follow any additional immediate actions recommended by the MSDS (Material Safety Data Sheet) which is kept in the KU laboratory or in a designated area of each clinical site. Another place for current information is the Florida state poison control center @ 1-800-222-1222 for oral ingestions or poisoning, bites or stings.
3. Report the exposure to the preceptors/supervising physician/faculty immediately.
4. The affected individual needs to be evaluated and potentially treated within 24 hours by medical personnel in an appropriate facility such as an Emergency Department, the individual's primary care office or some facility able to evaluate and treat an acute exposure.
5. Many clinical facilities will begin the post exposure procedures with the student. There is no mandatory requirement for them to do so. Any costs incurred by the student in following such a plan are the responsibility of the student. It is up to the student to ascertain costs (if any) in advance of accepting such services.

Keiser University PA Program Curriculum

Core, Competencies and Learning Outcomes

Keiser University established student-learning objectives to align with the National Commission on Certification of Physician Assistants (NCCPA) core competencies. The NCCPA issues the PANCE, the national certification exam taken by graduating Physician Assistants. The program defines the following as intended outcomes for students enrolled in the program (a complete discussion is in the appendices).

Competency: Medical Knowledge

Demonstrate core medical knowledge and its application in daily practice. Demonstrate analytic and investigatory thinking in clinical situations.

Competency: Interpersonal and Communication Skills

Effectively demonstrate interpersonal and communication skills that result in effective information exchange with patients, families and professional colleagues.

Competency: Patient Care

Provide age-appropriate assessment, evaluation and treatment plans.

Competency: Professionalism

Demonstrate a high level of legal and ethical responsibility to diverse patient populations.

Competency: Practice Based Learning and Improvement

Evaluate access and improve patient care practices.

Competency: System-Based Practice

Effectively demonstrate an awareness of legal and legislative issues involving professional liability and service reimbursement.

Curriculum Outline

The curriculum is divided into two phases: Didactic instruction (12months) and clinical experience (12months). The Program is completed in 24 months.

The didactic phase consists of both basic science and clinically related didactic courses. The clinical phase consists of clinical rotations and additional course work. All courses are required and must be successfully completed prior to entering the clinical year. The curriculum is outlined below.

YEAR ONE

Semester 1

Course Number	Course Title	Semester Hours
MPA500	Introduction to the PA Profession	1
MPA510	Physical Diagnosis I	3
MPA511	Human Physiology	4
MPA513	Human Anatomy	5
MPA515	Healthcare Research	1
MPA521	Microbiology	3
MPA522	Ethical and Legal Medicine	3
MPA525	Clinical Laboratory Medicine I	1
MPA526	Psychosocial Issues in Healthcare	2
	Semester 1 Total Hours	23

Semester 2

Course Number	Course Title	Semester Hours
MPA512	Clinical Pathophysiology	3
MPA516	Healthcare Research II	1
MPA520	Physical Diagnosis II	3
MPA523	Clinical Pharmacology	2
MPA524	Fund of Clinical Medicine and Surgery I	5
MPA533	Pharmacotherapeutics I	4
MPA534	Fund of Clinical Medicine and Surgery II	6
MPA531	Principles of Electrocardiography	2
MPA535	Clinical Laboratory Medicine II	2
	Semester 2 Total Hours	28

Semester 3

Course Number	Course Title	Semester Hours
MPA502	Fundamentals of Diagnostic Methods	3
MPA514	Applied Learning Experience	1
MPA517	Introduction to Healthcare Research and Biostatistics III	1
MPA530	Physical Diagnosis III	3

MPA536	Health Prom and Disease Prevention	2
MPA532	Clinical and Surgical Procedures	2.5
MPA540	Clinical Psychiatry	3
MPA543	Pharmacotherapeutics II	3
MPA544	Fund of Clinical Med and Surgery III	8
MPA692	Clinical Transition	1
	Semester 3 Total Hours	27.5
	YEAR 1 TOTAL HOURS	78.5

YEAR TWO

Semester 4

Course Number	Course Title	Semester Hours
MPA650	Family Medicine CR*	5
MPA610	Internal Medicine CR*	5
MPA600	Women's Health CR*	5
	Semester 4 Total Hours	15

Semester 5

Course Number	Course Title	Semester Hours
MPA620	Surgery CR*	5
MPA630	Emergency Medicine CR*	5
MPA640	Pediatrics CR*	5
MPA691	Certification Examination Review	<u>2</u>
	Semester 5 Total Hours	17

Semester 6

Course Number	Course Title	Semester Hours
MPA660	Psychiatry CR*	5
MPA670	Elective CR 1*	5
MPA680	Elective CR 2*	5
MPA695	Summative Evaluation	2
	Semester 6 Total Hours	17
	YEAR 2 TOTAL HOURS	49
	PROGRAM TOTALS	127.5

Note: Clinical Rotations (CR) may sequence differently than listed depending on availability

IV. MISCELLANEOUS

The PANCE Examination

The program requires that students register and select a date for the PANCE in order to meet graduation requirements.

White Coat Ceremony/Program Completion Celebration

The White Coat Ceremony is a meaningful tradition in which the physician assistant faculty welcomes a student in their beginning of the transition from medical student to medical clinician. The white coat signifies commitment to the ethics and dedication to patient care. The student is entering a profession of service to others. Sometimes this service is uncomfortable, dangerous and uncompensated.

At the Program Completion Celebration, the passing of the torch is symbolized by the passage of professional values from teacher to the student. Family and friends of the class are invited to attend the ceremony. A reception follows the ceremony.

Medical Diagnostic Equipment

Students are required to bring their own, properly functioning medical diagnostic instruments (stethoscope, ophthalmoscope, otoscope, reflex hammer, etc.) to all *Physical Diagnosis* (MPA 510, MPA 520, and MPA 530) laboratory sessions and to clinical rotations as indicated.

- Instrument bag (nylon carryalls work great)
- Stethoscope: diaphragm and bell, with comfortable earpieces
- Ophthalmoscope & otoscope diagnostic Set
- Adult and pediatric otoscope speculums
- Adult blood pressure cuff (sphygmomanometer)
- Oral thermometer: digital (no tympanic thermometers)
- Disposable thermometer shields
- Pocket eye chart (Rosenbaum)
- Pen light
- Individually wrapped tongue depressors
- Reflex / percussion hammer
- Tuning fork set (128 or 256 Hz and 512 Hz)
- Sharp & dull sensation tester (i.e. a Wartenberg “pinwheel”)
- Small pocket ruler with standard and metric measurement capability
- Flexible tape measure with standard and metric measurement capability
- Cotton balls
- Coffee grounds and cinnamon in a small container
- Plastic or latex gloves (buy a box for economy)
- PE lab uniform - T-shirt & shorts with KU logo

Most of the items listed above are available in the KU Bookstore. **Items NOT available in the bookstore are as follows:**

- Sharp & dull sensation tester (i.e. a Wartenberg “pinwheel”)
- Flexible tape measure with standard and metric measurement capability
- Cotton balls
- Coffee grounds and cinnamon in a small container
- Plastic or latex gloves (buy a box for economy)
- Adult and pediatric otoscope speculums
- Disposable thermometer shields

Dress Code

1. Student must maintain a neat and clean, professional appearance whenever the student is on University grounds, in class or laboratory, or on clinical rotation.

2. All students must have a short, white consultation jacket with a Keiser University Physician Assistant embroidered patch on the left shoulder. While on campus, the student must wear the Keiser University black scrubs, which can be purchased through the Keiser University Bookstore.
3. Identification badges are issued through student services during the first week orientation. Badges must be worn at all times while on campus and while at clinical rotation sites.
4. Clinical rotation professional attire, for men includes dress trousers, closed-toe shoes and socks, shirt, necktie and white consultation jacket. Professional attire for women includes dresses/skirts of appropriate length, or dress slacks, and white consultation jacket and professional closed-toe shoes.
5. Students may not wear the following:
 - Shorts
 - Cut-offs
 - Short skirts
 - Dungarees
 - See-through clothing or halter-tops
 - Sandals, thongs, flip-flops, open toed shoes, or sneakers
 - T-shirts (as an outer shirt)
 - Jogging or exercise clothing
6. Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming will be presented to the program director, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of shorts and t-shirt in physical diagnosis lab, it will be the only exception to the dress code allowed during that time.
7. Student may not wear artificial or acrylic nails on campus or in any clinical area. Facial piercing to include: nose, tongue or eye brow piercing is prohibited on campus and/or in the clinical setting. Excessive use of cosmetics and jewelry as well as extreme haircuts is not acceptable. All visible tattoos must be covered.

Parking

Since Keiser University is primarily a commuter's university, parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks or in "no parking" areas. Violators are subject to having their vehicle towed without warning or formal notification. Students must obtain and affix a valid parking permit decal to all cars parked at Keiser University. Additional permit decals may be obtained from the Student Services Department. Students are responsible for all parking and travel costs incurred. Parking at clinical sites is detailed in the Clinical Manual.

Medical Emergencies

In case of a medical emergency, immediately inform a faculty member/Program Director. The faculty will immediately activate the CRT.

Campus Safety

Keiser University maintains open, well-lit buildings and parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to University administration. Keiser University has primary responsibility for assuring that appropriate security and personal safety measures are addressed for students and faculty where instruction occurs. This is evidenced in the Keiser University Emergency Manual located in the Program Director's office.

Weather Alerts

A Hurricane watch is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally striking within 36 hours. A Hurricane warning is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours. When a hurricane warning is received, all protective preparation should be made, with the expectation that a hurricane will strike.

Keiser University provides a 24 – hour “Hurricane Hotline” for this type of emergency. The Hotline number is (877) 353- 4737

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact Broward County Emergency preparedness at (954) 357-8250.

Writing Studio

The mission of the Writing Studio at Keiser University is to enhance student learning by providing an instructional resource to students, faculty, and staff for developing academic and professional communication skills. This student-friendly, hands-on atmosphere provides Keiser University community members the opportunity to discuss individual writing concerns with trained writing consultants.

The Writing Studio is dedicated to assisting writers at every stage of the writing process. By engaging writers in discussions about their works-in-progress, the Writing Studio helps develop better writers, who, in turn, create better writings.

The Writing Studio provides students with value-added learning experiences that increase their chances for success as competent writers in their chosen professions. To accomplish this, writing consultants offer face-to-face and online writing consultations, group workshops and classroom presentations, online and hard copy resources and campus outreach programs.

Student Responsibilities

- The student will schedule adequate time for reading, studying, preparing for the PANCE exam, and completing all required paperwork. **Every student should dedicate at least 3-4 hours per day to reading about conditions and disorders encountered on rotations.**
- The student will keep all lines of communication open between themselves and their family, their support groups, their preceptor, and the PA Program.
- The student will attempt to schedule weekly leisure activities to maintain a healthy emotional balance.
- The student is responsible for his/her own clinical progress and for making their needs known to their preceptor and to the PA Program.

PA Program Responsibilities

- Students and preceptors will be oriented to the policies and procedures of the clinical year.
- The PA Program faculty will serve as a resource in developing quality rotation sites and they will facilitate the introduction of the PA role to the community.
- All students are covered under a professional liability policy while at scheduled rotations. It is expected that all incidents involving students and patients will be reported immediately by phone and at request, in writing to the PA Program

- Faculty will provide ongoing evaluation of students, including but limited to on-site visits. Evaluations will be discussed with the student and the preceptor and suggestions will be made for strengthening the experience as needed as indicated.
- Faculty will maintain close contact with the student in an attempt to anticipate problems before they arise and to provide a support network to the student.
- Faculty will provide continuing education seminars, end of rotation examination experiences, clinical skills testing, and evaluation reports to the student during the clinical year.
- Administration, faculty, and staff will ensure students will not have access to the records and/or confidential information of other students. All records will be secured and only available to authorized personnel. The physician assistant program director and the registrar will keep student files.
- Program faculty will not participate as healthcare providers for students.



**Keiser University
Master of Science in Physician Assistant**

Receipt & Acknowledgment of Policies, Procedures & Materials

Please read the following statements and sign below to indicate your receipt and acknowledgement of this material.

I have reviewed the current **Student Academic Handbook**. I understand that the guidelines, rules and provisions describe in it are subject to change at the discretion of Keiser University Physician Assistant program at any time, but that any changes will be thoroughly discussed prior to implementation.

I have on-line access to the Keiser University Physician Assistant website, which provides additional information.

Violating any policy, guideline or procedure in the materials referenced above may be cause for dismissal from the program.

I acknowledge that Keiser University Physician Assistant Program may record any or all practical laboratory examinations and/or exercises. I agree that the digital recording of my performance may be used for educational purposes, as well as in performance review for grading. The recording and its contents are the property of the Physician Assistant program.

I acknowledge that Keiser University Physician Assistant program has provided me with an adequate orientation about the Master of Science in Physician Assistant program. I understand my role and responsibilities as a physician assistant student.

Print Name

Date

Signature

V. DIDACTIC APPENDICES

- **STUDENT ABSENCE REPORTING FORM**
- **ALLIED HEALTH PROGRAMS CRIMINAL BACKGROUND CHECK & DRUG SCREENING POLICY/WAIVER**
- **STUDENT AUTHORIZATION TO RELEASE HEALTH INFORMATION**
- **SCHEDULE DISCLAIMER**
- **PROFESSIONALISM RUBRIC**
- **STUDENT ENCOUNTER FORM**
- **GUIDELINES FOR ETHICAL CONDUCT FOR THE PHYSICIAN ASSISTANT PROFESSION**
- **COMPETENCIES FOR THE PHYSICIAN ASSISTANT PROFESSION**

Keiser University
Master of Science in Physician Assistant
Student Absence Reporting Form

To: Program Director/Academic Director/Clinical Director

From: _____ (student)

Date: _____

Academic Advisor: _____

Date(s) Absence: _____

Specific Classes/Clinical Rotation Missed:

Reason(s) for Absence:

Received by: _____ **Date** _____

Excused Absence(s)

- Incapacitating (Describe)** _____ **Illness**
- Injury requiring bed rest** _____
- Unexpected (Describe)** _____ **Family** _____ **Emergency**
- Other (Explain)** _____

Unexcused Absence(s)

- Any excused absence not reported properly**
- Business Appointments**
- Routine dental/medical appointment**
- Social Event: Wedding/Graduation**
- Automobile/transportation breakdown**
- Other (Describe)** _____

Administrative Comments:

- I did**
- I did not approve the above mentioned absence.**

Student Signature _____ **Date:** _____

Academic Advisor Signature _____ **Date:**

PD/AD/CD Signature _____ **Date:**



**Keiser University
Admissions Department**

Allied Health Programs

Criminal Background Check & Drug Screening Policy/Waiver

The Joint Commission (TJC) has implemented requirements for criminal background checks. Standard HR.1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services at EP 5 states criminal background checks are verified when required by law and regulation and organization policy. (www.jointcommission.org)

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirement for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

Pursuant to Florida Statutes Section 456.0635, the Florida Department of Health, and related health care boards will refuse to issue a license, certificate or registration, or renew a license, certificate or registration and will refuse to admit a candidate for examination if the applicant has been:

1. Convicted or pled guilty or no contest, regardless of adjudication, to a felony violation of the following Florida Statutes: Chapter 409 - Social and Economic Assistance, Chapter 817 - Fraudulent Practices or Chapter 893 - Drug Abuse Prevention and Control, or 21 United States Code ss. 801-970 that pertains to Controlled Substances or 42 United States Code ss. 1395-1396 that pertains to Public health and Welfare and Medicare, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from the Florida Medicaid Program unless the applicant has been in good standing for the most recent 5 years.
3. Terminated for cause by any other State Medicaid Program or the Medicare Program unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years.
4. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Section 456.0635 of the Florida Statutes lists restrictions for initial licensure applicants and renewals. It is the responsibility of the applicant to research eligibility for the examination, license, and/or certification being sought.

The initial criminal background check will be required, during the admissions process and prior to enrollment in the Allied Health Program. The completed background report will be reviewed and a determination concerning program acceptance made within three (3) to five (5) business days. The University reserves the right to deny an application.

Students will be subject to criminal background checks and drug screenings prior to enrollment in the program and/or at any time throughout the duration of the program as per the request from the program's clinical affiliates. The student is responsible for all associated fees. Allied Health programs mandate clinical participation to meet degree completion requirements. It is at the discretion of each medical facility with which the program has a clinical affiliation agreement, to implement a standard protocol regarding student admittance for educational purposes.

Once the student has been *accepted* into the program it will become the responsibility of the program to assign the student to a clinical education site. Acceptance at the clinical site however, is determined solely by the facility's individual protocol. The program **does not guarantee** student acceptance at a clinical education site.

If for any reason, a student is denied acceptance at a clinical facility and is unable to complete the program based on their criminal background status the student will fail the clinical course, be dismissed from the program and become ineligible for re-entry to the program.

Students should be aware that some medical facilities require a drug screening on site prior to the clinical rotation or a random drug screening during the clinical rotation. Students are required to abide by facility protocols and are responsible for any associated fees

It is the responsibility of the student to report any changes in the status of their criminal background history to the Program Director immediately. Should the student become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, the student will be withdrawn from the program. The program and the university will not modify the curriculum for students who have an unsatisfactory criminal background status.

Drug Screen Test

Students will be subject to a drug screen test prior to and/or during their clinical education experience; as requested by the program's clinical affiliates. The University will provide a list of acceptable facilities that provide this service. All associated fees are the responsibility of the student. In the event that a student receives a positive drug screen result, and it is determined the student has breached the Keiser University Drug Policy, the student will be immediately dismissed from the program and subsequently from the university.

I have read the Keiser University Criminal Background Check & Drug Screening Policy/Waiver and understand my responsibility in the criminal background and drug screening process. Furthermore, I understand that it is my responsibility to report any changes in the status of my criminal background history to the Program Director immediately. Should I become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, I will be withdrawn from the program. The program and the University will not modify the curriculum for students who have an unsatisfactory criminal background status.

I have read the above statement and understand that as part of the admissions process it is necessary for me to disclose the following information:

Have you ever been convicted of a misdemeanor or felony?

Yes _____ No _____

Have you ever had a professional license suspended or revoked?

Yes _____ No _____

Note: Convictions or charges resulting in any of the following must also be reported.

- Plea of guilty yes _____ no _____
- Plea of nolo contendere (no contest) yes _____ no _____
- Withheld or deferred adjudication yes _____ no _____
- Suspended or stay of sentence yes _____ no _____
- Military court martial yes _____ no _____

The University reserves the right to deny an application based on the following criteria:

- An applicant who has pled guilty, or has pled nolo contendere (no contest) to an offense which is classified as a misdemeanor or felony which is directly or indirectly related to patient care or public health.
- Crimes which may directly or indirectly relate to patient care or public health include, but are not limited to: murder, attempted murder, manslaughter, rape, sexual assault, violence or threat of violence, driving while intoxicated or impaired, controlled substance abuse, fraudulently altering medical documentation, insurance claims, and medical prescriptions.

By my signature I attest to having answered the following questions truthfully.

Print Name

Date

Applicant Signature



Keiser University

Master of Science in Physician Assistant

Student Authorization to Release Health Information

Student Name: _____ D.O.B. ____/____/____

Part V- Authorization of Release: to be completed by the student

I have reviewed this immunization history for completeness and agree to release the information provided on the Keiser health forms to authorized members of Keiser staff and staff of cooperating agencies, as may be required. I understand that I may revoke or amend my authorization in writing at any time, but that I may not hold Sentry MD responsible for acting in reasonable reliance on this statement prior to the time they learn of my revocation or amendment. This authorization is valid during active student enrollment with Keiser University.

Print Name

Date

Signature



Keiser University
Master of Science in Physician Assistant
Schedule Disclaimer

Due to the intensity of the Keiser University Physician Assistant Program, the number of courses required and the length of the program, +there will be occasions when the published semester schedule will change.

While every effort is made to keep classes/meetings to an 8-5 Monday to Friday timeframe, there will be times when students will be required to attend sessions in the evenings and on Saturday or even rarely, Sundays.

These changes occasionally will be made with only one to two day's notice.

Because of student commitment to this program, the above may require student to change your schedule to accommodate any such changes in the class schedule.

By my signature, I attest that I have read the above disclaimer and understand that due to changes in class/meeting schedules as outlined above, it may be occasionally necessary for me to adhere to schedule changes.

Student's Signature: _____ Date: _____

Keiser University Physician Assistant Program Professionalism Rubric

Student Name: _____

Date ____ Year: **Didactic or Clinical** (circle one)

CRITERIA	BEGINNING: Identified Behavior- 1 point	DEVELOPING: Realization of Behavior- making changes- 2 points	PROFICIENT: Rare Lapse – 3 points	MASTERY: Mastered Behavior- 4 points	% OF TOTAL
1 Time Management	Late to class more than once/week and does not regularly attend class; demands exceptions to class university policies	Late to class more than once every month and regularly attends class; seeks exception to class/university policies	Rarely late; regularly attends class; all absences are excused; almost always takes responsibility for work missed; rarely misses deadlines; does not seek exceptions from class/university policies	Always arrives on time and stays for entire class; regularly attends class; all absences are excused; always takes responsibility for work missed; no deadlines missed; does not seek exceptions from class/university policies	10% Score: _____
2 Respect	Is asked to leave class due to behavior that distracts others; is often extremely disrespectful to peers, adults, and the learning environment both in and out of class	Recurring behavior that distracts others; recurring use of unapproved electronic devices; is not consistently respectful of peers, adults, and the learning environment	Exhibits behavior that distracts others once or twice during the semester; rarely uses unapproved electronic devices in class; is almost always respectful towards peers, adults,	Careful not to distract others (socializing, sleeping, leaving early or during class, reading unrelated material, doing work for another class); never uses unapproved electronic devices in class; is respectful towards peers, adults, and the learning	10% Score: _____

		both in and out of class	and the learning environment both in and out of class	environment both in and out of class	
3 Preparedness	Never participates in class; no evidence of preparation; when called upon, can't answer questions in depth or refer to readings; any comments made are usually irrelevant	Rarely participates in class; contributions reflect adequate or less than satisfactory preparation and are occasionally substantive, somewhat substantiated and occasionally persuasive; when called upon, often cannot answer questions in depth or refer to reading; may dominate discussion with irrelevant comments	Regularly participates in class discussions; contributions reflect good preparation and are generally substantive, fairly well substantiated, and moderately persuasive; when called upon, can usually answer questions and refer to readings; occasionally dominates discussion	Almost always participates in class discussions; contributions reflect exceptional preparation and are always substantive, well supported, and persuasively presented; does not dominate discussion	10% Score: _____

<p>4 Quality of Work</p>	<p>Provides work that reflects very little or no effort; shows negative behavior; is often not honest; knowingly violates class and /or university academic dishonesty policies</p>	<p>Provides work that reflects a good effort and occasionally needs to be checked or redone; rarely shows negative behavior; is honest; does not knowingly violate class and/or university academic dishonesty policies</p>	<p>Provides high quality work that often reflects best effort; makes moderate effort to improve work; shows positive, proactive behavior; is always honest; always adheres to class and or university academic dishonesty policies</p>	<p>Provides work of the highest quality that reflects best effort; makes strong effort to improve work; shows positive, proactive behavior; is always honest and encourages other to do the same; always adheres to class and/or college academic dishonesty policies</p>	<p>10% Score: _____</p>
<p>5 Professional Presentation (hygiene, demeanor, attire, body adornment, badge)</p>	<p>One or more of the attributes are not acceptable to classroom or clinical environment, and/or are not in compliance with Keiser University or PA department policies.</p>	<p>Student beginning to exhibit improvement in identified areas related to professional presentation criteria</p>	<p>Student demonstrates acceptable attributes in classroom or clinical environment, and/or are in compliance with Keiser University or PA department policies and/or clinical site expectations</p>	<p>Student demonstrates acceptable attributes in classroom and/or clinical environment, and is in compliance with Keiser University or the Department of Physician Assistant policies and/or clinical site expectations.</p>	<p>10% Score: _____</p>
<p>6 Ethical Behavior</p>	<p>Student does not demonstrate an awareness of the Code of Ethics or violates professional Code of Ethics</p>	<p>Student demonstrates knowledge of code of ethics and an awareness of how the code may affect clinical situations</p>	<p>The student adheres to ethical principles in classroom and clinical environments and demonstrates an applied understanding</p>	<p>The student adheres to ethical principles in classroom and clinical environments and demonstrates an applied understanding of the Code of Ethics</p>	<p>10% Score: _____</p>

			g of the Code of Ethics		
7 Emotional Expression	Insufficient control of emotional expression in the classroom or clinic-including outbursts in class or clinic	Developing control of emotional Expression	Uses a variety of emotional expressions that are appropriate and conducive to promoting interpersonal communication.	The student uses a variety of emotional expressions that are appropriate and conducive to promoting interpersonal communication	10% Score: _____
8 Professional Communication (includes professional language, social media, written, verbal and nonverbal communication)	Is unaware or unable to represent self and/or the discipline of physician assistant in a positive and/or appropriate manner during nonverbal or verbal communication including electronic communication and social media	is beginning to represent self and/or the discipline of PA in a positive and/or appropriate manner during nonverbal or verbal communication including electronic communication and social media	Student consistently represents self and/or the discipline of PA in a positive and/or appropriate manner during nonverbal or verbal communication including electronic communication and social media	Student consistently demonstrates exceptional use of appropriate professional terminology and language in most classroom discussions and assignments	10% Score: _____
9 Self-initiation/Proactivity	Waits to be informed as to next steps or how to proceed rather than actively seeking resources / solutions	Is beginning to take action when appropriate rather than taking a passive role	Regularly takes action when appropriate rather than taking a passive role	Appropriately and actively utilizes available resources (including self) to take action be proactive	10% Score: _____

10 Conflict Resolution	Lack of respect and no attempt at conflict resolution between peers, faculty or others; does not appropriately follow chain of command	The student occasionally seeks to resolve any difficulty or conflict between peers, faculty and others in a respectful way and continues to respect the others' opinion in the matter	The student often seeks to resolve any difficulty or conflict between peers, faculty and others in a respectful way and continues to respect the others' opinion in the matter	The student always seeks to resolve any difficulty or conflict between peers, faculty and others in a respectful way and continues to respect the others' opinion in the matter	10% Score: _____
Overall Impression (summary)	Lack of Professionalism	Professionalism inconsistent ly exhibited	Professionalism consistently exhibited	Professionalism consistently exhibited	
totals					

Date: _____ Student Signature: _____

Advisor Signature: _____

Student Encounter Form Keiser University P Program

Student _____

Date _____

Please Complete Each Section on Both Sides

Mode of Contact:

- | | |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Student Called | <input type="checkbox"/> Faculty Called Student |
| <input type="checkbox"/> Note Left in Faculty Mailbox | <input type="checkbox"/> Note Left in Student Mail Box |
| <input type="checkbox"/> Student Made an Appointment | <input type="checkbox"/> Faculty Made An Appointment |
| <input type="checkbox"/> E-mail from Student | <input type="checkbox"/> E-mail to Student |
| <input type="checkbox"/> Message Left on Voice Mail Program or Faculty: Date _____ Time _____ | |
| <input type="checkbox"/> Rotation Preceptor Called; Preceptor's Name _____ | |
| Rotation Type: | <input type="checkbox"/> FP <input type="checkbox"/> SX <input type="checkbox"/> PEDS <input type="checkbox"/> IM <input type="checkbox"/> ER <input type="checkbox"/> PSY |
| | <input type="checkbox"/> WH <input type="checkbox"/> Elective _____ |
| <input type="checkbox"/> Other: _____ | |

Reason for Contact:

- | | | |
|--------------------------------------------------|-----------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Routine Advisor Meeting | <input type="checkbox"/> Academics | <input type="checkbox"/> Student Emergency |
| <input type="checkbox"/> Financial Problem | <input type="checkbox"/> Personal Issue | <input type="checkbox"/> Conduct Issue |
| <input type="checkbox"/> Other _____ | | |

Professional Issue:

- | | | |
|-----------------------------------------------|-------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Rotation Performance | <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Behavior |
| <input type="checkbox"/> Missed Lecture(s) | <input type="checkbox"/> Dress Code | <input type="checkbox"/> Late to Class |
| <input type="checkbox"/> Missed Seminar/Lab | <input type="checkbox"/> Late Assignments | <input type="checkbox"/> Missed Exam |
| <input type="checkbox"/> Other _____ | | |

Describe The Reason(s) for This Encounter:

STUDENT ENCOUNTER FORM

Plans and/or Referrals to Student: *(Choose all that apply)*

- Referred to Faculty Advisor Advisor's Name: _____
- Referred to Student's Personal Healthcare Provider
- Referred to Student Services
- Referred to Program Director
- Referred to Course Instructor Instructor's Name: _____
- Referred to Dean of the Graduate School:

Recommendations to Student: *(Choose all that apply)*

- Course Withdrawal Academic Support Dismissal from Site
- Counseling was given to the student for the issue(s) listed under Reason for Contact on other side.
- Student was made aware of the Appeals Process.
- Student to submit letter to faculty.

- Other: _____

Guidelines for Ethical Conduct for the Physician Assistant Profession

(Adopted 2000, amended 2004, 2006, 2007, 2008, reaffirmed 2013)

Introduction

Guidelines for Ethical Conduct for the Physician Assistant Profession

The physician assistant profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. Economic pressures of the health care system, social pressures of church and state, technological advances, and changing patient demographics continually transform the landscape in which PAs practice. Previous codes of the profession were brief lists of tenets for PAs to live by in their professional lives. This document departs from that format by attempting to describe ways in which those tenets apply. Each situation is unique. Individual PAs must use their best judgment in a given situation while considering the preferences of the patient and the supervising physician, clinical information, ethical concepts, and legal obligations.

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

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

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

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

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

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

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

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

Statement of Values of the Physician Assistant Profession

□ Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.

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

The PA and Patient

PA Role and Responsibilities

Physician assistant practice flows out of a unique relationship that involves the PA, the physician, and the patient. The individual patient–PA relationship is based on mutual respect and an agreement to work together regarding medical care. In addition, PAs practice medicine with physician supervision; therefore, the care that a PA provides is an extension of the care of the supervising physician. The patient–PA relationship is also a patient–PA–physician relationship.

The principal value of the physician assistant profession is to respect the health, safety, welfare, and dignity of all human beings. This concept is the foundation of the patient–PA relationship.

Physician assistants have an ethical obligation to see that each of their patients receives appropriate care. PAs should be sensitive to the beliefs and expectations of the patient. PAs should recognize that each patient is unique and has an ethical right to self-determination. Physician assistants are professionally and ethically committed to providing nondiscriminatory care to all patients. While PAs are not expected to ignore their own personal values, scientific or ethical standards, or the law, they should not allow their personal beliefs to restrict patient access to care. A PA has an ethical duty to offer each patient the full range of information on relevant options for their health care. If personal moral, religious, or ethical beliefs prevent a PA from offering the full range of treatments available or care the patient desires, the PA has an ethical duty to refer a patient to another qualified provider. That referral should not restrict a patient’s access to care. PAs are obligated to care for patients in emergency situations and to responsibly transfer patients if they cannot care for them. Physician assistants should always act in the best interests of their patients and as advocates when necessary. PAs should actively resist policies that restrict free exchange of medical information. For example, a PA should not withhold information about treatment options simply because the option is not covered by insurance. PAs should inform patients of financial incentives to limit care, use resources in a fair and efficient way, and avoid arrangements or financial incentives that conflict with the patient’s best interests.

The PA and Diversity

The physician assistant should respect the culture, values, beliefs, and expectations of the patient.

Nondiscrimination

Physician assistants should not discriminate against classes or categories of patients in the delivery of needed health care. Such classes and categories include gender, color, creed, race, religion, age, ethnic or

national origin, political beliefs, nature of illness, disability, socioeconomic status, physical stature, body size, gender identity, marital status, or sexual orientation.

Initiation and Discontinuation of Care

In the absence of a preexisting patient–PA relationship, the physician assistant is under no ethical obligation to care for a person unless no other provider is available. A PA is morally bound to provide care in emergency situations and to arrange proper follow-up. PAs should keep in mind that contracts with health insurance plans might define a legal obligation to provide care to certain patients.

A physician assistant and supervising physician may discontinue their professional relationship with an established patient as long as proper procedures are followed. The PA and physician should provide the patient with adequate notice, offer to transfer records, and arrange for continuity of care if the patient has an ongoing medical condition. Discontinuation of the professional relationship should be undertaken only after a serious attempt has been made to clarify and understand the expectations and concerns of all involved parties.

If the patient decides to terminate the relationship, they are entitled to access appropriate information contained within their medical record.

Informed Consent

Physician assistants have a duty to protect and foster an individual patient’s free and informed choices. The doctrine of informed consent means that a PA provides adequate information that is comprehensible to a competent patient or patient surrogate. At a minimum, this should include the nature of the medical condition, the objectives of the proposed treatment, treatment options, possible outcomes, and the risks involved. PAs should be committed to the concept of shared decision making, which involves assisting patients in making decisions that account for medical, situational, and personal factors.

In caring for adolescents, the PA should understand all of the laws and regulations in his or her jurisdiction that are related to the ability of minors to consent to or refuse health care. Adolescents should be encouraged to involve their families in health care decision making. The PA should also understand consent laws pertaining to emancipated or mature minors. (See the section on *Confidentiality*.)

When the person giving consent is a patient’s surrogate, a family member, or other legally authorized representative, the PA should take reasonable care to assure that the decisions made are consistent with the patient’s best interests and personal preferences, if known. If the PA believes the surrogate’s choices do not reflect the patient’s wishes or best interests, the PA should work to resolve the conflict. This may require the use of additional resources, such as an ethics committee.

Confidentiality

Physician assistants should maintain confidentiality. By maintaining confidentiality, PAs respect patient privacy and help to prevent discrimination based on medical conditions. If patients are confident that their privacy is protected, they are more likely to seek medical care and more likely to discuss their problems candidly.

In cases of adolescent patients, family support is important but should be balanced with the patient’s need for confidentiality and the PA’s obligation to respect their emerging autonomy.

Adolescents may not be of age to make independent decisions about their health, but providers should respect that they soon will be. To the extent they can, PAs should allow these emerging adults to participate as fully as possible in decisions about their care. It is important that PAs be familiar with and understand

the laws and regulations in their jurisdictions that relate to the confidentiality rights of adolescent patients. (See the section on *Informed Consent*.)

Any communication about a patient conducted in a manner that violates confidentiality is unethical. Because written, electronic, and verbal information may be intercepted or overheard, the PA should always be aware of anyone who might be monitoring communication about a patient.

PAs should choose methods of storage and transmission of patient information that minimize the likelihood of data becoming available to unauthorized persons or organizations. Computerized record keeping and electronic data transmission present unique challenges that can make the maintenance of patient confidentiality difficult. PAs should advocate for policies and procedures that secure the confidentiality of patient information.

Competencies for the Physician Assistant Profession

(Originally adopted 2005; revised 2012)

Preamble

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

This document was updated in 2012 and then approved in its current form by the same four organizations.

Introduction

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

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

Patient-centered, physician assistant practice reflects a number of overarching themes. These include an unwavering commitment to patient safety, cultural competence, quality health care, lifelong learning, and professional growth. Furthermore, the profession's dedication to the physician-physician assistant team benefits patients and the larger community. p. 2 *Competencies for the PA Profession*

Physician Assistant Competencies

Medical Knowledge

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

- evidence-based medicine
- scientific principles related to patient care
- etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- signs and symptoms of medical and surgical conditions
- appropriate diagnostic studies
- management of general medical and surgical conditions to include pharmacologic and other treatment modalities

- interventions for prevention of disease and health promotion/maintenance
- screening methods to detect conditions in an asymptomatic individual
- history and physical findings and diagnostic studies to formulate differential diagnoses

Interpersonal & Communications Skills

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

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

p. 3 Competencies for the PA Profession

Patient Care

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

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

Professionalism

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

- understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- professional relationships with physician supervisors and other health care providers
- respect, compassion, and integrity
- accountability to patients, society, and the profession

- commitment to excellence and on-going professional development
- commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- sensitivity and responsiveness to patients' culture, age, gender, and abilities
- self-reflection, critical curiosity, and initiative
- healthy behaviors and life balance
- commitment to the education of students and other health care professionals

Practice-based Learning & Improvement

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

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

p. 4 Competencies for the PA Profession

Systems-based Practice

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

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

Adopted 2012 by ARC-PA, NCCPA, and PAEA Adopted 2013 by AAPA