



Physician Assistant Program



STUDENT HANDBOOK 2018 - 2019

Educating students to become highly respected ambassadors
of the profession and extraordinary healthcare providers.

PA PROGRAM STUDENT HANDBOOK

From the PA Program

We are delighted and privileged to welcome you to the Eastern Michigan University Physician Assistant Program. This is an exciting time for the Physician Assistant (PA) profession and your decision to become a PA will play a timely and vital role in the essential delivery of high quality healthcare and disease prevention. We have worked hard to develop an extraordinary PA program. We are committed to training students in a manner that will exceed the expectations of simply learning medical knowledge and patient care. We will teach you to think critically, solve complex medical problems and employ evidence when making point-of-care decisions. You will learn to effectively communicate with other healthcare professionals and diverse patient populations. It is our intent to teach you to excel as clinicians and learn both the science and the art of medicine. We are excited to share this opportunity with you. We hope to inspire you to become respected clinicians and honorable ambassadors of the PA profession. Let the journey begin!

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Introduction

You made a great choice to become a Physician Assistant (PA). Being a PA is a very rewarding career, one where you can make a profound impact on the patients that you care for and improve the health and well-being of your community. The Eastern Michigan University (EMU) PA Program Student Handbook provides many helpful details to enable students in the program to make the most out of their experience.

The Physician Assistant

Physician Assistants are highly trained medical professionals who practice medicine on a physician-led team. The PA profession developed in the 1960's due to a shortage of primary care physicians. Over time, health care in the United States has changed and the PA profession has evolved, yet the main goal of the profession remains providing high quality primary care services. PAs practice medicine in all 50 states (and many foreign countries) as an integral part of the medical team and work in virtually all specialties of medicine. PAs are responsible for taking patient histories, performing physical examinations, ordering and interpreting special tests, diagnosing and treating illnesses, performing procedures and assisting in surgery. PAs also provide patient education and counseling, make rounds in hospitals and nursing homes, and prescribe medications. During their education, PA students are provided with a great breadth and depth of medical training, thereby providing the foundation for them to excel in all areas of medicine.

Values of the PA Profession

As healthcare practitioners, PAs have a responsibility to conduct themselves ethically in their interactions with patients, colleagues, other health professionals and society. The following "Statement of Values" was drafted and adopted by the American Academy of Physician Assistants ([AAPA](#)). These values provide a foundation upon which the PA profession's ethical guidelines rest. All students who matriculate into the Eastern Michigan University (EMU) Physician Assistant Program are expected to adopt and hold dear these values.

Statement of Values of the PA 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

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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.



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The EMU Physician Assistant Program

The EMU PA Program is situated in the School of Health Promotion and Human Performance within the College of Health and Human Services. The EMU PA Program is a twenty-four month, full-time, graduate professional program designed to be taken over six consecutive semesters with a curriculum emphasis on basic medicine and clinical methods. The EMU PA Program focuses on higher-order learning to prepare PA students for critical thinking, ethical decision making and treating patients as individuals. PA students will need to be insightful and aware of their professional roles and limitations, as well as the needs, styles and values of patients and those of other health professionals.

Program Mission and Vision

Mission

The Eastern Michigan University Physician Assistant Program mission is to identify, train and support a diverse population of graduate students to become highly respected ambassadors of the profession and extraordinary healthcare providers with a strong foundation in primary care medicine and interdisciplinary practice.

Vision

Our physician assistant program is dedicated to teaching students the science and art of medicine. Our clinically focused curriculum will promote critical thinking and patient-centered problem solving. We are committed to producing graduates who will master the skills required to competently and compassionately practice preventive and diagnostic medicine, and foster the interpersonal and collaborative attributes necessary to become exemplary medical providers.

Program Goals

The EMU Physician Assistant Program embraces and supports the Competencies for the Physician Assistant Profession as developed jointly by the National Commission on Accreditation of Physician Assistants ([NCCPA](#)), the Accreditation Review Commission for Education of the Physician Assistant ([ARC-PA](#)), the Physician Assistant Education Association ([PAEA](#)) and the American Academy of Physician Assistants ([AAPA](#)). The Competency areas serve as headings throughout our PA Program course syllabi; however, we recognize that graduates of the program may not fully possess all of the Competencies immediately upon graduation.

The EMU PA Program has set forth additional Goals that align with the Program Mission and Vision, along with those of our School, College and University. The Goals, and the methods used to evaluate our ability to meet them, are as follows:

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Faculty Clinical Practice

Program faculty provide a wealth of relevant clinical practice experience across a variety of clinical specialty areas.

- Measured by the majority of PA faculty continuing clinical practice with multiple different specialties being represented.
- Currently, faculty practice clinically in general medicine (2), emergency medicine (2), urgent care medicine (1), obstetrics and gynecology (1) and oncology (1).

Medical Knowledge & Application

Program graduates demonstrate high levels of medical knowledge and effectively apply that knowledge to patient care.

- Measured by first-time NCCPA PANCE pass rate and Clinical Preceptorship Student Evaluation
- First-time PANCE pass rate for our first two classes is 100%.
- During the final clinical preceptorship, the majority of our students were rated by their preceptors as "excellent" in the area of medical knowledge and its application. Additionally, the majority were also rated as "excellent" in their ability to use critical thinking to solve problems

Diversity in Clinical Practice

Program graduates demonstrate diversity in practice and discipline.

- Measured by graduates practicing in many different settings and specialties
- Our graduates are currently practicing in a wide variety of fields: cardiac surgery, critical care medicine, dermatology, emergency medicine, endocrinology and infertility, family medicine, internal medicine, gynecologic oncology, intensive care, interventional radiology, neurosurgery, orthopedics, otolaryngology, pain management, physical medicine and rehabilitation, rheumatology, trauma surgery and urgent care.

Healthcare Delivery in Michigan

Program graduates provide healthcare to patients in Michigan.

- Measured by the majority of PA Program graduates clinically practicing in our state
- 91% of our graduates to date are practicing in the state of Michigan.

Accreditation

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted **Accreditation-Continued** status to the **Eastern Michigan University Physician Assistant Program** sponsored by **Eastern Michigan University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next validation review of the program by the ARC-PA will be **March 2028**. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy. ^[A3.14a]

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The [ARC-PA](#) is the accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.

The ARC-PA is an independent accrediting body authorized to accredit qualified PA educational programs leading to the professional credential, Physician Assistant (PA). Accreditation is a process of quality assurance that determines whether the program meets established standards for function, structure and performance.

Only graduates of programs accredited by the ARC-PA or its predecessors are eligible to take the Physician Assistant National Certifying Examination ([PANCE](#)) offered by the National Commission on Certification of Physician Assistants ([NCCPA](#)).

Certification is required to be eligible for licensure to practice as a Physician Assistant. For details about accreditation as it relates to the EMU PA Program, please reference the [EMU PA Program Accreditation webpage](#).

ARC-PA Standards that apply to specific topics included in the EMU PA Program Student Handbook are denoted by brackets [] and superscript font with the associated Standard noted between the brackets.

Technical Standards

The Eastern Michigan University Physician Assistant Program requires certain skills and professional behaviors that are essential for successful progression and completion of all aspects of the curriculum and for entry into the profession. ^[A3.15e] These Technical Standards are required for admission and must be maintained throughout a student's progress through the Physician Assistant Program. In the event that, during training, a student is unable to fulfill these technical standards, with or without reasonable accommodations, then the student may be asked to leave the program.

Observation - Students must be able to:

- observe lectures, demonstrations, exercises and patients accurately and completely, both at a distance and closely. This ability requires functional vision, hearing and tactile sensation.
- note non-verbal as well as verbal signals and cues.

Communication - Students must be able to:

- speak and hear clearly.
- elicit and transmit patient information through a command of oral and written English.
- describe changes in mood, activity and posture.
- communicate effectively and sensitively.

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- possess reading skills at a level sufficient to accomplish curricular requirements and provide clinical care for patients.
- complete appropriate medical records, documents and plans according to protocol in a thorough and timely manner.

Sensory and Motor Coordination and Function - Students must:

- possess motor skills sufficient to directly perform palpation, percussion, auscultation and other basic diagnostic procedures.
- be able to execute motor movements reasonably required to provide basic medical care. Such actions require coordination of gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. This would include, but is not limited to: airway management, placement of catheters, suturing, phlebotomy, application of sufficient pressure to control bleeding, simple obstetrical maneuvers, etc.
- possess physical stamina sufficient to complete the rigorous course of didactic and clinical study, which includes prolonged periods of sitting, standing and rapid ambulation.

Intellectual-Conceptual, Integrative and Quantitative Abilities - Students must:

- be able to independently access and interpret medical files.
- identify significant findings from history, physical examination and diagnostic testing.
- show good judgment and provide a reasoned explanation for likely diagnoses and management plan.
- recall and retain information in an efficient and timely manner.

Behavioral and Social Attributes - Students must be able to:

- behave and interact appropriately under stressful and/or emergency circumstances.
- develop empathic, sensitive and effective relationships.
- adapt to changing environments and to learn in the face of uncertainties inherent in the practice of medicine.
- use supervision appropriately and act independently, when indicated.

Admission decisions are made on the assumption that each candidate can meet the Technical Standards without consideration of disability. Admission will be offered contingent on either a signed statement from the applicant that she/he can meet the program's Technical Standards without accommodation, or a signed statement from the applicant that she/he believes she/he can meet the Technical Standards if reasonable accommodation is provided.

If an applicant states she/he can meet the Technical Standards with accommodation, then the program will determine whether it agrees that the student can meet the Technical Standards with reasonable accommodation. This includes a review of whether the accommodations requested are reasonable, taking into account whether the accommodation would jeopardize patient safety, or the educational process of the student or the institution, including all coursework and supervised clinical practice experiences deemed essential to graduation.

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Applicants and students are encouraged to contact the Eastern Michigan University Disability Resource Center (DRC) for more detailed information regarding the Technical Standards and accommodation practices. The DRC can be reached at:

[EMU Disability Resource Center](#)

240 Student Center

Phone: (734) 487-2470

Fax: (734) 487-5784

Email: DRC@emich.edu

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Curriculum

The EMU PA Program consists of six continuous semesters of rigorous graduate level training that covers all areas of medicine. The first year of the program provides students with a firm background in basic medical science, stressing the importance of patient evaluation and teamwork in medicine through courses such as: clinical medicine, patient assessment, pharmacotherapy, pathophysiology and diagnostic and therapeutic procedures. Traditional classroom lectures are supplemented with small group learning and critical thinking experiences, simulated patient interactions and mock medical procedure training and testing. The second year of the program provides students with clinical rotation educational experience. Students are matched to a practicing physician or PA, who will act as a preceptor to assist in further educating the PA student through actual patient interaction. The focus of the clinical rotations is to provide students with experiences to succeed as excellent primary care medicine providers upon graduation. Primary clinical rotation areas include: pediatrics, psychiatric medicine, general surgery, obstetrics and gynecological medicine, emergency medicine, family practice and internal medicine. Below is a sample week from one semester of the program and the curriculum schematic for the entire PA program.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30am	PAS 640 Pathophysiology I	PAS 630 Pharmacotherapeutics I	PAS 640 Pathophysiology I	PAS 630 Pharmacotherapeutics I	PAS 640 Pathophysiology I
8:30 - 8:50am					
9:00 - 9:30am					
9:30 - 9:50am					
10:00 - 10:30am	PAS 610 Clinical Medicine I	PAS 620 Patient Assessment I Lecture	PAS 610 Clinical Medicine I	PAS 620 Patient Assessment I Lecture	PAS 610 Clinical Medicine I
10:30 - 10:50am					
11:00 - 11:30am		PAS 620 Patient Assessment I Lab			
11:30 - 11:50am					
12:00 - 12:30pm				PAS 620 Patient Assessment I Lab	
12:30 - 12:50pm					
1:00 - 1:30pm	PAS 650 Anatomy Lab St. Joseph Mercy Hospital	PAS 683 Simulation for PAs I St. Joseph Mercy Hospital	PAS 650 Anatomy Lab St. Joseph Mercy Hospital		PAS 650 Anatomy Lecture
1:30 - 1:50pm					
2:00 - 2:30pm					
2:30 - 2:50pm					
3:00 - 3:30pm					
3:30 - 3:50pm					
4:00 - 4:30pm					
4:30 - 4:50pm					

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	Summer Semester 1	
PAS 610	Clinical Medicine for Physician Assistants I	6
PAS 620	Patient Assessment for Physician Assistants I	3
PAS 630	Pharmacotherapeutics for Physician Assistants I	3
PAS 640	Pathophysiology for Physician Assistants I	3
PAS 650	Advanced Human Anatomy w/Cadaver Lab for Physician	4
PAS 683	Physician Assistant Simulation I	1
	Semester Total	20
	Fall Semester 1	
PAS 611	Clinical Medicine for Physician Assistants II	6
PAS 621	Patient Assessment for Physician Assistants II	3
PAS 631	Pharmacotherapeutics for Physician Assistants II	3
PAS 641	Pathophysiology for Physician Assistants II	3
PAS 670	Ethics and Research Methods for Physician Assistants	3
PAS 684	Physician Assistant Simulation II	1
	Semester Total	19
	Winter Semester 1	
PAS 612	Clinical Medicine for Physician Assistants III	6
PAS 622	Physician Assistant Practicum	3
PAS 632	Pharmacotherapeutics for Physician Assistants III	3
PAS 642	Pathophysiology for Physician Assistants III	3
PAS 660	Patient Assessment for Physician Assistants III	3
PAS 685	Physician Assistant Simulation III	1
	Semester Total	19
	Didactic Year Total	58
	Summer Semester 2	
PAS 671	Introduction to Clinical Year	3
PAS 710a	Clinical Rotation: Pediatric Medicine	4
PAS 710b	Clinical Rotation: Psychiatric Medicine	4
PAS 710c	Clinical Rotation: General Surgery	4
	Semester Total	15
	Fall Semester 2	
PAS 710d	Clinical Rotation: Obstetrics & Gynecological Medicine	4
PAS 710e	Clinical Rotation: Emergency Medicine	4
PAS 710f	Clinical Rotation: Family Medicine	4
PAS 710g	Clinical Rotation: Internal Medicine	4
	Semester Total	16
	Winter Semester 2	
PAS 710h	Clinical Rotation: Elective Rotation	4
PAS 710i	Clinical Rotation: Elective Rotation	4
PAS 720	Clinical Preceptorship	6
	Semester Total	14
	Clinical Year Total	45
	EMU PA Program Total	103

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Program Defined Expectations

By the time students complete the EMU PA Program, it is expected that they will be competent to enter clinical practice as demonstrated by:

- The ability to take a comprehensive patient history
- The ability to perform a technically correct and focused physical examination
- Medical Data Interpretation, (e.g.ECG, chest x-rays, laboratory results)
- The ability to perform selected procedures or tasks that have been taught and assessed in the course of the program
- Demonstration of critical thinking and medical decision making as evidenced by the ability to:
 - Generate a comprehensive list of differential diagnoses (Including most common, most likely, most concerning disease or condition)
 - Formulate an accurate treatment plan, including pharmacologic and non-pharmacologic treatments and including, when appropriate, the concepts of evidence based medicine and current recommendation guidelines.
- Demonstration of patient care skills, communication and professionalism via
 - Oral case presentation
 - Clear and concise documentation of patient encounters
 - Effective patient communication
 - Obtaining patient consent

Rules and Regulations

1.0 Rules, Regulations and Policies of the University and Affiliate Institutions ^[A3.01, A3.02]

- 1.1 Program Rules and Regulations apply to all students, principal faculty and the Program Director (PD) regardless of location, except in circumstances where certain discrepancies may exist between program policies and those established at clinical rotation sites. ^[A3.01]
- 1.2 In addition to the rules and regulations contained here within, students are expected to adhere to the rules and policies of [Eastern Michigan University](#), the [College of Health and Human Services](#), and also to the rules, regulations and policies of any other institution or facility where they may be assigned. Any conflicting policies should be reported to the Program Director. All information herein is subject to change with timely notification to students in writing. ^[A3.02]

2.0 Definitions

- 2.1 Program Director (PD) is responsible for managing and coordinating the PA Program for the students, faculty and staff. The Program Director will be assigned to the Program on a 12-month full time basis. At least 80% of their time will be devoted to academic and administrative responsibilities in support of the Program. The Program Director must be a PA or Physician with appropriate licensure or certification. ^[A2.02, A2.06]

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- 2.2 Director of Didactic Education is the PA Program faculty member serving as a leader for the didactic portion of the Program.
- 2.3 Director of Clinical Education is the PA Program faculty member serving as a leader for the clinical portion of the Program.
- 2.4 Instructional Faculty are the individuals providing instruction or supervision during the didactic and/or clinical phases of the Program, regardless of length of time of instruction, faculty status or rank.
- 2.5 PA Program course is one listed in the Program curriculum sequence and deemed integral to student preparation for the PA profession.

3.0 Student Demographics

- 3.1 Any change in a student's name, address, telephone number and emergency contact phone number(s) must be reported immediately to the Program Administrative Assistant via their EMU email account. This is in addition to reporting changes to the University through the my.emich.edu portal.

4.0 Transportation and Housing

- 4.1 During their tenure in the PA Program, each student is responsible for his or her own housing and transportation to and from all assigned program activities, regardless of their location. In addition, each student is also responsible for any expenses incurred during all program activities including food, parking and any other incidentals.

5.0 Student Health ^[A3.07, A3.09, A3.21]

- 5.1 Every student is required to provide evidence of good health to [CastleBranch](#), an online confidential data storage service, prior to matriculation in the PA Program and again prior to starting clinical rotations. The PA Program will provide the necessary forms and instructions. Each student must meet the health requirements of each clinical site before beginning a rotation there. In most cases this includes (but is not limited to) a physical examination, up-to-date immunizations or documented immunity against tetanus, pertussis, measles, mumps, rubella, varicella and Hepatitis B. All students are also required to provide evidence of annual TB screening. Some clinical sites may impose additional requirements. Program instructional faculty or staff will not access or review student health records, except for immunization and TB screening results, blood and/or body fluid exposure reports, drug screening results, criminal background checks and/or any additional information as required for clinical site placement.
^[A3.21]
- 5.2 The following EMU policy on immunization of PA students is based on current Centers for Disease Control (CDC) recommendations for health professionals ^[A3.07]:
 - (a) Hepatitis B: Must provide quantitative hepatitis B surface antibody (HBsAb) test results to validate immune status. Students who do not have active immunity against Hepatitis B (via antibody test) after the standard series of three immunizations must undergo another series of three immunizations.

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- (b) Mumps: Provide record of titer validating current immunity or 2-dose vaccine series being administered on schedule
- (c) Rubeola: Provide record of titer validating current immunity or 2-dose vaccine series being administered on schedule
- (d) Rubella: Records of titer validating current immunity or 2-dose MMR immunization
- (e) Varicella: Records of titer validating current immunity or 2-dose vaccine series being administered on schedule. (Note: History of previous infection is not sufficient evidence of immunity.)
- (f) Pertussis: Record of up-to-date T-dap status.
- (g) Influenza: Record of having received viral influenza immunization annually every fall while enrolled in the program.

5.3 Tuberculosis (TB) Screening Documentation ^[A3.07]

- (a) All students must complete a tuberculosis-screening test (TST) in accordance with CDC guidelines. Testing must be done between April 15 and May 1 annually (just prior to entering the PA program and at the end of the first year, before beginning clinical rotations).
- (b) A positive TST will require the student to be evaluated and treated in accordance with CDC guidelines.

5.4 Certain medical problems, as determined by the student's health care provider and EMU policies, may preclude a student's matriculation in the PA Program and/or placement in a clinical facility. Questions concerning this should be referred to the Program Director.

5.5 Medical or surgical conditions that arise while a student is enrolled in the PA Program must be reported to the Program Director and the Director of Clinical Education. In no case will Program requirements preempt the directions of a student's personal health care provider.

5.6 Students are required to maintain comprehensive health insurance coverage and to provide evidence of such to the PA Program. The University offers a health insurance policy. Enrollment forms are available through University Health Services at:
<http://www.emich.edu/uhs/pages/insurance.php>.

5.7 PA Program principal faculty, Program Director and/or the Medical Director will NOT participate as health care providers for any student in the PA Program. ^[A3.09]

6.0 Outside Employment ^[A3.14h]

6.1 Students are strongly cautioned against accepting any outside employment while enrolled in the EMU PA Program. The intensity and continuity of the Program is such that employment may detract from course responsibilities and impair academic and/or clinical performance. Each student should also realize that during the clinical year she/he may have requirements for evening, night, weekend or emergency duty/call, and that some rotations involve changing shifts frequently. ^[A3.14h]

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- 6.2 Employment responsibilities are not considered an acceptable excuse for violation of the Attendance policy.
- 6.3 A potential conflict of interest may occur when a clinical training site is also the student's place of employment. In such cases, the student must notify the PA Program prior to beginning the clinical rotation. At the Program's discretion the student may be reassigned to an alternate clinical experience. In no cases may a student's training overlap with employment.

7.0 Program Grading ^[A3.17d]

- 7.1 Letter grades in the Physician Assistant Program for the didactic year will be assigned as follows:

Letter Grade	Quality (Grade) Points
A (96.00-100.00)	4.0
A- (92.00-95.99)	3.7
B+ (87.00-91.99)	3.3
B (82.00-86.99)	3.0
B- (78.00-81.99)	2.7
C+ (74.00-77.99)	2.3
C (70.00-73.99)	2.0
F (less than 70.00)	0.0

This will be standard in all courses in the Program and will be detailed in each individual course syllabus. The Program requires that students receive a minimum grade of B (82%) in all courses to maintain good standing in the program.

- 7.2 During a course, if any single evaluation results in a score below 82% (or the minimum passing grade for that evaluation), then the student must initiate a "Learning Intervention" within the time frame stipulated in the particular course syllabus. A "Learning Intervention" is the process by which the student interacts with the course instructors/clinical preceptors to address deficiencies in the student's knowledge and/or skills. The course instructors/clinical preceptors will identify the means by which the student can obtain the knowledge and/or skills in which they are deficient. The course instructors/clinical preceptors will determine the level of the "Learning Intervention" on a case-by-case basis. It will be the student's responsibility to follow-up with the course instructors/clinical preceptors if they feel they are still deficient in their knowledge and/or skills. ^[A2.05f, A3.17f, C3.03]
- 7.3 A student serving as class-elected representative to any PA Program committee must be in good Academic Standing (as defined elsewhere in the Rules and Regulations). Any student who receives a grade of less than "B" may be asked to waive the privilege of serving as a committee member for the following semester at the discretion of the PA Program Director and faculty.
- 7.4 Grading policies and evaluation (test question, etc.) challenges for Program courses will be determined by the faculty and noted on the course syllabus.

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- 7.5 The PA Program follows the University Grade Grievance Policy. ^[A3.17d] For more details on the University Grade Grievance Policy, refer to the EMU Graduate Student Catalog: Grade Grievance Procedure for the EMU Community
<http://catalog.emich.edu/content.php?catoid=12&navoid=1660#6>

8.0 Remediation ^[A2.05f, A3.17f, C3.03]

- 8.1 There is no required remediation. If a student satisfactorily completes a Learning Intervention for each course assessment receiving a grade of less than “B” (82%), he or she will be considered to have adequately remediated knowledge deficits and will be able to progress with their cohort. If a student receives a final cumulative grade of less than “B” (less than 82%) in any PA Program course, the student’s official grade will remain the grade the student attained prior to the Learning Intervention. ^[A2.05f, A3.17f, C3.03]

9.0 Attendance / Participation

- 9.1 Attendance and participation in all program educational experiences are mandatory. Students are expected to be in their seats in the classroom, before the course starts and to stay for the duration of each class. Students are permitted a total of two (2) unexcused absences per class each semester during the first year. For each unexcused absence over two (2), three percentage points (3%) will be deducted from the student’s final cumulative grade.

EXAMPLE: A student with a final cumulative grade of 92% in any given course would receive a final cumulative grade of 89% for 3 unexcused absences, 86% for 4 unexcused absences, 83% for 5 unexcused absences... etc.

Excusable absences are limited to DOCUMENTED:

- Illness
- Death or illness in immediate family
- Jury duty
- Military service
- Subpoena
- Program approved attendance at professional conferences
- Religious observances

Documentation of the above excusable absences requires a signed document from the appropriate source (e.g. medical provider, court agent, military supervisor, religious calendar etc.) verifying the student’s absence. All documentation must be submitted to the course instructor(s) upon returning to class.

Please note that at times there will be additional PA Program learning activities outside of regularly scheduled courses. All students are expected to attend and participate in these events. Students will be given advanced notice regarding activities outside the regular schedule

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9.2 Reporting Absences

All absences must be reported to all appropriate course instructors. It is the student's responsibility to contact the instructors via email within 24 hours of the absence. Extenuating circumstances will be at the discretion of the course instructors. Not reporting an absence will be regarded as an unexcused absence. Each unexcused absence without email notification to the instructor will result in a 3% decrease in the student's final cumulative grade in each missed class. Abuse or fraudulent documentation of the Attendance and/or Reporting Absences policies will have a significant effect on the student's Professionalism assessment and may be grounds for dismissal from the Program. Arriving late or leaving before the conclusion of the class session will constitute half of an absence. If a class session or laboratory is canceled due to bad weather or instructor absence, students are still responsible for all the readings and assignments listed on the syllabus.

9.3 Absence from course work or clinical assignments due to attendance at national conferences, state conferences, or other such professional meetings is at the discretion of the PA Program.

9.4 Student input is valued by the PA Program and we feel it is crucial for our continued improvement. At various points in your time in the program, you will be asked to complete surveys on curriculum, program policies and other issues. Participating in these surveys is expected and is an important part of your participation in the EMU PA Program and your evolving professionalism.

10.0 Weather / School Closing Policy

10.1 For the didactic portion of the curriculum, if severe weather threatens the University, EMU's president, in consultation with the Department of Public Safety and the Physical Plant, will decide if the University will close or will remain open. Eastern Michigan is committed to fulfilling its instructional obligations, so it is EMU's intent to conduct classes as long as it can maintain reasonable conditions on campus and the roads in the immediate areas are reasonably passable. For more details, refer to the University Weather/Closure Policy:

<http://www.emich.edu/univcomm/weatherpolicy.php>.

10.2 For the clinical portion of the curriculum, if severe weather threatens the clinical rotation site, the appropriate individual(s) will decide if the clinical site will open or will remain open. If the site is closed, the student should regard this in the same manner as if the University was closed.

11.0 Leave of Absence

11.1 In the event that a matriculated student in the PA Program encounters a situation that requires a prolonged absence from the program, that student may either withdraw from the program or request a leave of absence. A request for a leave of absence must be submitted in writing to the Program Director with sufficient information to explain the situation. In no case will a student

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be granted more than one leave of absence as a matriculant of the program. In the event that the student is indisposed, the written requirement may be waived, or the Program Director may initiate the action independently.

- 11.2 If the request for leave seems reasonable, and if the student is in good academic standing at the time, the Program Director (in consultation with the Program Faculty) may grant the leave. Otherwise, the Program may, at its discretion, deny the leave, recommend that the student withdraw from the Program or recommend that the student be dismissed from the Program. Conditions will be determined individually according to the merits of each case.
- 11.3 A student who is granted a leave of absence is expected to complete all missed work upon return to the Program. This could mean that a student may have to withdraw from courses, if allowed by the Eastern Michigan University Graduate School, register, and take the courses from the beginning upon return to the Program.
- 11.4 Students will not be granted a leave of absence for a period longer than twelve (12) consecutive calendar months unless the time period of the leave is beyond the student's control and is considered acceptable by the Program (for example, being called into active military service).
- 11.5 If a leave of absence is granted for a period of time equivalent to two or more semesters, the student must notify the Program Director, in writing, of intent to return. Unless prior arrangements are made with the Program Director, this notification must be accomplished prior to the beginning of the semester preceding the return.
- 11.6 If more than one semester lapses between the start of a leave of absence and the student's re-matriculation into the PA Program, the student may be required to demonstrate competencies (e.g., didactic and or clinical skills) and/or take a proficiency exam before restarting the Program. The student must receive 82% or higher on any evaluation in order to proceed in the Program.

12.0 Withdrawal ^[A3.17e]

- 12.1 A student wishing to withdraw from a course or the program must follow EMU guidelines ^[A3.17e], as established in the EMU Graduate Catalog:
<http://catalog.emich.edu/content.php?catoid=12&navoid=1657#acad>
- 12.2 As withdrawal from a PA Program course affects a student's academic progress, such actions will be reviewed by the PA Program. ^[A3.17e]
- 12.3 Should a student withdraw from any PA Program course, that student will be considered as withdrawing from the PA Program, unless the student submits sufficient justification to the PA Program Director and applies for a leave of absence. ^[A3.17e]
- 12.4 A student may voluntarily withdraw from the PA Program at any time. ^[A3.17e]
- 12.5 Any student who withdraws or is dismissed from the PA Program must follow the stated admissions requirements and procedures if they wish to be re-admitted. Applicants for re-admission are evaluated once annually, along with new applicants.

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13.0 Suspension

- 13.1 If, in the judgment of the PA Program, a situation has occurred (or there is reasonable concern that a situation is about to occur) that would jeopardize in some fashion the student, patients, other students, the PA Program or its affiliates, the PA Program may immediately suspend a student from any PA course until appropriate investigation and resolution can be reached.

14.0 Deceleration ^[A3.17f]

- 14.1 If a student receives three final cumulative course grades of “B-” or less, fails to successfully remediate any course by completing all required Learning Interventions, receives a final cumulative course grade of “F” in any PA Program course or fails a PA Program course for any other reason during the didactic or clinical year, he or she will be dismissed from the Program. The EMU PA Program does not permit deceleration for academic reasons. ^[A3.17f]
- 14.2 Students who take a leave of absence for exceptional life events will be required to meet with the PA Program as soon as they are able to do so to discuss their status within the Program. The decision to grant deceleration will still be made on a case-by-case basis. The restart date for that student will be determined by the Program and may require the student to repeat or audit prior courses to ensure proficiency and readiness to rejoin the cohort. At the discretion of the faculty, the student may be required to demonstrate competencies (e.g., didactic and or clinical skills) and/or take a proficiency exam before restarting the Program. The student must receive 82% or higher on any evaluation in order to proceed in the Program.

15.0 Dismissal ^[A3.17e]

- 15.1 The Program will dismiss a student from the Program based on any one or more of the following: ^[A3.17e]
- (a) a final cumulative grade of "F" in a PA Program course, or failure of a course for any other reason
 - (b) a third final cumulative grade of less than “B” in any PA Program course or two failures of a single clinical rotation
 - (c) a final cumulative GPA of less than 3.0 at the conclusion of the PA Program curriculum
 - (d) significant unprofessional behavior at any point while matriculating through the PA Program (see Section 22)
 - (e) failure to successfully complete and pass the end-of-program Summative Evaluation
- 15.2 Recommendations for dismissal from the PA Program by the Program Director will be rendered to the appropriate University official.
- 15.3 Should a student dispute the dismissal, he/she can consult the University Disciplinary Procedures section of the EMU Graduate Catalog:
<http://catalog.emich.edu/content.php?catoid=12&navoid=1660#9j>

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- 15.4 Any student who is dismissed may reapply. Applicants must follow the stated application procedures to be considered for re-admission. Applicants for re-admission are evaluated, once annually, along with new applicants. A readmitted student will restart the PA Program and repeat all courses from the beginning of Semester 1 of the Program.

16.0 Summative Evaluation [C3.04]

- 16.1 Prior to their graduation, students in the PA Program will be required to pass a Summative Evaluation to verify that each student is prepared to enter clinical practice. This will consist of topics such as patient care skills, diagnostic interpretation, medical decision making, interpersonal skills and professionalism. The Summative Evaluation will include multiple evaluative components including multiple choice examinations, skills proficiencies and Objective Structured Clinical Examinations (OSCEs) via simulated experiences (with standardized patients, models and/or high fidelity simulations). [C3.04]
- 16.2 The Summative Evaluation will occur within the final four months of the clinical year, prior to graduation, and will be administered over a number of days. In order to successfully complete this evaluation, students are required to achieve a minimum grade of 80% on the aggregate of all components of the Summative Evaluation. If a student does not receive a passing grade of 80% or higher, he or she will take a remediation examination. If the student fails to achieve an 80% on the remediation exam, the student will be referred to PA program core faculty, Program director, and Program medical director for discussion of an educational plan as well as a time line for completion of that plan. The student will then take an EOR examination in either internal medicine or family medicine; if the student receives less than 80% on that examination, he or she will be dismissed from the program. Please note that this remediation process may delay the student's graduation. [C3.04]

17.0 Progression and Completion [A3.17a, A3.17b, A3.17c, C3.04]

- 17.1 A student must satisfactorily complete all of the PA Program courses in each semester to qualify for progression. Each PA Program course syllabus details what constitutes satisfactory completion.
- 17.2 Since graduates are expected to enter a professional life involving significant responsibilities to other people, maintenance of a sound academic transcript is not sufficient, per se, to remain in good standing in the PA Program. Throughout the PA Program, the Program faculty and staff will review the performance record of each student. Not only are didactic grades and other academic work evaluated, but also a student's clinical performance, patient interactions, professionalism and demeanor will be taken into consideration as detailed within course syllabi.
- 17.3 In order to complete the PA Program, a student must satisfactorily complete each course set forth in the Program's curriculum outline, attain supervised clinical practice experience, and successfully complete the Program Summative Evaluation with a passing grade. [C3.04] In addition, a student must be in good academic standing after completing the required curriculum and meet University guidelines. [A3.14d, A3.17a, A3.17c]

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- 17.4 Each course within a given semester must be successfully completed (or successful remediation or deceleration) prior to progression to the next semester. All curricular components and other PA Program completion requirements must be completed within a four-year timeframe from the date of matriculation into the program. ^[A3.17b] Exceptions may be made at the discretion of the Program.

18.0 Academic Standing ^[A3.17a]

- 18.1 To remain in good academic standing in the PA Program, a student must be able to demonstrate the possession of:
- (a) a current cumulative grade point index of at least 3.0
 - (b) a minimum of "B" grade in all PA Program courses or successful remediation through required Learning Interventions
 - (c) satisfactory completion of PA Program administrative requirements
 - (d) satisfactory evidence of acceptable professional conduct
- 18.2 Failure to achieve each criterion listed above shall be adequate grounds for the PA Program to recommend sanctions or dismissal from the PA Program in accordance with the EMU Graduate School policy "Student Conduct Code and University Disciplinary Process" as stated in the EMU Graduate Catalog: <http://catalog.emich.edu/content.php?catoid=12&navoid=1660#9>

19.0 Liability Insurance

- 19.1 The University provides liability insurance coverage for claims made against students during their supervised clinical practice experiences. This policy does not cover a student for clinical or other activities which are not directly associated with the PA Program or assigned supervised clinical practice experiences. The student should request further information from [University Legal Affairs](#) if they have any questions related to liability insurance.

20.0 Identification ^[B3.01]

- 20.1 Each PA student must be readily identifiable at all times in all supervised clinical practice experience areas, or places where other health professionals or patients are likely to be encountered. This is done through all of the following:
- (a) A Program-approved nametag, identifying the wearer as an EMU Physician Assistant Student, must be properly worn (full face and name visible).
 - (b) When meeting another health professional or a patient, a PA student must introduce him/herself as a "Physician Assistant Student" and do so with sufficient clarity to insure that the other person understands.
 - (c) Some clinical sites may require additional identification to be worn in addition to the Program-approved nametag.
- 20.2 A student employed in any health care field or any other related setting is not permitted to act or promote her/himself as a Physician Assistant Student outside of Program activities.

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- 20.3 At no time may a PA Student, while acting as a student of the PA Program, identify her/himself by any other title or profession or practice under any other professional license.

21.0 Dress Code

- 21.1 Students are expected to be well groomed and appropriately dressed in a manner consistent with the responsibilities of ambassadorship and professionalism necessary to represent the EMU PA Program with integrity. The following dress code applies to all PA Program activities in the didactic and clinic phases of the Program.
- 21.2 Classroom Dress: Students should exercise reasonable discretion in choosing appropriate dress for classroom lectures, small group and like sessions. Clothing may be casual and comfortable but should **not** include the following: plunging necklines, midriff exposure, short shorts or mini-skirts, prominent slogans or images on attire that may be offensive, or clothing with tears, holes or rips. Certain other attire may be required or recommended in certain components of classes, and will be clearly communicated by the course instructor(s).
- 21.3 Professional Dress: Professional attire is mandatory for students when participating in all circumstances in which a student will have contact with patients (simulated, standardized and those encountered during clinical rotations), or any other specified Program activity. Professional dress includes: conservative fashion, clean and pressed short white lab coat, and nametag as noted in the "Identification" policy above. Males are to wear dress socks and dress shoes, dress slacks, and a long-sleeve, pressed dress shirt with tie. Females are to wear dress socks/hose and dress shoes (no high-heels or open-toe), dress slacks/skirt and blouse or a dress. On clinical rotations other attire may be required or recommended, and will be clearly communicated by the instructor(s).
- 21.4 All students must be fragrance-free (includes abstaining from wearing cologne/perfume), conceal any visible tattoos, wear minimal jewelry (limit of 2 earrings per ear, no facial or visible body jewelry), have short nails (no artificial nails of any kind) and have clean and neat hair, including facial hair.

22.0 Professionalism [A3.17d, A3.17g, C.3.02]

- 22.1 Each student must conduct her/himself in a professional manner at all times and be constantly vigilant of the need to inspire confidence on the part of peers, faculty, patients and the staff observing their performance. In many ways the student's opportunities to learn, and later, to obtain employment will depend on her/his success in achieving this goal.
- 22.2 Each student is expected to be knowledgeable, but not necessarily expert and experienced, in all issues of medical ethics, privacy, patient rights and legal definitions of medical practice. Moreover, students should not place themselves in any position which may compromise, embarrass or harm themselves, their supervisors, the faculty, their peers, clinical site, the PA Program or the University.

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- 22.3 The PA Program has a Professionalism Assessment Expectations document which serves as a guideline for acceptable and unacceptable professional behavior. These expectations apply to all classes, clinical rotations and other situations where students are representing the EMU PA Program. (See Appendix A herein)
- 22.3 Reported unprofessional student behavior will be evaluated by the PA Program's Progression Committee and may have significant consequences, including dismissal from the Program. After the first Professionalism violation, a student will be required to meet with his or her advisor to discuss the violation and strategies for improved professional behavior. After the second violation, the student will be required to meet with the PA Program Progression Committee to discuss the violation and strategies for improved professional behavior. After a third professionalism violation, the Progression Committee will meet to discuss the student's behavior and recommend action regarding the reported unprofessional student behavior. Please note that a third professional violation, or an egregious first or second violation, could result in dismissal from the PA Program.
- 22.4 Each student is subject to the University Sexual Harassment & Other Prohibited Conduct Policy. [A3.11, A3.17d, A3.17g] Refer to the policy for further detail:
<https://www.emich.edu/policies/policy.php?id=181>
- 22.5 Behavior considered unprofessional includes, but is not limited to, the following:
- (a) any form of dishonesty – examples include: plagiarism, cheating on assignments or examinations, lying, submitting false attendance reports or falsifying medical records
 - (b) chronic absenteeism or tardiness
 - (c) use of profane, vulgar, abusive, obscene or threatening language of any sort while participating in PA Program activities
 - (d) using or being under the influence of drugs or alcohol while participating in any PA Program activity or while present in any facility where PA Program activities occur. Refer to EMU Graduate Student Catalog Policy: University Alcohol and Other Drug Policy
<http://catalog.emich.edu/content.php?catoid=12&navoid=1660#10>
 - (e) failure to maintain strict confidentiality of patient records or patient encounters (including but not limited to all HIPAA rules and guidelines)
 - (f) uncooperative, hostile, or disrespectful attitudes manifested towards patients and their acquaintances, instructional faculty, University or medical staff, visitors or fellow students
 - (g) lack of respect for the privacy or property of others
 - (h) conviction of a felony or offense involving moral turpitude while a PA student
 - (i) failure to adhere to these rules or to relevant policies of the EMU Graduate School, College of Health and Human Services, or other EMU policies
- 22.6 If students identify a connection to EMU, they must identify themselves, their role in the PA Program and use a disclaimer stating that their views are their own and do not necessarily reflect the views of the PA Program.
- 22.7 The integrity of the PA Program curriculum and student privacy must be protected. Students must not share questions or answers to assignments, exams or other PA Program materials,

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within or outside the PA Program via any means, without expressed permission from the PA Program. Doing otherwise will be considered academic dishonesty and will be subject to faculty review and possible dismissal from the Program.

- 22.8 Each student must report to either the Program Director or the Director of Clinical Education any incident of which she/he is cognizant and which appears to be unethical or of questionable nature, or in violation of the PA Program Rules and Regulations. Each student must inform the appropriate responsible person(s) and seek guidance if any such incident occurs.

23.0 Disciplinary Procedures

- 23.1 Matters of disciplinary nature will initially be discussed between the appropriate member(s) of the PA Program, the student in question and other individuals that the PA Program deems necessary to include.
- 23.2 The PA Program will render a decision regarding the disciplinary action/s and present the decision in writing to the student. Disciplinary procedures/sanctions may include (but are not limited to) the following:
- (a) Verbal Warning
 - (b) Formal Reprimand
 - (c) Disciplinary Probation
 - (d) Suspension
 - (e) Deferred Suspension
 - (f) Permanent Dismissal
 - (g) Delay and/or Denial of Degree Award
 - (h) Revocation of Degree
 - (i) Other secondary sanctions

For more details on these disciplinary procedures/sanctions, refer to the EMU Graduate Student Catalog: Sanctions for Misconduct

<http://catalog.emich.edu/content.php?catoid=12&navoid=1660#9f>

24.0 Indebtedness

- 24.1 All financial indebtedness incurred at EMU must be paid in full before the Master of Science in Physician Assistant Studies Degree is awarded by the University. Students with outstanding debts to EMU may be prevented from registration in subsequent semesters. This does not include student educational loans secured through the Financial Aid Office.

25.0 Infectious and Environmental Precautions ^[A3.08]

- 25.1 The PA Program will address Universal Precautions and other methods of prevention as well as student exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk. ^[A3.08]
- 25.2 In the event the student has an exposure to infectious or environmental hazards ^[A3.08]:

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- (a) flush the area thoroughly; wash with soap as appropriate
- (b) seek other appropriate medical care (within 2 hours) including a Risk Exposure Evaluation at the site where the exposure occurred. The office to contact will vary by site, but is usually Infection Control, Employee/Occupational Health or the Emergency Department
- (c) complete (in detail) an Incident Report at the site where the exposure occurred
- (d) notify appropriate instructional faculty member
- (e) notify University Health Services (734.487.1122) to have the student's medical record updated accordingly (if appropriate)
- (f) be aware that financial costs incurred in the case of an infectious or environmental hazard injury or exposure may fall entirely on the student. Depending on the location and nature of the incident, the costs may be incurred by the student, University or the facility where the incident took place
- (g) understand that the effects of infectious or environmental hazard injury or exposure may significantly affect student learning activities. This may include, but is not limited to, taking a leave of absence or withdrawing from the PA Program

26.0 Incident or Injury

- 26.1 In the event of an incident that may place a PA Student in harm's way, but no injury has occurred, the PA student must notify the Program as soon as possible. In case of emergency, call 911 immediately. Contacting the PA Program can be accomplished by:
- (a) calling the PA Program during office hours (734.487.2843)
 - (b) calling the Program Director (734.487.6777)
- 26.2 In the event of an incident resulting in an injury to a PA Student occurring during a PA Program activity, the appropriate PA Faculty member must fill out the "Department Incident Report Form" and submit it to the School Director immediately.
- 26.3 In the event a student is injured, the student should be treated according to current standard medical practice. This treatment may be at the site, the emergency department, or the provider of the student's choice depending on the severity of injury. Once the student is cared for, the PA Program is to be notified within 24 hours.

27.0 Electronic/Social Media Policy

- 27.1 Electronic and social media includes any and all electronic-based technologies that are used as a means of communication and interaction among its users. Examples include, but are not limited to: texting, email and social networking. Students must maintain appropriate standards of conduct as it relates to the PA Program and professionalism as a physician assistant student.
- 27.2 Each student must take responsibility and use good judgment related to all forms of social media. Inappropriate, threatening, anonymous, or harassing communication is strictly prohibited and will be considered a violation of professionalism.

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- 27.3 Each student must not share any identifiable information about patients, other EMU students, faculty, employees, preceptors or clinical affiliates via electronic means without expressed permission from the source to be identified.
- 27.4 Each student is expected to know how to protect his or her own privacy and limit how, when, where and with whom information is shared.
- 27.5 All electronic communication with the EMU PA Program must be conducted via the free, University-supplied email account.

28.0 Faculty Advising ^[A2.05e, A3.10, C3.02]

- 28.1 Each PA student will be assigned a principal faculty member (or Program Director) to serve as an advisor. Students are encouraged to meet regularly with their advisors, and advisors may request additional meetings with students as they deem necessary. Mentoring sessions will be documented and will include academic counseling of students, as well as general discussions related to student well-being, guidance and attainment of professional behaviors. ^[A2.05e, C3.02]
- 28.2 Each mentor or faculty member must provide timely access or referral of students to services addressing personal issues which may impact their progress in the PA Program. [University Health Services](#) on the EMU campus can provide many resources for students to access these services. ^[A3.10]

29.0 Student Role in Classroom and Clinical Site ^[A3.03, A3.04, A3.05, A3.06]

- 29.1 The role of the physician assistant student during the course of their studies is that of a learner. Therefore, students are not permitted to assume functions that should be fulfilled by organizational employees. The PA Program:
 - (a) Does not allow students to substitute for or function as instructional faculty (didactic or clinical). However, students will be encouraged to share their prior knowledge, experiences and skills to assist the learning of other students. This is clearly stated in the materials provided to clinical preceptors regarding the clinical rotations (Preceptor Manual). No student may be a course instructor of record for any component of the curriculum. ^[A3.05, A3.06]
 - (b) Does not permit students to substitute for clinical or administrative staff during supervised clinical practice experiences (SCPEs). This is outlined in the PA Program Preceptor Manual that is provided to clinical preceptors. ^[A3.06]
- 29.2 There are multiple physical examination and skill activities that occur throughout the program. In addition to training students in the role of practitioner, having students fill the role of patients during these activities helps them to become sensitive to the patient perspective. Additionally, active participation and repetition reinforce learning. Therefore, the PA Program:
 - (a) Requires the participation of students as human subjects during selected courses. It is the expectation of the Program that each student willingly participates in all aspects of the physical exam and technical skills training in a professional and cooperative manner. At

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various times, students will be asked to wear clothing that will easily allow physical examination by another student.

(b) When appropriate, a female student may be asked to wear a modestly appropriate sports bra and shorts, and males will be asked to wear shorts without a shirt.

29.3 The PA Program does not require students to provide or solicit clinical sites or preceptors and does not require students to coordinate clinical sites and preceptors for program-required rotations. Students may provide suggestions and contact information for potential clinical rotations, but will not be required to do so. All supervised clinical practice experiences will go through the same clinical site and preceptor evaluation procedures prior to sending a student to that site. ^[A3.03]

29.4 The PA Program occasionally videotapes student encounters with each other and/or standardized patients for the purposes of learning. Students are expected to participate in videotaped encounters and also agree that such are for use of the PA Program's educational efforts solely and will not be utilized outside of class for any reason. Posting class related videotapes on the internet is a violation of professionalism and could result in dismissal from the program.

30.0 FERPA ^[A3.20]

30.1 The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of current and former student's educational records, and afford students certain rights with respect to their education records. The PA Program follows the University policy related to FERPA, which can reviewed in detail here:

http://www.emich.edu/registrar/registration_info/ferpa.php ^[A3.20]

Students will be required to sign consent releasing necessary health information as required by clinical sites to facilitate clinical placement.

31.0 Student Grievances ^[A3.11, A3.17d, A3.17g]

31.1 If any student issue not addressed elsewhere in the Rules and Regulations (such as Sexual Harassment and Grades), that cannot be satisfactorily resolved under the student's own power, the grievance should be addressed with the [University Ombudsman's Office](#). ^[A3.11, A3.17d, A3.17g]

32.0 Gathering Student Data

32.1 The EMU PA Program is committed to developing and maintaining an excellent learning experience. Therefore the program will collect and analyze data for continuous self-assessment. This may include (but is not limited to):

- (a) Graduate surveys
- (b) Program evaluations
- (c) Employer surveys

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33.0 Other Situations

- 33.1 Any other situation or condition not spoken to in these Rules and Regulations should be brought to the attention of the Program. Each will be considered independently according to the merits of the case. As far as possible, each will be dealt with in a manner comparable to similar conditions described in this document.
- 33.2 If any of the PA Program Rules and Regulations come into conflict with the student's religious or other beliefs, it is the responsibility of the student to communicate their concern with the appropriate Program faculty or Program Director immediately. The Program will determine if appropriate accommodations are feasible.
- 33.3 These Rules and Regulations may be amended from time to time by the Program.



Student Services and Resources

There are numerous services and resources available for PA students at Eastern Michigan University. These are designed to support the educational process and fulfill campus life needs. Several of these services and resources are listed below.

Academic Service Learning

Service and community involvement are a part of the EMU PA Program experience. The Center for Service Learning and Community Engagement works to partner faculty, students and staff in efforts benefiting the University and its surrounding community. For more information, go directly to:

<http://www.emich.edu/asl>

Advising and Career Development Center

The University Advising and Career Development Center offers many services to help students choose a major or career, manage classes, find a job, take placement testing and calculate tuition and fees. For more information, go directly to: <http://www.emich.edu/uacdc/students>

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Campus Bookstore

Find required textbooks, course materials, digital textbooks, EMU apparel, accessories, software titles, peripherals and supplies. For more information, call 734.483.2848 or go directly to:

<http://www.bkstr.com/Home/10001-15453-1?demoKey=d>

Campus Map & Directions

For an interactive map of the EMU Main Campus and to get directions, please visit:

<http://www.emich.edu/maps>

Disability Resource Center

The Disability Resource Center (DRC) views disabilities as an integral part of the rich diversity at Eastern Michigan University. To that end, we work collaboratively with students, faculty, and staff to create an inclusive educational environment for students. For a complete list of resources available, please visit:

<http://www.emich.edu/drc>

Housing & Dining Services

EMU offers and coordinates numerous housing options to students. For information about on- and off-campus housing, go directly to: <http://www.emich.edu/housing>. There are many different dining options at EMU as well. For more information, go directly to: <http://www.emich.edu/dining>

Information Technology

The Division of Information Technology (IT) supports students, faculty, and staff by providing information technologies that align teaching, learning, scholarly/creative activities, and administrative services with the University's mission. IT supports University computer labs, a Help Desk and training to use IT systems on campus. For more information on IT, call 734.487.3141 or go directly to:

<http://www.emich.edu/it/>

Library Services at EMU

Multiple services are available via the on-campus library (<http://www.emich.edu/library>):

- Halle Library Building
- Policies (<http://www.emich.edu/library/about/policies/index.php>) - privacy, quiet areas, textbooks and more
- Tours (<http://www.emich.edu/library/about/tours.php>)
- Library Building Services (<http://www.emich.edu/library/services/building.php>) - including:
 - Fax (<http://www.emich.edu/library/services/fax.php>)
 - Printing (<http://www.emich.edu/library/services/printing.php>)

Parking

The Parking Department provides adequate parking and transportation services for faculty, staff, students and visitors while on Eastern Michigan University's Main Campus. EMU Parking Department oversees enforcement of parking regulations and traffic control, while managing parking hang tags sales, fines, gate receipts and meters. For more information on Parking call 734.487.3450 or go directly to: <http://www.emich.edu/parking>

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Public Safety

The Department of Public Safety includes: Police, Environmental Health and Safety and Emergency Management. For more information on Public Safety please call 734.487.1222 or go directly to:

<http://www.emich.edu/publicsafety>

Rec/IM

The Recreation and Intramural Sports (Rec/IM) is housed in the 188,000 square foot Olds/Robb Student Recreation/Intramural Complex. The complex is connected to the Warner Building and is the single largest facility in Michigan. Visit Rec/IM to learn more about getting involved and about other ways to stay fit on campus. For more information on the services and programs offered through Rec/IM, call 734.487.1338 or go directly to:

<http://www.emich.edu/recim>

Student Affairs and Campus Life

The Department of Campus Life offers many rich opportunities for students, faculty and staff to engage in the life of the campus, to connect in communities with people who share similar interests or goals and to establish and nurture a sense of belonging at EMU. The department provides a diverse array of co-curricular programs and services, where students learn about themselves and others, develop skills and foster lifelong friendships. For more information on the services and programs offered through Campus Life, call 734.487.3045 or go directly to:

<http://www.emich.edu/campuslife>

Student Organizations

EMU is home to more than 200 student organizations. Graduate students play an active part in campus life. To learn more about student organizations, please visit the [Campus Life website](#) or go directly to:

<http://emu.collegiatelink.net/>

Student Health and Safety Services ^[A.3.10]

EMU offers students a number of Health and Safety services that can be easily accessed through the following links:

- Counseling and Psychological Services (<http://www.emich.edu/caps>)
- Counseling Clinic (<http://www.emich.edu/coe/counseling/clinic.html>)
- Ombudsman (helps resolve student issues) (<http://www.emich.edu/ombuds>)
- Public Safety (<http://www.emich.edu/publicsafety>)
- Student Intervention Team (<https://www.emich.edu/sit>)
- Text-Message Alerts (<http://www.emich.edu/publicsafety/emo/channels/text.php>)
- University Health Services (<http://www.emich.edu/uhs/>)

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Program Costs and Financial Aid

Tuition and Fees^[A3.14f]

In-State Tuition & Fees - Breakdown by Semester (Estimates) – Assuming 3% annual increases			
Semester	Credit Hours	In-State Tuition & Fees	Out-of-State Tuition & Fees
Summer 2017	20	\$ 15,965	\$ 27,085
Fall 2017	19	\$ 15,169	\$ 25,733
Winter 2018	19	\$ 15,169	\$ 25,733
Summer 2018	15	\$ 13,306	\$ 22,342
Fall 2018	16	\$ 14,542	\$ 24,366
Winter 2019	14	\$ 12,731	\$ 21,327
Total	103	\$ 86,882	\$ 146,586

Incidental Costs - Total Program (Estimates)	
	Estimated Cost
Textbooks	\$ 1,500
Medical Equipment & Supplies	\$ 1,000
EMU Parking (\$155/semester)	\$ 465
Total	\$ 2,965

Total Cost of Attendance (Estimates) – Assumes 3% annual increase in tuition & fees		
	In-State	Out-of-State
Total Tuition & Fees	\$ 86,882	\$ 146,586
Incidental Costs	\$ 2,965	\$ 2,965
Total Cost of Attendance	\$ 89,847	\$ 149,551

Policy on Refunds^[A3.14g]

The PA Program follows the general EMU policies and procedures for refunds of tuition and fees. Please visit the EMU Student Business Services website for details: <http://www.emich.edu/sbs/billing-payments/request.php>

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Appendix A

EMU PA Program Professionalism Expectations

(Modified from Northern Arizona University College of Business, April 2016)

Respectful Behavior:

Highly Professional:

Careful not to distract others during class, lab or simulation experiences (socializing, sleeping, leaving early or during class, reading unrelated material, using social media, doing homework for another class or wearing inappropriate attire); never uses electronic devices for unapproved purposes in class; is always respectful towards faculty, peers, and guest instructors. Student specifically behaves in a manner that is free of threats and intimidating or harassing behavior. (Includes both face-to-face, e-mail, text and social media communications.) E-Mail communications are timely, originate from official EMU E-mail and follow general email guidelines noted below. Dresses appropriately for class, simulation and lab.

Unprofessional:

Distracting or disruptive behavior, use of devices in class, lab or simulation experiences for unapproved purposes, is not respectful to faculty, peers, or guest instructors. Student displays behaviors via any medium that are threatening, intimidating, or harassing. E-mail communications are untimely, originate from other sources than official EMU e-mail, and do not follow general email guidelines listed below.

Email guidelines include:

- Proofread each e-mail for proper spelling, grammar, and punctuation.
- Use a meaningful subject line that is descriptive of e-mail content.
- Avoid background colors, patterns, all capitals, and unusual fonts.
- Avoid humor that may be misinterpreted.
- Don't send an e-mail to the wrong person; be especially careful with "reply all" and mass forwarding.
- Don't send emotionally charged-mails; consider a direct conversation for complex or sensitive topics.

Class Preparedness:

Highly Professional:

Almost always participates in class discussions; student contributions reflect exceptional preparation and are always substantive, well supported, and persuasively presented; does not dominate discussion, or the lecture being presented. Consistently utilizes audience response software when applicable

Professional:

Regularly participates in class discussions; student contributions reflect good preparation and are generally substantive, fairly well substantiated, and moderately persuasive. When called upon, can

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answer questions and refer to readings, without dominating the discussion or lecture being presented. Utilizes audience response software the majority of the time when applicable.

Unprofessional:

Rarely or never participates in class, lab or simulation experiences; student contributions reflect inadequate or less than satisfactory preparation and are not substantive, or persuasive. When called upon, often cannot answer questions or refer to readings; may dominate discussion or lecture being presented, makes irrelevant comments.

Quality of Work:

Highly Professional:

Provides work of the highest quality that reflects best effort; student makes strong effort to improve work; shows positive, proactive behavior; is always honest and encourages other to do the same; always adheres to class, PA Program and university academic dishonesty policies.

Professional:

Provides high quality work that often reflects best effort; student makes moderate effort to improve work; shows positive, proactive behavior; is always honest; always adheres to class, PA program and university academic dishonesty policies.

Unprofessional:

Student provides work that reflects little or no effort, work needs to be proof read, spell checked or redone. Contains numerous and/or consistent errors of medical terminology or medical abbreviation use or grammar. Student shows negative behavior; is dishonest, knowingly violates class, PA Program or university academic dishonesty policies.

Group and Inter-Professional Team Work

Highly Professional:

Student makes obvious and significant contributions independently and as part of a group on projects in terms of timeliness in completing assigned work. Makes genuine effort to work effectively with others and provides valuable, creative, competent skills to the team; often assumes leadership or co-leadership role. Quality of work is consistent. Work load is equitably distributed. Freely shares knowledge in area of expertise amongst group members and facilitates understanding of that knowledge within the group.

Professional:

Student makes significant contributions, timeliness in completing assigned work, may occasionally take on a leadership role. Work load is equally distributed the majority of the time. Quality of work is good but may contain occasional or minor inconsistencies. Shares knowledge amongst group members.

Unprofessional:

Student demonstrates lack of significant contribution to the group. Work is absent, tardy or incomplete. Does not assume any form of leadership role. Other assume the majority of the work load. Poor quality work. Does not share knowledge with other group members

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Privacy and HIPAA Laws:

Highly Professional:

Student consistently and effectively protects the private information of students, patients, and case study information used for learning purposes. De-identifies any information or images used for class or case presentation purposes. Understands and reminds others when needed about the importance of maintaining privacy.

Unprofessional:

Does not protect the private information of students, patients or case study information. Does not de-identify information or images used for class or case presentation purposes. Needs reminders about the importance of maintaining privacy.

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Statement of Understanding [A3.02, A3.17]

Student Name: _____

A. Working with Diverse Groups

I understand that as part of the educational experience in the EMU PA Program, I will work with individuals representing a variety of cultural, religious, ethnic, racial, sexual orientation and socio-economic backgrounds. I agree to participate in such educational experiences with individuals regardless of their background.

B. Health Status

I have reviewed the EMU PA Program Technical Standards and, to the best of my knowledge, I do not have any condition (physical or mental) which will compromise my ability to perform the duties expected of me as a student in this program.

C. BLS & ACLS Certification

I understand that current BLS and ACLS - American Heart Association certifications are required prior to beginning the clinical phase of the program and that it is my responsibility to maintain certification during the entire clinical curriculum and will provide the appropriate documentation.

D. Clinical Rotations Agreement

I understand that the EMU PA Program assigns all clinical rotations and that there is no guarantee I will be assigned to a specific location or preceptor. I also understand that clinical rotation sites are subject to change, sometimes without advanced warning. During the clinical curriculum, PA students may have to relocate for periods of time due to availability of clinical sites. Students are expected to provide their own transportation and housing.

E. Communications

I understand that email is the primary means of communication for the EMU PA Program outside of program activities. I will check my EMU email account on a daily basis and respond in a timely manner. Furthermore, I understand that I may be subject to disciplinary action for failure to respond to faculty or staff communications in a timely manner.

F. PA Program Student Handbook

I know how to access the online version (pdf) of the EMU PA Program Student Handbook, have reviewed it in its entirety and have had all of my questions satisfactorily answered. Furthermore, I attest that I understand and agree to comply with all provisions outlined in the Student Handbook.

As a Physician Assistant Student at Eastern Michigan University, I have read, understand and accept all terms of this statement:

Signature

Date