Elizabethtown College

PHYSICIAN ASSISTANT PROGRAM

POLICY & PROCEDURE MANUAL

The Policy and Procedure Manual is Readily Available Online, and all Policies and Practices will be Consistently Applied to all Students (A3.02)

Elizabethtown College Physician Assistant Program
Policy Manual

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The content published in this handbook applies to ALL students regardless of location. Signed clinical affiliation agreements may specify that certain program policies will be superseded by those at the clinical site. Program policies and practices are defined, published, and will be readily available to students. Similarly, proceedings associated with the material included in this handbook will consistently be followed by ALL principal faculty and the program director, regardless of location. (A3.01, A3.02)

Elizabethtown College Physician Assistant Program Policy & Procedure Manual (A3.01)

Introduction

The Physician Assistant Program is committed to the fair and equitable treatment of its students in accordance with established policies. This policy manual is designed to be the primary reference document for communicating and interpreting program specific policies, programs, and procedures to Elizabethtown College Physician Assistant Program students. The policies contained in this manual are essential to maintaining the mission and goals of the Program that align with the values and goals of the College.

The Physician Assistant Program faculty and staff will process essential changes in program policies through the Physician Assistant Faculty Committee. The Program reserves the right to interpret, alter, reduce, or eliminate any practice or policy, in whole or in part, where changes in the law or other circumstances render necessary changes in policy, As policy changes are made, the appropriate pages in the manual will be updated and a detailed record of policy modifications will be kept and maintained by the program administrative assistant over a 10 year period.

*Program related policies apply to **all** students, principal faculty, and the program director regardless of location. (A3.01).*

Program Committees.

The Physician Assistant Program is under the leadership of the Program Director, who supervises the Medical Director, principal/instructional faculty, and staff (A2.10). The Program Director reports directly to the Dean of the School of Human and Health Professions.

The Physician Assistant Program's governance and self-assessment is conducted by the following committees (A2.05):

Physician Assistant Faculty Committee (PAFC) includes all faculty members from the didactic and clinical curriculum phases of the program, medical director, and the Program Director. The PAFC is charged with the responsibility to participate in the following aspects of the Physician Assistant Program:

- Development, review, and revision as needed of the program mission and vision statement.
- Development, review, and revision as needed of the program goals, competencies, and curriculum.
- Development, review, and revision as needed of the program self-assessment process.
- Development, review, and revision as needed of the program admission and enrollment criteria.
- Development, review, and revision as needed of the graduate competencies.
- Review and provide recommendations for institutional support, resources, and services to provide evidence of student learning and administrative functions and outcomes of the program.
- Selection of applicants for admission to the PA program.
- Participation in the instruction, evaluation, and assessment of didactic and clinical courses.
- Participation in the academic counseling of students.
- Participation in ongoing evaluation of the program.

The Academic and Professional Affairs Committee (APAC) is charged with the responsibility to oversee the academic and professional progress of all students enrolled in the Physician Assistant Program at Elizabethtown College. In addition to overseeing academic and professional progress, APAC will enforce requirements, establish remediation, and recommend probation or dismissal from the Physician Assistant program of study to students whose performance falls below a specified level.

The APAC committee may review and discuss all student educational records with appropriate faculty members and/or preceptors in determining an appropriate course of action for students under review.

Academic Integrity and Honesty Policy (B2.19a, b, c)

Policy Rationale:

Honesty must be the basis of good academic work, and promoting academic honesty requires an understanding of the definition of academic dishonesty as well as its different types and causes.

Elizabethtown College faculty and administration will take all forms of academic dishonesty as a serious offense.

Associated Definitions:

Academic Dishonesty: Academic dishonesty refers to committing or contributing to acts of dishonesty in teaching, learning, research, and other academic activities.

Cheating: the unauthorized use of information, materials, devices, sources, and practices to complete academic activities.

Examples include but are not limited to:

- copying another individual's answers on an assignment
- using unauthorized sources for completion of an assignment
- engaging in behaviors prohibited in course syllabi or policies

Plagiarism: the adoption of another individual's ideas, designs, art, etc. as his/her own without acknowledging the source or obtaining permission from the author.

Examples include but are not limited to:

- copying material from another source without proper citation
- unacknowledged use of materials prepared by another individual

Fabrication or Falsification: the unauthorized alteration or creation of information required for an academic activity or document.

Examples include but are not limited to:

- artificial creation of data
- alteration or artificial creation of patient logging exposures or procedure completion

Sabotage: the disruption or destruction of another individual's work which may prevent them from completing the activity successfully.

Examples include but are not limited to:

- failure to contribute effectively as a team member for a project
- destroying another person's artwork, experiment, or design

Associated Forms: None

Policy Statement: Students are expected to review and follow the Elizabethtown College "Standards of Academic Integrity" as published in the Elizabethtown College Catalog.

Academic Judicial System and Student Academic Integrity Handbook.

Procedure for Dealing with Cases of Academic Dishonesty:

1. Initial Conference
    a. When an instructor discovers evidence of academic dishonesty, an informal conference is scheduled promptly with the student or students involved. If a face-to-face meeting is not possible, this conference can take place via e-mail. If an instructor is unable to schedule a conference before grades are due, a grade of Incomplete for the course may be assigned in the interim. If the student confirms his or her academic dishonesty in the initial conference, then the procedure continues with the written notification step that follows.
2. Second Conference
    a. If, in the informal conference, the student denies academic dishonesty, but the instructor is satisfied that there is evidence of academic dishonesty, a second conference is scheduled with the student involved. In cases involving more than one student, either individual or group conferences may be appropriate depending on the particular circumstances of the case. This conference should be conducted with the Student, Instructor, and Academic and Professional Affairs Committee (APAC). The student also has the right to have a faculty member, another student, or a member of the Center for Student Success present as an observer. Due to the nature of this second conference, it should be scheduled as a face-to-face meeting.
3. Written Notification
    a. If, following either the first or second conference, the initiating faculty member and members of APAC are satisfied that there is proof of academic dishonesty, the APAC committee will give the accused student(s) written notification specifying the infraction and the recommended penalty. Copies of this notification are sent to the Program Director and the Dean for Curriculum and Assessment. Should the Program Director not be in agreement with the faculty member, both the faculty member and the Department Chair (or equivalent) will give written notification with rationale to the Dean for Curriculum and Assessment. The Dean for Curriculum and Assessment will review the matter, recommended actions, and will inform the student in writing of their decision.
4. Reported Cases
    a. Cases of alleged academic dishonesty reported by a student or students or College staff and not resolved by the instructor, APAC committee, and Program Director may also be referred to the Dean for Curriculum and Assessment. The Dean for Curriculum and Assessment will review the matter and recommend action and will inform the student(s) in writing of the recommended action.
5. Academic Review Committee
    a. The accused student(s) will have the alternative of (1) accepting the penalty recommended by the faculty member or the Dean for Curriculum and Assessment [in the case of a difference between the faculty member and the Program Director or (2) requesting a hearing before the Academic Review Committee. The request for a hearing must be presented in writing to the Dean for Curriculum and Assessment within five business days of receipt of the notice of information. In no case may the Academic Review Committee impose a penalty more severe than the one imposed by the faculty member, or the Dean for Curriculum and Assessment, as the case may be.
6. Dismissal
    a. Beyond the penalty imposed for the individual course, the Dean for Curriculum and Assessment will review each case of academic dishonesty and exercise judgment as to whether a student found to be in violation of the standards of academic integrity should be recommended for dismissal from the College. If it is the Dean for Curriculum and Assessment's judgment that academic dismissal is appropriate, the Dean of Curriculum and Assessment will notify in writing both the student and the Academic Standing Committee of his or her decision and the factors that influenced that decision.

7. Academic Standing Committee
    a. In the event of dismissal, the student will have the option of (1) accepting the Dean for Curriculum and Assessment's decision, or (2) requesting a hearing before the Academic Standing Committee. The request for a hearing must be presented in writing to the Dean for Curriculum and Assessment within five business days of receipt for the Dean of Curriculum and Assessment's decision. The Academic Standing Committee's decision is final.

Policy Accessibility: The Academic Honesty Policy for the PA Program can be located in the PA program policy and procedure manual, and course syllabi.

In compliance with **ARC-PA Standard B2.19 (a, b, c),** instruction on Intellectual Honesty and Academic Integrity will occur in the following courses:

MPA 551 Patient Communication and Education 1
MPA 552 Patient Communication and Education 2

Approved: 1/31/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

Elizabethtown College Student Handbook. Policies and Procedures Regarding Brief Absences, Leave of Absence and Withdrawals and other Academic Issues. Retrieved from https://catalog.etown.edu/content.php?catoid=13&navoid=637

Whitley, B.E., & Keith-Spiegel, P. (2002). *Academic Dishonesty: An Educator's Guide.* Mahwah, NJ: Lawrence Erlbaum Associates, Publishers.

Applicable ARC-PA Standards

B2.19. The curriculum *must* include instruction in:

a) intellectual honesty,
b) academic integrity, and
c) professional conduct

Attendance Policy-Didactic Year (B2.19c)

Policy Rationale:

Regular attendance is of the utmost importance for students enrolled in the Physician Assistant program for enhancement of both professional and personal growth, as well as measuring of academic achievement and proficient completion of clinical skills.

Associated Definitions:

Bereavement: Bereavement leave encompasses any absence due to a death in the family.

Excused Absence: Absence from program required event such as class, lab, training, or clinical rotation that is discussed with and approved by the course instructor prior to the event.

Unexcused Absence: Absence from program required event such as class, lab, training, or clinical rotation that is not discussed with the course instructor prior to the event, or that is not approved by the course instructor.

Tardiness: Students are expected to be present at all program required events such as class, lab, training, and clinical rotations which includes, but is not limited to, being seated, unpacked and ready to begin by the official start time. Students are also expected to stay until it ends.

Associated Forms: None

Policy Statement: Attendance at all classroom, laboratory, and other program related activities is mandatory. The PA program will attempt to hold all program related material during regular hours; however due to unforeseen circumstances, the PA program reserves the right to schedule activities outside of regular hours, including evenings and weekends.

The faculty and staff of the PA program understand that life can present unavoidable and unplanned emergencies. In order to maintain the integrity of the program, any and all unplanned absences should be reported to the PA program as soon as possible. Failure to notify the program in a timely manner will result in receiving an unexcused absence. More than two unexcused absences within each semester may result in disciplinary action including, but not limited to, a professionalism remediation plan, review by the Academic Standing Committee, course failure, or dismissal from the program.

Students are allotted 2 personal days for absences per semester. Those personal days may not be used on end of block testing days (written or practical) or any other major assessment event/activity. Those personal days may not be used on the last day before or returning from a break or holiday. Students are fully responsible for any materials covered on missed days. Personal days must be requested and approved by the program director.

Once past 2 personal days (either consecutive or cumulative), any further missed time accepted is for illness only and requires a note from a clinician. For more than 5 total absences OR inability to provide a note, the student will be required to meet with the APAC program committee.

Bereavement Leave. Any absence due to a death in the family must be reported to the Clinical Coordinator prior to the scheduled activity the student will be missing. This should not occur after the absence has occurred unless in the case of an emergency. It is the responsibility of the student to obtain any missed work or make-up assignments or make up missed clinical time. Any examination missed during the absence must be made up within 24 hours of return to class or as otherwise scheduled by the instructor or Program Director.

- Death in the immediate family: 3 days per occurrence
- Death in the extended family: 1 days per occurrence

Procedure for Dealing with Cases of Tardiness and Absence:

1. Written Communication:
    a. Course appropriate and/or advisor program faculty will communicate in writing with students following each tardy and/or unexcused absence that occurs. Reference to program attendance policy requirements will be made.
2. Conference:
    a. Students must meet with the course appropriate and/or advisor program faculty either in person or via Zoom following the second unexcused absence. At this time, a written notification will be given to students and a review of the attendance policy requirements will be held.
    b.

3. Conference:
    a. Students must meet with the course appropriate and/or advisor program faculty in person following a third unexcused absence. At this time, a written notification of course failure will be given to students and a review of the attendance policy requirements will be held.
4. Academic and Professional Affairs Committee:
    a. Students will meet with the course appropriate and/or advisor program faculty and members of the APAC committee to discuss attendance related concerns in excess of three unexcused absences. As published, three or more unexcused absences will result in professionalism dismissal from the Physician Assistant Program pending the discovery of extenuating circumstances. The APAC committee will give the student written notification of their decision. Copies of this notification are sent to the Program Director and the Dean for Curriculum and Assessment.

Should the Program Director not be in agreement with the decision of the APAC committee, written notification with rationale will be submitted to the Dean for Curriculum and Assessment. The Dean for Curriculum and Assessment will review the matter, recommended actions, and will inform the student in writing of their decision.

Policy Accessibility: The Attendance Policy for the PA Program can be located in the PA program policy and procedure manual, student manuals, and course syllabi.

In compliance with **ARC-PA Standard B2.19 (c),** attendance policies are available to all students in the PA policy and procedure manual as well as on course syllabi and student manuals.

Approved: 1/13/21	**Approving Body: PAFC**
Revised: 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

References

Elizabethtown College Student Handbook. Policies and Procedures Regarding Brief Absences, Leave of Absence and Withdrawals and other Academic Issues. Retrieved from https://catalog.etown.edu/content.php?catoid=13&navoid=637

Applicable ARC-PA Standards

B2.19. The program *must* include instruction in:

c) professional conduct

Attendance Policy-Clinical Year (B2.19c)

Policy Rationale:

Regular attendance is of the utmost importance for students enrolled in the Physician Assistant program for enhancement of both professional and personal growth, as well as measuring of academic achievement and proficient completion of clinical skills.

Associated Definitions:

Bereavement: Bereavement leave encompasses any absence due to a death in the family.

Excused Absence: Absence from program required event such as class, lab, training, or clinical rotation that is discussed with and approved by the course instructor prior to the event.

Unexcused Absence: Absence from program required event such as class, lab, training, or clinical rotation that is not discussed with the course instructor prior to the event, or that is not approved by the course instructor.

Tardiness: Students are expected to be present at all program required events such as class, lab, training, and clinical rotations by the official start time and stay until it ends,

Associated Forms:

Inclement Weather Form
Time-Off Request Form

Policy Statement: Attendance at all classroom, laboratory, and other program related activities is mandatory. The PA program will attempt to hold all program related material during regular hours; however due to unforeseen circumstances, the PA program reserves the right to schedule activities outside of regular hours, including evenings and weekends.

The faculty and staff of the PA program understand that life can present unavoidable and unplanned emergencies. In order to maintain the integrity of the program, any and all unplanned absences should be reported to the PA program as soon as possible. Failure to notify the program in a timely manner will result in receiving an unexcused absence. More than two unexcused absences within each semester may result in disciplinary action including, but not limited to, a professionalism remediation plan, review by the Academic Standing Committee, course failure, or dismissal from the program.

Submission of Rotation Schedule. Students are required to submit a copy of their rotation schedule to the Clinical Coordinator by Friday at 4pm on the first week for each clinical Rotation. The preceptor must develop, review, and sign the clinical schedule prior to student submission to the program. Students must upload the schedule into Typhon. Failure to do so will result in a 10% deduction in the student's **final** course grade. Once submitted, students must adhere to this schedule and report any changes in their schedule to the Clinical Coordinator immediately. Failure to do so will result in an unexcused absence.

Clinical Rotation Attendance. Students are expected to be at their clinical rotation sites during the times scheduled by their preceptors unless prior arrangements are made at a minimum of one week in advance with the clinical coordinator and instructional faculty (preceptor). The only exceptions to the attendance policy are for sick leave, bereavement, and to accommodate a schedule change with the student's preceptor.

If an unforeseen circumstance arises and the clinical site preceptor is unable to be at their clinical site for personal reasons and a delegate cannot be assigned to supervise the student during such timeframe, the student is responsible for contacting the Program Clinical Coordinator immediately. Additional readings or other educational assignments will be provided to compensate for clinical exposure time that has been lost.

Classroom Attendance. Students are expected to be in their respective classes, labs, small groups, etc. properly dressed at the scheduled time ready to participate in classroom activities. Tardiness disrupts the entire class and will not be tolerated. Disciplinary actions will be applied at the discretion of the program faculty members or representatives responsible for the education experience.

- Senior seminar weeks will be conducted following the completion of each clinical Rotation, and are set aside for testing, competencies, class interaction, board preparation, and continuing medical education activities. Attendance at senior seminar weeks is mandatory.

- Education and research weeks will be held periodically throughout the clinical year and are set aside for students to work on their capstone projects outside of clinical hours, with the benefit of having program faculty available for questions. Students may have the opportunity to utilize their education and research weeks in a location other than campus. In such circumstances, an individualized plan for completion of research form much be submitted and approved by the clinical coordinator at least one week prior to the education and research week.

Students are responsible for consulting with the Clinical Coordinator in the case of absences due to illness or other personal circumstances to develop an action plan for completion of course work. Make-up of course work, including examinations and quizzes will be permitted on a case-by-case basis, at the discretion of the Clinical Coordinator.

Bereavement Leave. Any absence due to a death in the family must be reported to the Clinical Coordinator prior to the scheduled activity the student will be missing. This should not occur after the absence has occurred unless in the case of an emergency. It is the responsibility of the student to obtain any missed work or make-up assignments or make up missed clinical time. Any examination missed during the absence must be made up within 24 hours of return to class or as otherwise scheduled by the instructor or Program Director.

- Death in the immediate family: 3 days per occurrence
- Death in the extended family: 1 days per occurrence

Preceptor Directed Absence: Students must notify the Program Clinical Coordinator immediately upon notification from their preceptor that they have been instructed to be absent from an assigned site outside of the time submitted on the Rotation schedule. Communication should be made directly to the Program Clinical Coordinator via email.

Time Off. Clinical year students are actively preparing for transition to clinical practice upon graduation. Therefore, students will be allotted eight (8) personal days to utilize during clinical year pending approval from the Program Clinical Coordinator and preceptor notification. Personal days may be utilized for sick time, interview days, appointments, etc. Students are required to notify the Physician Assistant Program Clinical Coordinator at least one hour prior to absence due to illness from any clinical year assignment, unless in the case of an emergency. Students wanting to be excused from clinical days for reasons other than acute illness or bereavement must submit a request for time off form to the Clinical Coordinator at least two (2) weeks in advance. Interview days scheduled during testing days will not be approved.

Absence of one day per rotation is the **maximum** time allotted for students without having to make up the time that is missed. Students missing two or more days during the clinical rotation must discuss a time to make up the hours missed with their clinical preceptor. If time is unable to be made up, students may be required to repeat the rotation. Students are required to obtain written documentation from their preceptor that any missed time from the rotation has been adequately made up. Submission of this documentation is to be done during senior seminar days, utilizing the Preceptor Verification of Missed Time Form, and must be signed by the preceptor.

Illnesses requiring absence of three or more consecutive days will require written verification from a licensed health care provider rendering treatment to the student. Students missing more than 32 hours during a single rotation will be required to make up the time by repeating the entire clinical rotation.

Failure to notify the preceptor and the program office of absence within one hour of the start of the student's scheduled shift will be considered an unexcused absence. One unexcused absence

will drop the final grade of the course by 5%. Two unexcused absences will drop the final grade of the course by 15%. Three unexcused absences will result in course failure. The accumulation of more than three unexcused absences will result in professionalism dismissal from the Physician Assistant Program.

Leave of Absence. If unforeseen circumstances arise necessitating the request for a leave of absence during the clinical year, a written request must be made to the Program Director. Each student will only be allowed one leave of absence while matriculating in the Elizabethtown College Physician Assistant Program. Within the following circumstances, a leave of absence may be granted at the discretion of the program:

- Students must be in good academic standing (minimum 3.0 program GPA).
- Leaves of absence requests may be made for personal circumstances, medical reasons, or for academic reasons (to study in an approved off-campus program).
- The leave of absence will not extend beyond the academic year in which the leave is taken.
- The student is in good academic and clinical standing.
- Re-entry to the program is not automatic and re-entry coursework will be required as described by program faculty.
- Permission to re-enter will be granted on a case-by-case basis as space is available.
- Documentation of satisfactory resolution of the problem that prompted the need for a leave of absence must be provided to the program upon return.

School Closures and Delays. In the event of school closure due to weather emergencies or other unforeseen circumstances, there will be no on-campus classes held. Any canceled or missed classes may be rescheduled and coursework made up at another time. If the clinical site or office remains open and students can arrive at their site safely, it is expected that they will attend. If for any circumstance the student is unable to safely report to their clinical site, the Clinical Coordinator and Preceptor should be notified immediately, and the Inclement Weather Form should be submitted.

Holidays. Students during Clinical Year may have the following days off:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Clinical preceptors may require the students to work an additional day or period of hours to accommodate holidays. Students are expected to meet these requests.

The College will accommodate individual religious beliefs and practices; however, it is the responsibility of the student to meet with the Clinical Coordinator in advance to request accommodations related to religious observances that may conflict with clinical year requirements and make appropriate plans to make up any missed work.

Procedure for Dealing with Cases of Tardiness and Absence:

5. Written Communication:
    a. Program Clinical Coordinator will communicate in writing with students following each

tardy and/or unexcused absence that occurs. Reference to program attendance policy requirements will be made.

6. Conference:
    a. Students must meet with the Program Clinical Coordinator either in person or via Zoom following the second unexcused absence. At this time, a written notification will be given to students and a review of the attendance policy requirements will be held.
7. Conference:
    a. Students must meet with the Program Clinical Coordinator in person following a third unexcused absence. At this time, a written notification of course failure will be given to students and a review of the attendance policy requirements will be held.
8. Academic and Professional Affairs Committee:
    a. Students will meet with the Program Clinical Coordinator and members of the APAC committee to discuss attendance-related concerns in excess of three unexcused absences. As published, three or more unexcused absences will result in professionalism dismissal from the Physician Assistant Program pending the discovery of extenuating circumstances. The APAC committee will give the student written notification of their decision. Copies of this notification are sent to the Program Director and the Dean for Curriculum and Assessment.
    b. Should the Program Director not be in agreement with the decision of the APAC committee, written notification with rationale will be submitted to the Dean for Curriculum and Assessment. The Dean for Curriculum and Assessment will review the matter, recommended actions, and will inform the student in writing of their decision.

Policy Accessibility: The Attendance Policy for the PA Program can be located in the PA program policy and procedure manual, student manuals, and course syllabi.

In compliance with **ARC-PA Standard B2.19 (c),** attendance policies are available to all students in the PA policy and procedure manual as well as on course syllabi and student manuals. Clinical Year attendance requirements, policies, and procedures will be discussed with students during clinical year orientation.

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

Elizabethtown College Student Handbook. Policies and Procedures Regarding Brief Absences, Leave of Absence and Withdrawals and other Academic Issues. Retrieved from https://catalog.etown.edu/content.php?catoid=13&navoid=637

Applicable ARC-PA Standards

B2.19. The curriculum *must* include instruction in:

c) professional conduct.

Background Screenings Policy

Policy Rationale:

As part of its commitment to the safety of students, patients, guest lecturers, and employees the Physician Assistant Program at Elizabethtown College conducts FBI and Child Abuse background checks, including fingerprint screening, on all students enrolled in the program.

Associated Definitions:

FBI Background Check. An FBI background check includes a list of all public federal misdemeanor and felony convictions and may include information about the charge, conviction, resulting incarceration, and outstanding warrants. This background check will include fingerprinting.

Child Abuse Background Check. The Pennsylvania Child Abuse History Clearance Check will provide information as to whether or not applicants are listed on the Pennsylvania statewide database as a perpetrator of child abuse.

Associated Forms: None

Policy Statement: Continued enrollment in the Elizabethtown College Physician Assistant Program is determined upon satisfactory completion of background checks. Upon acceptance, but prior to matriculation, all Physician Assistant students must complete an FBI and Child Abuse background check, including fingerprint screening. During the clinical year, some sites may require repeat or further testing of students. The student is responsible for all costs related to these checks.

Presence of a criminal background may adversely affect a student's ability to complete the program or obtain licensure as a Physician Assistant. A criminal background may affect a student's ability to enter the program, complete the program once matriculated due to clinical site eligibility, obtain state licensure, and obtain employment upon graduation.

Information on state licensure requirements can be found on the American Academy of Physician Assistants website: http://aapa.org

Students who question the accuracy of the report should immediately send a brief written statement regarding the area in which they believe to be incorrect to the company/site/office that has completed the background check. Re-verification will be made if the testing agency determines that reasonable grounds for false results are present. The program and student will receive a copy of any deletions or changes to the criminal background check results.
Policy Accessibility: The Background Screenings Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals.

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed: 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

Pennsylvania Child Welfare Information Solution (n.d.a). Pennsylvania Child Abuse History Clearance. Pennsylvania Department of Human Services.
https://compass.tsate.pa.us/CWIS/Public/ClearanceLearnMore

U.S. Government (n.d.a). National Fingerprint-Based Background Checks. U.S. Department of Justice.
https://fbi.gov

Blood Borne Pathogen Exposure Policy (A3.08a, b, c)

Policy Rationale:

Preventing occupational exposure to and infection from blood Borne pathogens is a key component of safety in healthcare workers through immunization and awareness of health status, prevention of needle-stick injuries and other blood exposures, and the management of exposures to blood.

Associated Definitions:

Blood Borne Pathogens: microorganisms that are transmitted through the bloodstream.

Exposure: specific eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.

Associated Forms:

Clinical Exposure Form-Clinical Year
Clinical Exposure Form-Didactic Year

Policy Statement: Any needle stick or exposure to human body fluids, including semen, vaginal secretions, cerebrospinal fluid, and fluids contaminated with blood, constitutes a health and safety concern for the student.

Students must notify their course instructor, preceptor, or supervisor **immediately** if an exposure occurs. Immediate medical care and lab work will be done at either the nearest appropriate emergency department or the clinical site. Additional care and follow-up may be completed by the student's primary care provider.

The protocols set forth by the clinical site will supersede those set forth by the College and must be followed as directed. Clinical sites are under no obligation to provide the student with free medical care and students will be held responsible for all costs related to care and treatment. Students must also notify the Clinical Coordinator within two hours of the exposure and complete the Student Clinical Exposure Form on Typhon.

Procedure for Dealing with Blood Borne Pathogen Exposure:

Didactic Students:

1. Didactic students must notify their course instructor of exposure immediately.
2. Medical evaluation and/or treatment will be completed by the College's Student Health designated provider.
3. Completion of the Student Exposure Form: Didactic Year within 24 hours of exposure.
4. Students will then follow up with their PCP or the College's Student Health designated provider.

Clinical Students:

Unless otherwise noted by the clinical site, the following procedure will be followed for blood borne pathogen exposure:

1. Clinical students must notify both their preceptor and the Program Clinical Coordinator of exposure immediately.
2. Medical evaluation and/or treatment will be completed by the College's Student Health designated provider, or the provider designated by the student's clinical site.
3. Completion of the Student Exposure Form: Clinical Year within 24 hours of exposure.
4. Students will then follow-up with their PCP or the College's Student Health designated provider

Policy Accessibility: The Blood Borne Pathogen Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals.

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

Occupational Safety and Health Administration (n.d.a). Blood Borne Pathogens. United States Department of Labor. https://osha.gov/pls/oshaweb/

Applicable ARC-PA Standards

A3.08: The program *must* define, publish, make *readily available* and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. These policies must:

a) address methods of prevention,
b) address procedures for care and treatment after exposure, and
c) clearly define financial responsibility

Chemical Hazard Exposure Policy (A3.08 a, b, c)

Policy Rationale:

Chemical hazard and toxic substance exposure can put individuals at significant risk for health hazards such as irritation, sensitization, and carcinogenicity as well as physical hazards such as flammability, corrosion, and explosibility. The Occupational Safety and Health Administration (OSHA) devised the Hazard Communication Standard (HCS) to ensure that information about chemical and toxic substance hazards in the workplace and associated protective measures are disseminated to workers.

Associated Definitions:

Hazardous Chemicals: any chemical classified as a health hazard or simple asphyxiate in accord with the Hazard Communication Standard.

Material Safety Data Sheet (MSDS): safety document required by OSHA that contains information on the potential hazards (health, fire, reactivity, and environmental) and how to work safely with chemical products.

Associated Forms:

Clinical Exposure Form-Clinical Year
Clinical Exposure Form-Didactic Year

Policy Statement: Students exposed to environmental or chemical hazards encountered in classroom laboratories or during clinical Rotations must notify the clinical preceptor immediately following exposure, followed by immediate contact with the Clinical Coordinator. Material Safety Data Sheets (MSDS) must be readily available wherever chemicals are used. The student is responsible for identifying the location of the MSDS information sheets in each clinic/hospital site where they are rotating.

Post-exposure care is dictated by the type of chemical or environmental exposure. Students must notify the clinical preceptor immediately following exposure, followed by immediate contact with the Clinical Coordinator. The clinical preceptor is responsible for providing care if an emergent situation develops.

The protocols set forth by the clinical site will supersede those set forth by the College and must be followed as directed. Clinical sites are under no obligation to provide the student with free medical care and students will be held responsible for all costs related to care and treatment. Students must also notify the Clinical Coordinator within two hours of the exposure and complete the Student Exposure Form on Typhon.

Procedure for Dealing with Hazardous Chemical Exposure:

Didactic Students:

1. Didactic students must notify their course instructor of exposure immediately.
2. Medical evaluation and/or treatment will be completed by the College's Student Health designated provider.
3. Completion of the Student Exposure Form: Didactic Year within 24 hours of exposure.
4. Students will then follow up with their PCP or the College's Student Health designated provider.

Clinical Students:

Unless otherwise noted by the clinical site, the following procedure will be followed for hazardous chemical exposure:

1. Clinical students must notify both their preceptor and the Program Clinical Coordinator of exposure immediately.
2. Medical evaluation and/or treatment will be completed by the College's Student Health designated provider, or the provider designated by the student's clinical site.
3. Completion of the Student Exposure Form: Clinical Year within 24 hours of exposure.
4. Students will then follow-up with their PCP or the College's Student Health designated provider

Policy Accessibility: The Chemical Hazard Exposure Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: Reviewed 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

References

Occupational Safety and Health Administration (n.d.a). Chemical Hazards and Toxic Substances. United States Department of Labor. https://osha.gov/SLTC/hazardoustoxicsubstances/

Applicable ARC-PA Standards

A3.08: The program *must* define, publish, make *readily available* and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. These policies must:

a) address methods of prevention,
b) address procedures for care and treatment after exposure, and
c) clearly define financial responsibility

Classroom Conduct Policy (B2.19c)

Policy Rationale:

Appropriate student behavior aids in producing an environment that is conducive to student learning and professional growth.

Associated Definitions:

Classroom Misconduct: any behavior which disrupts or interferes with the learning environment.

Associated Forms:

Classroom Conduct Violation Form

Policy Statement: Students must perform professionally in the program's classroom and demonstrate collegiality with students, faculty, staff, and guest lectures at all times.

- Consistently completes class assignments with all required components and by the academic deadlines provided by the course instructor.
- Meet classroom attendance requirements and arrive to class on time and ready to learn.
- Respect the opinions of other students, faculty, staff, and guest lecturers at all times.
- Maintain a level of respect for all faculty, staff, and guest lectures both in and out of the classroom setting.
- Maintain professional standards both in and out of the classroom setting.
- Cell phones are to be turned off or silenced unless instructed to utilize during classroom activities.

Repetitive instances of inappropriate classroom behavior will be taken to the Academic and Professionals Affairs Committee (APAC). Failure to meet classroom behavior expectations may result in dismissal of the student from the Physician Assistant Program.

Procedure for Dealing with Classroom Misconduct:

Classroom misconduct will be managed at the level of the course instructor. Repetitive instances will be presented to the Academic and Professional Affairs Committee (APAC).

1. As identified by the criteria above, students will be requested to appear before the Academic and Professional Affairs Committee (APAC) to clarify issues being discussed. Notice will be sent to students in writing, which will include the date of the meeting (within 10 business days of correspondence), topic of discussion, proposed action, and reason for the proposed action.
    a. Students may refuse to appear and submit evidence on their behalf. The decision not to appear before the committee will not impact the decision of the APAC committee, however, this is the time that students may represent themselves regarding the issue.
    b. Students may choose a representative to be present at the meeting as support, however, this request must be made to the APAC committee prior to the meeting. Representatives may only give advice to the student and may not speak directly to committee members.
    c. Meetings will not be rescheduled to accommodate student requests or availability of student representatives.
2. Recommendations for continued monitoring, development of a remediation plan, probation, or dismissal from the program will be made by the APAC committee and submitted in writing to the student and the Program Director.
3. In the absence of an appeal, the decision of the APAC committee is final and binding on all issues. All appeals must be submitted in accordance with the PA program appeal/grievance process found in the policy and procedure manual.

Policy Accessibility: The Classroom Conduct Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals. Furthermore, instruction on classroom conduct will be performed during didactic/program orientation, during the first day of each course, and during clinical year orientation.

Approved: 1/13/21 **Approving Body: PAFC**
Revised: 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

Alter, P. & Haydon, T. (2017). Characteristics of effective classroom rules: a review of the literature. *Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children.* 40(2): 114-127. https://doi.org/10.1177/0888406417700962

Mahvar, T., Ashghali Farahani, M., & Aryankhesal, A. (2018). Conflict management strategies in coping with students' disruptive behaviors in the classroom: systematized review. *Journal of Advanced Medical Education Professionals.* 6(3): 102-114. Retrieved from https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6039817/pdf/JAMP-6-102.pdf

Applicable ARC-PA Standards

B 2.19: The curriculum *must* include instruction in

c) professional conduct

Clinical Site Assignment Policy (A3.03)

Policy Rationale:

Clinical Coordinator will individually match students with a schedule that best meets their learning needs utilizing input from each student about their elective and rotation preferences in addition to feedback from faculty and staff within the program.

Associated Forms:

Rotation Placement Form
Student Request for New Clinical Site Form

Policy Statement: The assignment of students to Clinical Rotation sites is the responsibility of the Clinical Coordinator. Elizabethtown College has affiliation agreements in place with physicians, physician assistants, and healthcare institutions that allow for the completion of Clinical Rotations for each student in the program. Students may not solicit or arrange their own clinical rotation sites. Student assignments for clinical sites will be made during the second half of the didactic year. There are many factors that influence student placement into clinical sites, including the number of Clinical Rotation sites, student interest in a particular specialty, student performance, and site/preceptor availability. Clinical Coordinator will individually match students with a schedule that best meets their learning needs utilizing input from each student about their elective and rotation preferences in addition to feedback from faculty and staff within the program.

Students are not guaranteed their first choice in any advanced Clinical Rotation specialty. The philosophy behind this rotation is to develop and reinforce clinical competency while providing a unique experience that fosters advanced clinical decision making and patient care skills in a focused area of clinical practice that is of interest to the student. Students are asked their preference of advanced clinical practice specialties. Every effort will be made by the clinical coordinator to place students in their preferred practice areas; however, the PA program faculty may assign advanced Clinical rotations at their discretion.

Following finalization of the Clinical Rotation schedule, student requests for changes will be limited to emergency situations only and evaluated on a case-by-case basis. Students may not arrange their own rotations or trade rotations with other students.

Students should anticipate travel outside of the local area for a minimum of two Clinical Rotations, during which time housing and accommodations are the responsibility of the student. Additionally, students

should anticipate the potential for travel between clinical sites for the completion of Clinical Rotations.

Although unlikely, unforeseeable events can occur at any time which may require a student to be moved from one rotation site to another with little notice before or during a rotation. Students are responsible for costs associated with travel and/or relocation regardless of the cause.

Student Requests for a New Clinical Site. Students will not be requested to, nor may they, develop or arrange their own clinical sites or clinical schedule, as the assignment of students to Clinical Rotation sites is the responsibility of the Clinical Coordinator. However, students will have the opportunity to request rotation assignments and recommend potential preceptors/sites through the Student Request for New Clinical Site Form. Following submission, the program will contact the site, arrange a visit, speak to the potential preceptor, evaluate the site's suitability, and develop an affiliation agreement between Elizabethtown College and the site as appropriate.

Recommendations and requests will be accepted from students regarding new preceptors or placement sites at least 16 weeks in advance for rotations not yet confirmed. Students are prohibited from completing Clinical Rotations at a site in which their family, friends, or personal physicians are employed, unless otherwise agreed to in advance by the Program. Completion of the Student Request for New Clinical Site Form does not guarantee student placement in the requested site, and determination of site viability is made solely by the program. Once the process of site development for a student requested site has begun, the student will not be permitted to opt out of that site.

Housing and Transportation. Students are responsible for securing their own housing, as well as any costs incurred for such during the clinical year. Students should plan ahead to ensure housing in time for the start of a rotation but must be flexible if rotation securement changes due to unforeseen circumstances with the preceptor or site. Additionally, lack of a functioning vehicle or means of transportation is not an acceptable excuse for clinical site absence. Failure to secure housing and reliable transportation may result in removal from the rotation block, which will have to be rescheduled at the end of clinical year. Rescheduling Clinical Rotations will result in a delay in graduation.

Policy Accessibility: The Clinical Site Assignment Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
Revised: 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

Applicable ARC-PA Standards

A3.03: The program *must* define, publish, make *readily available* and consistently apply a policy for prospective and enrolled students that they *must not* be required to provide or solicit clinical sites or preceptors.

Communicable Disease Exposure Policy (A3.08a, b, c)

Policy Rationale:

The Centers for Disease Control and Prevention (CDC) identify the reporting of cases of communicable diseases as important in the planning and evaluation of disease prevention and control programs, the assurance of appropriate medical therapy, and in the detection of common-source outbreaks.

Associated Definitions:

Communicable Disease: caused by an infectious agent that is spread from person to person.

Associated Forms:

Clinical Exposure Form-Clinical Year
Clinical Exposure Form-Didactic Year

Policy Statement:
Any student that is exposed to a communicable disease should follow the clinical site exposure plan and report to the local Emergency Department, Student Health Office, or Health Department. Recommendations surrounding communicability of disease will be managed on a case-by-case basis, and in conjunction with local Department of Health recommendations.

Students must notify the clinical preceptor immediately following exposure, followed by immediate contact with the Clinical Coordinator. Exposure to certain diseases (such as tuberculosis or measles) may result in the temporary cessation of clinical rotation. In this case, students will work directly with the Clinical Coordinator to evaluate the possibility of alternate means of rotation completion.

The protocols set forth by the clinical site will supersede those set forth by the College and must be followed as directed. Clinical sites are under no obligation to provide the student with free medical care and students will be held responsible for all costs related to care and treatment. Students must also notify the Clinical Coordinator within two hours of the exposure and complete the Student Exposure Form on Typhon.

Procedure for Dealing with Communicable Disease Exposure:

Didactic Students:

1. Didactic students must notify their course instructor of exposure immediately.
2. Medical evaluation and/or treatment will be completed by the College's Student Health designated provider.
3. Completion of the Student Exposure Form: Didactic Year within 24 hours of exposure.
4. Students will then follow up with their PCP or the College's Student Health designated provider.

Clinical Students:

Unless otherwise noted by the clinical site, the following procedure will be followed for communicable disease exposure:

1. Clinical students must notify both their preceptor and the Program Clinical Coordinator of exposure immediately.
2. Medical evaluation and/or treatment will be completed by the College's Student Health designated provider, or the provider designated by the student's clinical site.
3. Completion of the Student Exposure Form: Clinical Year within 24 hours of exposure.
4. Students will then follow-up with their PCP or the College's Student Health designated provider

Policy Accessibility: The Communicable Disease Exposure Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

Department of Health (n.d.a). List of Reportable Diseases. Pennsylvania Department of Health. PA Code, Title 28, Chapter 27. https://health.pa.gov/Reporting-Registries/Pages/Reportable-Diseases.aspx

Applicable ARC-PA Standards

A3.08: The program *must* define, publish, make *readily available* and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. These policies must:

a) address methods of prevention,
b) address procedures for care and treatment after exposure, and
c) clearly define financial responsibility

Deceleration Policy (A3.15c).

Policy Rationale:

Program designated policies for deceleration are required for accreditation through ARC-PA.

Associated Definitions:

> **Deceleration:** "loss of a student from the entering cohort, who remains matriculated in the physician assistant program."

Associated Forms: None

Policy Statement: Deceleration is defined by ARC-PA as "the loss of a student from the entering cohort, who remains matriculated in the physician assistant program." The Elizabethtown College Physician Assistant Program is designed to be delivered on a full-time basis to students in a cohort and therefore does ***not*** decelerate students for academic, professionalism, or behavioral conduct issues.

The only students who are eligible to decelerate are those who have been granted a formal leave of absence by the PA program for personal, military, or medical reasons.

Students must typically complete the PA program in 26 months. If a leave of absence for personal, military, or medical reasons has been granted, the time to completion of the program should not exceed 38 months (26-month program and up to 12 months for leave of absence). Requests for leave of absence greater than one year will be considered on a case-by-case basis. While on a leave of absence, students are not allowed to enroll in any PA program courses.

Policy Accessibility: The Deceleration Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/4/2024 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2025**

Applicable ARC-PA Standards

A3.15: The program *must* define, publish, consistently apply, and make *readily available* to students upon admission:

c) policies and procedures for remediation and deceleration

Discrimination, Harassment, Mistreatment and Bullying Policy (A1.02j, A3.15 f, g).

Policy Rationale:

Elizabethtown College is committed to maintaining a safe, respectful, and healthy work and learning environment that ensures federal and state laws, as well as College regulations prohibiting violence and discrimination are fully enforced.

Associated Definitions:

Discrimination. Elizabethtown College does not discriminate on the basis of gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, genetic information or any other characteristic protected by the applicable federal, state, and local laws. Elizabethtown College's Physician Assistant Program will not tolerate any incidents of discrimination.

Harassment. The College defines harassment as any behavior, verbal or physical, which creates an intimidating, hostile or offensive work, learning, or living environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior, and which is based on individual characteristics including gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression or any other legally protected status. Elizabethtown College's Physician Assistant Program will not tolerate any incidents of harassment.

Mistreatment. The Physician Assistant program defines student mistreatment as the obstruction of student learning, exploitation of vulnerability, and exclusion from the medical team. Studentmistreatment of any kind is detrimental to a safe and effective learning environment. Elizabethtown College's Physician Assistant Program will not tolerate any incidents of student mistreatment.

Bullying. The College is committed to the elimination of all forms of bullying and will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved without limiting any person's entitlement to pursue resolution of their complaint within the relevant statutory authority. Elizabethtown College's Physician Assistant Program will not tolerate any incidents of student bullying.

Policy Statement: The College does not tolerate discrimination or harassment of any kind or bullying against any member of the Elizabethtown College community. Threatening, violent, discriminatory, or harassing conduct is subject to expulsion from the College or possible civil/criminal prosecution.

It is essential that individuals who have experienced bias, and witnesses, or other individuals reporting a bias-related incident provide as much information as possible about the incident. A detailed account including date, time, exact location, names of persons involved, including any witnesses, is considered necessary for an investigation by Campus Security and/or the local police. Impacted individuals and witnesses are encouraged to preserve evidence. For example, do not erase or remove graffiti, vandalism, or public postings; take a photo if possible. Make a written record of any verbal assault; maintain any email record (do not alter, delete, or forward the message). If the incident occurred by telephone, make note of the time and length of the call along with the phone number, if possible, but do not engage with the caller.

Report of a bias-related incident will be referred to the appropriate college official for review and

investigation. Individuals making a report will be given an opportunity to provide additional information, review issues of confidentiality, and discuss potential next steps. The resolution process for any reported incident will follow procedures outlined in the Student, Faculty and Employee Handbooks.

The College is required by law to issue a timely warning about hate crimes that present a continuing danger to the campus community and to disclose annual statistics about these crimes in the Annual Security and Fire Safety Report. Only general information, as opposed to personal or identifying details, will be disclosed in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act*.

Confidentiality will be maintained throughout the investigation process to the extent practical and consistent with the College's need to undertake a full and impartial investigation.

Procedure for Discrimination, Harassment, Mistreatment and Bullying:

Any student who believes he/she is the subject of conduct that violates this policy, including discrimination, harassment, or bullying is encouraged to report the situation in accordance with the College reporting procedures.

> College reporting procedures for sexual harassment can be found at
> Sexual Misconduct Policies
>
> College reporting procedures for harassment, intimidation, and bullying can be found at
> Harassment, Intimidation, and Bullying Policy and Procedure

Policy Accessibility: The Policy for Discrimination, Harassment, Mistreatment, and Bullying for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: Reviewed 3/5/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

References

Elizabethtown College (2016). Policy Regarding Harassment, Intimidation, and Bullying. Elizabethtown College Student Handbook. Retrieved from https://catalog.etown.edu/content.php?catoid=9&navoid=459#policy-regarding-harassment,-intimidation,-and-bullying

Elizabethtown College (2016). Policy Regarding Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence. Elizabethtown College Student Handbook. Retrieved from https://catalog.etown.edu/content.php?catoid=9&navoid=459#policy-regarding-harassment,-intimidation,-and-bullying

Applicable ARC-PA Standards

A1.02: The sponsoring institution is responsible for:

j) defining, publishing, making *readily* available and consistently applying to students, its policies, and procedures for processing student allegations of harassment

A3.15: The program *must* define, publish, consistently apply, and make *readily available* to students upon admission:

f) policies and procedures for allegations of student mistreatment
g) policies and procedures for student grievances and appeals

Dress Code Policy (A3.06, B2.19c)

Policy Rationale:
Dress code within the classroom promotes conducive learning for all students while instilling a sense of pride in the completion of their coursework while the dress code within the laboratory setting promotes safety and injury prevention as well as facilitation of appropriate examination techniques. The dress code for clinical year students promotes the integration of students into the clinical setting, ensures appropriate student identification, and ensures professional demeanor regarding dress.

Associated Forms:

Dress Code Violation Form

Policy Statement:
Student Attire for Didactic Year. Adherence to standards of professional appearance including personal hygiene, dress, and safety projects competence and credibility during interactions with patients, colleagues, and members of the general public. Students are allowed to wear comfortable clothing to classroom and laboratory activities, while maintaining dignity and professionalism. Students should wear closed-toed shoes during any laboratory activities. Scrubs should be worn in cadaver lab, along with disposable protective clothing

Student Identification. (A3.06) Students in the Physician Assistant Program must be clearly identified at all times while in the clinical setting to distinguish them from physicians, medical students, and other health profession students and graduates.

- Elizabethtown College student ID tags must be clearly displayed.
- Students must wear a short white lab coat.
- Elizabethtown College patch is to be worn on the left chest of the student's white coat
- Students must clearly identify themselves as a physician assistant student in both verbal and written documentation
    - Verbal: First and last name, Elizabethtown College Physician Assistant Student
    - Written: First and last name, PA-S

Failure to comply with the above identification procedures may result in professional probation.

Student Attire for Clinical Year. Maintenance of a professional appearance projects competency, confidence, and respect, as well as communicates how one feels about the work they do and the school they represent. The following attire guidelines are required in all clinical education settings to ensure a consistent and standardized image for all students encountering patients and their families.

General Hygiene Guidelines

- Good personal hygiene, to include regular bathing, use of deodorant/antiperspirant, and regular dental hygiene
- Avoidance of perfumes and colognes
- Clean clothing in good repair that allows for adequate movement to complete necessary clinical examinations
- Strict avoidance of midriff tops, halters, translucent or transparent tops, low-cut necklines, tank tops, leggings, skirts greater than four inches above the knee, and visualization of undergarments.
- Short white lab jackets with appropriate student identification should be worn.
- Tattoos should be covered when seeing patients or navigating clinical sites.

Shoe Guidelines

- Comfortable and clean shoes in good repair
- No open-toed shoes permitted
- Clean sneakers are only acceptable when worn with scrubs

Hair Guidelines

- Neatly groomed hair, worn in compliance with clinical site/healthcare facility guidelines
- Shoulder-length hair and longer may need to be secured to avoid interference with patient care
- Neatly trimmed facial hair

Nail Guidelines

- Avoidance of artificial nails, tips, gel polish is mandatory during clinical rotations. Additionally, nail length may not inhibit physical exam and procedural skills during the didactic year.
- Nails may be painted

Jewelry Guidelines

- Students are permitted to wear a wristwatch, two to three rings, small and non-distracting earrings, academic pins, and maximum of two bracelets/necklaces.

Clinical preceptors, site supervisors, office managers, and physician assistant faculty reserve the right to dismiss students from clinical education sites for inappropriate and unprofessional attire.

Policy Accessibility: The Dress Code Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

References

Bearman, G., Bryant, K., Leekha, S., Mayer, J., Munoz-Price, L.S., Murthy, R., Palmore, T., Rupp, M.E., & White, J. (2016). Expert Guidance: healthcare personnel attire in non-operating room settings. *Infection Control Hospital Epidemiology.* 35 (2): 107-121. doi: 10.1086/675066

Applicable ARC-PA Standards

A3.06: The program *must* define, publish, make *readily available,* and consistently apply a policy that PA students *must* be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.

B2.19: The program must include instruction in:

c) professional conduct

Drug and Alcohol Screening Policy

Policy Rationale:

The practice of medicine requires students and healthcare practitioners to maintain sound mind at all times while interacting with patients to reduce the risk of medical error and enhance the quality of care provided.

Associated Definitions:

Controlled Substance: drug or other substance that is tightly controlled by the government because it may be abused or cause addiction. This includes opioids, stimulants, depressants, hallucinogens, and anabolic steroids.

Associated Forms:

Drug and Alcohol Screening Form

Policy Statement:

The practice of medicine is a clinical setting requires that students and practitioners maintain sound mind at all times while interacting with patients. For this reason, it is the policy of the Elizabethtown College Physician Assistant Program, as well as many clinical rotation sites that all individuals participating in a patient's medical care team must be free from effects of intoxicating substances.

Continued enrollment in the Elizabethtown College Physician Assistant Program is determined upon satisfactory completion of drug and alcohol screening at the following times while matriculated.

- Upon acceptance, but prior to matriculation
- Prior to the beginning of clinical year
- Random drug and alcohol screen
- At the request of clinical sites

The student is responsible for all costs related to these checks.

Students that utilize screened substances for medicinal purposes are responsible for providing reasonable proof that the substance was utilized for its intended/prescribed purpose. Documentation, including current prescription or a letter from the prescribing clinician must be provided to the Clinical Coordinator. Please note that cannabis is a Schedule I controlled substance, under federal law, therefore, marijuana for medicinal use does not fall under this section.

Procedure for Drug and Alcohol Screening Policy:

1. Students agree to comply with drug and alcohol screening as written above at time of matriculation to PA program.
2. Students that utilize controlled substances for medicinal purposes must provide written documentation that the substance screened was utilized for its intended/prescribed purpose in the form of a current prescription or letter from the prescribing clinician.
3. If a student screens positive for non-prescribed controlled substances or alcohol during clinical rotation hours or program activities, then the student will be requested to appear before the Academic and Professional Affairs Committee (APAC) to clarify issues being discussed. Notice will be sent to students in writing, which will include the date of the meeting (within 10 business days of correspondence), topic of discussion, proposed action, and reason for the proposed action.
    a. Students may refuse to appear and submit evidence on their behalf. The decision not to appear before the committee will not impact the decision of the APAC committee, however, this is the time that students may represent themselves regarding the issue.
    b. Students may choose a representative to be present at the meeting as support, however, this request must be made to the APAC committee prior to the meeting. Representatives may only give advice to the student and may not speak directly to committee members.
    c. Meetings will not be rescheduled to accommodate student requests or availability of student representatives.
4. Recommendations for continued monitoring, development of a remediation plan, probation, or dismissal from the program will be made by the APAC committee and submitted in writing to the student and the Program Director.

5. Students who question the accuracy of the report should immediately send a brief written statement regarding the area of the test they believe to be incorrect to the company/site/office that completed the drug screen.
    a. Reverification will be made if the testing agency determines that reasonable grounds for false results are present.
    b. The program and student will receive a copy of any deletions or changes to the drug screen results.
6. In the absence of an appeal, the decision of the APAC committee is final and binding on all issues. All appeals must be submitted in accordance with the PA program appeal/grievance process found in the policy and procedure manual.

Policy Accessibility: The Policy for Drug and Alcohol Screening for the PA Program can be located in the PA program policy and procedure manual and student manuals

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Revised: 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

References

Drug Enforcement Administration (n.d.a). The Controlled Substances Act. United States Drug Enforcement Administration. https://dea.gov/controlled-substances-act

Policy for Employment during Enrollment in the Professional Program (A3.04, A3.05 a, b, A3.15 e)

Policy Rationale:
The intense nature and full-time attendance requirements associated with the Physician Assistant program have proven difficult for students to maintain while employed.

Associated Definitions:

Employment: the action of giving work to someone, often in return for payment

Associated Forms: None

Policy Statement: Full-time and part-time employment is strongly discouraged due to the rigorous nature of the Physician Assistant program. Students may be required to work up to sixty hours per week dependent on preceptor expectations and rotation. No alterations to a student's clinical or testing schedule will be made to accommodate outside employment.

Furthermore, Students may not:

1. Work for the program in any capacity regardless of the student's background or level of specialty knowledge
2. Serve or substitute as instructional faculty or administrative staff in any setting during which professional instruction is occurring
3. Be employed as clinical staff for a program preceptor during clinical placements

Procedures Associated with Employment During Enrollment in the Professional Program:

Students who disregard this recommendation:

1. Will not be given special considerations surrounding the completion of assignments, deadlines,

exams, clinical placements, and scheduling for program activities.
2. May not identify themselves as a physician assistant or physician assistant student during employment, even if choosing to work in a medical setting.
3. May not dress in a manner that confuses or misinterprets their work role with their PA student status, therefore, name badge and program emblem may not be worn.
4. Will not be covered by the liability insurance offered for clinical work associated with the educational experience of the program.

The above statements also apply to the engagement in volunteer work or activities not required by the program throughout the entire didactic and clinical year.

Policy Accessibility: The Policy for employment during enrollment in the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: Reviewed 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

Applicable ARC-PA Standards

A3.04: The program *must* define, publish, make *readily* available, and consistently apply a policy that PA students must not be required to work for the program.

A3.05: The program *must* define, publish, make *readily* available, and consistently apply a policy that PA students must not substitute or function as

a) instructional faculty
b) clinical or administrative staff

A3.15: The program *must* define, publish, consistently apply, and make *readily* available to students upon admission:

e) policy for student employment while enrolled in the program

Policy for Extracurricular Activities during Enrollment in the Program

Policy Rationale:

The intense nature and full-time attendance requirements associated with the Physician Assistant program have proven difficult for students to maintain while participating in extracurricular activities.

Associated Definitions:

Extracurricular Activities: any activity performed by students that falls outside the realm of the program curriculum.

Associated Forms: None

Policy Statement: Participation in extracurricular activities during the professional phase (didactic and clinical years) of the program will prove challenging to students due to the advanced education and extensive training requiring in supervised clinical practice environments. Students may be required to work up to sixty hours per week dependent on preceptor expectations and rotation. No alterations to a student's clinical or testing schedule will be made to accommodate extracurricular activities.

Procedures Associated with Extracurricular Activities during Enrollment in the Professional

Program:

Students who disregard this recommendation:

1. Will not be given special considerations surrounding the completion of assignments, deadlines, exams, clinical placements, and scheduling for program activities.

Policy Accessibility: The Policy for extracurricular activities during enrollment in the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: Reviewed 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

Family Educational Rights and Policy Act.

The Family Educational Rights and Privacy Act (FERPA) is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's education records. A student is someone that has been accepted, matriculated, and enrolled (or a former student of) Elizabethtown College. An "eligible student" under FERPA is a student who is 18 years of age or older, or who attends a post-secondary institution. The following information is reported as found on the Registration and Records office page at Elizabethtown College

FERPA Forms

- Authorization to Disclose Educational Record Information
- Request for Non-Disclosure of Directory Information
- Request to Revoke a Previous Authorization

FERPA Rights

1. The right to review and inspect his or her own education records.
   An eligible student has the right to inspect and review the student's education records within 45 days after Elizabethtown College receives a request for access. The Office of Registration and Records is the custodian of your academic record. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of Registration and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the Office of Registration and Records, you will be advised of the appropriate records custodian to whom the request should be addressed.

2. The right to request an amendment of the education record.
   An eligible student has the right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise a violation of the student's privacy rights under FERPA.
   - A student who wishes to ask the college to amend the record should write to the records custodian responsible for the record, clearly identifying the part of the record the student wishes to be amended and specify why it should be changed.
   - The college will, within a reasonable time after receipt of the request, determine whether to amend the record as requested. The student will receive written notification of the research outcomes in writing.
   - If the college reaches a decision not to amend the record as requested, the college will

notify the student in writing of the decision and the student's right to a formal hearing regarding the request for amendment. Additional information will be provided to the student when notification of the right to a hearing is conveyed to the student.

3. The right to provide written consent before personally identifiable information is disclosed, except when FERPA authorizes disclosure without consent.
   An eligible student has the right to provide written consent before the college discloses personally identifiable information (PPI) from the student's education records, except to the extent FERPA authorizes disclosure without student consent. The college may disclose education records without a student's prior consent when authorized by FERPA, including to "school officials" whom the college has determined to have "legitimate education interest".

4. The right to file a complaint.
   An eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Elizabethtown College to comply with the requirements of FERPA. Mailing address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue - SW, Washington DC 20202.

Grade Policy (A3.15a).

Policy Rationale:

Progress for students enrolled in the Physician Assistant Program must be continually monitored and documented in a manner that promotes prompt identification of knowledge and skill deficiencies.

Policy Statement: All students must perform according to the academic standards set forth by the PA program. Student progress is continually monitored and documented in a manner that will promptly identify knowledge and skill deficiencies for students with the Elizabethtown College Physician Assistant Program.
Required Academic Standards. The following standards are regarded as the minimum acceptable standards for students within the clinical year in each subject area for which a grade is earned.

Grades are reported as A, B, C, and F with plus and minus distinctions made. Designations of I, W, WF, P, NP, and AUD are used in appropriate situations.

Grade definitions are:

A	Distinguished
B	Above Average
C	Average
F	Failure
I	Work Incomplete
W	Withdrawal from Course
WF	Withdrawal Failing from Course
P	Pass
NP	No pass (Failure)

Grading Scale. Clinical year grading scale utilizes a 4.00 quality point system. Quality points are assigned per semester hour of credit as follows:

Letter Grade	Percentage	Quality Points
A	94-100%	4.00
A-	90-93%	3.70
B+	87-89%	3.30
B	84-86 %	3.00
B-	80-83%	2.70
C+	77-79%	2.30
C	74-76%	2.00
F, WF	< 74%	0.00

Students in the Physician Assistant Program must obtain ≥ 74% in all courses for successful completion of the semester. For continuation from semester to semester in the clinical year, students may have no grades less than a C. For successful completion of the clinical year, students may have no more than one grade less than a B for the year and no grades less than a C.

The pass/no pass (P/NP) grading option may be utilized throughout the clinical year for completion of competencies and assessment skills, as well as for courses that are not included in the calculation of the student's overall grade point average. Students may be expected to complete one course per semester that is graded in this manner.

Clinical Rotation Grading. Grades for clinical rotations are derived from the following list. The final grade for each **core** clinical Rotation will be calculated using the following percentages for each module:

End of Rotation Examination	40%
Preceptor Evaluation	25%
Quizzes	10%
Written Assignments	10%
Patient Database Maintenance	5%
Mid-Rotation Evaluation	5%
Self-Reflection	5%

The criterion for a failing grade for a clinical rotation is **any one** of the following items:

- Excessive unexcused absences from the clinical site
- Failing evaluation by the clinical preceptor
- Failure to submit written assignments to meet program standards
- Failure to successfully remediate end of rotation examinations
- Failure to obtain an overall grade of 74% or higher for the clinical rotation

Policy Accessibility: The Grade Policy for the PA Program can be located in the PA program policy and procedure manual, student manuals, and course syllabi

Approved: 1/13/21 **Approving Body: PAFC**
Revised: 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

Applicable ARC-PA Standards

A3.15: The program *must* define, publish, consistently apply, and make *readily available* to students upon admission

a) any required academic standards

Grievance and Appeal Policy—Students (A3.15 g)

Policy Rationale:

The Physician Assistant Program recognizes due process and the rights of students to appeal decisions/actions that affect their academic and professional progress throughout the program.

Associated Forms:

Grievance Form

Policy Statement: Decisions and actions affecting the Academic and Professional Progression of Students within the Physician Assistant Program are made by the APAC Committee, which recognizes due process and the rights of students to appeal decisions.

Grade Appeal: The Physician Assistant Program abides by the Elizabethtown College Policies related to academic grievance, as outlined in the College Catalog.

Grades are considered official at the time of submission to the Office of Registration and Records. Official grades may only be changed through appeal under the Elizabethtown College's Grade Appeal Policy or by an instructor's petition to the Dean of Faculty to correct a documented grading error.

Grade appeals must be submitted within 30 days of the official release date from the Office of Registration and Records with evidence of grading errors presented at the time of appeal. Valid basis for grade appeals according to Elizabethtown College include the following:

- A mathematical error in grade calculation
- A clerical/technical error in recording of the grade
- Harsher grading standards were applied to one student over other students in the course
- Grade assigned was not calculated using the standings stated in the syllabus

Any exceptions to the 30-day time frame of appeal must be made through a formal petition to and approval from the Elizabethtown College Academic Standing Committee.

Information Specific to Clinical Year: All issues and concerns regarding rotations should be addressed to the Physician Assistant Program's Clinical Coordinator first. Students must not express grievances regarding a rotation or program coursework directly with the instructional faculty/preceptor, or a member of the clinical site. Violation of this policy will not be tolerated.

Students are encouraged to establish and maintain good communication with their preceptors. This includes requests for feedback on their performance. However, it is not appropriate for students to dispute or argue an evaluation or rotation grade with the instructional faculty/preceptor during or after the completion of the rotation. All concerns regarding preceptor evaluations or grades should be addressed to the Clinical Coordinator immediately.

Any perceived communication or professional concerns that exist between the student and preceptor must be relayed to the Clinical Coordinator immediately. Presentation of concerns following the completion of the rotation, or after grades have been submitted will not be entertained.

All grievances, student grade appeals, or other program decisions should be submitted in writing to the Clinical Coordinator utilizing the Student Grievance or Grade Appeal Form. All student grievances will be fully investigated by the Clinical Coordinator.

If resolution of the student's concerns are not met during discussions with the Clinical Coordinator,

student concerns should be addressed with the PA Program Director. Alteration to previously made decisions will be made at the discretion of the Program Director.

Procedure for Grievance and Appeal Policy:

1. Student appeals must be based upon the Program's failure to follow established PA program policies and procedures. As such, appeals must be based on evidence that a factual or procedural error was made, or that significant information was overlooked. Furthermore, an appeal submission does not guarantee a change in the decision.
2. Appeals must be submitted in writing to the Program Director within five (5) business days of the action/decision being made.
3. Appeals will be reviewed by the Program Director and appropriate Program Committees.
4. Students will be invited to attend a meeting to present their case within five (5) business days of receiving the appeal and respond to any questions the committee or Program Director may have. No additional representatives or legal counsel are permitted to be in attendance.
5. A decision will be made provided to students within five (5) business days of the appeal meeting.
6. Students may choose to challenge the decision of the Physician Assistant Program and initiate an appeal to the Dean of the School of Human and Health Professions within five (5) business days of the Program's appeal decision and must be submitted in writing.
7. Students may choose to challenge the decision of the Dean of the School of Human and Health Professions and appeal the decision to the Academic Progress Committee at Elizabethtown College.

Policy Accessibility: The Grievance and Appeal Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: Reviewed 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

Applicable ARC-PA Standards

A3.15: The program *must* define, publish, consistently apply, and make *readily available* to students upon admission:

g) policies and procedures for student grievances and appeals

Health Insurance Policy

Policy Rationale:

Students are responsible for all costs associated with the evaluation and treatment of any illnesses or injuries that occur while in the Physician Assistant Program.

Associated Forms:

Proof of Health Insurance Form

Policy Statement: <u>All</u> students enrolled in the Elizabethtown College Physician Assistant Program are required to have active health insurance coverage throughout the duration of the program. Students are responsible for all costs associated with the evaluation and treatment of any injuries (needle stick, bodily fluid exposure, etc.) or illnesses that occur while in the Physician Assistant Program.

Policy Accessibility: The Health Insurance Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
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Health Insurance Portability and Accountability Act (HIPAA) Policy

Policy Rationale:

The Health Insurance Portability and Accountability Act (HIPAA) is an essential aspect of providing healthcare and ensures that healthcare providers, health plans, healthcare clearinghouses, and business associates of HIPAA-covered entities must implement multiple safeguards to protect sensitive personal and health information.

Associated Definitions:

HIPAA: The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge

Associated Forms:

HIPAA Training Completion Form

Policy Statement:

Didactic Year: Students will receive education on the Health Insurance Portability and Accountability Act (HIPAA) training throughout didactic year and must successfully complete HIPAA training prior to the provision of healthcare.

Clinical Year: Students must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to entry into clinical rotations. Additionally, some clinical sites may require additional HIPAA training. Failure to complete this training will result in immediate dismissal from clinical rotations, resulting in additional clinical time required to make up missed time, causing a delay in graduation.

Policy Accessibility: The HIPAA Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
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References:

United States Department of Health and Human Services (n.d.a). Health Information Privacy. *Office for Civil Rights.* Retrieved from https://www.hhs.gov/hipaa/index.html

Inclement Weather Policy (A1.02 g)

Policy Rationale:

Elizabethtown College is committed to maintaining a safe, respectful, and healthy work and learning environment that promotes student safety in severe weather conditions.

Associated Definitions:

Inclement Weather: any severe weather condition which delays or prevents the safe departure or arrival of students.

Associated Forms:

Inclement Weather Form

Policy Statement:

Didactic Year: During snow and extreme weather, the College will follow established procedures regarding classes and other scheduled on-campus events. It is important for students to be aware of the following:

- In inclement weather, classes at Elizabethtown College typically will meet as scheduled. On an individual basis, classes may be canceled or postponed if a faculty member is unable to safely travel to campus. If this occurs, faculty members will notify their students and Campus Security.
- If the normal schedule of classes and work is delayed or if campus is closed and classes are cancelled, a decision is made, if possible, by 5:30am.
- Delay: Students are expected to report once the delay is complete and follow the remainder of the day's schedule (unless otherwise notified).
- Closing: No classes will be held; campus events and home athletic events are cancelled; and all administrative and department offices are closed (with the exceptions outlined below).
- Announcements regarding changes in the overall class schedule resulting from inclement weather will be made electronically through an EC-Alert outreach text, through social media outlets and by a campus-wide Headline News e-mail, and/or on the College website. Additionally, local media outlets may be notified, but members of the campus community are encouraged to first check text, social media, College e-mail, the College website, or to call the College Hotline at 717.361.1988 or ext. 1988 for updated information.
- Dining Services, Campus Security, and other essential campus services will remain open regardless of the weather.

Clinical Year: In the event of school closure due to weather emergencies or other unforeseen circumstances, there will be no on-campus classes held. Any canceled or missed classes may be rescheduled and coursework made up at another time. If the clinical site or office remains open and students can arrive to their site safely, it is expected that they attend. If for any circumstance the student is unable to safely report to their clinical site, the Clinical Coordinator and Preceptor should be notified immediately, and the Inclement Weather Form should be submitted.

Procedure for Inclement Weather Policy (Clinical Year Students):

1. Clinical year students unable to safely report to their clinical sites due to inclement weather must notify their Preceptor via Preceptor-preferred contact and the Clinical Coordinator via email immediately.
2. Inclement Weather Form must be completed and submitted within 24 hours.

Policy Accessibility: The Policy for Inclement Weather for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
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Applicable ARC-PA Standard:
A1.02: The sponsoring institution is responsible for:

g) documenting appropriate security and personal safety measures for PA students and faculty in all locations where instruction occurs

Infection Control & Prevention Policy (A1.02 g, A3.08 a)

Policy Rationale:

One of the primary concerns of the PA program is to keep students, faculty, staff, preceptors, and supervised clinical practice experience-sponsoring organizations up to date on program and institution policies and procedures surrounding infection control and safety while in the training environment and providing patient care.

Associated Definitions:

Standard Precautions: minimum safety and infection prevention practices that apply to all patient care, laboratory or technical skills training experiences which occur in any healthcare setting and training environment.

Associated Forms:

Infection Control and Prevention Acknowledgement Form

Policy Statement: Standard precaution practices will be utilized by students, faculty, staff, and preceptors in all healthcare training situations and clinical settings in which healthcare is delivered. Standard precaution practices are designed to prevent the spread of infection and disease to others while protecting healthcare professionals from contracting infection or disease. Students will be introduced to Standard Precautions during program orientation with concepts reinforced throughout the didactic and clinical phases of the program.

Additionally, training regarding Occupational Safety and Health Administration (OSHA) standards occurs prior to entry into clinical rotations during clinical year by the Physician Assistant Program. Additionally, the facility at which the rotation takes place shall also provide PA students access to the facility's rules, regulations, policies, and procedures with which the PA students are expected to comply. These include, but are not limited to, the Facility's OSHA standards, personal and workplace security and personal safety policies and procedures. These policies shall address all appropriate safety measures for PA students and instructors on site.

Procedure for Infection Control and Prevention:

Standard Precautions:

Hand Hygiene. The provision of good hand hygiene practices is critical in the prevention of illness and spreading of infection. Current recommendations from the Centers for Control and Prevention recommend the use of alcohol-based hand rub for hand hygiene unless hands are visibly soiled with dirt, blood, or other bodily fluids or after providing care to patients or individuals with known or suspected infectious diarrhea at which time soap and water should be used.

Students *must* perform hand hygiene in the following situations

- Prior to performing aseptic tasks
- On entering a patient's room
- Before touching a patient
- During patient care if moving from a contaminated body-site to a clean-body site
- After glove removal
- Before exiting the patient's care area after touching the patient or an item in their room
- After contact with bodily fluids, excretions, blood, and wound dressings

Safe Injection Practices. While performing injections and immediately after, students must:

- Take precautions necessary to avoid recapping needles
- Utilize self-sheathing needles or needless systems if available
- Dispose of sharps in designated puncture-resistant containers immediately following use

Use of Personal Protective Equipment (PPE). Students must ensure the appropriate utilization of personal protective equipment while providing care to patients and as necessary in healthcare training environments. If necessary, PPE is not available at clinical sites due to shortage, students *must* contact the Program Clinical Coordinator immediately.

- Gloves should be worn during patient contact and when handling potentially contaminated equipment
- Facial masks, protective eyewear, and/or gowns will be worn when performing/assisting in procedures with a risk of bodily fluid or other hazardous material splashes or sprays
- Utilization of N95 masks or PAPR as necessary for protection against respiratory droplet infections with FIT testing as available.

Respiratory Hygiene. Students must practice respiratory hygiene at all times, including:

- Covering of mouth/nose with coughing and/or sneezing
- Utilization and disposal of tissues
- Performance of hand hygiene after contact with respiratory secretions
- Consideration of mask utilization to prevent aerosolized spread

Safe Handling of Specimens, Equipment, and Potentially Contaminated Surfaces.

- During didactic year, students will disinfect areas in which patient care activities are performed as directed by the course instructor
- Reusable medical equipment will be cleaned and disinfected according to the instructions provided by the manufacturer.

Policy Accessibility: The Infection Control and Prevention Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

CDC (n.d.a). Infection Control. *Centers for Disease Control and Prevention.* Retrieved from https://www.cdc.gov/infectioncontrol/index.html

Applicable ARC-PA Standards

A1.02: The sponsoring institution is responsible for:

g) documenting appropriate security and personal safety measures for PA students and faculty in all locations where instruction occurs

A3.08: The program *must* define, publish, make *readily available* and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. These policies must:

a) address methods of prevention

Professionalism Policy (B2.19 c)

Policy Rationale:

Elizabethtown College is committed to maintaining a safe, respectful, and healthy work and learning environment that ensures federal and state laws, as well as College regulations prohibiting violence and discrimination are fully enforced.

Associated Definitions:

Professionalism: respect, integrity, honesty, and ethical behavior in all circumstances

Elizabethtown College Physician Assistant Program: Demonstrate common courtesy and consideration through all forms of communication (verbal, written and nonverbal). Maintain a commitment to self in motivation and active learning and work cooperatively with peers and mentors. Practice honesty, integrity, reliability, and safety at all times. Constructively process and give feedback for growth regarding academic, clinical, and social behaviors.

Associated Forms:

Professionalism Violation Form

Policy Statement:

Expectations for Classroom Behavior. Students must perform professionally in the program's classroom and demonstrate collegiality with students, faculty, staff, and guest lectures at all times.

- Consistently complete class assignments with all required components and by the academic deadlines provided by the course instructor.
- Meet classroom attendance requirements and arrive to class on time and ready to learn.
- Respect the opinions of other students, faculty, staff, and guest lecturers at all times.
- Maintain a level of respect for all faculty, staff, and guest lectures both in and out of the classroom setting.
- Maintain professional standards both in and out of the classroom setting.
- Cell phones are to be turned off or silenced unless instructed to utilize during classroom activities.

Repetitive instances of inappropriate classroom behavior will be taken to the Academic and Professionals Affairs Committee (APAC). Failure to meet classroom behavior expectations may result in dismissal of the student from the Physician Assistant Program.

Expectations for Clinical Rotation Behavior. To promote optimal learning during clinical rotations, students are to maintain professional and respectful interactions with other students, preceptors, site staff, program and instructional faculty, and their colleagues.

- Comply with all program policies as outlined in the clinical year/student manual.
- Maintain required GPA expectations.
- Understand the role of the student in the learning process.
- Attend clinical rotations as submitted on your schedule to the clinical coordinator.
- Meet all requirements for the end of rotation examinations.
- Complete all assignments in a timely manner.
- Comply with local, state, and national laws at all times.

Repetitive instances of inappropriate clinical year behavior will be taken to the Academic and Professionals Affairs Committee (APAC). Failure to meet clinical year behavior expectations may result in dismissal of the student from the Physician Assistant Program.

Students are encouraged to give professors, staff, and preceptors thank you notes. However, the giving of gifts to individual professors, staff, or preceptors while in the PA program is prohibited.

Expectations for Interpersonal Behavior. Utilization of appropriate interpersonal behaviors will facilitate a respectful and collegial environment for student learners.

- Maintain positive and constructive interpersonal relations to resolve conflict.
- Demonstrate emotional maturity and stability through challenges while forming professional work relationships with faculty, staff, rotation personnel, and peers.
- Avoid engaging in acts that may be construed as physically or verbally abusive, relational impropriety, and/or criminal violation of personal property.
- Appropriately function as a member of the health care team.

To promote optimal learning during clinical rotations, students are to maintain professional and respectful interactions with other students, preceptors, site staff, program and instructional faculty, and their colleagues.

- Comply with all program policies as outlined in the clinical year/student manual.
- Maintain required GPA expectations.
- Understand the role of the student in the learning process.
- Attend clinical rotations as submitted on your schedule to the clinical coordinator.
- Meet all requirements for the end of rotation examinations.
- Complete all assignments in a timely manner.
- Comply with local, state, and national laws at all times.

Repetitive instances of inappropriate interpersonal behavior will be taken to the Academic and Professionals Affairs Committee (APAC). Failure to meet interpersonal behavior expectations may result in dismissal of the student from the Physician Assistant Program.

Policy Accessibility: The Professionalism Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals. Furthermore, instruction on professionalism will occur during program orientation for didactic and clinical year, as well as during the introduction to each didactic and clinical course.

Approved: 1/13/21 **Approving Body: PAFC**

Revised: 11/30/2023, Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

Poetzsch, B. (2008). Professionalism in Physician Assistant Education-A Modified Delphi Study. *Journal of the American Academy of Physician Assistants.* 21 (6). Retrieved from

https://journals.lww.com/jaapa/Citation/2008/06000/Professionalism_in_Physician_Assistant_Education__.39.aspx

Applicable ARC-PA Standard

B2.19 The curriculum must include instruction in

c) professional conduct

Program Dismissal Policy (A3.15 d)

Policy Rationale:

This policy is designed to guide program faculty, staff, and administration in a consistent, fair, and impartial framework approach through dismissal of students from the Physician Assistant Program.

Associated Definitions:

Program Dismissal: Students who are dismissed from the Physician Assistant Program will be asked to leave the program, but not Elizabethtown College. Students are eligible to enroll in another program across campus.

Associated Forms:

APAC Evaluation of Academic Performance Form
APAC Evaluation of Professional Performance Form

Policy Statement:

All decisions regarding program dismissal will be made following review by the Academic and Professional Affairs Committee (APAC), which will review the circumstances brought forward as well as the student's program file before making a recommendation to the program director.

The APAC is comprised of the program's medical director, clinical coordinator, and principal faculty for the Physician Assistant Program. For concerns related to academic or professional behaviors during a clinical rotation, the instructional faculty member (preceptor for supervised clinical practice experience) will be asked to join the committee in person or via Skype. A chair will be appointed by the program director. A quorum of three is required to make a recommendation for program dismissal to the program director.

Following receipt of recommendations from APAC, the program director will review the committee's recommendations and make a final decision regarding the student's continuation in the program. The final decision will be relayed to the student in writing by the program director.

Students <u>will be</u> dismissed from the PA program in the following circumstances:

- Student does not maintain a minimum 3.0 GPA throughout the PA program.
- Student does not maintain a minimum 3.0 GPA per semester.
- When a student earns more than one grade below a "B-" during clinical year
- When a student earns more than three (3) grades below a "B-" throughout didactic year

- Student fails more than two (2) blocks per term during the didactic phase of the PA program.
- Student earns a final course grade below a "C" in any course during the didactic or clinical phases of the PA program
- Student is unable to meet the minimum technical standards necessary to achieve the knowledge, skills, and competencies of an entry-level physician assistant.
- Student is unable to complete agreed upon remediation plan for any course, including summative examinations.

**In the event of any of the above circumstances, The Academic and Professional Affairs Committee (APAC) will meet for review, including the student involvement, for final recommendations to the program director.*

The Academic and Professional Affairs Committee (APAC) may recommend dismissal from the PA program in the following circumstances:

- Student violates professionalism standards or poses a threat to the Program and College operations, scholarship, and service.
- Student behavior poses a threat to the mental or physical safety of students, faculty, preceptors, and/or patients.
- Student violates the principles related to the Elizabethtown College Student Handbook and Code of Conduct.

Procedure for Dealing with Program Dismissal:

1. All student files will be reviewed by program faculty at the completion of each semester, clinical rotation, and as requested by course instructors or clinical preceptors.
2. As identified by the criteria above, students will be requested to appear before the Academic and Professional Affairs Committee (APAC) to clarify issues being discussed. Notice will be sent to students in writing, which will include the date of the meeting (within 10 business days of correspondence), topic of discussion, proposed action, and reason for the proposed action.
    a. Students may refuse to appear and submit evidence on their behalf. The decision not to appear before the committee will not impact the decision of the APAC committee, however, this is the time that students may represent themselves regarding the issue.
    b. Students may choose a representative to be present at the meeting as support, however, this request must be made to the APAC committee prior to the meeting. Representatives may only give advice to the student and may not speak directly to committee members.
    c. Meetings will not be rescheduled to accommodate student requests or availability of student representatives.
3. Recommendations for continued monitoring, development of a remediation plan, probation, or dismissal from the program will be made by the APAC committee and submitted in writing to the student and the Program Director.
4. In the absence of an appeal, the decision of the APAC committee is final and binding on all issues. All appeals must be submitted in accordance with the PA program appeal/grievance process found in the policy and procedure manual.

Policy Accessibility: The Program Dismissal Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals.

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

Applicable ARC-PA Standards

A3.15: The program *must* define, publish, consistently apply, and make *readily available* to students upon

admission:

d) policies and procedures for withdrawal and dismissal

Reference Release Policy

Policy Rationale:

In order for employers and educational institutions to obtain meaningful reference information from prior course instructors, clinical preceptors, and program administrators it is useful to have a release form which assures that individuals will not pursue litigation against the school based on the reference information provided.

Associated Definitions:

Family Educational Rights and Privacy Act (FERPA): Federal law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Reference: a person who provides information about your character and abilities.

Associated Forms:

Reference Release Form

Policy Statement: Disclosure of a student's confidential education records requires prior written consent of the student (unless disclosure is permitted under certain exceptions to FERPA set forth in Section 99.31 of the FERPA regulations). A student's written consent must be obtained through submission of the Elizabethtown College PA Program Reference authorization/waiver prior to faculty/staff providing FERPA-protected student information to third parties.

Procedure for Dealing with Reference Requests:

1. Students must provide their written consent through submission of the Reference Release Form prior to faculty/staff providing a reference on their behalf which may include FERPA-protected student information to third parties.

Policy Accessibility: The Reference Release Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

Remediation Policies: Academic Remediation Policy (A3.15 c, f)

Policy Rationale:

The Physician Assistant Program is dedicated to the continued monitoring and documentation of student progress in a manner that promptly identifies knowledge or skill deficiencies as a means for academic remediation.

Associated Forms:

Assessment Remediation Form
Initial Student Remediation Form
Individualized Remediation Plan for Academic Concerns
Follow-Up Student Remediation Form

Policy Statement:

Didactic Year (A3.15c). Assessments will be done on a block system (1 block represents an organ system) with evaluations in a multitude of approaches (written exam, observed skills, oral presentations, etc.) completed at the end of each block.

- Students that fail a block will be assigned an individualized action plan that may include meeting with the course instructor, written assignments, case studies and/or reflective papers, or any combination of the above followed by a reassessment. No changes will be made to the initial grade earned and recorded in the gradebook upon completion of remediation.
- Students may not fail more than 2 blocks per term to avoid program dismissal.
- Students that fail a course component of the block exam/OSCE, though passing the overall exam/OSCE, at the end of a block evaluation, will be put on a pre-remediation plan which may include written assignments, case studies, research, etc. The purpose is to further increase knowledge and understanding of the lower scoring area(s) and promote success in the program
- Any student that fails the end of term final that previously passed the correlating block(s), will retake the test within 1 week with further studying.
- Any student that fails the end of term final without previously passing the correlating block(s), will result in a meeting with the Academic and Professional Affairs Committee to discuss a potential remediation plan which may include a combination of the above tasks or, if appropriate, program dismissal.

Clinical Year (A3.15c). Student progress is continually monitored and documented in a manner that will promptly identify knowledge and skill deficiencies for students in the Elizabethtown College Physician Assistant Program.

All students must perform according to the academic standards set forth by the PA program. The following standards are regarded as the **minimum** acceptable standards for students within the clinical year in each subject area for which a grade is earned.

- End of Rotation Examination 74%
- Quizzes 74%
- Written Assignments 74%
- Directed Practical 74%
- Objective Structured Clinical Examination (OSCE) 74%
- Preceptor Evaluation 74%

Multiple methodologies for remediation during the clinical year will be employed and monitored by student faculty advisors and the clinical coordinator. Completion of student remediation will allow the program to document that the student has met the professional, clinical, and academic expectations of the Physician Assistant Program, which is a requirement for program completion and graduation.

Soft Remediation will be required for all students who received a score on assignments $\leq$ 80%. Students will meet with the Clinical Coordinator either in person or via email/phone dependent on clinical rotation schedule and availability. An individualized performance improvement plan will be implemented to enhance student awareness, medical knowledge, and synthesis of clinical information.

No changes will be made to the initial grade earned and recorded in the gradebook upon completion of the remediation assignments. Students must successfully complete all required remediation assignments in order to graduate from the Physician Assistant Program.

- Below Benchmark Adjusted PACKRAT Score: Students with a PACKRAT score below benchmark (one standard deviation below national average) will be offered individualized remediation to provide them with the resources necessary to enhance the likelihood of success on their PANCE upon graduation.

  Completion of the PACKRAT is required for all students in the clinical year of the PA program. Results from the PACKRAT will be utilized as a self-assessment tool for students to gauge further preparation needs for completion of the PANCE upon graduation. Although remediation opportunities will be provided and highly encouraged to students depending on their PACKRAT scores, the PACKRAT examination will not be utilized to determine successful academic progression within the PA Program.

- Failure of Written Examinations: Students with a failing score on written examinations must meet with the Clinical Coordinator to review areas of concern and deficiency as well as complete a critical evaluation of learning objectives sent to the student utilizing evidence-based journal articles or medical text. Students will have one month to submit the remediation assignment and will then schedule a retest examination to ensure competence on course materials. A passing grade must be attained on the retest or course failure will result. If a student fails the reassessment, then the result is requirement to repeat the rotation and reassess again. If a 3rd failing score for results, the student will be dismissed from the program. A student may only fail/repeat 1 rotation to avoid dismissal from the program.

- Failure of Quizzes: Students with a failing score on a quiz will be sent a list of deficiency areas by email from the Clinical Coordinator. Students are expected to independently review these areas and seek assistance as needed. No retest is required for quizzes.

- Failure of Written Assignments: Students with a failing score on written assignments related to rotations are submitted to their faculty advisors for evaluation. The faculty advisor will counsel the student regarding the quality of work and assist with any needed corrections. Resubmission of the assignment will be completed as directed by the Clinical Coordinator. A passing grade must be attained on the retest or course failure will result.

- Failure of Directed Practicals: Students with a failing score on directed practicals must meet with the clinical coordinator or faculty grading the practical for feedback on their performance and recommendations for improvement in practical skills. The student must repeat the directed practical and achieve a passing score. Failure to pass a directed practical after three attempts will result in failure to progress through the Physician Assistant Program.

- Failure of OSCEs: Students with a failing score on an OSCE must meet with the clinical coordinator or faculty grading the OSCE for feedback on their performance and recommendations for improvement in practical skills. The student must repeat the OSCE and achieve a passing score. Failure to pass an OSCE after three attempts will result in failure of the course.

- Failure of End of Rotation Preceptor Evaluation: Students with Likert scale evaluation score equivalent to a failing percentage (<74%), multiple red flags, and/or concern for potential patient harm must meet with the clinical coordinator and program director to discuss areas of concern. Area(s) of concern will be determined to be academic or professional and a remediation plan will be instituted accordingly. The student must complete an activity/assignment in the time period determined by the faculty. More than one failing preceptor evaluation, red flags, or patient safety concerns will result in discussion with APAC regarding course of action which may include remediation, delay of graduation, or dismissal.

- Failure of a Clinical Rotation: Students with an overall failing score for a clinical rotation must repeat the clinical rotation successfully at the end of clinical year, resulting in a delay of graduation. Students will not be permitted to repeat more than one clinical rotation.

- Failure of Summative Examination: Students with an overall failing score (< 74%) for any component of the program summative examination must complete a personalized remediation plan developed by the program faculty to meet student deficiencies. Students must retest and score a grade of 74% or higher to progress to graduation. Students will be dismissed from the program if unable to pass the summative examination on the second attempt. Additionally, if a student fails more than one component of summative testing, the student is required to meet with the APAC committee to discuss next steps which may include remediation, delay of graduation or dismissal.

    - Additionally, the End of Curriculum exam cannot be retaken for 60 days which may delay graduation up to a few weeks. Students will still participate the graduation activities and ceremony. However, the diploma will be delayed and have a different graduation date. If a student fails the 2nd administration then the student does not graduate and a formal meeting with APAC will result.

Procedure for Academic Remediation Policy:

Please see remediation and soft remediation flow sheets.

Policy Accessibility: The Remediation Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/31/21	**Approving Body: PAFC**
Revised: Reviewed 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

Applicable ARC-PA Standards

A3.15: The program *must* define, publish, consistently apply, and make *readily available* to students upon admission:

c) policies and procedures for *remediation and deceleration,*
f) policies and procedures for allegations of student mistreatment

Remediation Policies: Professionalism Remediation Policy

Policy Rationale:

The Physician Assistant Program is dedicated to the continued monitoring and documentation of student progress in a manner that promptly identifies knowledge or skill deficiencies as a means for professionalism remediation.

Associated Forms:

Evaluation of Professional Behaviors Form
Clinical Year Professionalism Remediation Plan
Initial Professionalism Remediation Form
Professionalism Concern/Violation Form
Professional Remediation Follow-Up Form

Policy Statement: Expectations for professional behaviors required of students align with the definition

of professionalism as described by the National Board of Medical Examiners and can be found in the PA program's professionalism policy statement.

In addition to professionalism evaluations that are linked directly to written and practical assignments, the professional behavior of students will be evaluated by the Academic and Professional Affairs Committee (APAC) at the completion of each didactic semester and each clinical rotation. At these time frames, an evaluation of professional behaviors form will be completed and placed in the student's file. The following criteria will be utilized: respect, flexibility, behavior, and integrity. Evaluations will be completed based on feedback received from faculty advisors, course directors, clinical coordinators, and clinical preceptors.

Professionalism concerns identified throughout the didactic and clinical phases of the program will be documented using the Professionalism Concern/Violation Form and discussed with the student. Professionalism concerns do not automatically constitute immediate adverse actions and recommendations for addressing professionalism concerns will follow the remediation and soft remediation flow sheets.

> *Professionalism Concerns include but are not limited to:* tardiness or absence without appropriate notification or approval, lack of respect in verbal communications, use of unprofessional language, utilization of potentially demeaning language towards another individual.

Professionalism violations are considered to be greater concerns that require a meeting among the APAC committee to determine recommendations for addressing professionalism violations in accordance with the remediation and soft remediation flow sheets.

> *Professional Violations include but are not limited to:* evidence of cheating or plagiarism, intoxication from alcohol or drugs, openly discriminatory or demeaning language that may result in physical or emotional harm to another individual.

Procedure for Professionalism Remediation Policy:

> Please see remediation and soft remediation flow sheets.

Policy Accessibility: The Remediation Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: Reviewed 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

Applicable ARC-PA Standards

A3.15: The program *must* define, publish, consistently apply, and make *readily available* to students upon admission:

> c) policies and procedures for remediation and deceleration

ELIZABETHTOWN COLLEGE PHYSICIAN ASSISTANT PROGRAM
STUDENT SOFT REMEDIATION FLOW SHEET: CLINICAL YEAR (C3.03)

Identification of At-Risk Behaviors

- **Academic**
  - Failure of > 1 quiz during clinical preceptorship
  - End of preceptorship exam-low pass score
  - OSCE-low pass score
  - Less than a B in a clinical preceptorship
  - Preceptor feedback-red flags
  - Student site visit concerns
- **Professionalism Concerns**
  - Preceptor feedback-red flags
  - Classroom/senior seminar behavior concerns
  - Student site visit concerns
  - Attendance
  - Inadequate maintenance of patient database
- **Other**

Academic
(course instructor)

- **Complete SCPE Concern Form**
  - Identify concern
  - Identify action plan
  - Identify plan for follow-up

Professionalism
(faculty advisor)

- **Complete SCPE Concern Form**
  - Identify concern
  - Student self-reflection
  - Identify action plan
  - Identify plan for follow-up

Academic
(course instructor)

- **Complete SCPE Follow-Up Form**
  - Student impression of progress
  - Faculty impression of progress
  - Referrals as needed

Professionalism
(faculty advisor)

- **Complete SCPE Follow-Up Form**
  - Student impression of progress
  - Faculty impression of progress
  - Referrals as needed

Student Status (circle one):

Resolution of At-Risk Behavior | Remains at Risk | Requires Remediation

ELIZABETHTOWN COLLEGE PHYSICIAN ASSISTANT PROGRAM
STUDENT REMEDIATION FLOW SHEET: CLINICAL YEAR (C3.03)

Identification of Remediation Need

- **Academic**
  - End of preceptorship exam failure
  - OSCE failure
  - Clinical preceptorship failure
  - Preceptor evaluation failure-academic
  - Failure of directed practicals
  - Failure of written assignments
- **Professionalism Violations**
  - Violation of program policies/procedures
  - Violation of site policies/procedures
  - Preceptor evaluation failure-professionalism
- **Other**

Academic
(course instructor)

- **Complete SCPE Remediation Form**
  - Identify reason for remediation
  - Student impression of performance cause
  - Faculty impression of performance cause
  - Identify action plan
  - Referrals as needed
  - Identify plan for follow-up

Professionalism
(faculty advisor)

- **Complete SCPE Remediation Form**
  - Identify violation
  - Student self-reflection
  - Identify action plan
  - Identify plan for follow-up
  - Notify program director

Academic
(course instructor)

- **Complete SCPE Remediation Follow-Up Form**
  - Identify progress since last meeting
  - Student impression of progress
  - Faculty impression of progress
  - Actions to be taken by student/faculty
  - Referrals as needed

Professionalism
(faculty advisor)

- **Complete SCPE Remediation Follow-Up Form**
  - Identify progress since last meeting
  - Student impression of progress
  - Faculty impression of progress
  - Actions to be taken by student/faculty
  - Referrals as needed

Student Evaluation by Academic Standing Committee

Student Evaluation by Student Professionalism Committee

Student Status (circle one):

Normal Progression	Probation	Program Dismissal
No formal adverse action	Semester GPA <3.0 Remediation continues	Fails to maintain academic standards Fails to maintain professionalism standards

Satisfactory Academic Progress Policy (A3.15 a, b)

Policy Rationale:

This policy is designed to guide program faculty, staff, and administration in a consistent, fair, and impartial framework approach through the monitoring and management of academic progression through the Physician Assistant Program so students will be able to meet expected graduate competencies, take the Physician Assistant National Certification Examination (PANCE), and integrate into clinical practice as a certified and licensed physician assistant.

Associated Definitions:

> **Satisfactory academic progress:** is defined by a series of standards set forth by the PA program to ensure successful completion of program coursework and competencies to progress from one semester to the next.

Associated Forms:

> Student Passport for Graduation

Policy Statement: Satisfactory academic progress for students in the Physician Assistant program consists of maintaining professionalism and the successful completion of all requirements necessary for the advancement from one semester to the next or one rotation to the next.

"Satisfactory Academic Progress" is defined as:

- Completing each semester with a term GPA of 3.0 or greater.
- Completing each semester without failing more than 2 block exams.
- Completing each course with a 74% or higher overall score.
- Completing each didactic semester with no grades less than a C.
- Completing clinical year with no grades less than a C.
- Successful completion of didactic summative examination with a 74% or higher
- Successful completion of the program summative examination with a74% or higher
- Completing all program graduation requirements in an organized, timely sequence.
- Making satisfactory academic progress while on academic probation and meeting requirements as defined by the Academic and Professional Affairs Committee (APAC).

Upon advisement and recommendations from the Academic and Professional Affairs Committee, the Physician Assistant Program Director makes the determination of satisfactory academic progress, at the conclusion of each semester.

Procedure for Dealing with Academic Progress Related Concerns:

1. All student files will be reviewed by program faculty at the completion of each semester and/or clinical rotation.
2. Students identified as unsuccessful in meeting program standards necessary for academic progression within the program will be reviewed by the APAC committee.
3. Recommendations for continued monitoring, development of a remediation plan, probation, or dismissal from the program will be made by the APAC committee and submitted in writing to the Program Director.
4. Final determination of satisfactory academic progress will be made by the Physician Assistant Program Director at the conclusion of each semester and provided to students in writing.

Policy Accessibility: The Satisfactory Academic Progress Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals.

Approved: 1/31/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

Cachia, M., Lynam, S., & Stock, R. (2018). Academic success: is it just about the grades? *Higher Education Pedagogies* 3 (2). doi: 10.1080/23752696.2018.1462096

Applicable ARC-PA Standards

A3.15. The program *must* define, publish, consistently apply, and make *readily available* to students upon admission:

a) any required academic standards,
b) requirements and deadlines for progression in and completion of the program

Social Media Policy

Policy Rationale:

This policy serves to spell out what is and is not appropriate for students of the Elizabethtown College Physician Assistant Program to post on social networks during their enrollment in the program.

Associated Definitions:

Social media: any website or application that enables users to create and share content or participate in social networking.

Social Media Platforms include

- Social networking (Facebook, LinkedIn, Google+)
- Microblogging (Twitter, Tumblr)
- Photo sharing (Instagram, Snapchat, Pinterest)
- Video sharing (YouTube, Facebook Live, Periscope, Vimeo, TikTok)

Associated Forms:

Social Media Policy Violation Form

Policy Statement: Students must understand that the Student Code of Conduct and other Elizabethtown College policies apply to network usage and electronic postings. While the College does not as a matter of practice monitor posts for content, the College will investigate and take appropriate action if College officials learn of questionable content (e.g., depictions of illegal alcohol consumption, hazing, property damage, acts of violence, defamation of character, etc.). That is, students will be held responsible for the content and character of electronic postings in the public domain (e.g., Facebook, Twitter, etc.). If questionable material is brought to the attention of a college official, then an investigation will follow to determine appropriate interventions, if any. If the investigation so warrants, a student may be charged under the Student Code of Conduct and proceed to a Formal Resolution. Appropriate sanctions will be imposed if a student(s) is found in violation of the Student Code of Conduct. The College may be required to report the results of its investigation to third parties, such as the Borough or State Police.

In some cases, an electronic posting may give rise to concerns about the safety and well-being of a student or the campus community (e.g., depictions of self-injury, suicidal ideation, acute depressive state, etc.). These situations may be referred to the Campus Wellness Network or the VP for Student Life.

As an important and timely means of communication for many students, the faculty of the Physician Assistant Program recognize that social networking websites and applications, such as Facebook, Twitter, and Instagram are frequently accessed. Students who utilize these websites and other applications **must** be cautious of maintaining only trustworthy "friends," as well as being aware that the posting of certain information is illegal. Students **may not** represent oneself as another person to hide their identity and circumvent any of the following guidelines.

The following actions utilizing social networking are strictly forbidden:

- Students **may not** present the personal health information of other individuals; including an individual's name, age, gender, race, diagnosis, date of evaluation, or type of treatment including medical photographs that may allow the identity of the individual to be recognized.
- Students **may not** report private academic information of any other students or trainees, including scores/grades, adverse academic sanctions, or narrative evaluations.
- Students **may not** present oneself as an official spokesperson or representative for the PA program.
- Students **may not** utilize social networking in any manner that interferes with program and clinical commitments or utilize a hospital or clinic computer with personal matters.

Violation of administrative regulations and statutes may subject the offender to criminal and civil burdens with punishment for violations to include fines and imprisonment.

The following actions utilizing social networking are intensely dejected:

- Display of items that utilize vulgar language.
- Display of photographs or language that disrespects individuals or groups due to sexual orientation, ethnicity, race, gender, age, or disability.
- Display of personal photographs or photographs of others that may be interpreted as sexually promiscuous or illustrate irresponsible utilization of alcohol or other illicit substances.

Violations of these actions will be viewed as unprofessional and may be subject to academic consequences as severe as probation or program dismissal.

Despite the utilization of privatization measures, undesignated individuals may still access social networking sites and portray one's character in an unprofessional manner. Think carefully before posting any information online, as employers frequently visit social networking sites in the consideration of applicants for employment.

Policy Accessibility: The Social Media Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21
Revised: Reviewed 3/3/2025
Policy Review Frequency: Annually

Approving Body: PAFC
Approving Body:
Next review: 3/2026

Student Health Policy (A3.07a, A3.09, A3.19)

Policy Rationale:

This document has been constructed with the purpose of defining policies and procedures surrounding the provision of health services to students enrolled in the Elizabethtown College Physician Assistant Program

Associated Forms:

Immunization Release of Information Form
Proof of Health Insurance Information

Policy Statement:

Provision of Student Health Care to Students: The program director, principal program faculty, staff, medical director, and program guests *will not* participate as health care providers for students enrolled in the program and *will not* have access to any student health information provided to Student Health Services other than defined in this policy.

Health Insurance: Prior to matriculation into the Physician Assistant Program *all* students must provide proof of health insurance, which must remain active throughout the entire duration of the program. Students are responsible for all costs associated with the evaluation and treatment of any injuries (needle stick, bodily fluid exposure, TB testing, immunizations, etc.) or illnesses that occur while in the Physician Assistant Program.

Health Screening: Prior to matriculation into the Physician Assistant Program *all* students are required to submit an updated physical examination to student health services which includes a current physical examination and vision/color blindness screening.

Health screenings must be submitted to Student Health Services

Immunization Requirements: Students are required to meet the immunization requirements of the College, Clinical Rotation sites, and CDC prior to engagement in any clinical activities.

Immunization Records and TB screenings must be submitted to Student Health Services and the PA program (will be uploaded into TYPHON by the students).

1. Tuberculosis Screening: One of the following must have been completed within the past 12 months:
    - 2 step TB skin test (administered 1-3 weeks apart)
    - QuantiFERON Gold blood test (lab report required)
    - Clear chest x-ray if positive results obtained (lab/imaging reports required)

2. Hepatitis B Series: One of the following are required:
    - Completion of the three vaccine Hepatitis B series
      OR
    - Proof of protective titer with hepatitis B immune status (lab report required)

3. Measles, Mumps, & Rubella (MMR): One of the following is required:
    - Two vaccinations: (immunization record required)

- First vaccination must be administered after the age of 1 regardless of vaccination type and must be performed following CDC recommended vaccination schedule.
    1. Vaccination may be the combined MMR vaccine or individual vaccines (2 mumps and measles, 1 rubella)
- Positive antibody titer for all three components (lab report required)
    - If titer is negative or equivocal, students must receive a booster vaccine (administered after titer) and provide proof of immune status in 2nd titer

4. Varicella: <u>One of the following</u> is required:
    - Two step vaccination series (immunization record required) four weeks apart with repeated IgG titer
    - Positive antibody titer (lab report required)
        - If titer is negative or equivocal, vaccine series must be repeated

5. Tetanus/Diphtheria/Pertussis (Tdap):
    - Tdap vaccination within the past 10 years (immunization record required)

6. Influenza:
    - Students must obtain influenza immunization annually while enrolled in the Physician Assistant Program (immunization record required)

7. Polio:
    - Immunization record with date of last dose administered per Elizabethtown College admission requirements

8. Meningitis:
    - Immunization record with date of meningitis vaccination and proof of booster if initial dose was given prior to student's 16th birthday per Elizabethtown College admission requirements

9. Covid:
    - A completed covid vaccination series is required for the Physician Assistant Program as it is required for clinical rotation sites.

CLINICAL YEAR STUDENTS: Please note that clinical sites may require additional physical examination, vaccinations, and/or documentation prior to completion of clinical rotations. Students who fail to submit these documents *will not* be permitted to begin clinical experiences, which will result in the inability to complete the clinical rotation opportunity, therefore delaying graduation. Each clinical partner determines its own process for accepting requests for exemptions. A request for an exemption is not a guarantee that it will be granted. Alternative placement sites are limited and not guaranteed. The program will not be responsible for finding additional alternative placement sites. The cost of all testing is the responsibility of the student.

Policy Accessibility: The Student Health Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

References

CDC (n.d.a). Recommended Vaccines for Healthcare Workers. *Centers for Disease Control and Prevention.* Retrieved from https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html

Elizabethtown College Student Health Department. Prematriculation Immunization Policy. Retrieved from https://www.etown.edu/offices/health/immunization-policy.aspx

Applicable ARC-PA Standards

A3.07: The program *must* define, publish, make *readily available* and consistently apply:

a) a policy on immunization and health screening of students. Such policy *must* be based on the current Centers for Disease Control and Prevention recommendations for health professionals and state specific mandates.

A3.09: The program *must* define, publish make *readily available* and consistently apply policies that preclude *principal faculty*, the program director, and the *medical director* from participating as health care providers for students in the program, except in an emergency situation.

A3.19: Student *health records* are confidential and *must* not be accessible to or reviewed by *program, principal* or *instructional faculty* or staff except for immunization and screening results, which may be maintained and released with written permission from the student.

Student Referral for Services Policy (A3.10)

Policy Rationale:

Elizabethtown College is committed to maintaining a safe, respectful, and healthy work and learning environment that ensures federal and state laws, as well as College regulations prohibiting violence and discrimination are fully enforced.

Associated Forms:

Student Referral for Services Form

Policy Statement: Counseling Services provides a broad range of counseling and mental health support services that facilities students' personal, social, and academic development. Counseling services are provided in a confidential and diversity affirming environment to help students address a variety of mental health, situational, and development concerns. A student can approach any faculty or staff member in the event they require counseling services. Faculty or staff can contact Counseling Services for urgent and crisis services, and Campus Security is available for immediate assistance after 5:00pm daily and on the weekends.

Referrals made be made to counseling services on behalf of the students through Starfish

Counseling Services.

Elizabethtown College offers counseling services to all students. Students have access to services in the following ways:

- Call Counseling Services directly at 717.361.1405 during school hours
- Go to BSC 216 for assistance from a counselor during school hours.
- Contact Campus Security at 717.361.1111 for the on-call Counselor after school hours.
- Utilize Community 24-Hour Help Lines
    - Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
    - Crisis Text Line: Text start or hello to 741-741

- Lancaster County Crisis Intervention Services: 717.394.2631
- Lancaster YWCA Sexual Assault Counseling & Prevention: 717.392.7273

Policy Accessibility: The Student Referral for Services Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: Reviewed 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

Applicable ARC-PA Standards

A3.10: The program *must* have written policies that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.

Tuition and Fee Refund Policy (A1.02k)

Policy Rationale:

Elizabethtown College is committed to maintaining a safe, respectful, and healthy work and learning environment that ensures federal and state laws, as well as College regulations prohibiting violence and discrimination are fully enforced.

Associated Forms:

Elizabethtown Course Withdrawal Form

Policy Statement: If enrolled students choose to leave the College, they must give written notice of withdrawal to Counseling Services. The effective date of withdrawal for calculating refunds is the date of acceptance by Counseling Services. Refunds must be requested in writing.

Failure to provide notice of withdrawal will result in an unofficial withdrawal. Refunds and transcripts will be withheld by the College until an official withdrawal has been obtained.

If the withdrawal occurs within the three weeks prior to registration, a resident student is liable for a $150 room penalty in addition to his or her deposit.

If a student withdraws or changes credit-hours and/or room-and-board status after the beginning of the semester, the student is obligated to pay the actual room and board used to the date of withdrawal plus 25 percent of the unused room-and-board charges. Tuition refunds are calculated as follows:

Withdrawal in first week of classes	75 percent
Withdrawal in second through third week of classes	50 percent
Withdrawal in fourth week of classes	25 percent
Withdrawal at the beginning of fifth week of classes	0 percent

Refunds of tuition and room-and-board charges for a withdrawal due to medical reasons are prorated to the date of withdrawal. A student who is absent from the College because of sickness or other reason and who retains a place in class must pay in full during the absence.

Students who are dismissed or suspended from the College are refunded tuition charges according to the standard policy. Board charges are prorated to the date of dismissal or suspension and a 25-percent surcharge of the unused board is assessed. No room refunds are granted under these circumstances.

Program Fees are non-refundable. Half of the program fee is collected at the start of the didactic year and the other half is collected at the start of the clinical year.

Procedure for Tuition and Fee Refunds:

Tuition and fee refunds will follow the policy set forth by Elizabethtown College, which can be found at Tuition Refund Policy

Policy Accessibility: The Tuition and Fee Refund Policy can be located in the PA program policy and procedure manual as well as the Elizabethtown College Student Handbook

Approved: 1/13/21 **Approving Body: PAFC**
Revised: Reviewed 3/3/2025 **Approving Body:**
Policy Review Frequency: Annually **Next review: 3/2026**

Applicable ARC-PA Standards

A1.02 The sponsoring institution is responsible for:

k) defining, publishing, making *readily available* and consistently applying to students, its policies, and procedures for refunds of tuition and fees.

Withdrawal Policy (A3.15d)

Policy Rationale:

Elizabethtown College is committed to maintaining a safe, respectful, and healthy work and learning environment that ensures federal and state laws, as well as College regulations prohibiting violence and discrimination are fully enforced.

Associated Forms:

Elizabethtown Course Withdrawal Form

Policy Statement: If a student finds it necessary to withdraw from the College, they are permitted to do so at their discretion following the Elizabethtown College defined procedure. Withdrawal from an individual course will not allow a student to comply with academic progression requirements for the Physician Assistant Program. As the Physician Assistant Program does not have a formal deceleration plan or process, students will terminate their degree candidacy upon course withdrawal.

To withdraw from the program, the Program Director must be notified in writing, and students must complete the Course Withdrawal Form found in JayWeb to initiate the process.

Using collective judgment through the Academic and Professional Affairs Committee, the Physician Assistant Program faculty reserve the right to recommend the withdrawal or dismissal of any student whose health, academic standing, clinical performance, or professional conduct make it inadvisable for the student to continue their education within the program.

Withdrawal from classes after the start of a semester may affect your academic record, tuition charge, financial aid, and/or VA benefits. To determine the financial impact that dropping or withdrawing from a course may have, please contact the Financial Aid Office at 717-361-1404.

Withdrawal policies, including tuition reimbursement/refunds through Elizabethtown College can be found at Withdrawal and Refund Policies

The effective date of calculating refunds is the date of acceptance of a written notice of voluntary withdrawal by Counseling Services. Failure to provide notice of withdrawal will result in an unofficial withdrawal.

Procedure for Discrimination, Harassment, Mistreatment and Bullying:

1. Notice of withdrawal for medical reasons must be processed through Student Wellness. Students must complete the necessary medical withdrawal paperwork located at Medical Withdrawal Forms
2. Notice of withdrawal for non-medical reasons must be given in writing to the Program Director as well as through Academic Advising, which can be contacted at 717-361-1415.
3. Students must complete the Course Withdrawal Form found in JayWeb.

Policy Accessibility: The Withdrawal Policy for the PA Program can be located in the PA program policy and procedure manual and student manuals

Approved: 1/13/21	**Approving Body: PAFC**
Revised: Reviewed 3/3/2025	**Approving Body:**
Policy Review Frequency: Annually	**Next review: 3/2026**

Applicable ARC-PA Standards

A3.15: The program *must* define, publish, consistently apply, and make *readily available* to students upon admission:

d) policies and procedures for withdrawal and dismissal