



Elizabethtown College

PHYSICIAN ASSISTANT PROGRAM

STUDENT HANDBOOK

CLASS OF 2022

## Welcome

Elizabethtown College (E-town) Physician Assistant Program will provide you with a comprehensive curriculum that incorporates hands-on learning in state-of-the-art laboratories. Being a healthcare provider goes beyond medical knowledge, but also incorporates interpersonal and communication skills, dedication to service, professionalism, critical thinking, and empathy. The E-town PA program will focus on developing cognitive and non-cognitive skills. On behalf of the PA program team, sit back, get excited, and let's start the journey!



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## **Physician Assistant Program Faculty and Staff**

*Standard A2.01 All faculty must possess the education and experiential qualifications to perform their assigned duties.*

### **Founding Program Director – Dr. Lynn Eckrote, EdD, MPAS, PA-C**

Lynn Eckrote began at Elizabethtown College in August 2018. She earned her bachelor of science degree in biology from Pennsylvania State University, her master in physician assistant studies from King's College, and her doctorate in education from the University of New England. Lynn worked the majority of her clinical career in Internal Medicine and Psychiatry prior to entering academia. She had been in both a clinical director and program director position prior to founding the Elizabethtown Physician Assistant Program.

Dedicated to providing healthcare education to future providers and ensuring that Elizabethtown's mission of Educate for Service continues in the physician assistant program, Lynn maintains a focus of looking for motivation, empathy, and critical thinking skills in her students. Lynn is committed to providing students with an education that is centered on service and integrates interdisciplinary learning.

### **Clinical Coordinator – Mrs. Larissa Whitney, MHS, PA-C**

Larissa Whitney joined the Elizabethtown College Physician Assistant Program in 2019 and serves as the program's clinical coordinator.

Larissa is a 2010 magna cum laude graduate of the Pennsylvania College of Technology Physician Assistant Program and honors graduate of Nova Southeastern University's Master of Health Science Program. She has worked in higher education since 2015, and has co-authored chapters in two medical education textbooks. Larissa continues to maintain her clinical skills in trauma and acute care surgery.

Committed to educating compassionate and competent students, Larissa is eager to fulfill Elizabethtown's mission of educate for service. Her clinical and teaching interests include clinical medicine, clinical procedures, diagnostic and imaging studies, critical care medicine, and end of life care.

### **Faculty – Mrs. Dionna Rookey, MS, PA-C**

Dionna Rookey joined Elizabethtown College in 2019. She earned a Bachelor of Science degree in biology from Valdosta State University, a Master of Science degree in medical microbiology from the University of Georgia and a master of science in physician assistant studies from Philadelphia University. Dionna has worked in family medicine since graduating in 2007. She has practiced in Alaska, Massachusetts and New Hampshire. Dionna additionally started work in education in 2013 and found a second love.

Dionna is dedicated to teaching students to embrace all of what makes people love, think and live. Dionna believes in education for service and is excited to both continue and discover new ways to integrate students and community together. Her teaching interests include clinical reasoning, patient communication and all aspects of primary care.

**Administrative Assistant – Stephanie VanderMey**

Stephanie began working at Elizabethtown College in September 2015. Prior to joining the Physician Assistant Program in the summer of 2019, Stephanie was an administrative assistant in the department of Business. Stephanie received her Associates in Administrative Specialist in Health from Robert Morris College in May 1989 and her Bachelor's in Human Resource Management from St. Leo University in June 1999.

## Mission and Goals

### Vision Statement

The vision of the Elizabethtown College Physician Assistant Program is to provide an innovative and supportive environment which elevates the standard of PA education through the utilization of an evidence based curriculum that is continuously assessed and adapted to address emerging challenges in healthcare, while fostering a collegial environment amongst students and faculty.

### Mission Statement

*University Mission Statement:* Elizabethtown College provides a transformative educational experience that cultivates personal strengths and develops a passion for lifelong learning and purposeful work.

*PA Program Mission:* The mission of the Elizabethtown College Physician Assistant Program is to educate and matriculate motivated students who will provide high quality healthcare as skilled Physician Assistants. Through a transformative educational experience and evidence based curriculum that emphasizes purposeful work, cultivates personal strengths, and develops a passion for lifelong learning, students will be prepared to Educate for Service. Upon graduation, our students will provide individualized healthcare to diverse patient populations while simultaneously working as a member of an interdisciplinary care team.

### Core Values:

The Elizabethtown College Physician Assistant Program's core values include:

- Service
- Scholarship
- Professionalism
- Accountability
- Excellence
- Integrity
- Advocacy
- Collaboration

### Core Values Expanded:

- *Service—responsibility and accountability to patients, society, and profession by remaining actively involved in the community through volunteerism*
- *Scholarship—utilization of evidence based medicine*
- *Professionalism—respect, integrity, honesty, and ethical behavior in all circumstances*



- *Accountability—responsibility to students, patients, college and surrounding community as well as the PA profession by utilizing a continuous self-assessment and process improvement system*
- *Excellence—prepare clinically competent Physician Assistants that excel in critical thinking and problem solving to provide comprehensive patient care*
- *Integrity—adherence to professional behavior and ethical conduct*
- *Advocacy—providing quality health care through patient advocacy and advocacy of the PA profession*
- *Collaboration—fostered by learning environment that centers around the utilization of interdisciplinary healthcare teams to promote excellence in patient-centered care*

### **Goals of the Physician Assistant Program**

1. Achieve a first time PANCE pass rate at or above the national average.
2. Obtain a job placement rate of over 80% in a variety of clinical specialties at six months following graduation.
3. Provide all students with an opportunity to perform community service while in the didactic and clinical years of the program.
4. All faculty will maintain a professional development plan that addresses teaching, scholarship, and service.

### **Technical Standards**

*Standard A3.15 The program must define, publish and make readily available to prospective students admission related information to include any required technical standards for enrollment*

The faculty and staff of the Elizabethtown College Physician Assistant Program recognize their responsibilities to present candidates for graduation with a PA degree who have met the program's graduate competencies and the recommended competencies of the Physician Assistant Education Association (PAEA) for new graduates to provide a broad spectrum of patient care in a variety of clinical situations.

Successful candidates for completion of the Elizabethtown College Physician Program must have the abilities and attributes necessary to be able to perform the following skills required for integration into clinical practice, either with or without accommodation.

- **Behavior Attributes**
  - Tolerate the emotional, mental, and physical stress associated with PA training and providing patient care
  - Adaptable, flexible, and able to function within a team setting despite uncertainty or adversity
  - Recognize, understand, and demonstrate professional behaviors

- **Communication Skills**
  - Obtain information from patients using speech, active listening, and observation of non-verbal communication
  - Utilize oral, written, and electronic forms of communication with patients, caregivers, and members of the healthcare team
  - Follow HIPAA guidelines, convey sensitivity and respect to all communication with patients, caregivers, and members of the healthcare team
  
- **Intellectual-Conceptual Abilities**
  - Apply knowledge learned and critical reasoning to solve problems as required by the program curriculum
  - In a variety of educational settings, students must be able to collect, prioritize, organize, analyze, integrate, and apply complex and detailed information in a time sensitive manner
  - Synthesize information appropriately for problem solving and decision making
  
- **Motor Skills**
  - Coordinate gross and fine muscular movements, equilibrium, and sensation to provide acute, chronic, preventive, and emergent care to patients
  - Apply skills learned to correctly utilize instruments and equipment to perform and interpret basic laboratory and medical procedures required to attain goals set forth by the program curriculum
  
- **Sensory Skills**
  - Utilize vision, hearing, and somatic sensation to observe patients and their families closely and at a distance
  - Utilize audiovisual and palpable sensation in a lecture and laboratory setting
  - Apply skills learned to correctly perform a physical examination by palpation, auscultation, percussion, and other components as needed
  
- **Social Attributes**
  - Accept constructive criticism and respond appropriately with behavior modification
  - Display integrity, compassion for others, and motivation to serve
  - Possess the ability to participate in self-assessment processes and recognize implicit bias
  - Develop an appropriate interpersonal and interprofessional relationship with patients and colleagues.

The Physician Assistant Faculty Committee is responsible for adhering to all technical standards listed above during the selection of Physician Assistant students for admission and matriculation into the program.

## Handbook Revision Policy

This student handbook is a summary of the current policies, standards and procedures contained for the E-town PA program 2020-2021 academic year. Students participating in E-town PA Program are subject to, and are responsible to be aware of, the policies and standards established by both PA program and Elizabethtown College. Elizabethtown College and the PA program reserve the right to make changes in the applicable regulations, procedures, policies, requirements, and other information contained on the websites at any time without notice.

### Accreditation

*Standard A3.14 The program must define, publish and make readily available to enrolled and prospective students general program information to include:*

*a) the program's ARC-PA accreditation status*

Elizabethtown College has applied for Accreditation-Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Elizabethtown College anticipates matriculating its first class in December 2020, pending achieving Accreditation-Provisional status at the June 2020 ARC-PA meeting. Accreditation-Provisional is an accreditation status granted when the plans and resources allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA *Standards* or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the *Standards* as it prepares for the graduation of the first class (cohort) of students.

### Disclaimer

Elizabethtown College will continue to seek accreditation as soon as possible. In the meantime, students would be eligible to apply to other physician assistant programs around the country.

Accelerated Pre-Physician Assistant students: Elizabethtown College Physician Assistant Program will not commence in the event that provisional accreditation status is not received. Students are accepted on a conditional basis. In the event of non-accreditation, students will have the option to continue in the Bachelor of Biology Allied Health Concentration, or seek transferring to a new major.

Graduate Students: Elizabethtown College Physician Assistant Program will not commence in the event that provisional accreditation status is not received. Students are accepted on a conditional basis. In the event of non-accreditation, a refund of applicable tuition deposits, paid to Elizabethtown College, will be returned to those students.

## **Program Admission Requirements**

Applications will be completed through the Central Application Service for Physician Assistants (CASPA). Elizabethtown College will open the CASPA application cycle in October 2019 and it will remain open until April 2020.

### **Academic Requirements needed to apply to the E-town PA Program:**

Course work (prerequisites):

- A minimum of 6 credits in General Biology with labs
  - A minimum of 6 credits in Anatomy and Physiology with labs
  - A minimum of 3 credits in Microbiology with a lab
  - A minimum of 3 credits in General Chemistry with a lab
  - A minimum of 3 credits in Organic Chemistry with a lab
  - A minimum of 3 credits in Statistics
  - A minimum of 3 credits in Psychology
- Pre-Requisite GPA must be at least a 3.0. Students applying as a Graduate Student to the Physician Assistant program are required to submit GRE with an ideal composite score of 300. The MCAT can be submitted in place of the GRE, with an ideal score of 500.
  - Students must complete a minimum of 200 healthcare exposure hours (including PA-C shadowing).
  - Students must complete a non-cognitive skills test through CASPer – <https://takecasper.com/>

Due to the competitive nature of the Physician Assistant Program, not all candidates will be offered an interview or admission into the Elizabethtown program. Candidates that are offered an interview will be invited to campus May 2020. Admissions decisions will be released June 30, 2020.

### **Waiting List**

Some applicants may be offered the option to be on a waitlist. As places in the accelerated program become available, students on the waitlist may be offered a place in the program. Once the program is full, we will communicate this with students on the waitlist.

## Technical Procedures to be Taught During the Program

The rationale for each procedure as well as its technical explanation will be provided to all students during the didactic phase using task trainers and/or simulated patients. Program faculty will confirm all students have gained exposure to each task prior to entering the clinical phase. During the performance of supervised clinical experiences, preceptors will be encouraged to allow students to gain expertise in the procedures on patients when appropriate.

### GENERAL

- Venipuncture
- Finger stick blood sugar testing
- Intradermal, Subcutaneous and intramuscular injections
- Rapid strep test
- Aseptic technique
- Performing a complete history and physical examination
- Urine pregnancy test
- Nasopharyngeal swab
- Incision and drainage

### EMERGENCY MEDICINE

- Intubation
- Insertion of a laryngeal mask airway
- Insertion of a central venous catheter
- Insertion of a chest tube
- Insertion of an intraosseous needle
- Needle decompression of the chest
- Focused assessment sonography for trauma (FAST) ultrasonography
- Lumbar puncture

### GENITOURINARY

- Male and female urethral catheterization
- Urine dip/Urine analysis
- Urine pregnancy test

### MUSCULOSKELETAL

- Applying splints to extremities
- Applying a thumb spica cast

## CARDIOPULMONARY

- Performing and interpreting electrocardiograms
- Performing and interpreting spirometry
- Use of a nebulizer
- Peak Flow
- Arterial blood gas

## EENT

- Fluorescein examination of the eye
- Jet wash of the auditory canal

## DERM

- Punch biopsy
- Suturing
  - Simple interrupted
  - Horizontal and vertical mattress
  - Subcuticular suturing
  - Running sutures
- Stapling/Staple removal

### **Graduate Essential Skills**

All students will be required to demonstrate the following clinical skills within the final 3 months of the clinical phase of the program:

- Surgical gowning/gloving
- Intramuscular and subcutaneous injection administration
- Suturing
- Splinting
- Knot tying
- Straight catheter insertion
- Intravenous catheter insertion
- Nasogastric tube insertion
- Gynecologic examination
- Obstetric examination

*Standard A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:*

*a) any required academic standards*

### Financial Policies and Tuition Costs

*Standard A3.14 The program must define, publish, and make readily available to enrolled and prospective students general program information to include:*

*e) academic credit offered by the program*

*f) estimates of all costs (tuition, fees, etc.) related to the program*

*g) policies and procedures for refunds of tuition and fees*

Tuition for the first 3 ½ years of the accelerated, pre-physician assistant program can be found here: [E-town Tuition](#)

Elizabethtown PA program graduate tuition will be \$800 per credit. Total credits are 103 for a total tuition cost of \$82,400

	Year 1 – 57.5 credits	Year 2 – 45.5 credits	Total
Tuition (\$800 per credit)	\$46,000	\$36,400	\$82,400
Program Fee*	\$6,000	-	\$6,000
Equipment			
Welch Allen Package**	\$868	-	\$868
Sim Vivo Suture Kit	\$50	-	\$50
Sim Vivo Tie Kit	\$40	-	\$40
Smart Phone/PDA	\$300	-	\$300
Laptop	\$800	-	\$800
Elizabethtown PA Patch x 2	\$20	-	\$20
White Coat – Long	-	\$40	\$40
Scrubs x 2	\$50	-	\$50
Wrist Watch (with a second hand)	\$50	-	\$50

Books***	\$1,500	\$1,500	\$3,000
TOTAL	\$55,678	\$37,940	\$93,618

\*Program Fee includes: AAPA membership, PSPA membership, Clinical Placement Fees, Site Registration Fees, Exxat Student Fee, PAEA Exams, PA equipment/supplies, ACLS, PALS, Malpractice Insurance

	Year 1		Year 2		Total	
Housing (estimated)	\$7,345	\$12,000	\$7,345	\$12,000	\$14,690	\$24,000
Clinical Site Travel (estimated)	-	-	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$7,345	\$12,000	\$12,345	\$17,000	\$19,690	\$29,000

Other costs not included in tuition:

\*\*Equipment List: Students are encouraged to wait until orientation to purchase equipment (not including smart phone/PDA, laptop, or wrist watch). If students already own any of the medical equipment below (i.e. stethoscope or otoscope/ophthalmoscope), approval on the equipment must first be obtained from the PA program director.

Welch Allen Package through the Medical Store (included list below) – Total (estimated) \$868.00

- Welch Allyn Classic 3.5V Diagnostic Set
- Welch Allen Adult and pediatric blood pressure cuff
- 3M Littmann Cardiology IV Stethoscope
- Pocket Eye Card with Ruler
- Tuning Forks
- LED Penlight
- Reflex Hammer
- Dissection Kit
- Tape Measure
- Protective Eye Wear
- Lab Coats (2)
- Medical Bag



\*\*\*The College supplies Access Medicine for online student textbook (approximately \$217 per student). This estimation includes textbooks other than those available through Access Medicine and if the student chooses to not use online version of the textbooks.

Background Checks/Health Screenings:

FBI Criminal Background Check and Child Abuse Clearance - \$63 each year

Health Physical/Immunizations Titers/Drug Screen - varies by insurance carrier\*\*\*

\*\*\*\*All students are required to carry adequate health insurance throughout their enrollment in the PA program. Cost varies per insurance carrier.

A study-abroad opportunity may be available to students during their clinical year. Cost includes room, board, two meals a day \$2,800. Cost does not include round trip airfare or any additional immunizations that may be required.

Please refer to the [Business Office](#) to view policies and procedures for refunds of tuition and fees.

## **New Student Information**

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

*Standard A3.02 The program must inform students of program policies and practices.*

### **Statement of Non-Discrimination**

Elizabethtown College does not discriminate on the basis of gender, race, color, religion, age, disability, marital status, veteran status, national or ethnic origin, ancestry, sex, sexual orientation, gender identity and expression, genetic information, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Inquiries regarding the non-discrimination policies may be directed to Dr. Armenta Hinton, Director of Diversity, Inclusion & Title IX, Nicarry 236, Elizabethtown College, Elizabethtown, PA 17022, hintona@etown.edu, or 717.361.1179.

For further information on notice of non-discrimination, visit [Office for Civil Rights](#) for the address and phone number of the office that serves your area, or call 1.800.421.3481.

### **Elizabethtown College Pledge of Integrity**

“I pledge to respect all members of the Elizabethtown College community, and to act as a responsible member of the College community. I pledge to respect the free exchange of ideas both inside and outside the classroom. I pledge to represent as my work only that which is indeed my own, refraining from all forms of lying, plagiarizing, cheating, and academic dishonesty. As a member of the Elizabethtown College community, I am responsible to represent and uphold these values.”

### **Orientation**

Prior to the start of the first semester, new PA students are required to attend a new student orientation. This orientation give the student the opportunity to meet their peers, the faculty, and staff. Students are given an overview of the program including the curriculum, schedule, introduction to campus resources and student services, review of policies and procedures, and a tour of the program building and the campus. The orientation is mandatory for all students entering the PA program (including those in the accelerated 3 ½ + 2 program) and will be held prior to the start of the Winter intersession. Due to the nature of the program, it is essential that all students beginning the program, fully understand the expectations. Students who are

not able to attend the orientation may be withdrawn from the program, and any tuition/fees already paid will not be refunded, unless prior approval and arrangements are made with the Program Director.

### **Background Checks and Drug Screens**

Prior to matriculation, all students offered a seat in the PA program must complete a criminal background check and drug screen. Students in the accelerated 3 ½ + 2 program will complete this step prior the first Winter intersession of the program. Students may be required to repeat a criminal background check and drug screen prior to beginning the clinical year. Students are responsible for all expenses related to completing the criminal background check, drug screen, student health requirements and background documentation. All information should be uploaded by the student to their personal Exxat Portal. Students who at any point in the program delay or decline to participate in a requested alcohol and/or drug screen will have that action considered equivalent to taking and failing a drug/alcohol screen. Please also see the [Alcohol and Other Drug Policies](#).

Applicants accepted into the Elizabethtown College PA Program who answered “no” to questions relating to criminal background on their CASPA application and who are found to have a subsequent positive criminal background check may be dismissed from the program on the basis of misrepresentation. In the event of a reported incident, a determination about the applicant’s/student’s continued progress in the PA program will be made by Elizabethtown College in accordance with the College’s Student Code of Conduct and related College Policies and Procedures.

Applicants are advised that results of criminal background checks, drug screen, and other required background screening will be released to third parties (affiliated clinical sites) in their clinical education. Criminal offenses occurring after the student matriculates may result in the student’s dismissal from the program; if this occurs, tuition and fees will not be refunded. For more information, please refer to [Student Code of Conduct](#).

### **Health Insurance Requirement**

All students of the Elizabethtown PA program are required to maintain personal health insurance for the entire duration of the program. Proof of insurance coverage must be provided prior to orientation. Students are responsible for all personal health care costs incurred while enrolled in the PA program, including any costs incurred in the event of exposure from a contaminated needle stick, puncture wound, or contamination of any obviously open wound or the mucous membranes by saliva, blood, or other body fluids.

Due to the potential risk for exposure to potentially infectious materials, insurance should cover screenings, diagnostic testing, treatments, and short and long term disability compensation that may result from any potential exposure.

## **Health Requirements**

Elizabethtown College's policy regarding immunizations and communicable diseases states: The College requires proof of immunization against rubella (3-day measles), rubeola (measles), mumps, hepatitis B, meningitis, and the absence of tuberculosis. The College reserves the right to deny access to the campus to anyone when they are judged to be actively contagious with a serious disease.

*Standard A3.07 The program must have and implement a policy on immunization of students and such policy must be based on the current Centers for Disease Control recommendations for health professionals.*

Elizabethtown College recognizes that students with life-threatening illnesses or serious infectious diseases may wish to continue to engage in as many of their normal pursuits as their condition allows, including academic pursuits. As long as these students are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves or to others, the College will be sensitive to their conditions and ensure that they are treated consistently with other students.

In order to help the College ensure the safety and well-being of an individual student, and the College community as a whole, students are encouraged to report cases of life-threatening illness or serious infectious diseases to the Director of Student Wellness. The Director will act in accordance with the guidelines of the Family Education Rights and Privacy Act (1974) in developing a plan of support for the student and ensure that the student's condition does not present a health or safety threat to others.

Students must provide the PA program with medical documentation of physical examination and completion of immunizations prior to orientation. Students failing to do so will be dismissed from the program, and any tuition/fees already paid will not be refunded.

## **Malpractice Insurance**

The College will maintain insurance in the amount of \$1,000,000 per claim and \$3,000,000 per year and will provide a copy of its Certificate of Insurance to all clinical sites prior to the student starting their clinical experience at the site. Students who wish to purchase additional malpractice insurance may do so at his/her own expense. A copy of any additional malpractice insurance that is purchased must be provided to the PA program and will be shared with clinical sites.

## **Attendance Policy**

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.

### **Professionalism and Behavior Policy**

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

- 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.

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, preceptorship 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.

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.

## **Academic Honesty Policy**

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](#).

Any instance classified as academic dishonesty, including falsification of evaluation forms, calendars, patient or time logs, forgery of signatures, tampering with or destruction of evaluation material may result in the immediate dismissal of the student from the Physician Assistant Program as determined by the Academic and Professional Affairs Committee (APAC).

## **Academic Accommodations**

Students requesting [Academic Accommodations](#) should submit the [Academic Accommodations Request Form](#) along with supporting documentation from their treating health care provider [Disability Documentation](#) to Disability Services.

After this appropriate documentation has been submitted, requesting students should arrange a meeting with the Director of Disability Services. At this meeting the Director and student will discuss reasonable accommodation based on the submitted documentation and how the student will implement the accommodation(s).

Students’ whose requests are denied or who are dissatisfied with the process or its outcome have the option to file a petition using the [Grievance Procedure](#).

## **Student Concerns**

Students should follow the PA program hierarchy with concerns. Students should first discuss his/her concern with the course instructor. If there is no resolution, the student should then bring her/his concern to the Program Director. The Program Director will discuss the concern with all parties involved prior to making a decision and offering a resolution. If the student’s concern remains and he/she feels as though an appropriate resolution has not been met, the student can request that his/her concern be brought to the Academic and Professional Affairs Committee (APAC). If additional action is required,

## **Advisor**

All students will be assigned an advisor. This advisor will be a principal faculty member of the physician assistant program. Advisors will meet with each of their advisees on a regularly scheduled basis, but students are also encouraged to request a meeting with their advisor, as the needed arises. If a student has a specific question or concern with a lecture, laboratory activity, quiz, exam, or other graded item, the student should first discuss their concern with the course instructor. Advisors are available for guidance regarding study habits, interview

preparation, contract negotiations, obtaining a state's medical license, etc. Advisors are not to participate as health care providers in any capacity to the student.

*Standard A2.05e Principal faculty and the program director must actively participate in the process of academic counseling of students.*

*Standard A3.09 Principal faculty, the program director and the medical director must not participate as health care providers for students in the program, except in an emergency situation.*

## **Grade Appeals**

Questions concerning a course grade should be brought to the attention of the course instructor immediately upon the student's receipt of the official grade report. Formal grade appeals must be submitted by the student within 30 days of the date on which the grade was issued by the College. A grade appeal must have a valid basis in order to be brought forward, such as the following:

1. A mathematical error in calculation of the grade
2. A clerical/technical error in recording of the grade (for example, Canvas and Jayweb grades are inconsistent)
3. Harsher grading standards were applied to one student when compared with other students in the course
4. The assigned grade was not calculated using the standards stated in the syllabus

The grade appeal process consists of the following steps:

1. The student requests a meeting with the course facilitator to identify the concern, provide evidence to support position, and seek resolution. This meeting can occur face-to-face, over the phone, or virtually. If the facilitator determines there is a need to change the grade, the facilitator may submit the Change of Grade form.
2. If the student-facilitator meeting does not resolve the issue to the student's satisfaction, the student may submit a Level 1 Grade Appeal Form to the Program Director. The Program Director will review the evidence provided by the student and seek to resolve the concern with the facilitator. A decision will be communicated to the student, advisor, and course instructor within 10 business days. If the decision is to change the grade, the Program Director will submit the Change of Grade form.
3. If the issues remain unresolved to the student's satisfaction, the student may submit a Level 2 Grade Appeal Form to the Dean for Curriculum and Assessment, where it gets reviewed.

## **Dress Code**

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

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

Students are expected to wear their Elizabethtown College student ID tags, which must be clearly displayed at all times on their short white lab coat, unless specifically requested not to do so by the preceptor. Students must have an Elizabethtown College patch on the left shoulder of their white coat.

## **Inclement Weather**

Elizabethtown College classes normally will meet as scheduled. On an individual basis, classes may be canceled or postponed if a faculty member is unable to get safely to the Elizabethtown College campus.

Unless otherwise indicated, Elizabethtown College administrative and department offices will remain open. Residence facilities and Dining Services will remain open during weather emergencies.

Any weather-related schedule changes for classes—cancellations, delays or early dismissals—will be announced electronically via an EC Alert outreach text, through social media outlets and by a Headline News email announcement to faculty, staff and students. Updates will be posted on the official College Facebook and Twitter accounts, the College website and the Elizabethtown College Hotline (717-361-1988). While announcements via local radio and television stations and their websites also may be made, members of the campus community are encouraged to first check their text, social media, their College email box, the College website and the Hotline.

## **Didactic Year**

*Standard A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:*

*a) any required academic standards*

## **Required Academic Standards**



Grades are reported as A, B, C, D, 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
D	Poor
F	Failure
I	Work Incomplete
W	Withdrawal from Course
WF	Withdrawal Failing from Course
P	Pass
NP	No pass (Failure)

**Grading Scale.** Didactic 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  $\geq 74\%$  in all courses for successful completion of the course.

The pass/no pass (P/NP) grading option may be utilized throughout the 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.

### Requirements for Progression

*Standard A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:*

*c) requirements for progression in and completion of the program*

Didactic semesters:

A student may not earn 1 (one) grade below a B- each semester and no grade below a C during didactic year in order to progress to the next semester.

Didactic year to Clinical year:

A student may not earn more than three (3) grades below a B- and no grade below a C in order to progress from didactic year to clinical year.

A student must maintain a minimum of 3.0 GPA.

### **Didactic Examination and Grading Policy**

1. Dates of exams (tests)

a. **For evaluation purposes, it will prove useful to have some assessment of student performance graded by the end of the fifth week of the semester.**

2. Final exam [see the college's Final Exam Policy (Chapter 4.H. of the Faculty Handbook)]

3. Make-up exams (tests)

D. Any other expectations of the student that could influence the grade

### **Remediation Policy for Didactic Year**

*Standard A3.17*

*The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:*

*f) policies and procedures for remediation and deceleration*

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

**Students that fail a module will be assigned an individualized action plan that may include meeting with the course instructor, written assignments, case studies and/or reflective papers.**

**Students may not fail more than 2 modules per term to avoid program dismissal.**

**Students obtaining a B- or below, though passing, at the end of a module 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 module(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 module(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.**

### **Cadaver Use and Handling Policies**

The donors generously and selflessly donate their bodies to advance research and education. To respect the donors' wishes and maintain their anonymity, their identity and medical history are not released. We have no identifying information about the cadavers we work with, except their age and cause of death. Working with cadavers is a privilege that comes with responsibility. To show our respect and gratitude to the people who so generously donated their bodies, we will strictly follow the rules listed below.

1. To protect the anonymity of the cadavers, taking photographs or videos of any part of the cadaver is **strictly prohibited**. Failure to comply with these rules may result in the college's ability to further work with cadavers, impacting the quality of our program. Therefore, if you are found taking pictures of the cadaver at any point, your phone (i.e. pictures) will be confiscated, you will automatically get an F for the lab portion of the course, and a letter will be placed in your academic file.
2. Always address the cadaver and anatomical characteristics in a respectful manner. For instance, do not use derogatory language or make fun of any aspect of the cadaver anatomy.
3. The cadavers are embalmed in a solution that preserves the tissue and allows us to learn from it for many years. The embalming solution might have a strong odor, but coming in contact with it will not harm you. However, you should NOT ingest it. Do not touch the cadaver with bare hands. Wear gloves and wash your hands with soap after you are done. You are welcome to wear goggles, nose clips, masks (available in the lab), and a lab coat. Always wear closed-toe shoes.
4. When working with the cadavers, be very gentle. Use blunt probes or forceps to gently point at or lift structures. Do NOT use sharp, pointed probes or forceps to stab various parts of the cadaver. This is especially important while handling soft structures like the brain. Do NOT pull forcefully on structures (vessels and nerves are easily torn).
5. When you are done working with the cadavers, spray them liberally with the hydrating solution and cover them with the available sheets. Depending on the specimen you are working with, special care instructions might be provided.
6. Always clean up after yourself. Use the instructions in the back of the lab to clean and put away any instruments you use. Throw away gloves and paper towels in the garbage.

*Standard A3.08 The program must inform students of written policies addressing student exposure to infection and environmental hazards before students undertake any educational activities that would place them at risk.*

### **Clinical Year**

**\*Please also refer to the Clinical Year Handbook**

*Standard A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:*

*a) any required academic standards*

#### **Required Academic Standards**

Grades are reported as A, B, C, D, 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
D	Poor
F	Failure
I	Work Incomplete
W	Withdrawal from Course
WF	Withdrawal Failing from Course
P	Pass
NP	No pass (Failure)
AUD	Audit

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

<b>Letter Grade</b>	<b>Percentage</b>	<b>Quality Points</b>
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  $\geq 74\%$  in all courses for successful completion of the course. 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 Preceptorship Grading.** Grades for clinical preceptorships are derived from the following list. The final grade for each **core** clinical preceptorship will be calculated using the following percentages for each module:

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

The criterion for a failing grade for a clinical preceptorship 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 preceptorship examinations
- Failure to obtain an overall grade of 74% or higher for the clinical preceptorship

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.

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 preceptorship examination 74%
- Quizzes 74%
- Written assignments 74%
- Directed Practical 74%

- Objective Structured Clinical Examination (OSCE) 74%

### **Remediation Policy for Clinical Year**

*Standard A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:*

*f) policies and procedures for remediation and deceleration*

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.

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.

- Failure of Adjusted PACKRAT Score: Students with a failing adjusted PACKRAT score prior to the beginning of clinical year must enroll in a non-credit independent study course in the Spring semester. Remediation will be individualized for each student that emphasizes topic areas in which they struggled. Students will retest at the end of the semester. If a passing score is not obtained, students must repeat the independent study course in the Summer semester that follows the same process. A passing score must be attained prior to continuation into the Fall Semester of Clinical Year.
- 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.
- 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 preceptorships 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 a Clinical Preceptorship: Students with an overall failing score for a clinical preceptorship must repeat the clinical preceptorship successfully at the end of clinical year, resulting in a delay of graduation. Students will not be permitted to repeat more than one clinical preceptorship.

### **Requirements for Progression**

*Standard A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:*

*c) requirements for progression in and completion of the program*

A student may not earn one (1) grade below a B- for the year and no grade below C during the entire clinical year in order to progress to the next clinical rotation.

A student must maintain a minimum of 3.0 GPA.

### **Clinical Rotation Professionalism**

To promote optimal learning during clinical preceptorships, 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 preceptorships as submitted on your schedule to the clinical coordinator.

- Meet all requirements for the end of preceptorship 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.

### **Requirements for Graduation**

*Standard A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:*

*c) requirements for progression in and completion of the program*

The competencies expected of Physician Assistant graduates from Elizabethtown College align with ten competency domains developed from review of literature published by the Physician Assistant Education Association (PAEA) in the 2019 *Core Competencies for New Physician Assistant Graduates* and the 2012 *Competencies for the Physician Assistant Profession* document published by the four national PA organizations.

- **Medical Knowledge**
  - Competent graduates will possess the medical knowledge deemed essential by the program for optimal patient care.
  - Competent graduates will gather accurate and essential patient information, determine differential diagnoses, order and interpret diagnostic studies, perform necessary procedures, diagnose, treat, and manage illness.
  - Competent graduates will recognize healthy versus ill patients throughout various stages of acute and chronic diseases, as well as those at risk for emerging illnesses.
  
- **Patient Centered Care**
  - Competent graduates will establish rapport and communicate effectively with patients, families, and the public to appropriately address the patients' health needs.
  - Competent graduates will demonstrate the ability to listen to and demonstrate sensitivity to patients' beliefs and attitudes towards health and health care while having an awareness of one's own implicit biases.
  - Competent graduates will use an evidence-based approach while using clinical judgment and reasoning during shared medical decision making.
  
- **Society and Population Health**



- Competent graduates will recognize and understand potential impacts of biology, immunology, epidemiology, genetics
- Competent graduates will recognize and understand patient barriers surrounding motivation, accessibility, and structural disparities in health care.
- Competent graduates will recognize and understand psychosocial influences that may affect patient and population health while integrating knowledge of social determinants into medical decision making.
- Health Literacy
  - Competent graduates will understand the health literacy of the patients they serve, interpret information so patients and their families can understand the information conveyed to them, and use unbiased and professional interpreters when barriers to communication arise.
  - Competent graduates will understand how different perspectives and expectations about health and healthcare can impact the therapeutic relationship and health motivation and outcomes.
- Professional Practice
  - Competent graduates work collaboratively in teams and developing interprofessional relationships to ensure that the goals of patients remain the focus of the health care team.
  - Competent graduates will understand the roles of various team members and their various contributions to greater health outcomes.
- Legal, Fiscal, and System Based Healthcare
  - Competent graduates will provide quality care in a safe and efficient manner.
  - Competent graduates will know the bylaws and regulations of various practice settings.
  - Competent graduates will understand various types of healthcare systems, funding, and insurance; including the role of Medicare and Medicaid.
- Self-Reflection and Assessment
  - Competent graduates will demonstrate the ability to self-evaluate one's personal and professional limitations, implicit biases and develop a strategic plan for addressing gaps.

### **Administrative Policies and Procedures**

#### **Deceleration Policy**

*Standard A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:  
f) policies and procedures for remediation and deceleration*

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 25 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 37 months (25 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.

### **Dismissal**

Terms of Dismissal:

Students will be dismissed from the PA program in the following circumstances:

- Student does not maintain a minimum 3.0 GPA throughout the PA program
- Student fails more than two (2) modules during the didactic phase of the PA program.
- Student earns more than one final course grade below a “B-“ per semester during the didactic phase of the PA program.
- Student earns more than three (3) final course grades below a “B-“ during didactic year.
- Student earns more than one final course grade below a “B” during the clinical 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.

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.

## **Computer Policy and Social Media Policy**

It must be understood 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 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](#).

## **Use of Electronic Devices in the Classroom**

Technology use in the classroom is to enhance the learning environment for all students. Any technology that promotes dishonesty or is used for illegal activities is prohibited. The use of laptop computers or tablets in class is at the discretion of the instructor. The instructor may restrict the use of laptops and tablets to specific purposes and may prohibit other uses such as messaging, game playing, social media, and internet surfing during class time. Mobile phones can be disruptive; therefore ringtones must be turned off and set to vibrate. If there is a need to receive or make a call, in the event of an emergency, during class, the student should inform the instructor of the possibility prior to the start of class. Students are not to be texting or on social media during class. The recording of class or laboratory lectures or activities (video or voice recording) is prohibited.

## **Student Employment**

*Standard A3.04 PA students must not be required to work for the program.*

*Standard A3.05 Students must not substitute for or function as instructional faculty.*

PA students are not required to work for the program. Students must not substitute or function as instructional faculty. Students must not substitute for clinical or administrative staff during supervised clinical practical experiences.

Due to the extensive training and time commitments within the program, it is recommended that students do not be employed during the PA program. If a student does choose to work during either the didactic or clinical year of the program, the following must be taken into consideration:

- Students may not identify themselves as a physician assistant student associated with Elizabethtown College during their employment hours, including not wearing their name badge or program patch.
- No special concessions will be made for missed classes, assignments, exams, or clinical rotation requirements.
- The liability insurance offered for clinical work that is associated with the education experience at Elizabethtown College does not cover a student during outside employment.

### **Significant Exposure Guidelines**

*Standard A3.08 The program must inform students of written policies addressing student exposure to infection and environmental hazards before students undertake any educational activities that would place them at risk.*

Any needle stick or exposure to bodily fluids constitutes as a health and safety concern for the student.

Students must notify their course instructor, preceptor or supervisor **immediately** if an exposure occurs. At the expense of the student and his/her personal health insurance, 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 Exposure Form on Exxat.

### **Email Account**

Students enrolled in Elizabethtown College will receive an email account. This account is the one that should be used to correspond with the PA program faculty or staff. Please do not correspond using other emails (including Hotmail, gmail, etc.) as PA program faculty and staff

are not required to respond to student emails received from an alternative account. Students are expected to check their email on a daily basis (including weekends and when the College is closed for holidays or weather cancellations). The program is not responsible if a student has inaccurate or missed information due to failure to routinely check and read his/her email. Email accounts are closed one year after graduation.

### **Inclement Weather Policy**

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.

### **Additional Elizabethtown College Policies, Procedures, and Resources**

#### **Student Handbook and Student Code of Conduct**

The Student Handbook is your official introduction to important resources and is your guide to Elizabethtown College policies, community standards and expectations for individual student conduct. The policies and procedures of the Student Handbook will be reviewed periodically and are subject to change. Students are encouraged to check the [Student Handbook](#) for notifications of important revisions. Information regarding the [Student Code of Conduct](#), including the appeal process, can be found in the Student Handbook.

## **Student Confidentiality and Privacy**

When seeking help or support from individuals at Elizabethtown College, students should refer to the [Confidentiality Chart](#) to understand which individuals can keep their and which are required to report information to the Title IX or Deputy Title IX Coordinator.

## **Emergency Response and Personal Safety**

The purpose of the [Emergency Action Plan](#) is to protect the students and employees of Elizabethtown College from serious injury, property loss, or loss of life, should there be an actual major disaster on campus. There are many types of emergencies that may result in the implementation of this plan. These include natural and manmade events. Specific examples are described below. Since an emergency often occurs suddenly and without warning, these procedures are designed to be flexible in order to accommodate response contingencies of varying magnitude.

## **Student Wellness**

[Student Health](#), a Division of Student Wellness, provides medical care and resources to Elizabethtown College students. Elizabethtown College, in collaboration with Penn State Milton S. Hershey Medical Center, provides comprehensive clinical health services for our students. The office of [Student Wellness](#) provides services and programs to foster the physical, emotional, and psychological well-being and development of students in order to facilitate student's personal, social, and academic success. Our staff is committed to meeting the needs of people of diverse racial, ethnic and national backgrounds, gender, sexual/affectional orientations, mental and physical abilities, religious/spiritual beliefs, and socioeconomic backgrounds as well as other types of diversity. Student Wellness is comprised of three collaborative service areas (Counseling Services, Student Health, and Health Promotion) and uses a team and holistic approach to helping students.

## **Referral of Students for Services**

Counseling Services provides a broad range of counseling and mental health support services that facilitates 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.

*Standard 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.*

## **Parking**

Campus Security is responsible for administering and enforcing vehicle parking regulations at Elizabethtown College. Vehicle and Parking regulations are in effect at all times throughout the year. The College reserves the right to initiate and change parking violation fees, fines and regulations at any time following proper notification to the College Community. The College reserves the right to assign parking areas to College employees and students on campus as needed. Vehicles parked in violation of these Parking Regulations will be ticketed. All employee and student vehicles must be registered. Failure to register may result in immobilization. Registered vehicles must park only in designated areas on campus. Vehicles parked in unlined paved areas or on the grass, NO PARKING zones, FIRE LANES, RESERVED/SERVICE VEHICLE spaces will be ticketed. These areas are enforced 24/7. Please also refer to the [Vehicle Use and Parking Regulations](#).

## **College Policies and Procedures**

*Standard A3.11 The program must define, publish, and make readily available to faculty and students policies and procedures for processing student grievances and allegations of harassment.*

*Standard A3.17 The program must define, publish and make readily available to students upon admission academic performance and progression information to include:*  
*g) policies and procedures for processing allegations of harassment*

### Policy Against Discrimination, Harassment, and Bullying

In keeping with the historical values of Elizabethtown College, the College endeavors to treat all employees with dignity, justice, and fairness. Elizabethtown College does not tolerate discrimination or harassment of any kind, or bullying against any member of the Elizabethtown College community. The College is committed to the existence of a respectful, safe, and healthy work and learning environment and will ensure that federal and state laws, as well as College regulations prohibiting violence and discrimination, are fully enforced. The [Policy Against Discrimination, Harassment, and Bullying](#) is to be implemented throughout the College and is the responsibility of all departments and personnel, supervisory and nonsupervisory. Failure to abide by this policy shall result in disciplinary action, up to and including immediate termination of employment. Further, threatening, violent, discriminatory, or harassing conduct is subject to expulsion from the College or possible civil or criminal prosecution.

### Animals on Campus for Disability-Related Needs Policy

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and the Fair Housing Act (FHA), Elizabethtown College seeks to accommodate persons with disabilities requiring the assistance of a qualified [Service and Emotional Support Animal](#). Students should make requests regarding service or therapy animals to the Director of Disability Services, 228 Baugher Student Center, Elizabethtown College, at least 30 days prior to the start of the semester for which the request is being made.

Determinations will be made on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. Where it is not readily apparent an animal is a service animal as defined by ADA, or an assistance animal under the FHA, Disability Services may require sufficient documentation to determine whether the animal qualifies. This process may include additional conversations between Disability Services and the requesting student.

### Grievance Procedure for Students in Cases of Alleged Discrimination on the Basis of a Disability

Elizabethtown College policy and federal law prohibit discrimination on the basis of a disability. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that a [Grievance Procedure](#) be available to a student who wishes to contest an administrative or faculty decision regarding disability-related accommodations and/or issues. Any Elizabethtown College student who believes that she/he has been discriminated against on the basis of a disability or has been denied access or accommodations has the right to utilize this grievance procedure. This procedure is not intended to address issues for which other policies exist, such as appeals pertaining to grades.

### Information Technology Acceptable Use Policy

The information technology (IT) resources of Elizabethtown College primarily support the [instructional, research, and administrative](#) activities of the College. These resources include, but are not limited to, the facilities of the Department of Information and Technology Services, the campus wide network, e-mail, the World Wide Web, voice mail, and departmental and public computing facilities and related services.

The College "electronic community" is encouraged to make innovative and creative use of IT in support of education and research, and for the interest, information, and enlightenment of the Elizabethtown College community. All users of Elizabethtown IT - students, faculty, and staff - are to understand and acknowledge that they have access to valuable College resources, to sensitive data and to external networks. It is expected that all members of the Elizabethtown College electronic community will function in the same way as the pre-electronic community did, practicing the right of free speech and considering the rights of intellectual property in a responsible manner which respects the privacy, the opinions, and the property of others. Respect and courtesy are just as applicable to uses of IT as they are to the published and



spoken word. Consequently, it is important for all Elizabethtown IT users to behave in a responsible, ethical and legal manner consistent with the spirit of the College's Pledge of Integrity as well as state and federal laws.