STUDENT HANDBOOK

Physician Assistant Program

*Physician Assistant....PA*rt of the Solution

Academic Year 2013-2014

All information in this manual is accurate at the time of publication. The PA Program reserves the right to make appropriate changes at any time with timely notification to students.

Disclaimer: *All material in this handbook is presented in good faith effort to inform prospective and current students of the college and Physician Assistant Program of current policies and procedures.*

The Physician Assistant program reserves the right to make changes in the rules and regulations of the program, its academic calendar, admission policies, procedures and standards, degree requirements, and standards necessary for successful completion of the program in its sole discretion. Additionally, change may include, but is not limited to changes in course content, scheduling of courses offered, and canceling of scheduled classes and/or other program related activities.

Bay Path College reserves the right to make changes in admission requirements, fees, charges, tuition, instructors, policies, procedures or standards, regulations, and academic programs offered in its sole discretion. Additionally, the College has the right to divide, cancel, or reschedule classes or programs if enrollment or other factors require such action.

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Introduction

Welcome to the Bay Path College Physician Assistant Program. This program is an intense, engaging and rewarding educational experience. Faculty and staff of the Bay Path College PA Program are dedicated educators who will assist you in achieving successful completion of the program and becoming a certified physician assistant.

This handbook has been assembled to assist students through the PA Program and while at Bay Path College. Students should keep this handbook accessible to refer to throughout the PA Program.

Bay Path College Mission and Purpose

A pioneer in innovative undergraduate programs for women and professional graduate degrees for men and women, Bay Path College, through its focus on leadership, communication, and technology, educates students to become confidant and resourceful contributors to our increasingly interdependent world. Students are challenged to accept the responsibilities and to experience the rewards of leadership through their education at Bay Path College. Opportunities to build and strengthen technological, analytical, and oral and written communication skills are thoroughly integrated into the curriculum. Students apply and expand their knowledge through internships, field placements, or focused projects in a wide variety of settings. The College, which values and promotes diversity, respects the needs, views, and rights of others. A dedicated community of faculty and staff foster the social and personal as well as the intellectual development of all students.

Bay Path College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC).

Program Location

The Bay Path College Physician Assistant Program is offered on the Longmeadow, MA campus only.

PA Program Mission and Vision

Mission

The Bay Path College Physician Assistant Program educates a diverse student body to develop compassionate, culturally aware healthcare providers who advocate for their patients, maintain the highest quality and ethical standards of care, and recognize their obligation to care for the underserved, and fosters the advancement of and leadership in the Physician Assistant profession.

Vision

Bay Path College strives to:
• Empower Physician Assistant students to take ownership of their learning by engaging them in a transformative, highly personalized learning experience.
• Utilize technology and innovative teaching strategies to provide PA students with the necessary knowledge, skills, and abilities to be team-based, lifelong learners.
• Train PA students to be prepared and able to adapt to the changing health care environment.

Program Goals

1. Matriculate a diverse student body with a commitment to professional involvement and service to all members of their communities.
2. Instill the virtues of professional responsibility and ethics.
3. Foster the development of compassionate, culturally aware healthcare providers.
4. Provide Physician Assistant students with superior knowledge and skills for the evaluation, monitoring, diagnosis, treatment, and counseling of patients across their lifespan.
5. Prepare Physician Assistants students to function effectively as members of the health care team.
6. Impart the responsibility for lifelong personal and professional development.
7. Encourage graduates to engage in primary care for all members of their communities.

Introduction to the PA Profession

Physician Assistants (PAs) are skilled members of the healthcare team qualified by academic and clinical experience to provide a broad range of healthcare services in the physician/PA team. The health care services PAs provide include: performing appropriate medical interviews and physical examinations, identifying healthcare problems in need of evaluation and management, screening results of laboratory and diagnostic studies, implementing treatment plans, counseling patients regarding illness and health- risk behaviors, monitoring responses to a program of therapy, and facilitating access to appropriate health care resources. These services may be provided to individuals of any age in those various settings considered part of the practice setting.

Qualifications to become a practicing certified physician assistant include: graduation from a PA Program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), certification through the National Commission on Certification of Physician Assistants (NCCPA) and registration or licensure by the State Board of Medicine. Continued professional competence is achieved by the regular completion of 100 hours of continuing medical education every two years and successful passage of the recertification exam every six years.

PA Program Policies

Physician Assistant Program

Attendance

Punctual classroom attendance in all program courses is mandatory. A student who arrives late or leaves early will be considered absent unless granted permission by the course instructor or coordinator. Excessive absences from class or clinical rotations may result in the reduction in grade or failure of the course or both. Please consult the course syllabus for instructions and policies regarding make-up, absence, and lateness.

Refer to individual syllabi for excessive absence policy. Excessive absences will result in reduction of course grade and possible course failure. Excessive absences is defined as more than 3 per 8 week semester or repeated tardiness or leaving class early (> 3 times/8 week semester). If a student exceeds the maximum number of absences, excused or un-excused, course failure or incomplete will be awarded. This will lead to deceleration in or dismissal from, the program.

Students, who encounter difficulty in maintaining a professional commitment to their clinical training or academic studies, must meet with the program director to discuss continuance in the program. Issues will be documented via the Professional Assessment Tool. In order for a student who has missed classes to remain in the program, all missed work, to the degree possible, must be made up by the end of the course. It is the student's responsibility to make up missed work. If work cannot be made up by the end of the course, the student may receive a reduction in grade, failure, withdrawal or an incomplete as determined in the sole discretion of the program director. This will lead to deceleration in or dismissal from, the program.

E-mail Policy

Bay Path College E-mail

The College provides a free e-mail account to all of our students. Once enrolled, you are notified by mail of your assigned username and password. This account has the ability to receive messages from anywhere as well as from the Bay Path faculty. We use Bay Path Connect e- mail; this gives you access to your e-mail account from a web browser. In fact, because we use a web-based e-mail system, this e-mail account can be accessed on any computer attached to the Internet, anywhere! You are required to check this e-mail account regularly so you do not miss important Bay Path and PA Program communication.

The PA Program will only use your Bay Path College e-mail for means of communication.

Technology-Related Issues and Problems

The Bay Path College ITS Department is always available to assist you with technology related issues that may arise during your courses. The best way to contact them is through the Technology Support tab under IT Resources found on the top of the main page on the BPConnect portal. You can also e-mail your questions or problems to ITS@baypath.edu or you can call the ITS Department during regular business hours at 413-565-1487.

Scheduling

A module schedule will be issued 1 week prior to the start of each semester for student planning purposes. Content experts from the medical community are utilized for lecturing to facilitate student learning which may require flexibility in scheduling.

Work Policy

Because of the intensity of the program, students are strongly discouraged from attempting to work. Students should bear in mind that any work undertaken outside the program is not covered by the student malpractice insurance required during the program. Course work and clinical experiences will not be arranged to accommodate any outside work.

Use of Students as Staff

The PA Program should be an educational experience for the student. Per program policy, at no time should a student work for the program, substitute or function as instructional faculty or administrative staff in the didactic or clinical setting. Should the circumstance arise, the student should contact the program immediately for resolution.

Survey/Assessment Expectations

The Bay Path College PA Program is engaged to pursue excellence; therefore, the program will collect and analyze data for continuous self-assessment. The following surveys/assessments will be conducted:

- Instructor Assessment Survey
- Course evaluations
- Rotation logs
- Clinical Site evaluations
- Program evaluations
- Exit surveys
- Board scores
- Graduate surveys
- Employer surveys

Section

Expected Competencies and Outcomes of PA Graduate

Bay Path College Physician Assistant Program graduates are expected to perform and be competent in many functions and tasks as entry-level physician assistants. The entry-level physician assistant must be able to function in various clinical encounters, including: initial workups, continued care, and emergency care. The graduate must be able to identify, analyze, and manage clinical problems and be able to apply a scientific method to the solution of the medical problems. The graduate's functions and tasks are divided into seven categories: professional responsibility, evaluation, monitoring, diagnostics, therapeutics, counseling, and referral.

Professional Responsibility

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

Evaluation

The graduate will be able to perform an accurate and comprehensive history and physical examination for patients of any age, in any health care setting, and be able to recognize and interpret pertinent factors in the patient's history and physical findings. Elicit a screening and problem-based health history consisting of the chief complaint, history of present illness, pertinent review of systems, past medical history, family and social history and alternative therapy practices. Perform skills necessary to accomplish screening and problem-specific physical examination involving major organs and systems of the human body. The medical information obtained will be organized and presented in a form that lends itself to physician interpretation and will be recorded in the medical record.

Recognize personal prejudices and biases that affect the ability to incorporate cultural beliefs and alternative therapy practices of patient groups into the care planning process. Develop rapport and trust by using interpersonal skills to facilitate patient sharing of personal information including cultural beliefs, at-risk behaviors, and alternative therapy practices.

Synthesize patient data pertinent to the identification of age-related physiologic changes, health risk factors, medical illness, behavioral disorders, socioeconomic problems, cultural beliefs about health/illness, and alternative therapy practices.

Monitoring

The graduate will be able to manage health care activities in the acute care, long term care, home care and outpatient settings by making routine rounds, ordering needed diagnostic tests and therapies, accurately recording progress notes and other documentation, providing services necessary for continuity of care, nursing homes and house calls. The graduate will be able to focus on identifying risk factors and characteristics for patient population groups at risk.

Define accurately problems of a biological, functional, psychosocial, environmental, and cultural nature and their differential diagnosis. Generate care plans that are relevant to the further evaluation and management of a range of at-risk behaviors, illnesses, and injuries that incorporate the conventional medical therapies, cultural beliefs and alternative therapy practices of individuals.

Implement problem management and treatment decisions for individuals seen initially or in follow-up for a previously diagnosed problem that acknowledges cultural beliefs and alternative therapy preferences.

Provide continuous care to persons in the home, nursing home, extended care facility, hospital and any other setting considered part of the physician practice.

Diagnostics

The graduate will be able to initiate requests for routine diagnostic procedures, assist with obtaining quality specimens and/or performing common laboratory and diagnostic procedures, and establish priorities for appropriate diagnostic and laboratory testing.

The graduate will be able to order and interpret common laboratory procedures, such as, CBCs, sedimentation rates, serum chemistries, urinalyses, microbiological smears and cultures from various sites, pulmonary function testing, electrocardiograms, and plain film radiographs and other diagnostic studies to further delineate and monitor health risks, illness, or injury with attention to risks and costs.

Therapeutics

The graduate will be able to perform routine therapeutic and/or diagnostic procedures including injections, immunizations, applying and removing casts and splints, debriding and repairing minor lacerations and wound care, managing and caring for simple conditions, assisting surgeons, and assisting in the management of complex illnesses and injuries such as: initiating evaluation and management of acute life-threatening situations from motor vehicle accidents and trauma injuries, cardiac arrest, respiratory failure and other life-threatening situations.

Counseling

The graduate will be able to provide patient education and counseling services such as: instructing preventive medicine measures and the impact of habits and life styles on health; fostering an awareness of signs, symptoms and precautions for certain diseases common to certain age groups; helping patients and families understand issues of normal growth and development; sensitively working with patients making family planning decisions; helping patients cope with emotional problems of daily living; helping patients and family members cope with the emotional issue of the dying patient; and the ability to discuss implications of certain diagnostic and therapeutic procedures, diseases, and medications. Communicate with and counsel individuals and families about growth and development, family planning, disease prevention through risk factor reduction, diet and nutrition, immunizations, illness and injury evaluation, and therapeutic management plans including alternative therapies and advanced care directives. Assess patient and family member comprehension of a health problem, illness, or injury and the diagnostic and therapeutic care plans for that problem.

Referral

The graduate will be able to recognize their own limitations and the limitations of their practice setting, facilitating timely referral of patients to appropriate physicians and others in the interdisciplinary health care team and social service agencies.

Report, record, and retrieve findings obtained through interview, examination, and diagnostic testing to the supervising physician and other health care providers in an articulate, efficient, and accurate manner. Communicate with physicians, other members of the health care team, and peers about the evaluation and management of patients based upon illness severity and personal level of confidence.

Use critical analysis skills to evaluate whether information in the literature will help to better evaluate, manage, and advise patients about prognosis, laboratory testing, and treatment benefit.

The learning experiences within the curriculum are designed to develop each graduating student's ability to demonstrate these competencies.
Appearance projects a professional image representing the student, the profession and the College. Students improperly attired can expect to receive a verbal warning from a clinical preceptor or faculty member. A second infraction during the same clerkship will result in a letter of concern and/or dismissal from the clerkship until the student can appear in proper attire.

Professionalism

Physician Assistant Program

Professionalism

Students are expected to exhibit professional behavior in the classroom, laboratory and clinical settings on and off college property. Students should understand that their personal behavior as a member of the PA program and their future profession reflects not only on themselves but their profession, fellow PA students, future colleagues and the entire Bay Path College faculty and staff.

Student Code of Conduct

The Bay Path College Physician Assistant Program has established a Student Code of Conduct with the understanding of professionalisms important role in medical education. In recent years, there has been a consensus to foster and ensure the development of professional skills with the same thoroughness that has been dedicated to academic knowledge and technical skills.

See Appendix A

Code of Conduct for Certified and Certifying Physician Assistants

The National Commission on Certification of Physician Assistants (NCCPA) attempts to ensure certified Physician Assistants meet specific standards of knowledge and skills as well as upholding appropriate standards of professionalism and ethics in practice. The NCCPA has established a Code of Conduct for Certified and Certifying Physician Assistants which outlines these principals.

See Appendix B

Professional Assessment Tool

Student's professionalism will be documented minimally each semester with their Academic Advisor. Additional documentation may occur at any point when indicated by any core faculty. A Professional Assessment Tool (PAT) will be completed and included in the student's permanent record.

See Appendix C.

Didactic Attire and Appearance

Patients should be confident you are part of professional team involved in their care. Students must demonstrate a public image consistent with the quality of patient care services they intend to provide. Patients must never feel that their personal, ethnic or religious convictions are compromised because of inappropriate dress. Dress must conform to the health and safety regulations of the hospital, laboratory, clinic, etc., to protect patients, staff, visitors and students.

- Through the normal course of interaction with others, the wearing of a head scarf, hat or other head coverings in the building is unacceptable. An exception to this is when such items are worn as part of medical treatment, religious observance, or clinical rotation.
- In all didactic settings students should be dressed in appropriate attire and avoid any of the following clothes: plunging neckline, midriff exposures, strapless or strapped blouses, cropped top, tank tops, mini-skirts, prominent slogans or images that may cause offense, jeans, shorts of any kind and any clothing with tears holes or rips.
- Students are not allowed to wear hospital specific operating attire, such as scrubs, anywhere on the Bay Path College campus.
- Students are expected to wear appropriate footwear while attending class.

- Laboratory attire will coincide with the expected laboratory assignment. Students should be dressed appropriately at the onset of the laboratory session. Laboratory attire includes: gym shorts and hospital gowns, sports bras for women and an appropriate shirt or lab coat to wear when not in the role of the patient.
- Laboratory coats are required at professional events including grand rounds.
- Hair should be neat, clean and secured away from the face.
- Facial hair must be neat, clean and well-trimmed.
- Acrylic and gel fingernails are prohibited in all clinical settings.
- Jewelry should be kept to a minimum as body jewelry is inappropriate for medical providers.
- Fragrances are inappropriate in all medical setting.
- Massachusetts state law states that students at healthcare facilities must where an identification badge at all times. Therefore, Bay Path College PA students must wear an ID badge when attending classes, clinical and other functions at all healthcare facilities.

Clerkship Attire and Appearance

Clinical Attire

When in the clinical setting students are to be well groomed and appropriately dressed for working with patients and other health care professionals. Students not meeting such standards of dress may be denied access to both clinical settings and patients to the point where the student's grade and satisfactory completion of the clerkship could be jeopardized. Attire may be dictated by practice/provider setting and will be adhered too. For purposes of example, the term "appropriately attired" can be described in the following manner:

- All students will wear a short white lab coat/jacket with a BPC name tag listing their name and "Physician Assistant Student" along with their BPC ID badge and any other identification mandated by the institution to which they are assigned.

- Students will wear conservative attire along with appropriate closed-toe professional shoes. Hair should be clean, neat and styled so as not to obstruct patient care. Nails should be clean, short, and trimmed. Jewelry worn must be in good taste and may include wedding bands, engagement rings, and small earrings. No other jewelry is permitted. The use of ornamentation (buttons, lapel pins, etc.) is at the discretion of the preceptor and clinical site. The use of cosmetics should be minimal and due to sensitivities associated with allergies, the use of fragrances is prohibited. Use of acrylic/gel nails is prohibited in clinical settings.

- Athletic shoes are not appropriate unless wearing "scrubs." Scrubs are to be obtained, worn and returned in the manner prescribed by the clinical site. Scrubs are not to be worn outside the clinical setting.

Appearance projects a professional image representing the student, the profession and the College. Students improperly attired can expect to receive a verbal warning from a clinical preceptor or faculty member. A second infraction during the same clerkship will result in a letter of concern and/or dismissal from the clerkship until the student can appear in proper attire.

Seminar attire

At Seminar students are to be well groomed and appropriately dressed. Professional dress is as follows:

- For males: Shirts (oxford, dress) with collars and ties; blazer/sports/suit coat optional; casual slacks (cotton, blends, wool) with belt, shoes with socks.
- For females: Blouses, sweaters, slacks, suits (including pant suits), knit outfits, skirts, and dresses. Sleeveless blouses, knit tops and open toed shoes may be worn. White coats must be worn during Grand Rounds presentations. Jeans, shorts, tee shirts, sweatshirts, flip-flops, and other leisure/beach wear are not permitted. This dress code extends to any professional activity.

Classroom and Laboratory Policies

PA program curriculum is intensive and taught an accelerated pace. Therefore, appropriate classroom and laboratory behavior is necessary to ensure a proper learning environment.

- In all professional settings, PA program faculty and staff are to be addressed by their appropriate professional titles.
- Under no circumstances should the following activities take place in the classroom: dishonesty, disruption of class activities, expression of derogatory or disrespectful comments to the instructors or classmates, confrontations with instructors or classmates or a display of temper. Such behavior will be immediately referred to the Program Director for disciplinary action and may result in program dismissal.
- Cell phones may not be carried during class or laboratory time. All phones will be in backpacks during class or laboratory sessions. At no time will students engage in a telephone call, e-mailing, texting or any other social media while in a classroom or laboratory setting. If it is essential you receive urgent information arrangements can be made with the program administrative assistant or course instructor.
- Students should feel comfortable asking questions in class. This requires cooperation of the entire class.
- Each student is required to purchase malpractice insurance each year in which they are enrolled in the PA program. The insurance is linked to tuition payment. Therefore, non-payment of tuition will result in lack of malpractice insurance, which will prevent students from engaging in history taking and physician examination exercises with classmates and patient encounters in the didactic year or clinical rotations.
- Students are expected to secure their own transportation (reliable car) to class, laboratory, on or off campus patient encounters, simulation exercises and clinical sites.
- Some of the clinical rotation experiences in the clinical year may require travel to sites outside the greater Longmeadow area. Students are responsible for all costs associated with these clinical rotations, including travel, parking, and living expenses.
- A Student Encounter Form (Appendix H) will be used to document irregularities in academic performance and will be included in the student's permanent academic file.

Criminal Background Check and Drug Screen

- Certain laws require health care agencies to request criminal background checks on volunteers, training positions, or prospective employees. The information is then reviewed to determine if a candidate is appropriate for the facility. A national criminal background investigation must be completed prior to matriculation into the program and again at the onset of the clinical year. The majority of clinical training sites must comply with these laws it is each student's personal and financial responsibility to use Certified Background Check.
- Infractions may result in inability to matriculate student, assign rotation sites and/or obtain a license to practice upon graduation.
- Drug screening may be indicated based on clinical site requirements.

Section

Technical Standards for Admission and Graduation

Physician Assistant Program

Observation

Students must have appropriate visual and auditory capacity to observe and participate in lectures and demonstrations in the classroom, laboratory and clinical setting. Students must be able to observe the patient accurately at a distance and close at hand while observing verbal and nonverbal signs. Sensory skills to perform a physical examination are required which include functional vision, hearing, smell and tactile sensation. These skills are required to properly observe the patient's condition and to perform adequate and appropriate evaluation. These evaluations include but are not limited to inspection, auscultation, palpation, performance of special physical examination techniques and use of diagnostic tests and instruments.

Communication

Students must be able to effectively relate to patients, conveying a sense of compassion and empathy. They must be able to clearly communicate in academic and health care settings with patients, family members and other healthcare professionals to obtain and convey information regarding the patient's status. Students must be able to read and write English effectively in order to fulfill academic requirements and maintain accurate and legal clinical records on patient care. Students must be able to read and efficiently, accurately and legibly record in legal documents such as patient records. Students must be able to elicit an appropriate history and physical exam from patients and concisely and clearly communicate with the medical team.

Sensory and Motor Coordination and Function

Students are required to possess sensory and motor skills sufficient to independently elicit information from patients using palpation, auscultation, percussion and other manually based diagnostic maneuvers. Students should be able to conduct laboratory tests and carry out diagnostic and therapeutic procedures. Students should possess and execute appropriate motor movement to provide basic medical care in a general medicine environment and coordinate fine and gross muscular movements to treat patients in emergency situations. Students must be able to move freely about patient care environments and must be able to move between settings such as clinics, classroom buildings and hospitals. Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. This includes, but is not limited to, long periods of sitting, standing or moving which are required in a variety classroom, laboratory and clinical experiences.

Intellectual, Conceptual, Integrated and Quantitative Abilities

Students should possess the following abilities: an aptitude for rapid problem solving, the capability to assess and interpret medical information independently, evaluate physical examinations, and formulate a logical diagnosis and effective medical treatment plan. Students must possess good judgment in patient assessment, the ability to incorporate new information, understand comprehensive three-dimensional relationships and curricular threads, and retain and recall pertinent information in a timely fashion. When appropriate, students must be able to identify and communicate the limits of their knowledge to others. Students must be able to read and understand the medical literature.

Behavioral and Social Attributes

Students must possess the physical and emotional health required for the application of his/her intellectual ability and the employment of sound judgment in an appropriate and prompt manner. Students must be able to function effectively under physically taxing workload and in times of physical and mental stress. Students must display compassion, sensitivity, honesty and concerns others while maintaining professional integrity at all times. Students are required to adapt to changing environments, have good interpersonal skills, flexibility and be self-motivated. Students must have the ability to accept constructive criticism and handle challenging interpersonal relationships during training. Students must be able to develop mature sensitive and effective relationships with colleagues, patient and other members of the healthcare profession.

The technical standards for admission and graduation of the Bay Path College Physician Assistant Program are stated above. Bay Path College and the Physician Assistant Program are committed to meeting the special needs of students within established legal and institutional guidelines. However, the integrity of the medical curriculum and the required mental and physical capabilities to fulfill the obligation of that education must be sustained. Refer to the policy on Services for Students with Disabilities.

Safety and Security

Physician Assistant Program

Department of Campus Public Safety

The Department of Campus Public Safety (CPS) works to provide a safe and secure environment in which to live and work for the entire Bay Path community. CPS officers also enforce the College's rules, regulations, and policies as well as town, state and federal laws.

Bay Path College is a safe school. CPS operates 24 hours a day, seven days a week with an advanced e-911 system connected to the Longmeadow Police and Fire departments to handle emergency and fire situations. Residence halls are secured around the clock with electronic ID access, which is provided and maintained by CPS. In addition to the above duties, CPS offers escort services as needed, enforce parking regulations, assist in special events, and provide crime prevention and campus safety workshops throughout the year. CPS can be reached at 413.565.1224 or in the case of an emergency Ext. 1225.

Clinical sites will be evaluated for student safety prior to clerkship approval.

Professional Liability Coverage

A professional liability insurance policy providing adequate malpractice coverage for each student must be in effect throughout their educational experience and must be sustained uninterrupted throughout the clinical year. The Commonwealth of Massachusetts requires all practicing physician assistants and physicians to have minimum liability coverage of $1M/$3M. Consistent with this requirement, all affiliated clerkship training sites require a minimum of $1M/$3M professional liability insurance coverage for each student.

The College, through payment of tuition, provides professional liability coverage of $1,000,000.00 per occurrence and $3,000,000.00 in the aggregate, ($1M/$3M), for claims made against students during their clinical clerkships. This policy covers all program-affiliated student clerkship activities throughout the clinical year. This policy DOES NOT cover a student for clinical or other activities, which are not directly associated with the PA Program or affiliated clerkship sites.

The student should inquire with legal counsel if they should acquire additional malpractice insurance.

Health Insurance

Massachusetts law requires that all students have health insurance. Bay Path College complies with this requirement for all enrolled students. Bay Path College makes available a student health insurance plan to all enrolled students designed to provide protection against unexpected expenses or an accident or illness. Students with proof of comparable coverage may be exempt from the college health insurance policy. For additional information regarding the student health insurance plan contact the office of student services.

HIPAA Compliance

Prior to entrance into the clinical year, all students are trained in the Health Insurance Portability Accountability Act (HIPAA) (http://www.hhs.gov/ocr/hipaa/privacy.html) which outlines medical privacy regulations. Students will not be permitted to begin the clinical year without HIPAA training and documentation. Students must demonstrate continuous compliance with these regulations throughout the clinical year. Failure to do so may result in suspension or dismissal from the program.

Immunization Requirements

Based on the Centers for Disease Control (CDC) immunization guidelines for healthcare providers the following immunizations are required for matriculation to the PA Program. The student must provide documentation to the PA Program that he/she is in compliance with the following Centers for Disease Control (CDC) guidelines:

- All childhood immunizations must be current. This may consist of as many as five DPT (diphtheria, pertussis and tetanus), four OPV/ IPV (oral/ intramuscular polio) and two MMR (measles, mumps and rubella) vaccinations. Depending on where and when the student was a child, the number and timing of the vaccinations may vary.

- Measles/Mumps/Rubella: The Commonwealth of Massachusetts requires that all full-time undergraduate and graduate students, regardless of year of birth, as well as all part-time and full-time graduate and undergraduate students enrolled in health science programs, have two doses of MMR vaccine.

- A completed Hepatitis B series of vaccinations and documentation of a protective titer (Hepatitis B Surface Antibody). Two doses IM four weeks apart; third dose five months after second; titer one to two months after third dose. This may require more than three doses for protective titer. Existing waivers dated prior to the effective date of this policy that exempt students from Hepatitis B Virus vaccination will remain in force.

- Varicella/ Chickenpox: An antibody titer test is necessary for all to confirm immunity. If negative, two doses of live virus vaccine given four to eight weeks apart are recommended.

- Tetanus, diphtheria and pertussis (Tdap, toxoid) booster should not be more than ten years old.

- A negative skin test for Tuberculosis (TB) within the past 3 months.

Note: Immunizations are subject to change per CDC guidelines.

PRIOR TO the start of the student's first clinical clerkship, the student must obtain and provide evidence of the following to the director of clinical education:

A negative skin test for Tuberculosis (TB). The initial test must be conducted after May 1, and it is the student's responsibility to have this skin test repeated annually as long as patient contact continues. If positive, a chest x-ray study and appropriate medical follow-up by the student's health care provider is necessary. Upon completion of this work-up, the Program's director of clinical education must receive written documentation from the student's health care provider that the student is able to return to clinical practice.

In addition to the above requirements, we strongly recommend an influenza vaccine/H1N1 annually prior to the flu season.

In addition, be advised that some clerkship training sites may have immunization requirements beyond the general requirements noted above. It will be the student's responsibility to meet any additional immunization requirements of specific sites to which he/she is assigned.

Travel and Transportation

Physician Assistant Program

Travel

In order to provide students with exposure to a broad range of patients in a wide variety of practice settings, travel beyond the metropolitan Springfield area may be required. Students are responsible for costs incurred.

Transportation

The student will be held responsible for transportation to and from all assigned clerkship sites, regardless of their location. In addition, the student is also responsible for any expenses incurred while rotating at the clinical site including food, parking, and any other incidentals. Estimated travel cost is approximately $1500/year.

Incident Reporting

Physician Assistant Program

Incident Reporting

On rare occasion, incidents involving students may occur on or off campus while fulfilling requirements of the physician assistant program. Should an incident occur, the student should immediately notify the PA Program. These incidents must be documented for protection and safety of all students. If an incident occurs involving a student, he or she must fill out the Bay Path College PA Program Incident Report which is available from the PA program or in the Student Handbook.

See Appendix D – Incident Report

Following the exposure of a student to a blood born pathogen the student should contact the PA Program immediately per PA Program Infection Control Policy. If a student is at a healthcare facility or hospital that can provide the appropriate exposure protocols they should immediately be evaluated on site. If students are at a facility which cannot accommodate the appropriate evaluation, students may be evaluated at Work Wise Occupational Medicine at Mercy Medical Center. If the exposure occurs in the evening, weekend or holiday students should be evaluated at the Baystate Medical Center Emergency Department. All costs associated with any incident or exposure is the responsibility of student.

See Appendix F- Infection Control Policy

Mailboxes

Physician Assistant Program

Student Mailboxes

All students will have a mailbox located in the PA Program. This mailbox will house all correspondence from the PA Program. It is the student's responsibility to check the mailbox regularly. Additionally, students are required to clean out their mailboxes at the end of each semester. Any items left in mailboxes will be discarded.

Academic Policies and Procedures

Physician Assistant Program

Admission Requirements

- A baccalaureate or graduate degree from an accredited US institution with an overall GPA of 3.0.
- All prerequisite course listed below must be completed with a grade of “C” or better and an overall and prerequisite GPA of 3.0.
- 15 semester hours of biological sciences, this must include Human Anatomy Physiology I & II with lab, and Microbiology.
- 15 semester hours of chemical/physical sciences, this must include Organic or Biological Chemistry.
- One college-level statistics course.
- One college-level ethics course.
- A minimum of 500 hours of patient contact hours are required. Examples of patient contact hours can include but are not limited to EMT, Paramedic, Lab Tech, Volunteer, and Nurse’s Aide as long as direct patient contact has occurred.
- A minimum of 24 hours of documented PA shadowing is required.
- A personal statement of interest and intent is required.
- All prerequisites must be completed within 10 years.
- The BPC-PA Program will not allow advanced standing for any professional courses or clinical experiences.
- ESL – TOEFL score of 90 internet; 233 computer; 550 paper.

Meeting minimal requirements does not guarantee and interview.

Instructional Resources

Courses within the PA Program use multiple resources to aid students in acquiring the knowledge and skills essential for success in the Program and Profession. The Course Coordinator for each course will provide students with the essential resources needed for success in that course. It is the student’s responsibility to obtain the resources required for all courses and laboratory session.

Students can expect to spend upward of $1500 for textbooks and educational resources throughout the program.

Students are also required to purchase an equipment kit which will be used in the instruction of history and physical examination techniques. The cost of the equipment kit is approximately $1000.00. Some students may elect to purchase additional equipment in the clinical phase of the program. All costs are the responsibility of the student.

The Equipment kit is as follows for ALL students:

Ophthalmoscope
Otoscope with pneumatic attachment
Adult sphygmomanometer (BP cuff)
Cardiology grade stethoscope with bell and diaphragm
Reflex hammer
Tuning Fork – 256 (vibratory sensation)
Tuning Fork – 512 (auditory sensation)
Flexible tape measure with centimeter markings
Penlight

Rosenbaum pocket eye chart
Watch with second hand
Patient gown
Short lab coat
Suture set
Safety glasses
ID badge
iPad 2
Full length mirror

Student Encounter Form

A Student Encounter Form (SEF) will be used to document irregularities in academic performance and will be included in the student's permanent academic file.

See Appendix H

ADA Policy

Services for Students with Disabilities

Under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Bay Path College is committed to providing equal access to all students in all programs and services. Students with disabilities who wish to request reasonable accommodations to ensure equal access to classes, programs or services must register with the coordinator of disability services, who is located in the Bashevkin Academic Development Center. Reasonable accommodations for coursework may include extended time on exams, distraction-free test locations, note-takers, auxiliary aids, and preferential seating. Accommodations for programs and services may include visual or auditory aids, preferential seating, special assistance or access to facilities. Each request is evaluated individually and accommodations vary depending on the type and severity of the disability.

Students who wish to request accommodations must

- Provide a written request for accommodations by completing the Accommodations Request|| form available in the Bashevkin Academic Development Center
- Provide current documentation of the disability (usually within 4 years) from a qualified evaluator (psychologist, physician, etc.) to the coordinator of disability services
- Meet with the coordinator of disability services to review the request and discuss reasonable accommodations.

After reviewing the request and documentation, the coordinator determines what accommodations are reasonable and discusses these with the student at the scheduled meeting. The coordinator may suggest alternate accommodations based on the documentation. The student may appeal the coordinator's decision by making a written request to the associate vice-president of academic affairs, who will meet with the coordinator and student to make a decision about reasonable accommodations. Once reasonable accommodations have been approved, the student and coordinator work together to ensure that the accommodations are implemented. Students must request services each semester, and any changes to disability status or nature must be reviewed with the coordinator. Accommodations may be requested at any time during the semester, but it is recommended to do so in a timely manner. All participation in services for students with disabilities is voluntary.

Program Course Requirements

Summer
PAS500 Professional Practice in the 21st Century (1 credit)
PAS510 Integrated Medical Science (14 credits)
PAS520 Evidence Based Medicine (1 credit)
PAS530 Pharmacology (2 credits)

Fall I
PAS522 Public Health Seminar I (1 credit)
PAS540 Clinical Medicine I (5 credits)
PAS540L Clinical Medicine I Lab (1 credit)
PAS550 Patient Assessment I (2 credits)
PAS560 Therapeutics I (2 credits)

Fall II
PAS524 Public Health Seminar II (1 credit)
PAS541 Clinical Medicine II (5 credits)
PAS541L Clinical Medicine II Lab (1 credit)
PAS551 Patient Assessment II (2 credits)
PAS561 Therapeutics II (2 credits)

Spring I
PAS526 Public Health Seminar III (1 credit)
PAS570 Clinical Medicine III (5 credits)
PAS570L Clinical Medicine III Lab (1 credit)
PAS580 Patient Assessment III (2 credits)
PAS590 Therapeutics III (2 credits)

Spring II
PAS528 Public Health Seminar IV (1 credit)
PAS571 Clinical Medicine IV (5 credits)
PAS571L Clinical Medicine IV Lab (1 credit)
PAS581 Patient Assessment IV (2 credits)
PAS591 Therapeutics IV (2 credits)

Clinical
PAS 600 Introduction to Clinical Practice (4 credits)

PAS 610 Psychiatry Clerkship (4 credits)
PAS 630 Emergency Medicine Clerkship (4 credits)
PAS 650 Inpatient Medicine Clerkship (8 credits)
PAS 680 Women's Health Clerkship (4 credits)

PAS 620 Ambulatory Care Clerkship (8 credits)
PAS 640 Surgery Clerkship (8 credits)
PAS 670 Pediatric Clerkship (8 credits)
PAS 690 Elective Clerkship (4 credits)

PAS 691 Physician Assistant Clinical Seminar I (2 credits)
PAS 692 Physician Assistant Clinical Seminar II (2 credits)
PAS 693 Physician Assistant Clinical Seminar III (1 credit)
PAS 698 Capstone (1 credit)

Total Credit Hours: 116

Examination Policy

Students are expected to present for all evaluations. The following practices will take place for all evaluations:

- Students are expected to take examinations at designated times.
- Students who arrive late are a disturbance to classmates and therefore may not be allowed to enter the exam room. Students will be given a makeup examination.
- In the event a student misses an exam, the student must contact the course coordinator and Program PRIOR to the exam time. The student will also need proper documentation to miss an exam.
- A proctor is always present in each testing room throughout the examination.
- If a student must take a personal (restroom) break during an exam, the exam and answer sheet will be collected by the proctor and then returned when the student is ready to resume testing. The student WILL NOT be allowed additional testing time to make up for time lost during absence from the room.
- Personal belongings are not allowed into the seating area of the testing room. Students may bring pencils, eraser and a watch. All other items must be stored prior to sitting for the exam.
- The following items are prohibited in the seating area of the testing room. Having any of these items will result in expulsion from the examination and score of zero for the exam. Students may also face disciplinary actions related to Academic Integrity and Social Behavior Policy.
    a. Watches with an alarm, computer or memory capability
    b. Cellular phones
    c. Paging devices
    d. Recording/filming devices
    e. Personal digital assistants of any kind

f. Reference materials
g. Backpacks, briefcases, coats
h. Hats of any kind, hoods from sweatshirts and sunglasses are not permitted to be worn during the examination.

- Students will be assigned seats by the proctor.
- Each student will sign the honor code on the cover of the examination prior to beginning the exam. *Please See - Appendix E*
- Each student is responsible to properly mark answers on the scantron/computer.
- In a multiple choice exam, credit will only be given for those answers recorded on the scantron or computer screen NOT the examination itself.
- At the end of the testing period, time will be called and all students must stop writing. Students WILL NOT be given extra time to transfer answers from the examination to the scantron. Students not conforming may face disciplinary action based on the Academic Integrity and Social Behavior Policy.
- No questions are allowed during the examination, unless of a clerical nature. The proctor will NOT answer any questions regarding content.

Grading Policy

The Bay Path College and the Physician Assistant Program grading system is as follows:

Numeric Score	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
70-79	C	2.00
69 and below	F	0.00

Grades indicated in red constitute a PA Program failure.

Progression Requirements

Students in the PA program must achieve a grade of B or better in PAS courses to remain in good academic standing. Students who receive less than a B in **one** course will be given the option of withdrawing from the program, or **may** be offered the opportunity for remediation or deceleration. Failure of **two** courses will result in dismissal from the program, regardless of other grades attained in all other courses. Due to course scheduling, failure of a course will result in deceleration in the program. Each student will have only one opportunity to decelerate. In addition, because the courses offered each semester are interrelated, students are required to attend all courses in the semester that the failed course is repeated, attend all classes, and pass all evaluation requirements. The student will pay tuition only on courses that must be repeated. Failure to achieve a B or better on a second attempt of a course will result in dismissal from the program.

Course Remediation Policy

Each student will be reviewed by semester by the Promotions & Remediation Committee. For students who have demonstrated academic deficiency in the PA Program may be offer a remediation process. Students are only eligible for remediation in one course per semester, as long as the remainder of the semester grades are at or above a B and the student is in good professional standing. The course coordinator will refer a remediation plan to the Promotions & Remediation Committee. If remediation is approved, students will be assigned an academic remediation plan. The plan outlines the way in which a student will be expected the address his/her performance issues.

Remediation will include repeating some portion of the module, course or clerkship and reexamination.
In all cases, the process of remediation shall be at the discretion of the course coordinator and Program Director.

Test remediation may be offered by individual courses. Please refer to individual course syllabi.

Deceleration Policy

Under extraordinary circumstances students may be allowed additional time to complete the program. Due to the curricular thread, students will decelerate into the following year's cohort. This request must be made in writing to the program director who has the sole discretion to grant or deny such a request. All PA Program course work must be completed within 4 years of matriculation.

In order to be considered for deceleration, the following conditions must exist:

- Current minimum GPA of 3.0 in PA Program
- A grade of at least "B" in program courses.
- Demonstrated behavior, attitude, and ethics consistent with professional demeanor expected of a physician assistant student as determined in the sole discretion of the Program Director.
- Deceleration will be offered only once per student.
- Failure to achieve a 3.0 and a grade of B or better on the 2nd attempt will result in PA Program withdrawal or dismissal.

Program Dismissal

- Students fail to achieve 3.0 GPA after course remediation
- Students fail to achieve a B or better in 2 courses in one semester.
- Students fail to achieve 3.0 after deceleration.
- Lack of resolution of professional behavior issues.
- Failure of 2 clinical courses or failure to pass repeated clinical clerkship.
- Academic Dishonesty.

Program Withdrawal

A student wishing to withdraw voluntarily from the College must confer first with the PA Program Director. Further details about the college refund policy are found in the financial section of the Graduate Catalog.

Leave of Absence

- Due to the intensive nature of PA education, all academic activities are considered to be an important part of the overall educational experience. The Program encourages all students to engage in their education with consistent attendance.
- In the event a leave of absence is needed, students are urged to submit request to the Program Director and Registrar as soon as possible.
- In order to obtain a leave of absence, students must be in good academic standing.
- Leave of absence is granted for up to one academic year.
- Upon return, students may require additional documentation, exams or medical clearance as determined by the type of leave of absence.
- Please refer to the Bay Path College Graduate Catalog for further information.

Section
12

The PA Program Faculty meets as a whole every other week and each committee chair will report the business of each committee at that time.

Admissions Committee

A review of applicants to the BPC PA Program will be conducted with the Office of Admissions and Core Faculty. The Admissions Committee is responsible for the final decision on applicant admission. Refer to Program Policies for admissions requirements.

Promotions & Remediation Committee

A review of students enrolled in the program will be conducted by the Program Promotions Committee on an ongoing basis.

Curriculum Committee

The Curriculum Committee is responsible for the development and implementation of the entire program curriculum. The committee is also responsible for collaboration with the institutional committees.

Clinical Committee

The Clinical Committee is comprised of core faculty and representatives of clinical affiliates. This committee reviews clinical policies and procedures.

Assessment Committee

The Assessment Committee is comprised of core faculty and meets monthly to assess all aspects of the BPC PA Program. Ongoing program assessment contributes to strong academic experiences.

Student Health Services

Health Center

The Health Center and Registered Nurse's office is on the lower level of Theinert Hall. Graduate students are not eligible to use the Health Center on campus, but will assist/direct students to appropriate medical facilities.

Counseling Center

The Counseling Center offers short term personal counseling for a broad range of issues and can also refer students to outside professionals if longer term work is warranted. The center is also staffed by a part time psychiatrist who can consult with students and prescribe medication when appropriate. Students may see the psychiatrist upon referral from a campus counselor. The counselors are available by appointment only. They can be reached at 565-1276 or by Bay Path email. Counseling services are confidential except in cases of imminent risk of harm to self and others. Services are free of charge to BPC.

Hatch Library

Hatch Library offers an inviting setting for individual and group study and provides Bay Path students with carefully selected information resources and technology for the 21st century, including Wi-Fi. The collection of over 72,000 items includes books, periodicals, videos, DVDs, and CDs, as well as electronic books and databases delivered by high-speed Internet access. In addition, Bay Path students may borrow, either in person or by interlibrary loan, from the over one million volumes held at the academic libraries of the Cooperating Colleges of Greater Springfield and the Springfield City Library.

The Hatch Virtual Library at http://library.baypath.edu enables students, faculty, and staff to connect at any time to over 80 online databases, with more than 60,000 full-text sources including journals and major newspapers, from any computer on campus or from any remote computer with Internet access. Other resources in the Hatch Virtual Library include high-quality, course-related Web sites, information for commuter students, and online help.

Reference librarians at Hatch Library are available in person, on the phone, or by e-mail to assist students with research, assignments, or library resources. Librarians also work closely with the Bay Path faculty and participate in teaching to ensure that students have the research and information skills required for life-long learning. Hatch Library is open seven days a week most of the year; special holiday and summer hours are posted in the library and available on the Web site.

All required PA Program text books are available on reserve at Hatch Library. Additional medical reference books and electronic media are also available.

Bay Path College Policy on Academic Integrity & Social Behavior

The practice of medicine requires sound judgment, honor, and integrity. All students enrolled in the Bay Path College Physician Assistant Program are expected to conform to the principles of academic honesty. Academic dishonesty will not be tolerated by the program faculty or the College.

Anyone determined by the program to have cheated on unit tests, quarterly examinations, final examinations, quizzes, practical examinations, homework or written assignments will receive a final grade of "F" in the course, regardless of the student's progress to that point, and will automatically be suspended from the program. All instances of cheating will be reported to the Dean of Students with the possibility of expulsion from the college.

Policy on Academic Integrity and Social Behavior

(Effective January 1, 2009. This is a summary of the Bay Path College Policy on Academic Integrity and Honesty. The policies and procedures set forth herein are subject to revision; changes will be effective when they are posted online.)
The Bay Path College Policy on Academic Integrity and Social Behavior Policy is interpreted and enforced through the Standing Committee on Academic Integrity from whose membership Disciplinary Hearing Boards will be formed to resolve allegations of violations of the Policy and, when appropriate, impose sanctions for violations. The Standing Committee is comprised of representatives from the Bay Path community including full-time faculty, administrators, and full-time students from the Traditional, One-Day, and Graduate programs. The Committee is chaired by a Faculty Chair who, working collaboratively with the Senior Student Representative and the College administration, has responsibility for administering the Disciplinary Hearing Board process. The Senior Student Representative serves as a liaison to the student community and the Student Government Association.
The College academic disciplinary process is designed to determine promptly whether violations of the Policy have occurred and to impose sanctions when violations are found. The disciplinary process occurs entirely within the College community and is not a legal proceeding. It does not involve or incorporate legal rules of procedure or evidence, and no provision is made for the involvement of or representation by legal counsel for any respondent, complainant, or witness. A student (respondent) accused of violating the Policy may select a full-time faculty member or other member of the college community, who is not an administrator or a staff member in either Academic Affairs or the President's Office, to act as an advocate and intermediary with the Committee, but this advocate shall not be legal counsel and shall not have the right to investigate, interview, or cross-examine witnesses or others. The advocate may advise the student, appear at any hearing, and may speak on the student's behalf.

Academic and Social Behavior

The maintenance of academic integrity within the College is the responsibility of each faculty member and each student. Dishonorable behavior may be academic or social or both. Issues involving violations of this Policy fall under the aegis of the Standing Committee on Academic Integrity.

Academic Integrity

Dishonorable academic behavior includes, but is not limited to the following: plagiarism; the use of unauthorized sources of information or violation of copyright and/or license agreements cheating ; the theft of academic materials or information; assisting others in acts of academic dishonesty or conspiracy of any kind that threatens or damages the integrity of the academic process or the College community; disruptive behavior in the classroom; using any College resource to engage in any plagiarism or cheating; any other disruption or obstruction of teaching and learning.
Student work will be assessed not only for quality of thought and expression but also for academic honesty. To help prevent plagiarism and promote the correct use of sources, the College makes anti-plagiarism software available to faculty and students. Faculty electing to use the software may require that papers be submitted for textual similarity
Penalties for dishonorable academic behavior may range from the imposition of a failing grade in an academic assignment to immediate suspension or dismissal from the College. Students found guilty of academic dishonesty forfeit their eligibility for academic and other College honors.

Process for Academic Integrity Policy Violations

A faculty member who has evidence of a student failing to adhere to the Policy has a duty to report the conduct to the Office of Academic Affairs, which will maintain records of the allegation and the disposition of the matter. Students may report allegations of academic integrity to any faculty member or administrator who will forward the report on a form approved by the Standing Committee to a designated individual in the Office of Academic Affairs. Faculty reporting a matter will refrain from investigating the matter. Faculty shall respect the confidentiality of information relating to or resulting from reports of academic dishonesty.

When conduct involving academic dishonesty occurs in the faculty member's class, she or he may elect to attempt to resolve the matter informally. In the alternative, the faculty member may elect to refer the matter directly to Academic Affairs for disposition by the Standing Committee through a Hearing Board. A student whose conduct is the focus of a matter referred directly to the Committee for consideration by a Hearing Board may request that the Faculty Chair investigate the possibility of informal resolution of the matter. The Faculty Chair may consult with members of the Committee, the complainant and faculty member involved, and meet with the student before determining whether to let the matter proceed through a Hearing Board or be resolved informally.

A faculty member electing to pursue informal resolution of a violation of the Policy shall first notify the Office of Academic Affairs of the facts and circumstances of the alleged violation. The faculty member will notify the student of the complaint

and the faculty member's intent to resolve the matter informally by email in a form approved by the Standing Committee. The student will be asked to respond to the complaint and will be advised of a respondent's rights under the Policy, including the right to seek the advice of a faculty advocate and to meet with the Faculty Chair. If the student accepts the informal disposition of the matter, the faculty member should notify the Office of Academic Affairs, and documentation of the episode and its resolution will be kept on file by the Office of Academic Affairs. If the matter is resolved informally, the faculty member may assign the student a grade of (F)for the course and/or for the particular assignment, or grade so much of the assignment that represents the student's own work, or require that the student repeat the assignment or a similar assignment. The student may decline informal disposition and request that the matter be referred directly to the Standing Committee for resolution by a Hearing Board. Allegations resolved informally are subject only to academic sanctions, but if a student requests resolution by a Hearing Board, the Board retains the discretion to impose the full range of academic and disciplinary sanctions, including immediate suspension or expulsion from the College. If the alleged conduct is a student's second or subsequent offense at the College, the matter is automatically referred to the Disciplinary Hearing Board for further action. All referrals to the Committee will be made to the Faculty Chair of the Standing Committee through the Office of Academic Affairs. For all matters under consideration at the end of a term, an Incomplete ("I") should be entered as the student's grade until the matter is resolved.

Reporting—Responsibilities & Sanctions

Faculty, administrators and staff have a responsibility to report conduct that violates the Policy. Students are encouraged to report conduct involving violations of the Policy. No student will be sanctioned for failing to report a violation of the Policy, but students should be aware that failure to report violations of the Policy encourages additional or future violations and that non-reporting has a corrosive effect on the academic integrity of the community. Students who have witnessed or have knowledge of acts of academic dishonesty are expected to respond honestly and completely when asked about the conduct or incident during a hearing or an investigation of an allegation of a Policy violation. Failing to respond to inquiries or making false, incomplete, or misleading statements or accusations may be treated as violations of the Policy and be subject to sanctions. Any student who pressures or induces or threatens a student to engage in or conceal violations of the Policy, or who retaliates in any way against a student who provides information, reports or participates in an investigation or hearing shall be deemed to have violated the Policy involving academic and social behavior and be subject to the full range of disciplinary or academic sanctions.

Self-Report and Non-Disciplinary Response

Any student who is involved in conduct constituting a violation of the Policy on Academic Integrity or who finds herself or himself in an ethically compromising situation may self-report the situation to her or his academic advisor, the Chair of the Standing Committee, or any member of the full-time faculty. A student who self-reports may face academic penalties but will not be subject to disciplinary sanctions for a first offense, unless the conduct is a serious violation without any mitigating circumstances or is otherwise extremely egregious or destructive. The self-report is treated as a significant factor in mitigation of any sanction imposed. Any self-report must be made before the conduct is discovered or reported to a member of the faculty or the Office of Academic Affairs.

Disciplinary Hearing Board—Process

If the matter is referred to the Standing Committee for adjudication by a Disciplinary Hearing Board, by the Office of Academic Affairs or upon request by the faculty member or the student, the Chair of the Standing Committee will notify the faculty member and the student that a referral to the Committee has been received and that a Disciplinary Hearing Board will be convened. The notice to the student/respondent will include a summary of the complaint and advise the student of a respondent's rights and responsibilities under the Policy, including the right to obtain an advocate. The Disciplinary Hearing Board will consist of the Faculty Chair and Senior Student Representative, two faculty members, and two students, with no member having a vested interest in the matter. The faculty member making the allegations may request appointment of one member of the faculty on the Standing Committee to the Disciplinary Board and the student, who will receive notice of the composition of the Disciplinary Board, may seek disqualification of one faculty member and two student representatives. The Chair will select any replacements.
The Disciplinary Board will handle the matter in a timely fashion by scheduling a hearing to take place within fourteen (14) days of formation, unless circumstances merit additional time. Before the hearing the respondent(s) will be given the opportunity to obtain the advice of an advocate and to identify any witnesses or present to the Chair for consideration by the Board any information relevant to the allegations. The Chair will also interview witnesses identified by the complainant and others in preparation for the hearing. The Disciplinary Board, presided over by the Chair, will hear evidence to determine whether, based on a preponderance of evidence, a violation of the Policy has occurred and to impose sanctions, if appropriate. Witnesses, including the complainant and the respondent will present evidence to, and answer questions from, the Board. A record will be kept of the proceedings, which will include a summary of the testimony and

findings of fact. The proceedings of a Hearing Board will be private, and members of the Board will scrupulously respect the confidentiality of the process. If there is more than one student involved in the action, separate hearings will occur unless the students request otherwise. If the respondent was found guilty of academic dishonesty in the past, this history will be made available to the members of the Disciplinary Board upon consideration of sanctions. The respondent and complainant faculty member, as well as others invited by the Chair of the Disciplinary Board, may be asked to attend the meeting of the Board. The determination of the Disciplinary Board will be sent to the student and the Provost and Vice President for Academic Affairs within seven (7) days of the hearing.

Students determined to be responsible for acts of academic dishonesty may be subject to academic and disciplinary sanctions including the following:
All sanctions provided through informal disposition, including receiving a zero or an F for the assignment(s) in question; and/or Failure (F) in the course in which the act took place; and/or Suspension from the College for a specified period of time; and/or Dismissal from the College for an indefinite period of time with conditions for re-admission, if any, defined by the Provost and Vice President for Academic Affairs at the time dismissal occurs; and/or Permanent expulsion from the College with documentation on her or his permanent record.
Students who have been found responsible for violations of the Policy on Academic Dishonesty will be ineligible for academic or other College honors and may be removed from any appointed position or required to resign from any elected position in the College.
If a student is found guilty of academic dishonesty, but is not enrolled in the course for which she provided or secured information for someone who was enrolled in the course, she is subject to the same disciplinary sanctions outlined above.

Appeal

A respondent who believes the decision of the Disciplinary Board is unsupported by or contrary to the evidence or is the result of procedural error or bias, or who seeks reconsideration of any sanctions imposed, may appeal within seven (7) days of receiving the notification from the Disciplinary Board. This appeal must be made in writing on a form approved by the Standing Committee and sent to the Provost and Vice President for Academic Affairs, who will review the matter. The Provost will determine whether the appeal has merit and, if so, may render a decision or return the matter to the Disciplinary Board for further consideration. Newly discovered evidence, unknown at the time of the hearing, may be raised on appeal in support of a request for further consideration by the Board or in support of a request for reconsideration of sanctions. Such newly discovered evidence should be presented in writing to the Faculty Chair who will forward the evidence to the Provost. Upon receipt of the evidence, the Provost may decline to hear the evidence and decide the appeal on the record, send the matter back to the Hearing Board for reconsideration, or consider the evidence and render a decision on the appeal. The decision of the Provost and Vice President for Academic Affairs is final and may not be appealed further.

Social Behavior

Dishonorable social behavior, which includes all applicable violations identified above, as well as any other threatening or disruptive behavior, or any act that affects the integrity of the disciplinary process also constitutes a violation of the Policy within the authority of the Standing Committee. Action for dishonorable social behavior will be taken by the Standing Committee or the Provost and the Office of Planning and Student Development depending on the circumstances. Any faculty member who perceives or suffers from such behavior by any student or group of students while pursuing duties in the instructional process may request that the student or students leave the immediate learning environment. If, in the faculty member's judgment, the student or students will not respond to direction by the faculty member, she or he may contact campus Public Safety for assistance. The faculty member should report the conduct in writing as soon as possible to the Associate Vice President for Academic Affairs or Dean of the Graduate School, and, if appropriate, file an incident report with the Campus Public Safety Office. The Associate Vice President for Academic Affairs or Dean of the Graduate School will forward the complaint to the Chair of the Standing Committee who will notify the student involved that a complaint has been made and that the matter will be resolved through the disciplinary process. The Chair will also advise the student that she or he may contact a faculty advocate for advice and assistance during the disciplinary process.

Summary Process

When a complaint of academic dishonesty also involves dishonorable social behavior, or involves egregious conduct, the Faculty Chair of the Standing Committee, in consultation with the appropriate administrators, will determine whether summary process is appropriate or whether the matter should be dealt with by the Committee through the formal hearing

process. For serious social misconduct that appears to merit suspension of a student from class or campus, or expulsion from the College, the complaint will be handled expeditiously through summary process, without recourse to the formal hearing process or involvement of a faculty advocate. The Faculty Chair will promptly investigate the matter in consultation with the Office of Student Development and the Office of Academic Affairs. The Vice President for Planning and Student Development and/or the Associate Vice President for Academic Affairs and/or Dean of the Graduate School may, on his or her own initiative or upon request by the Faculty Chair, require the student to refrain from contacting the professor or other students, or to stay away from the class or classroom or other areas on campus, or may prohibit the student from entering the campus while a matter involving social behavior is under review. A student whose behavior is under review, or any person advocating or acting on the student's behalf, should direct any and all communications about the matter to the Faculty Chair, who will forward the information to the appropriate recipient and keep a copy of the communication on file.

Sanctions

A student found responsible for dishonorable social conduct through summary process faces sanctions that include removal from the classroom, suspension from class, or involuntary withdrawal from the class. Students may also be suspended from the College, barred from campus, or expelled from the College with either the privilege of readmission at some later time, subject to conditions determined by the College, or with no opportunity for readmission. Students found responsible for dishonorable social misconduct also face any or all of the academic sanctions set forth in the Policy including being ineligible for College honors and forfeiture of College offices. A student aggrieved by the decision of a Disciplinary Hearing Board in a matter involving social misconduct has the same right of appeal as a student found responsible for academic dishonesty. A student found responsible through summary process may be heard by the Provost in mitigation of responsibility or sanction but has no right of appeal. A decision by the Provost and/or the Vice President for Planning and Student Development is final.
In any case in which the conduct is criminal in nature, the Provost and/or Vice President for Planning and Student Development may act summarily or seek the assistance of the Committee, but a report will be made to Campus Public Safety and referrals and reports made to the appropriate law enforcement agency and/or the Hampden County District Attorney's Office or other appropriate prosecutorial entity.

Grievance Policy

This policy and process applies to complaints that students may have concerning academic matters. The policy does not include issues related to final course grades (see challenge of final course grade policy). Also, it does not apply to such issues as sexual or other harassment based upon sex, age, race, religion, color, national origin, sexual preference, or disability (see policies on harassment and related issues).

Process:

The student first should discuss the complaint directly with the faculty member and try to resolve it at that level. A student who attempts to begin the process at a higher administrative level will be directed to address the issue with the faculty member first. If the student refuses to confer with the faculty member or the faculty member refuses to confer with the student, the student may confer with the department chair/program director or with a faculty advisor. If such a meeting occurs prior to the student meeting with the faculty member, the department chair will inform the faculty member of the student's request to meet and, if known, the nature of the issue, prior to the meeting. The department chair/program director will not engage in substantive discussion with the student (i.e., inquire into the exact details or circumstances surrounding the complaint) but will listen to the student's concerns, inform the student that the concerns will be communicated to the faculty member, recommend that the student meet with the faculty member to resolve the issues and, if necessary, arrange time for the student and faculty member to meet to resolve the complaint, if appropriate, with the director present. If an acceptable solution is not reached at this stage of the process (as stated above), the student must then document his or her complaint in writing and deliver a copy to the faculty member, the department chair/program director, and the Office of Academic Affairs, respectively. In these cases the department chair/program director will make a judgment about the student complaint and inform the faculty member, student, and Office of Academic Affairs of the decision. If the complaint is judged to be valid, the department chair/program director will ask the faculty member to respond to the issue in writing or to resolve the issue in an appropriate manner. If the resolution is unacceptable to the student, the student may appeal to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final and may not be appealed further.

Harassment Policy

It is the goal of Bay Path College to promote an educational environment that is free of sexual harassment. Sexual harassment of students occurring at the College or in other settings in which students may find themselves in connection with their educational programs is unlawful and will not be tolerated by the College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students.

Because Bay Path College takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the College's goals of promoting an educational environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which the College deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: "Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

• Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or,

• Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Under these definitions, direct or implied requests for sexual favors in exchange for actual or promised educational opportunities or benefits, constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

• Unwelcome sexual advances—whether they involve physical touching or not;

• Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding one's sex life;

• Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

• Displaying sexually suggestive objects, pictures, cartoons:

• Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

• Inquiries into one's sexual experiences;

• Unwelcome discussion of one's sexual activities.

All students should take special note that, as stated above, retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

Complaints of Sexual Harassment

If any student believes he or she has been subjected to sexual harassment, the student has the right to file a complaint with the College. This may be done in writing or verbally.

If you would like to file a complaint you may do so by contacting:

Vice President for Planning and Student Development
Bay Path College
588 Longmeadow Street
Longmeadow, MA 01106
413.565.1333.

The Vice President is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

Sexual Harassment Investigation

When we receive a complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with the witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the alleged offense of the results of that investigation.

If it is determined that inappropriate sexual harassment has occurred, we will act promptly to eliminate the offending conduct and, where it is appropriate, we will also impose disciplinary action.

Disciplinary Action

If it is determined that inappropriate conduct has been committed we will take such action as is appropriate under the circumstances. Action may include such forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period from alleged offense for filing a claim (EEOC-180 days; MCAD-6 months).

The United States Equal Employment Opportunity Commission (“EEOC”)
One Congress Street, 10th Floor
Boston, MA 02114
Tel. 617.565.3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office: One Ashburton Place
Room 601
Boston, MA 02108

Springfield Office:
436 Dwight Street
Room 220
Springfield, MA 01103

Alcohol, Drug and Tobacco Policy

Bay Path is an alcohol-free and drug-free campus. If a Bay Path student is using or in possession of alcohol, drugs, or controlled substances without medical authorization on campus, he or she is subject to one, or a possible combination of, the following sanctions: possession of alcohol; First offense – Community Service hours to match the severity of the

offense. Second offense – Community Service hours, a fine to match severity of the offense & a meeting with Campus Counselor.
Possession, use, or sale of illegal drugs: First offense – Up to or as much as suspension or dismissal from the College. No tuition or room and board refunds are made in the event of a student's dismissal for violation of this policy.
Bay Path College reserves the right to enter students' rooms or automobiles for the purpose of inspection if, in the opinion of College officials, a student's personal safety or the safety of others in the Bay Path community is in jeopardy.
Bay Path is a smoke-free campus. Smoking is prohibited in all public buildings, the Student Commons, and the Library. It is also prohibited in all Residence Halls. Smokers are requested to dispose all smoking materials in the proper metal receptacles out of doors. A $50 fine will be charged for each offense.

Firearms and Weapons

All members of the BPC community, including faculty, staff and students, are prohibited from possessing firearms, ammunition, explosives of any type (including fireworks), knives, tear gas, dangerous chemicals, biological agents, explosive or weapon making components or weapons (hereafter referred to as "Weapons") on BPC property, whether or not a federal or state license to possess the weapon has been issued to the possessor. Replicas of firearms can cause the same alarm and disruption as actual firearms, therefore any item that is furnished as a weapon such as a fake or toy gun or a hand held under clothing to simulate a weapon will be treated as a violation of College policy.
Students, faculty, and staff are not allowed to carry and/or possess weapons at any time while in class, working, or conducting College business. This policy also carries over to all BPC related activities on or off BPC property. Examples include, but are not limited to, College sponsored trips, business functions or events.
Pepper spray, mace or Oleoresin Capsicum (OC) spray is permissible on BPC property provided the individual possesses a Massachusetts Firearms Identification (FID) Card. These types of devices are not to be discharged inappropriately on BPC property or at BPC events. (Use of these types of devices must be in accordance with the entitlements conferred by a firearm identification card issued under section 129B.) Disciplinary action will be taken in the event mace, pepper spray or OC spray is discharged inappropriately on BPC property, while working, in class, or at BPC events. BPC students are responsible for the behavior of any visitor(s) they have on BPC property or at BPC events. BPC students should make all visitors aware of this policy before the visitor(s) arrive. Should a visitor be found carrying a weapon, the BPC student may be held liable for the actions of his/her visitor(s).

Policy / Procedures

BPC maintains a strict policy that prohibits the possession or use of weapons, including legal and authorized weapons of any kind by anyone on BPC property except law-enforcement officials. Possession includes, but is not limited to, storage lockers, desks, briefcases, purses, articles of clothing, or personal vehicles parked on BPC property. The only exceptions to this policy are as follows:
1. Commissioned law enforcement officers, to the extent they are legally permitted to possess weapons in the jurisdiction in which they are located, may do so on BPC property;
2. Persons in the military in performance of their official duties, to the extent they are legally permitted to possess weapons in the jurisdiction in which they are located, may do so on BPC property;
3. College sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, (i.e. classroom studies and/or research, martial arts classes/clubs; fencing clubs/classes; theatrical events, etc.).
4. Members of the Bay Path College Campus Public Safety Department, Facilities Department and/or Information Technology Department may be required to use a weapon such as small knives or box cutters in the performance of some employment tasks.

Anyone, including visitors, possessing a weapon other than those in the exception categories above may be subject to expulsion from campus by Campus Public Safety (CPS), disciplinary action, and/or arrest by local law enforcement or the state police.
With respect to College personnel (students, faculty, staff and volunteers), possession of weapons of any kind on BPC property or while away from BPC property on College business is subject to disciplinary policies and procedures applicable to students, faculty and/or staff.
In addition to the above disciplinary actions, possession of a licensed or unlicensed firearm on BPC property or at a BPC event may lead to criminal prosecution, fines and/or imprisonment by the appropriate jurisdiction.

Obligations under this policy

All students, faculty, and staff who have knowledge of a weapon or weapons on campus must report that knowledge immediately to the Director of Campus Public Safety. In the absence of the Director of Campus Public Safety, the Campus Public Safety officer(s) on duty or local authorities shall be notified.
If knowledge constitutes immediate threat to the safety of BPC students, faculty, staff, volunteers, visitors or the general public, please inform local police by utilizing 911 Emergency Services immediately. Campus Public Safety should be notified immediately after contacting 911 Emergency Services.
Pursuant to Massachusetts Law Chapter 269, Section 10, possession of a weapon on a college campus is illegal; therefore, all reports of weapons on college property will result in immediate notification of the local authorities. Page 25 of 39 Published 10/7/2010
Any officer in charge of the College, any faculty member, or other staff member of the College failing to report violations of this weapons policy may be considered guilty of a misdemeanor and punished by a fine under Massachusetts law.
Local Police Contact Numbers
• Campus Public Safety----------(413) 565-1225
• Longmeadow Police Department----------(413) 565-4196
• Emergency Situations----------911

BPC Property
BPC property includes, but is not limited to, buildings (owned or leased), sidewalks, lawn areas, parking lots, athletic fields, etc. at any BPC location. Additionally property includes College owned vehicles and non-owned vehicles used in the course of conducting College business.
Students, faculty, and staff are not allowed to carry and/or possess weapons at any time while working or attending BPC related events, whether or not on BPC property, including, but not limited to, driving college owned vehicles at any time or driving privately owned vehicles used in the course of conducting college business.

Firearm
A firearm is defines as any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, or other projectile, whether loaded or unloaded, including those powered by CO2 or any other means. This includes, but is not limited to: guns, air guns, dart guns, pistols, revolvers, smoothbore arm, rifles, shot guns, cannons, paintball guns, etc. and any ammunition for any such device.

Explosives
Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

Weapon
Any device that is designed to, or traditionally used to, inflicts harm. This includes, but is not limited to: firearms, knives, teargas, explosives, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, plastic guns, etc. Additionally any object that could be reasonably construed as a weapon and any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College is located or conducts operations. Any item that is furnished as a weapon will be treated as a weapon: Items include, but are not limited to, use of a fake or toy gun or a hand held under clothing to simulate a weapon.

Section
14

Requirements for Matriculation

Physician Assistant Program

Requirements of Didactic Year

The following rules and regulations reflect the minimum academic and behavioral standards expected of students during the didactic year of the program. In order to complete the didactic year, students must:

Determining Didactic Competence

- Earn a grade of at least "B" in all program courses.
- Demonstrate mastery of history taking and physical examination skills. Students will not be assigned their clinical rotations until they have demonstrated mastery of history taking and physical examination skills as determined by the course instructor, program faculty, and program director. Specifically: pass all practical examinations in Patient Assessment with an 80 or better. Students will have one opportunity to repeat each practical exam to achieve the score of 80. Students will not matriculate to the clinical year without successful completion of the practical examinations, even if the course grade is a B or better.
- Complete and pass didactic formative simulation examination with an 80 or better.
- Attend all classes, lectures, seminars, and other learning activities as dictated by the course instructor.
- Attend all assigned clinical experiences and complete the work associated with patient encounters in these assignments.
- Be present and on time for all examinations.
- Meet a minimum of once per semester with assigned advisors.
- Obtain Cardiopulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS) certification.
- Demonstrate professional behavior and attitude consistent with the Program Code Of Conduct *(Appendix A)* as documented by the Professional Assessment Tool *(Appendix C).*

Requirements of the Clinical Year

Determining Clerkship Competency

For Required Clerkships (PAS 600 to 680), successful demonstration of 3 components is required to satisfy competency:

Preceptor Evaluation of Clinical Competency (PECC)
Clerkship Specific End of Clerkship Examination
Professional Behavior Assessment

For the Elective Clerkship (PAS 690 and 694), successful demonstration of 2 components is required to satisfy competency:

Preceptor Evaluation of Clinical Competency (PECC)
Professional Behavior Assessment

Clinical Seminars Competency Demonstration Requirement

Successful completion of the following five competencies and patient care documentation/grand rounds presentations is mandatory before graduation. If the student fails a competency on the first attempt, they are allowed to retake the competency after a one-month period of independent study. Students who fail a competency a second time will have to complete a remediation exercise designated by the PA faculty. This remediation exercise will be performed in lieu of any clinical clerkship, thereby delaying completion of clinical year and graduation. After the remediation exercise is complete, the student will retake the competency a third time. Students who fail a competency on the third attempt will be recommended to the Program Director for dismissal from the PA program.

The following are assessed during the clinical seminars:

PA Summative Exams
Final Summative Exam
Clinical Skills Competency
Clinical Data
TYPHON Completion
Patient Care documentation and clinical summary
Grand Rounds Paper and Presentation

Refer to Clinical Manual for specific clinical competencies.

PA Program Graduation Requirements

The following requirements are required for graduation from the BPC PA Program.

1. Demonstrated proficiencies in required skills and procedures.
2. Successful completion of all clinical clerkships.
3. Successful completion of all clinical seminar courses.
4. Successful completion of summative evaluation with a score of 80 or better.
5. Successful completion of Capstone project.
6. Demonstrate professional behavior and attitude consistent with the Program Code Of Conduct (Appendix A) as documented by the Professional Assessment Tool (Appendix C).

College Graduation Requirements

Candidates for master's degrees will be required to meet the College's academic graduation requirements for graduate degrees. To qualify for any master's degree, candidates must:

1. Complete a specific minimum number of approved graduate credits with a cumulative grade point average of 3.0 with no grade below a B.
2. Complete all designated courses and fulfill all program curricular policies as outlined in the program curriculum. If required in their program, submit a completed portfolio which becomes the property of the College.
3. Complete degree requirements within time allotted by the statute-of-limitations.
4. Complete the Application for Graduation sent to prospective graduating students early in the final semester.
5. Receive faculty approval for the award of the degree.

Participation in Commencement

Bay Path College holds one Commencement ceremony each year, usually during the second or third weekend in May. Students who are in good academic standing, but have not finished their degree requirements may in certain circumstances be allowed to participate in commencement. These students will receive a blank diploma cover and the students' names will appear in the Commencement program with a notation that degree requirements were incomplete at the time of the printing of the program. Students are permitted to march in only one processional for a completed degree program. Petitions for special consideration must be submitted to the director of the program and approved by the Dean of the Graduate School by March 1 prior to the May commencement.

Section
15

Professional Organizations

Physician Assistant Program

American Academy of Physician Assistants (AAPA)

- PA students are eligible for membership in the Student Academy of Physician Assistants (SAAPA). Members receive official publications of the Academy, have access to a job service, and are eligible to compete for scholarships. Membership involves a onetime enrollment, with fee of $75.00 which expires 4 months after graduating from the PA Program.

Massachusetts Association of Physician Assistants (MAPA)

- MAPA is constituent chapter of AAPA. Students are chosen from the programs in Massachusetts to sit on the MAPA Board of Directors. Each year MAPA offers one or more scholarships to MAPA student members and supports student projects in a variety of ways. Membership is $25.00.

Students are encouraged to join any or all of the above organizations, including other state organizations.

Appendixes

A: Student Code of Conduct
B: Code of Conduct for Certified and Certifying PA's.
C: Professional Assessment Tool
D: Accident/Incident Reporting Form
E: Honesty Statement
F: Infection Control Policy
G: Appeal Procedure
H: Student Encounter Form
I: Declaration of Understanding
J: Technical Standards
K: Participation of Students as Human Subjects
L: Release of Health Information
M: Statement of Confidentiality
N: Disclosure Statement
O: Web Information

A

Student Code of Conduct

Members of the physician assistant profession must act in an appropriate way to monitor and maintain the integrity of the standards of the profession. The BPC PA Program is committed to excellence in patient care and education and the training of physician assistant students. To further this goal, staff members and students are expected to adhere to a Code of Professional Conduct and Ethics in their interactions with patients, colleagues and other health professionals, and the public.

The following code of conduct and ethics is adapted from the Dartmouth College Medical School and Hitchcock Medical Center Code.

Professional Obligations

1. Respect for Persons

- Practice the doctrine of informed consent for any patient diagnostic test or therapy
- Treat patients, colleagues, students and teachers with the same degree of respect you would wish them to show you
- Treat patients with kindness, gentleness, dignity, empathy, and compassion
- Do not use offensive language verbally or in writing when referring to patients of their illnesses
- Respect the privacy and modesty of patients
- Do not harass others, physically, verbally, psychologically, or sexually
- Do not prejudge others on the basis of gender, religion, race, age, or sexual preference

2. Respect for Patient Confidentiality

- Do not share the medical or personal details of a patient with anyone except those health care providers integral to the well-being of the patient or within the context of an educational endeavor
- Do not discuss patients or their illness in public places where conversations may be overheard
- Do not publicly identify patients in spoken words or in writing without adequate justification
- Do not invite or permit unauthorized persons into patient care areas of the institution
- Do not share your confidential computer system password with nonprofessionals

3. Honesty

- Be truthful in verbal and in written communications
- Acknowledge your errors of omission and commission
- Do not knowingly mislead others
- Do not cheat, plagiarize, or otherwise act dishonestly
- Do not falsify or fabricate scientific data

4. Responsibility for Patient Care

- Assume 24-hour responsibility for patients under your care; when you go off duty, assure that your patients' care is adequately covered by another practitioner
- Follow-up on ordered laboratory tests and complete patient record documentation conscientiously
- Coordinate with your team, the timing of information sharing with patients and their families to present a coherent and consistent treatment plan
- Do not use alcohol or other drugs that could diminish the quality of patient care or academic performance

5. Awareness of Limitations, Professional Growth

- Be aware of your professional limitations and deficiencies of knowledge and abilities and know when and of whom to ask for supervision, assistant or consultation

- Do not engage in unsupervised involvement in areas or situations where you are not adequately trained
- Avoid patient involvement when you are seriously ill, distraught, or overcome with personal problems
- Have all patient workups and orders countersigned by the appropriate supervisory personnel

6. Deportment as a Professional

- Clearly identify yourself and your professional level to patients and staff; wear your name tag when in patient areas
- Do not allow yourself, as a student, to be introduced as a physician assistant or doctor
- Dress in a neat, clean, and professionally appropriate manner
- Maintain a professional composure despite the stresses of fatigue, professional pressure, or personnel problems
- Do not have romantic or sexual relationships with your patients; recognize that if such relations develop, seek help and terminate the professional relationship

7. Responsibility for Peer Behavior

- Take the initiative to identify and help rehabilitate impaired students, nurses, physicians, physician assistants, and other employees
- Report important breaches of the Code of Professional Conduct and Ethics

8. Respect for Personal Ethics

- You are not required to perform procedures (e.g., abortions, termination of medical treatment) that you feel are unethical, illegal, or may be detrimental to the patient
- Inform patients and their families of available treatment options that are consistent with acceptable standards of medical care

9. Respect for Property and Laws

- Respect the property of Bay Path College and other facilities with which you are affiliated
- Adhere to regulations and policies such as fire safety, hazardous waste disposal and universal precautions or Bay Path College and all other facilities with which you are affiliated
- Adhere to local, state, and federal laws and regulations

Appendix

Code of Conduct for Certified and Certifying PA's

As obtained from the NCCPA.

Preamble

The National Commission on Certification of Physician Assistants endeavors to assure the public that certified physician assistants meet professional standards of knowledge and skills. Additionally, NCCPA attempts to ensure that the physician assistants it certifies are upholding appropriate standards of professionalism and ethics in practice. The NCCPA's *Code of Conduct for Certified and Certifying Physician Assistants* outlines principles that all certified or certifying physician assistants are expected to uphold.

Breaches of these principles may be cause for disciplinary review. Disciplinary actions taken at the conclusion of that review may include formal censures, fines, revocation of certification or eligibility for certification and/or other actions as deemed appropriate by NCCPA. Some disciplinary actions are reported to the state licensing authorities and the Federation of State Medical Boards. This *Code of Conduc*t represents some, though not necessarily all, of the behaviors that may trigger review under NCCPA's *Policies and Procedures for Disciplinary Review.*

Principles of Conduct

Certified or certifying physician assistants shall protect the integrity of the certification and recertification process.

- They shall not engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions) before, during or after an NCCPA examination.
- They shall not obtain, attempt to obtain or assist others in obtaining or maintaining eligibility, certification, or recertification through deceptive means, including submitting to the NCCPA any document that contains a misstatement of fact or omits a fact.
- They shall not manufacture, modify, reproduce, distribute or use a fraudulent or otherwise unauthorized NCCPA certificate.
- They shall not represent themselves in any way as a Physician Assistant-Certified (PA-C) designee unless they hold current NCCPA certification.
- When possessing knowledge or evidence that raises a substantial question of cheating on or misuse of questions from an NCCPA examination, fraudulent use of an NCCPA card, certificate or other document or misrepresentation of NCCPA certification status by a physician assistant or any other individual, they shall promptly inform the NCCPA.

Certified or certifying physician assistants shall comply with laws, regulations and standards governing professional practice in the jurisdictions and facilities in which they practice or are licensed to practice.

- Certified or certifying physician assistants shall respect appropriate professional boundaries in their interactions with patients.
- Certified or certifying physician assistants shall avoid behavior that would pose a threat or potential threat to the health, well-being or safety of patients apart from reasonable risks taken in the patient's interest during the delivery of health care.
- Certified or certifying physician assistants shall recognize and understand their professional and personal limitations.
- Certified or certifying physician assistants shall practice without impairment from substance abuse, cognitive deficiency or mental illness.
- Certified or certifying physician assistants shall maintain and demonstrate the ability to engage in the practice of medicine within their chosen areas of practice safely and competently.

BAY PATH COLLEGE PHYSICIAN ASSISTANT PROGRAM

PROFESSIONAL ASSESSMENT TOOL

Directions: This evaluation instrument is designed to assist students in self-assessment of their professional development towards becoming a Physician Assistant. The following rating is scale is to be used by the student and the faculty advisor. Ratings are based on student assessment of self in the classroom, laboratory, as well as clinical and other professional situations

0= Unsatisfactory: *The student does not demonstrate the required level of professional skill. The student's behavior is predicted to interfere with the ability to establish satisfactory therapeutic relationships with patients or effective working relationships with co-workers*
1= Needs Improvement; *The student, while beginning to demonstrate the required level of professional skill , needs improvement in either quality or quantity*

2= Satisfactory: *The student demonstrates the required level of professional skill.*

*****Note: Score >32 is satisfactory**

	STUDENT	FACULTY ADVISOR
HONESTY/ INTEGRITY	0 1 2	0 1 2
Behavior Descriptors	COMMENTS	COMMENTS
▪ *adheres to code of ethics* ▪ *admits and corrects mistakes* ▪ *maintains confidentiality* ▪ *represents self appropriately*		
RESPONSE TO FEEDBACK/SUPERVISION		
Behavior Descriptors	0 1 2	0 1 2
▪ *Respectful to instructors* ▪ *Chooses appropriate time to approach instructor* ▪ *Proactively identifies problems and possible solutions* ▪ *Accepts feedback in a positive manner* ▪ *Modifies performance in response to feedback*	COMMENTS	COMMENTS
ABILITY TO WORK AS TEAM MEMBER	0 1 2	0 1 2
Behavior Descriptors	COMMENTS	COMMENTS
▪ *Aware of others verbal/nonverbal reactions* ▪ *Responsive and respectful to the needs of others* ▪ *Allows others to express their opinions* ▪ *Remains open minded to different perspectives* ▪ *Tactful in giving others suggestive/feedback* ▪ *Participates as part of the team when doing group projects*		
COMMUNICATION	0 1 2	0 1 2
Behavior Descriptors	COMMENTS	COMMENTS

- *Actively participates in discussions*
- *Initiates thoughtful/ relevant questions*
- *Summarizes verbal or written message clearly and concisely*
- *Recognized impact of non-verbal communication*
- *Communicates with others in a respectful, confident, manner*

SELF DIRECTEDNESS 0 1 2 | 0 1 2

Behavior Descriptors COMMENTS | COMMENTS

- *Independently seeks out learning experiences*
- *Takes initiative to direct own learning*
- *Assumes responsibility for learning*
- *Uses adequate and appropriate resources to achieve goal*
- *Demonstrates functional level of confidence and self-assurance*

DEPENDABILTY/ RESPONSIBILITY 0 1 2 | 0 1 2

Behavior Descriptors COMMENTS | COMMENTS

- *Attends all scheduled sessions*
- *Is on time for class/scheduled meetings*
- *Hands in assignments/papers when due*
- *Complies with program/course expectations*
- *Fulfills commitments and responsibilities*
- *Maintains a safe environment in class/lab*

JUDGEMENT/ CLINICAL REASONING 0 1 2 | 0 1 2

Behavior Descriptors COMMENTS | COMMENTS

- *Uses an inquiring or questioning approach in class analyzes options prior to making a judgment*
- *Develops rationale to support choice*
- *Demonstrates awareness of possible bias*
- *Makes sound decisions based on factual information*
- *Generates alternative hypotheses/ solutions to issues*

ORGANIZATIONAL ABILITY 0 1 2 | 0 1 2

Behavior Descriptors COMMENTS | COMMENTS

- *Has all material ready for class*
- *Budgets time/material to meet program requirements*
- *Prioritizes multiple commitments*
- *Assist in organizing group assignments/projects*

PROFESSIONAL PRESENTATION 0 1 2 | 0 1 2

Behavior Descriptors COMMENTS | COMMENTS

- *Wears neat clean clothing appropriate to setting*
- *Projects professional image to peers, clients, supervisors*
- *Display a positive attitude toward becoming a professional*

Student Final Score: _____ Faculty Final Score: _____

Final Score: _____

Additional comments/ Plan of Action:

_____ _____ _____

Student's signature Faculty Advisor signature Date

Appendix

Accident/Incident Reporting Form

Bay Path College – Physician Assistant Program

Name_____

Location/Date/Time of Accident/Incident

_____
_____
_____

Location of injury (if applicable)

_____
_____
_____

Description of Accident/Incident

_____
_____
_____
_____
_____

Address _____

Telephone _____E-Mail _____

Disposition:

_____
_____
_____
_____
_____

Signature _____ Date _____

_____
Name & Title of Person Preparing Form (if not injured party) Date

This form may be photocopied

Honesty Statement

I pledge that I have not given or received nor will I give or receive unauthorized aid on this examination, paper and/or assignment.

HONESTY PLEDGE
Bay Path College Physician Assistant Program

Student Name: _____

Student signature: _____

Student ID Number: _____ Date _____

Infection Control Policy

The following policy refers specifically to Bay Path College. Other policies may exist at clinical sites and will be distributed at those sites.

I. Exposure Determination

A. Bay Path College Physician Assistant Program faculty and students in the course of their teaching or learning may be involved in exposure to blood or other potentially infectious materials through skin, eye, mucus membrane or parenteral contact.

Exposure does not include incidental exposures that may take place at the school and that are neither reasonably nor routinely expected to incur in the normal school duties.

The term 'other bodily fluids' and 'other potentially infectious materials' refer to semen, vaginal secretions, cerebral spinal fluid, plural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any other body fluid that is visibly contaminated with blood, as well as any fixed tissue or organ (other than intact skin) from a human (living or dead).

B. The following tasks involve exposure to blood or other potentially infectious materials:

1. Class assignments and/or laboratory exercises in which the blood or other body fluids of human subjects are tested
2. Activities involving phlebotomy, whereby blood samples are taken and analyzed for the purposes of scientific research
3. Activities involving the administration of first aid to injured persons

II. Precautions to Prevent Transmission of HIV, HBV, and Other Blood Borne Pathogens

A. Universal Precautions

Blood and body fluid precautions should be consistently used in all instances when blood or other bodily fluids are present. "Universal blood and bodily fluid precautions" or "universal precautions", should be used whenever there is a presence of blood or other body fluids.

1. The individuals should routinely use appropriate barrier precautions to prevent skin and mucus membrane exposure when contact with blood or other body fluids of any subject is anticipated. Gloves should be worn for touching blood and body fluids, mucus membranes, or other non-intact skin of all subjects, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each subject. Masks and protective eye wear or face shield should be worn during procedures that are likely to generate droplets of blood or fluids to prevent exposure of mucus membranes of the mouth, nose, and eyes.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

3. Individuals should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures, when cleaning used instruments, during disposal of used needles, and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand. After they have been used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers for disposal. The puncture resistant containers should be located as close as practical to the use area. Large-bore needles should be placed in a puncture resistant container for transport to the reprocessing area.

4. Individuals who have exudative lesions or weeping dermatitis should refrain from all direct contact with equipment until the condition resolves.

5. Pregnant individuals are not known to be at greater risk of contracting HIV infection than other individuals. However, if a pregnant individual develops HIV infection, the fetus is at risk for infection. Because of this risk, pregnant individuals should be especially familiar with and strictly adhere to precaution to minimize the risk of HIV transmission.

B. Precautions for Laboratories

Blood and other body fluids from all subjects should be considered infective. To supplement the universal blood and body fluids precautions listed above, the following precautions are recommended for individuals in clinical laboratories.

1. All specimens of blood and body fluids should be put in a well-constructed container with a secure lid to prevent leaking during transport. Care should be taken when collecting each specimen to avoid contaminating the outside of the container.

2. All persons processing blood and body fluid specimens (e.g. removing tops from vacuum tubes) should wear gloves, masks and protective eye wear. Gloves should be changed and hands washed after completion of the process.

3. Mechanical pipetting should be used for manipulating all fluids. Mouth pipetting must not be done.

4. Laboratory work surfaces should be decontaminated with an appropriate chemical germicide after a spill of blood or other body fluids, and when work activities are completed.

5. Contaminated materials used in laboratory tests should be decontaminated before processing or be placed in bags and disposed of in accordance with institutional policies for disposal of infective waste.

6. Scientific equipment that has been contaminated with blood or body fluids should be decontaminated and cleaned before being repaired in the laboratory or transported to the manufacturer.

7. All persons should wash their hands after completing laboratory activities and should remove protective clothing before leaving the laboratory.

Implementation of universal blood and body fluids precautions for all subjects eliminates the need for warning labels on specimens since blood and body fluids from all individuals should be considered infective.

III. Post Exposure Follow-up

A. Should any individual exposed to blood or other potentially infectious materials by means of a specific eye, mouth or other mucus membrane, non-intact skin or parenteral contact, they must report the incident to the PA Program and complete the incident report form. A copy of the report shall be immediately furnished to the appropriate administrative.

B. Following the exposure of a student to a blood born pathogen the student should contact the PA Program immediately. If a student is at a healthcare facility or hospital that can provide the appropriate exposure protocols they should immediately be evaluated on site. If students are at a facility which cannot accommodate the appropriate evaluation, students may be evaluated at Work Wise Occupational Medicine at Mercy Medical Center. If the exposure occurs in the evening, weekend or holiday students should be evaluated at the Baystate Medical Center Emergency Department. All costs associated with any incident or exposure is the responsibility of student.

Appendix G

Appeal Procedure

A. Appealing a PAS Final Grade

Students enrolled in the Physician Assistant (PA) Program have the right to appeal a final grade in a PAS course. The process begins with the student's requesting a review of his or her record with the course instructor. If unsuccessful, the student may pursue the review with the course coordinator. If unsuccessful, students may appeal to the program director and Academic Affairs, in that order. A written request describing the circumstances of the appeal must be submitted within 3 days of the notification of the disputed grade. The final decision rests with Academic Affairs. Due to the scheduling of PAS courses, this must be accomplished prior to the beginning of the next academic semester. Students may continue in coursework until resolution.

B. Appealing to the Ad Hoc Institutional Promotions Committee (AHIPC) after Dismissal

Reasons for dismissal from the program may include, but are not limited to, poor academic achievement, academic dishonesty, and behavior and/or attitude not consistent with the physician assistant profession. Students who have been dismissed from the program may appeal to the Ad Hoc Student Evaluation Committee. While an appeal is in process, the student may NOT continue in program activities. The AHIPC will consist of one Bay Path College Physician Assistant Program faculty member not directly involved with the appeal, and at least two (2) other members from the graduate faculty of Bay Path College. The following procedure will be followed:

1. Any student wishing to appeal dismissal from the program must submit a written request for a meeting with AHSEC to the Program Director within one week of receiving notification of dismissal. The student must clearly specify in writing why he or she feels the dismissal should be overturned.

2. The Program Director will form an Ad Hoc Committee within one week from receipt of the written appeal.

3. The Ad Hoc Committee will review all the facts along with any supporting documentation from the student and faculty. The appeal should be specific enough so that members of the committee will have a clear understanding of the student's reason for the request. The student and the faculty member may be asked to present his or her statement concerning the appeal to the Ad Hoc Committee during the formal meeting of the committee.

4. The Program Director will notify the student in writing within 1 week after receiving the Ad Hoc Committee's recommendation of the program's final decision. There is no further recourse for appeal in the program.

Appendix
H

Student Encounter Form

Student_____ **Date** _____

Mode of Contact:

- Student contacted faculty
- Faculty contacted student
- Other_____

Reason for Contact:

- Academics
  - Student concerns_____
  - Faculty concerns_____
  - Course grade below minimum
  - Late/missing assignments
  - GPA below minimum
  - Academic integrity
  - Other_____
- Professional
  - Tardiness
  - Unexcused absences
  - Disruptive in Classroom
  - Conduct/behavior
  - Dress code
  - Other _____
- Advisor Meeting
  - Routine
  - Requested _____
  - Other _____
- Personal
- Other
  - _____

Describe reason for encounter_____
_____
_____
_____

Describe discussion content
_____
_____
_____
_____

Result of Encounter:

- Advisement
- Counseling

- Referral
  - Student Affairs
  - Academic Support
- LOA
- Withdrawal

Recommended Follow Up:

- Faculty Advisor_____
- Course Coordinator_____
- Course Instructor_____
- Program Director
- Program Dean

Encounter Summary:

- Location_____
- Length_____
- Copies of SEF to:
  - Student File
  - Student
  - Advisor
  - Student Affairs
  - Academic Support
  - Counseling

Faculty Signature_____ Date_____

Student Signature_____ Date_____

- Student declined to sign

Appendix

Declaration of Understanding

I have read and understand the document entitled STUDENT HANDBOOK containing requirements, rules and regulations, policies and procedures, and expectations of the student enrolled in the Bay Path College Physician Assistant Program. I further understand that all policies will be applied to all phases of student education and evaluation. I agree to uphold all the policies stated herein for as long as I am enrolled as a student in the Bay Path College Physician Assistant Program.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

Technical Standards

I have reviewed and understand the Technical Standards for Admission and Graduation of the Bay Path College Physician Assistant Program. I declare that I have the abilities and skills as described in the Technical Standards (pg. 18) for observation, communication, motor, intellectual and behavioral and social attributes.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

Participation of Students as Human Subjects

Functional anatomy and physical diagnosis are best learned through the study of living subjects.
The Bay Path College Physician Assistant Program will instruct all students in physical examination and diagnosis. For the purpose of student learning, students will be required to serve as "patients" and examiners during selected courses. All students are expected to participate in all aspects of physical diagnosis in a professional, cooperative manner.

Physical examination will NOT include the genitalia or breast examination. These physical examination skills will be acquired via model and simulation experiences.

Laboratory attire will coincide with the expected laboratory assignment. Students should be dressed appropriately at the onset of the laboratory session. Laboratory attire includes: gym shorts and hospital gowns for men and women, sports bras for women and an appropriate shirt or lab coat to wear when not in the role of the patient.

I have reviewed and understand the Participation of Students as Human Subjects policy. I agree to abide by the policy as well as all attire and appearance policies as indicated in this manual.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

Release of Health Information

By signing below I hereby grant Bay Path College Physician Assistant Program the ability to provide health care training facilities the required health and immunization information as stated within the contractual affiliation agreements of said facilities and Bay Path College.

My signature acknowledges my understanding and agreement to provide the above stated information.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

Statement of Confidentiality

By signing below I hereby acknowledge my responsibility under federal law and as stated within the contractual affiliation agreements of clinical training facilities and Bay Path College to keep confidential any information regarding the facility or facility patients. I also agree, under penalty of law, not to reveal to any person/s, except authorized personnel, any information regarding patients or the facility.

My signature acknowledges my understanding and agreement to the Statement of Confidentiality.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

Disclosure Statement

The Bay Path College Physician Assistant Program, in accordance with the standards set forth by the Accreditation Review Committee on Education of the Physician Assistant (ARC-PA), will engage in surveys of students, preceptors, graduates and employers to assess development, skills, scope of practice and knowledge base.

The Bay Path College Physician Assistant Program uses all surveys and evaluations for continued evaluation and advanced of the program. The program also uses, but is not limited to, admission criteria; didactic and clinical phase performance measures, Physician Assistant National Certification Exam (PANCE) and any other summative instrument.

My signature acknowledges my understanding and agreement of the Disclosure Statement.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

O

Web Information

Home Page:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant.aspx

Admissions:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/AdmissionRequirements.aspx

ARC-PA Status:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/ARCPA.aspx

Mission and Goals:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Mission.aspx

Curriculum:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Program Manual:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Program Cost:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Tuition.aspx

Academic Credit:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Courses.aspx

Tuition Refunds:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Admissions Policies:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/AdmissionRequirements/AdmissionsA.aspx

Technical Standards:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Advanced Placement:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Admissions Decisions:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Academic Standards, Performance & Progression:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Deadlines:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/AdmissionRequirements.aspx

Completion of Program:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Student Grievances:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Harrassment:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Withdrawal/dismissal:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx

Remediation/deceleration:
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant/Resources.aspx