Foreword

The School of Physician Assistant Studies-Boston Student Manual is a reference for physician assistant students and others seeking information concerning the administrative policies, rules and regulations of MCPHS University and the School of Physician Assistant Studies. Some topic areas in this manual may overlap with subjects covered in the current MCPHS University Catalog and the MCPHS University Student Handbook. Periodically, additional policies or procedures may be established for which the student will be held accountable. The MCPHS University School of Physician Assistant Studies reserves the right to alter its curriculum, policies, or procedures. All changes or additions will be made in the online manual. Any changes apply to all current and prospective students.

*It is the responsibility of each student enrolled in the School of Physician Assistant Studies to read and abide by the regulations and policies outlined in this manual and within MCPHS publications.*

The MCPHS University Catalog and Student Handbook can be found online at: [https://my.mcphs.edu](https://my.mcphs.edu)

Accreditation

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

Continued Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September 2019.

Students can access more information about the ARC-PA online at: [http://www.arc-pa.org](http://www.arc-pa.org).
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# School of Physician Assistant Studies – Boston Directory

**Mailing Address:**

School of Physician Assistant Studies-Boston  
179 Longwood Avenue  
Boston, MA 02115

**Telephone:** 617-732-2918  
**Fax:** 617-732-1027  
[http://www.mcphs.edu](http://www.mcphs.edu)

**Office Address:**

Richard E. Griffin Academic Center  
670 Huntington Avenue  
Boston, MA 02115

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas. Pisano, PhD, RPh</td>
<td>Provost, Interim Dean</td>
<td>(617) 732-2854</td>
<td>Provost’s office</td>
<td><a href="mailto:douglas.pisano@mcphs.edu">douglas.pisano@mcphs.edu</a></td>
</tr>
<tr>
<td>Maha Lund, DHSc, PA-C</td>
<td>Program Director</td>
<td>(617) 879-5904</td>
<td>Griffin 402</td>
<td><a href="mailto:maha.lund@mcphs.edu">maha.lund@mcphs.edu</a></td>
</tr>
<tr>
<td>Ranganath Papanna, MD, MS</td>
<td>Medical Director</td>
<td>(617) 274-3378</td>
<td>Griffin 430</td>
<td><a href="mailto:ranganath.papanna@mcphs.edu">ranganath.papanna@mcphs.edu</a></td>
</tr>
<tr>
<td>Alicia Kelley, MPAS, PA-C</td>
<td>Faculty</td>
<td>(671) 274-3332</td>
<td>Griffin 425</td>
<td><a href="mailto:alicia.kelley@mcphs.edu">alicia.kelley@mcphs.edu</a></td>
</tr>
<tr>
<td>Beth Buyea, MHS, PA-C</td>
<td>Faculty</td>
<td>(617) 274-3383</td>
<td>Griffin 406</td>
<td><a href="mailto:beth.buyea@mcphs.edu">beth.buyea@mcphs.edu</a></td>
</tr>
<tr>
<td>Carlina Maria, MCAS, CAP-OM, MPH©</td>
<td>Operational Coordinator</td>
<td>(617) 732-2918</td>
<td>Griffin 401B</td>
<td><a href="mailto:carlina.maria@mcphs.edu">carlina.maria@mcphs.edu</a></td>
</tr>
<tr>
<td>Cynthia McDermott, PhD</td>
<td>Faculty</td>
<td>(617) 432-3676</td>
<td>Griffin 430</td>
<td><a href="mailto:cynthia.mcdermott@mcphs.edu">cynthia.mcdermott@mcphs.edu</a></td>
</tr>
<tr>
<td>Evelyn Graeff, DHSc</td>
<td>Clinical Coordinator</td>
<td>(617) 732-2916</td>
<td>Griffin 431</td>
<td><a href="mailto:evelyn.graeff@mcphs.edu">evelyn.graeff@mcphs.edu</a></td>
</tr>
<tr>
<td>Gina LaMandre, MS, PA-C</td>
<td>Director of Clinical Education/Faculty</td>
<td>(617) 274-3358</td>
<td>Griffin 408</td>
<td><a href="mailto:gina.lamandre@mcphs.edu">gina.lamandre@mcphs.edu</a></td>
</tr>
<tr>
<td>Janis Chandler, MA</td>
<td>Administrative Assistant</td>
<td>(617) 274-3376</td>
<td>Griffin 401A</td>
<td><a href="mailto:janis.chandler@mcphs.edu">janis.chandler@mcphs.edu</a></td>
</tr>
<tr>
<td>Jill Roncarati, MPH, PA-C</td>
<td>Faculty</td>
<td>(617) 732-2941</td>
<td>Griffin 405</td>
<td><a href="mailto:jill.roncarati@mcphs.edu">jill.roncarati@mcphs.edu</a></td>
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<tr>
<td>Name</td>
<td>Title</td>
<td>Contact Information</td>
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<tr>
<td>Kathryn Jones, MS, PA-C</td>
<td>Faculty</td>
<td>(617) 274-3354, Griffin 403</td>
<td><a href="mailto:kathryn.jones@mcphs.edu">kathryn.jones@mcphs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Nancy Hurwitz, MHP, PA-C</td>
<td>Faculty</td>
<td>(617) 274-3394, Griffin 404</td>
<td><a href="mailto:nancy.hurwitz@mcphs.edu">nancy.hurwitz@mcphs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Patricia Groom, MS, PA-C</td>
<td>Faculty</td>
<td>(617) 274-3328, Griffin 430</td>
<td><a href="mailto:patricia.groom@mcphs.edu">patricia.groom@mcphs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Patricia Student, RN, CNS</td>
<td>Faculty</td>
<td>(617) 274-3378, Griffin 430</td>
<td><a href="mailto:patricia.student@mcphs.edu">patricia.student@mcphs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ricky Thumar, PharmD, RPh</td>
<td>Faculty</td>
<td>(617) 274-3378, Griffin 430</td>
<td><a href="mailto:ricky.thumar@mcphs.edu">ricky.thumar@mcphs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Scott Orrahood, MPAS, PA-C</td>
<td>Faculty</td>
<td>(617) 274-3343, Griffin 407</td>
<td><a href="mailto:scott.orrahood@mcphs.edu">scott.orrahood@mcphs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Shari Tomasetti, MPAS, PA-C</td>
<td>Faculty</td>
<td>(617) 274-3339, Griffin 409A</td>
<td><a href="mailto:shari.tomasetti@mcphs.edu">shari.tomasetti@mcphs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Susan Richmond, MS, PA-C</td>
<td>Director of Didactic</td>
<td>(617) 274-3392, Griffin 409</td>
<td><a href="mailto:susan.richmond@mcphs.edu">susan.richmond@mcphs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Kevin Yeh, Pharm D, RPh</td>
<td>Faculty</td>
<td>(617) 274-3378, Griffin 430</td>
<td><a href="mailto:kevin.yeh@mcphs.edu">kevin.yeh@mcphs.edu</a></td>
<td></td>
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</table>
Section 1 – Introduction

Welcome to the MCPHS University Physician Assistant Studies – Boston Program. This program is an intense, engaging and rewarding educational experience. Faculty and staff of the School of Physician Assistant Studies are dedicated educators who will assist you in successfully completing the program and becoming a certified physician assistant.

This manual has been assembled to guide students through the PA Program at MCPHS University. Students should keep this manual accessible and refer to it throughout their enrollment in the PA Program.

Program Mission Statement

The mission of MCPHS University PA Program is to provide each student with the knowledge, skills, and attitudes to provide quality medical care, function as a highly valued member of a health care team, and serve as an advocate for persons seeking healthcare.

Program Goals and Core Values

The specific goals of the faculty teaching in the Master’s in Physician Assistant Studies program are to:

1. Develop within students a strong foundation in the basic and clinical sciences enabling them to provide high quality illness prevention and disease management services in a wide variety of practice settings.
2. Facilitate active learning and independent judgment regarding disease prognosis, diagnostic testing, and disease management by developing skills of critical assessment.
3. Foster within each student the interpersonal qualities essential to providing patient care in an ethical and professional manner.
4. Develop skills to function as a member of an inter-disciplinary team.
Section 2 - Program Policies

Attendance
Unless otherwise noted, attendance is mandatory for all teaching and evaluation sessions (e.g., lecture, lab, seminar, examinations); attendance will be taken at all teaching and evaluation sessions. Additionally, students are expected to be on time for all classes.

Absence Definition
An absence is defined as missing any part of a teaching or evaluation event on any one day.

Tardiness
If students anticipate being late, students must call the PA department administrative assistant prior to the start of class; the administrative assistant will notify the course coordinator. In the event of anticipated tardiness, failure to notify the PA department Administrative Assistant may result in being denied entrance to the class or laboratory.

Absence
All excused absences must be approved by the Office of Academic Support within 5 days of the absence. Policies for absence due to bereavement, illness, or religious beliefs are outlined in the University Catalog. Planned absences for reasons other than those mentioned above must be approved by the PA Program Director in advance of the absence.

Additionally, excused absences for the participation in college sponsored activities may be granted by the Program Director when advance notice is given.

Unexcused Absence
Three (3)-points will be deducted from the final course grade for each unexcused absence. Unexcused absences are not allowed in courses that are laboratory or experiential in nature due to complications of re-scheduling these experiences.

Examination Attendance Policy
If students are unable to attend an examination, students must notify the course coordinator directly within 24 hours of the examination and preferably twenty-four hours prior to the examination. Unless excused, failure to notify the course coordinator of student’s absence within this time frame will result in a score of zero for the specific examination that the student missed.

Students with an excused absence at the time of an examination will be given an equivalent examination. Students who miss an examination for reasons deemed not to constitute an excused absence will receive a grade of zero for the examination in question. Administration of all make-up exams must occur within one week from the date of the initial administration of the exam or the student’s return to campus activities. The date and time will be set by the course coordinator.

E-mail Policy
All MCPHS University students are required to open, utilize, and maintain (i.e., keep storage within the maximum set by the Department of Information Services) an MCPHS University email account. Official university communications and notices are sent via MCPHS University email accounts. All students are responsible for regularly checking their MCPHS University email and for the information contained therein. ONLY MCPHS University accounts will be used in all matters related to academics, student life, and university notifications. The University does not forward MCPHS University email to personal email accounts.

Note: All MCPHS University community members can voluntarily register in the MCPHS Emergency Notification System
to receive text messages via cell phones and e-mail regarding major campus emergencies and campus closings. Contact helpdesk@mcphs.edu for more information.

Scheduling
A 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.

Employment
In order to maintain good academic standing, students should be aware that the professional curriculum of the Program is rigorous and demanding. Students who must be engaged in gainful employment should balance school and other responsibilities so as not to compromise their academic success. Due to the rigorous nature of the program, the demands placed on students are extremely high, particularly with respect to the clinical work schedule and associated study requirements. It is for this reason that the faculty strongly discourages students from engaging in any outside, non-program-related activities.

Faculty Advisors
Each student will be assigned to a faculty advisor at the beginning of the program. The faculty advisor will be available to the student throughout the course of the program. Each advisee is required to meet with their advisor once per semester during the didactic phase of the program and once during the clinical phase of the program.

Classroom Hours
Regular class hours are generally Monday through Friday, 8:00 a.m. to 5:00 p.m., but there may be some evening and/or weekend classes required. Students will be given as much notice as possible for such assignments so that they can make arrangements to attend. Class attendance is mandatory (Refer to the Attendance Policy).

Confidentiality
Students, preceptors, and patients trust the Program and the students with important information relating to their lives, practices, and medical problems. The Physician Assistant profession requires that students maintain confidentiality and it is the Program’s responsibility to safeguard the information. This professional behavior earns the respect and trust of the individuals that the Program and students will be dealing with.

Confidentiality needs to be maintained when students matriculate in the PA Program, and even after leaving the Program. Any violation of confidentiality seriously effects the PA Program’s reputation and effectiveness. Causal remarks may be misinterpreted and repeated. Please learn to develop the personal discipline needed to maintain confidentiality.

Breach of confidentiality (HIPAA law) is illegal and is considered unacceptable professional behavior. Students violating this policy will be referred to the Program Director and Dean of Students.

Books, Equipment or Supplies on Loan
Any material loaned to a student out of the office or lab must be signed out/in by the administrative assistant or lab coordinator.

Office Technology
The fax machine, phones, and copiers in the PA Department offices are for faculty and staff use only. The PA staff may offer assistance if students are required to make use of the fax machine, phones or copiers.

Faculty Access
Prior to entry into the faculty office space, students will need to check in with the administrative assistant. Students who wish to speak with a professor will need to do so during the posted office hours or by appointment. Students who wish to
speak with the Dean or Program Director will need to make an appointment through Janis Chandler at janis.chandler@mcphs.edu. In emergency situations, exceptions are permissible.

**Problem Resolution**
A student who has any classroom or program concerns should address them in the following professional manner.

1. If there is a question or concern about a course, students should first talk with the course coordinator.
2. If the course coordinator feels that the situation needs further review or the student does not feel that the question/concern has been adequately addressed, the student may present the question or concern to the Program Director.

Do not allow small problems to turn into large problems. Address issues immediately so that they can be resolved in a timely manner.

**Student Records**
Questions regarding student records should be directed to the Program Director. Files on students are maintained by the following departments:

1. The PA Department – admissions criteria, academic performance, disciplinary actions, faculty advisor records, malpractice and health care insurance documentation, OSHA and HIPAA training verification, BLS and ACLS Health Care Provider certifications.
2. The Registrar’s Office – application, official transcript

It is the responsibility of the student to keep student records current. If there are changes in any of the following items, notify the PA program and Registrar immediately:

- Legal name
- Home address
- Home telephone number
- Cell phone number
- Emergency contact

A student may review the information that is kept locked in the Program Director’s office with permission of the Program Director.

**Survey/Assessment Expectations**
The MCPHS University PA Program is engaged in the pursuit of excellence; therefore, the program will collect and analyze data for continuous self-assessment. The following surveys will be conducted.

- Guest Lecturer Evaluation Survey
- Course Evaluations
- Rotation Logs
- Clinical Site Evaluations
- Exit Surveys
- Board Scores
- Graduate Surveys
Section 3 - Competencies

Expected Competencies and Outcomes of PA Graduates

Graduates of the MCPHS University Physician Assistant Program are expected to be competent and perform many functions and tasks as entry-level Physician Assistants. The entry-level Physician Assistant must be able to perform tasks at various levels in the delivery of healthcare, 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 graduates’ functions and tasks include professional responsibility, evaluation, monitoring, diagnostics, therapeutics, counseling, and referral. The learning experiences within the curriculum are designed to develop each graduating student’s ability to demonstrate these competencies.

Professional Responsibility

The graduate has the duty to respect the law, to uphold the Physician Assistant profession and accept the ethical principles it is founded on. 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 must be able to:

- Perform accurate and comprehensive medical history and physical examination for patients of all ages, in any healthcare setting.
- 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 interpretation by other clinicians and will be documented 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 risks factors, medical illness, behavioral disorders, socioeconomic problems, cultural beliefs about health/illness, and alternative therapy practices.

Monitoring

The graduate must be able to:

- Manage healthcare activities in various settings by making routine rounds, ordering diagnostic tests and therapies, accurately documenting medical information and providing necessary services.
- Focus on identifying risk factors or 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, hospital and any other setting considered part of the clinical practice.

**Diagnostics**
The graduate must be able to:

- Initiate requests for routine diagnostic procedures.
- Assist with obtaining quality specimens and/or performing common laboratory and diagnostic procedures.
- Establish priorities for appropriate diagnostic and laboratory testing.
- 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 must 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.
- Manage and care for patients with common medical issues, assist surgeons, and assist in the management of complex illnesses and injuries.
- Initiate 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 must be able to:

- Provide patient education and counseling services such as: instructing preventative medicine measures and the impact of habits and lifestyles 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 must 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 healthcare 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.
Section 4 - Professionalism

Students are expected to exhibit professional behavior in the classroom, laboratory, clinical settings and other settings on and off campus. Students should understand their 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 MCPHS University faculty and staff.

Student Attributes

Students of the PA Program are expected to be professional, intellectually mature, and socially conscious individuals. Qualities that reflect the highest ideals of health care practice and ethical behavior in students pursuing the PA profession include:

- **Academic integrity**: Each student enrolled at the University is expected to personally complete all assignments, laboratory exercises, reports, and patient assessments identified as a requirement for any academic course or clinical experience.
- **Altruism**: Students in the physician assistant program are expected to put the needs of the patient before their own.
- **Confidentiality**: Information related to any examination or patient evaluation and management must remain confidential unless discussion has been otherwise authorized by an individual faculty member or clinical preceptor.
- **Commitment to Learning**: Students should demonstrate intellectual curiosity, seek ways to learn about disorders and patient problems, improve their fund of knowledge, and teach others.
- **Interpersonal Communication**: Students should demonstrate the ability to socialize with peers, develop rapport with faculty and professional staff, interact effectively with clinical preceptors and patients, and show courtesy and respect in all interpersonal interactions.
- **Personal Integrity**: Students should behave in a way that is truthful and honest, accepting responsibility for their actions and working diligently to correct identified deficiencies.
- **Personal Demeanor and Appearance**: Students are expected to be neat and clean and abide by the dress code policy in the classroom as well as the clinical setting. Students not meeting the standards of dress may be denied access to the classroom or clinical setting, which could jeopardize their grade and satisfactory completion of the program.
- **Professional Responsibility**: Students are expected to participate actively in classroom, laboratory, and small group activities, and be present as scheduled during assigned periods for courses and clinical clerkships unless they notify the faculty and/or preceptors and are excused.
- **Environmental Respect**: Students are expected to demonstrate respect for the educational activities offered by the University, the physical facilities of the University, and affiliated clinical training sites, and their peers.

Each individual admitted to the PA program is obligated to follow the MCPHS University Student Code of Conduct, with the requirement continuing until such time as the student graduates from or departs from the University for other reasons. The faculty and staff of the University likewise shall work to provide an environment conducive to the intellectual and professional development of each enrolled student.

Student Code of Conduct

The MCPHS University Student Code of Conduct can be found in the MCPHS University Student Handbook:

https://my.mcphs.edu/quicklinks
**Professionalism Remediation Policy**

Professionalism is a term that encompasses an expected way to behave, dress and interact for a given profession. The MCPHS University PA program believes that structured education regarding professionalism is an imperative endeavor necessary to assist students’ growth as future Physician Assistants and to meet our mission to educate our students on professional behavior.

For those students who struggle with professionalism, it is expected they will actively participate in a remediation process:

1. If a student behaves in manner generally considered to be unprofessional, the professor or staff member who witnessed the problem will present the problem to the faculty. The faculty will determine whether the student needs to meet with his/her advisor for remediation.  
   *Note:* If the unprofessional behavior is egregious by the faculty or staff member the program director will be notified immediately.

2. The meeting with the advisor to remediate the problem will be documented.

3. Unsuccessful remediation or additional unprofessional events will be referred to the program director and a plan will be made on an individual basis with input from the dean.

**Behavior Assessment Tool**

Student’s professionalism will be documented during each advising meeting. Additional assessment is made during the clinical year and may occur at any point in the program when indicated by the core faculty.

*See Appendix A*

**Dress Code Policy**

MCPHS University physician assistant students must dress in a respectable manner in the didactic and the clinical setting. Clothes must be presentable, non-revealing, properly fitted, and in good repair. These requirements and those articulated below are made in the interest of health and safety, as well as for respect and professionalism of those you interact with each day.

**General:**

- Students should be dressed for the serious purpose of classroom work
- MCPHS University lanyards with I.D. are to be worn at all times
- Cleavage, backside, midriffs, and undergarments must be covered
- Shirts must not display any obscenities, rude expressions or references to drugs or alcohol
- Hats and hoods may not be worn in the classroom. Religious head coverings may be worn

**Specifically:**

- No rips, holes or tears in clothing
- No pajamas, sweatpants or scrubs
- No spaghetti straps or strapless tops
- Acrylic and gel fingernails are prohibited
- Perfumes or other fragrances are prohibited
- Appropriate attire for the H&P lab is described in the syllabus for that course
Clinical setting:

In addition to the above requirements, it is recognized that in the clinical setting, students are expected to be in professional dress. Please refer to the Clinical Clerkship Manual for details. Hospitals and clinical settings that have their own dress code supersede the PA program requirements for students working in that area.

It is at the faculty’s or staff’s discretion to determine if students are not complying with the stated dress policy. Violations of this dress policy will be referred to the PA program faculty for further review.

Classroom and Laboratory Policies

The PA program curriculum is intensive and appropriate classroom and laboratory behavior is necessary to ensure a favorable 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 occur in the classroom or lab: Dishonesty, disruption of class activities, expression of derogatory or disrespectful comments to the instructors or classmates, confrontations with instructors or classmates or an outburst of temper. Such behavior will be immediately referred to the Program Director for disciplinary action.
- Cell phones may not be carried during class or laboratory time. All phones must be left in backpacks during class or laboratory sessions. At no time will students engage in telephone calls, emailing, texting or any other social media exchange while in a classroom or laboratory activity. If it is essential that students 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.
- Students are expected to secure their own transportation to class, laboratory, on or off campus patient encounters, simulation exercises, and clinical sites.
- A Student Encounter Form (See Appendix B) will be used to document irregularities in academic performance and will be included in the student’s permanent academic file.

Identification Policy

For safety and security, all students must be readily identifiable while they are on campus and/or engaged in required off-campus activities, including internships and clinical rotations. Therefore, any head covering that obscures a student’s face may not be worn, either on campus or at clinical sites, except when required for medical or religious reasons. In addition, all students are required to wear their University-issued I.D. at all times when on campus and/or engaged in required off-campus activities, and to show such upon request of a properly identified official or member of the MCPHS University staff, and to remove any coverings that obscures a student’s face in order to verify a student’s identity for security purposes. Loss of an I.D. card should be reported immediately to the MCPHS University Department of Public Safety. The fee to replace an I.D. card—for any reason—is $10; application and payment for replacement is made at the Office of the Registrar. The I.D. card also serves as the University library card.
Section 5 - Technical Standards for Admission and Graduation

A candidate for the MCPHS University-Boston Physician Assistant Studies program must have, at a minimum, skills in seven categories: observation, communication, sensory and motor coordination and function, intellectual, conceptual, integrated and quantitative abilities, and behavior and social attributes. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. The following skills are required with or without accommodation.

Observation

Students must have appropriate visual and auditory capacity to observe and participate in the 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 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 healthcare 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 classroom buildings, clinics, 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 of 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 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 concern for 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 and mature sensitive and effective relationships with colleagues, patient and other members of the healthcare profession.

The technical standards for admission to and graduation from the MCPHS University School of Physician Assistant Studies-Boston Program are stated above. MCPHS University and the School of Physician Assistant Studies-Boston 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.
Section 6 - Health, Policies, Compliance

Health Insurance
According to the Commonwealth of Massachusetts and MCPHS policy, all matriculated students (regardless of enrollment) must be covered by a health insurance program. The College makes available a general health insurance program that meets these standards. This policy is provided by an independent carrier beginning September 1st and continuing 12 months. College student health insurance information can be located on the MCPHS webpage under Student Health. Students will be automatically enrolled in this plan unless a waiver is completed and received by Student Financial Services prior to the first day of classes. Students registering late must submit the waiver at that time. The waiver stipulates that personal coverage will be maintained during the enrollment period. If Student Financial Services does not receive the waiver prior to the first day of classes, the student will be billed for the insurance premium and will remain responsible for payment of said premium. The waiver must be renewed annually.

Health Services
For routine health care while on the Boston campus, MCPHS students utilize the Harvard Vanguard Medical Associates (HVMA) Student Health Services located at 578 Huntington Avenue. Students utilize their personal health insurance for these visits. HVMA accepts a large number of health insurance plans. For more information about the array of medical services, directions and the small list of non-accepted health insurance plans at WIT/HVMA, please visit:  

Health Services for Worcester and Manchester students are available through the many providers in the local areas.

HIPAA Compliance
All students are trained in the Health Insurance Portability Accountability Act (HIPAA) (http://www.hhs.gov/ocr/privacy/index.html) which outlines medical privacy regulations. Students will not be permitted to begin seeing patients without HIPAA training and documentation. Students must demonstrate continuous compliance throughout the course of their education. Failure to do so may result in delay of clinical rotations.

Immunization Requirements
Please refer to the University Catalog for immunization requirements and immunization record maintenance.

Occupation Health and Safety Master Plan
MCPHS University strives to provide a learning, teaching, working and research environment free from recognized health and safety hazards. Pursuant to the requirements of the U.S. Occupational Safety and Health Administration, the City of Boston, the Federal Emergency Management Agency and the Nuclear Regulatory Commission, MCPHS University has established an Occupational Health and Safety Master Plan to protect its students and employees from potential occupational, health, safety and radiation hazards. For further information about the Master Plan, please contact the Director of Environmental Health and Safety at 617.732.2861.
Section 7 - Admissions

Admissions Requirements
Please see detailed admission information to the Physician Assistant Program – Boston can be found in the University Course Catalog.

Section 8 - MPAS Program Curriculum

The School of Physician Assistant Studies at MCPHS University offers a Master’s degree in Physician Assistant Studies (MPAS) for students who seek careers aimed at improving the health and well-being of individuals across the life span. The MPAS program offers students from a variety of educational and experiential backgrounds a challenging course of study designed to prepare them for future roles in practice, education, research, policy, and advocacy as a Physician Assistant (PA).

Program Course Requirements

<table>
<thead>
<tr>
<th>Didactic Phase - Year I</th>
<th></th>
<th>Didactic Phase - Year II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Credits</strong></td>
<td><strong>Course</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>PAS 514 Ethics and Professional Issues in PA Practice</td>
<td>3</td>
<td>PAS 535 Electrocardiography</td>
<td>1</td>
</tr>
<tr>
<td>PAS 515 Genetics</td>
<td>3</td>
<td>PAS 532 Manifestations and Management of Disease I</td>
<td>6</td>
</tr>
<tr>
<td>PAS 517 Human Physiology and Pathophysiology I</td>
<td>3</td>
<td>PAS 516 Primary Care Psychiatry</td>
<td>3</td>
</tr>
<tr>
<td>PAS 518 Clinical Pharmacology I</td>
<td>3</td>
<td>PAS 518 Clinical Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>PAS 519 Primary Care Psychiatry</td>
<td>3</td>
<td>PAS 520 Clinical Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>PAS 521 Pathophysiology I</td>
<td>3</td>
<td>PAS 522 Research Methods for Physician Assistants</td>
<td>3</td>
</tr>
<tr>
<td>PAS 523 Pharmacology I</td>
<td>3</td>
<td>PAS 524 Gross Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>PAS 525 Pharmacology II</td>
<td>3</td>
<td>PAS 526 Research Methods for Physician Assistants</td>
<td>3</td>
</tr>
<tr>
<td>PAS 527 Clinical Pharmacology I</td>
<td>3</td>
<td>PAS 528 Research Methods for Physician Assistants</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
### Clinical Phase – Year III

For orientation purposes, below is an example of how the students’ final clinical curriculum may be set up.

The order of clerkship placement varies among students.

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Course</td>
</tr>
<tr>
<td>PAS 600 Internal Medicine Clerkship</td>
<td>5</td>
<td>PAS 603 Surgery Clerkship</td>
</tr>
<tr>
<td>PAS 601 Pediatrics Clerkship</td>
<td>5</td>
<td>PAS 604 Emergency Medicine Clerkship</td>
</tr>
<tr>
<td>PAS 602 Psychiatry Clerkship</td>
<td>5</td>
<td>PAS 605 Women’s Health Clerkship</td>
</tr>
<tr>
<td>Total Credits</td>
<td>15</td>
<td>Total Credits</td>
</tr>
<tr>
<td>Total Credits</td>
<td>15</td>
<td>Total Credits</td>
</tr>
</tbody>
</table>

Total Credits for the Physician Assistant Studies – Boston Program: 111

*The Program reserves the right to change the curriculum offerings and sequence.*

During the second year of the didactic phase, students will receive orientation sessions to the clinical year. Students should be aware that a number of clinical sites may be scheduled at some distance from the campus. This is necessary to provide a range of diverse learning experiences and ensure availability and quality of clinical clerkship sites. Students are responsible for all travel expenses to and from clinical sites and any additional housing costs if applicable.

### Medical Terminology Competency

Each student is required to complete the medical terminology competency prior to entry into the first year. Details about the medical terminology competency will be provided after acceptance into the program. Student must pass the medical terminology competency with a grade of 73% or greater. The program will not accept any prior medical terminology coursework as substitution of the PA program’s own medical terminology competency requirement.

### Library Modules

All students in the PA Program must complete the three library modules by the *end of the fall semester* of year one. Students can access the library modules through Blackboard. The library module courses are: INF.101.A – Intro to Library & Resources, INF.102.A – Research Methods & DB Search, and INF.103.A – Advanced Research Methods. Any student who has trouble accessing the courses should contact either the administrative assistant of the PA Department or Library Services. Failure to complete library modules may delay graduation.

### Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS)

All students in the Physician Assistant Program must present proof of BLS Health Care Provider certification prior to entry into the second professional year. Students must maintain this certification throughout the remainder of the
program. Acceptable BLS Health Care Provider certifications follow the guidelines of the American Heart Association or the Red Cross. BLS Health Care Provider certification is required for ACLS Health Care Provider training and both active BLS Health Care Provider and ACLS Health Care Provider certifications are required for clinical clerkships.

**Instructional Resources**

Most courses presented in the MPAS curriculum use several resources to assist students in acquiring the knowledge and skills essential for subsequent areas of study. The course coordinator for each course is responsible for generating and providing a completed course syllabus on the first day of class. The syllabus includes introductory information about the course, grading and examination requirements, instructional and outcome performance objectives, lecture outlines, and assigned readings. The lecture and examination schedule for the course is also a part of the course syllabus.

During the professional phase of the Program, students can expect to spend approximately $1,000 - $1,500 for books.

An equipment package will be included in the tuition cost. An equipment meeting will be held at the end of the first didactic year. Students will have the option to upgrade their equipment from the basic package at their own expense.

The following items will be included in the basic package:

- Coaxial Ophthalmoscope
- Macroview Otoscope with Throat Illuminator
- Otoscope Insufflator Bulb and Tip for Macroview
- NiCad Handle with hard case
- DuraShock Classic Hand Aneroid with Adult and Pediatric Cuffs
- Tycos Harvey Elite Stethoscope Educational Value Pack (128 tuning fork, 512 tuning fork, Taylor reflex hammer, metric tape measure, LED penlight, eye chart)

Delivery of the equipment will be scheduled for the beginning of the second didactic year.
Section 9 - Academic Policies

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

See Appendix B

Students with Disabilities
In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University assists students with physical, psychological and learning disabilities in fulfilling the fundamental requirements of the curriculum by accessing reasonable accommodations to ensure that they have equal access to educational opportunities at the college. Students wishing to request accommodations should meet with the Associate Director of Disability Support Services (Boston) or the Director of Academic Support Services (Worcester/Manchester) at the beginning of each semester to review their documentation and discuss their courses. The college requires that a copy of a recent assessment, completed by an appropriate service provider, be on file in the Academic Resource Center (Boston) and Academic Support Services (W/M). The assessment should include recommendations made by the service provider. All information related to disabilities will remain confidential.

Examination Policy
Students are expected to be present for all written, oral, and practical assessments of knowledge and skills. All excused absences must be approved by the Office of Academic Support within 5 days of the absence. Policies for absence due to bereavement, illness, or religious beliefs are outlined in the University Catalog. Planned absences for reasons other than those mentioned above must be approved by the PA Program Director in advance of the absence.

Testing Policies
The policies and procedures for test administration are:

1. Students are expected to take examinations at the time designated.
2. A student who arrives late to an exam will not be given additional time.
3. Hoods, hats, and sunglasses are not permitted to be worn during any examination.
4. Students will be permitted to bring only pens, pencils, erasers, tissues, and watches into the examination room. Watches, pagers, cell phones, etc. should have their timers/alarms/ringers turned off and placed in a book bag. Books, book bags and other personal belongings are to be left at the front of the examination room. **Having personal digital assistants (PDAs), recording devices of any type, electronic storage/memory devices, cell phones, or other communication devices on the student’s person will result in expulsion from the exam and a score of zero will be awarded for that exam.**
5. Each student is responsible for properly marking the answers on the computer and/or on the answer sheet. Students will not be permitted extra time to complete these tasks and cannot challenge a low grade resulting from failure to mark answers on the computer and/or answer sheet.
6. Any corrections/clarifications to the examination will be written on the black/white board at the front of the examination room as needed during the examination. Students should check the board for written notes and verify that they have answered all the questions correctly on their answer sheets.
7. All written notes and calculations made during the examination must be included and passed in with an individual’s examination and answer sheet. Under **NO** circumstances may examinations, answer sheets or notes taken or used during an examination leave the examination room.

8. If students finish before the end of the examination period, they may turn in all students’ papers and leave the room **quietly**, so as not to disturb the students still in the process of taking the examination. After leaving the room, students are not to congregate outside the door of the examination room, re-enter the examination room for any reason or discuss the examination. Discussing the examination prior to the end of the examination period will be considered academic dishonesty and will be reported to the Program Director and Dean of Students.

9. If an exam proctor witnesses any evidence of cheating or violation of any testing policy, the student in question will be expelled from the examination and the student will receive score of “0” for the exam/activity. In addition, cheating or violating any testing policy will be considered academic dishonesty and will be reported to the Program Director and Dean of Students.

10. In the event of an illness, unless otherwise unavoidable, the student must contact the PA office **BEFORE** the examination.

**Academic Remediation Policy**

**Academic Remediation Policy**

Physician Assistant students who fail an exam (e.g. earn < 73%) are required to participate in remediation.

Remediation will consist of appropriate reading and activities relative to subject areas of need as defined by the Course Coordinator. Students will not have access to original exam questions. Rather, the instructor will provide information on each question missed in order to identify the student’s knowledge deficits requiring further study.

The student will have a total of two weeks to complete the remediation exercise defined by the Course Coordinator which must be satisfactorily completed (as determined by the Course Coordinator) in order to receive credit for the activity.

Successful completion of the remediation exercise will result in the student’s grade being raised to the minimum passing exam grade of 73%. No partial credit for the remediation exercise will be awarded. If the remediation exercise is not completed to the satisfaction of the Course Coordinator, then the initial exam grade will stand as the final recorded exam grade.

Final exams are excluded from remediation.
Grading Policy
The numerical grade distribution and the corresponding letter grades are listed below:

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.45 – 100</td>
<td>A</td>
</tr>
<tr>
<td>89.45 – 92.44</td>
<td>A-</td>
</tr>
<tr>
<td>86.45 – 89.44</td>
<td>B+</td>
</tr>
<tr>
<td>82.45 – 86.44</td>
<td>B</td>
</tr>
<tr>
<td>79.45 – 82.44</td>
<td>B-</td>
</tr>
<tr>
<td>76.45 – 79.44</td>
<td>C+</td>
</tr>
<tr>
<td>72.45 – 76.44</td>
<td>C</td>
</tr>
<tr>
<td>&lt; 72.45</td>
<td>F</td>
</tr>
</tbody>
</table>

Progression Requirements
All PAS designated courses count towards the professional GPA. Requirements to remain in good academic standing include:

- To progress within both the didactic and clinical phase of the program, students must achieve a final course/clerkship grade of “C” or better. In all PAS designated courses, obtaining a course grade of less than a “C” results in the student having to repeat the course, which stops progression through the Program since professional phase courses are offered only once a year. This also has a significant impact on the GPA, which could also jeopardize progression.
  - Students who fail a professional course or clerkship are required to repeat the course or clerkship prior to progressing in the curriculum.
  - Students who are unable to progress in a professional course or clerkship after two attempts will be referred to the Academic Standing Committee with recommendation for dismissal.

- A cumulative professional GPA of 2.85 on a 4.0 scale must be maintained throughout the entire length of the program. If students do not have the required 2.85 GPA, they are required to repeat and replace grades for professional phase courses prior to progressing further in the curriculum.

- Students who have replaced grades for professional phase courses and still do not have the requisite course grade and/or the professional GPA will be referred to the School of Physician Assistant Studies Academic Standing Committee with a recommendation for dismissal.

- Successful completion of the PA Summative Examination I administered at the end of the second year is mandatory before entering the clinical year.

- Successful completion of the PA Summative Examination II administered during the final year of the Program is mandatory before graduation. Students who are unable to successfully pass the summative examination on the first administration will have to complete remediation exercises and retake the exam, which may result in a delay of program completion and graduation.
Leave of Absence

The College recognizes that there are situations when a student may require a leave of absence. A student must be in good academic and financial standing to apply for a leave of absence. Such leaves are granted for a maximum of one semester. However, requests for leaves beyond one semester may be granted by the Dean of Students or his/her designee due to extenuating circumstances (e.g., family emergencies, lack of available courses, etc.). The student must complete a Leave of Absence Form, which calls for the signatures of the a) student, b) Assistant Dean for the Academic Resource Center (Boston) or Assistant Dean for Academic Support Services (Worcester/Manchester), and c) Student Financial Services. The student must submit the Leave of Absence form with all signatures to the Academic Resource Center (Boston) or Academic Support Services (W/M) office which will forward the form to the Office of the Registrar and all other necessary parties. A student who fails to return within the designated time must reapply for admission. Students on Leave of Absence are not eligible for College Services, with the exception of academic advising three to four weeks prior to return to the College. A leave of absence often results in a change in the student’s Year of Graduation. Students who are on a leave of absence for one semester or longer from Dental Hygiene, Nursing, or Medical Imaging and Therapeutics programs must pass a competency exam and/or a directed study prior to re-enrollment.

Policy for Content/Skills Validation Leave of Absence

This policy applies to students in the clerkship phase of the Physician Assistant Program – Boston.

Note: This policy does not apply to students with an academic deficiency in either the didactic or clinical phase. Refer to the appropriate section of this manual for specifics related to academic deficiency.

Students who have not been in continuous enrollment during the clinical clerkships (not including the scheduled academic breaks or excused absence(s) as defined by the PA student program/clinical manual) must validate the prerequisite knowledge and skills required for clerkships before they may re-enroll in the Physician Assistant program.

Students planning to return from a leave of absence must be cleared to return by the designated staff in the Academic Resource Center and/or the Dean of Students prior to performing validation testing. The Academic Resource Center and/or the Dean of Students Office will ensure that any conditions for return have been fulfilled. The Academic Resource Center or Dean of Students will notify the Physician Assistant Studies Program Director when the student is eligible to attempt validation testing for reentry into the program.

The validation test will include written examination and demonstration of clinical skills or clinical program competencies. Any student planning to take this validation test should notify the Program Director at least 14 days prior to the anticipated return so that arrangements for validation testing can be made. A minimum grade of B on each portion of the determined validation testing is required. It is the student’s responsibility to prepare for the validation testing.

If a student fails the validation testing (defined as less than a grade of B in any portion), he/she must participate in a five week (equivalent to one clerkship block) Directed Study to remediate prior to reentering the program. Credits for Directed Study will be assigned on a case-by-case basis. The sequence of any preexisting clinical clerkships scheduled prior to a leave of absence is not guaranteed and subject to change. A Directed Study taken for remediation purposes during the clinical phase may delay the student’s graduation date.

Students may not participate in clinical clerkships (core or elective) concurrently with the Directed Study.

Upon completion of the Directed Study, the student will be subject to a revalidation test. After passing revalidation testing, students will be assigned to in-network clerkships (current active clerkship site established by the program) for two successive blocks. Students are not permitted to resume clinical clerkships or repeat a failed clerkship at an out of network site (i.e. clerkship established by the student).

If the student fails to earn a grade of B or better on the second attempt, the student will be dismissed from the program. Students may appeal the dismissal according to the process published in the course catalog.
Academic Probation

Each student’s academic status will be reviewed at the end of each academic semester, and each student’s professional and cumulative GPAs will be determined. A student with a professional and/or cumulative GPA below the requirement for his/her major, shall be placed on Academic Probation and receive a letter from the chair of the Academic Standing Committee stating such. This written notice of probationary status will also include a notice that failure to reach the required GPA by the end of the designated academic semester will result in his/her dismissal from the College. Each student on probation is required to meet with a member of the Academic Resource Center (Boston) or the Academic Support Services (W/M) staff by the end of the second week of the probationary semester to develop and agree to—in writing—an Academic Improvement Plan (AIP). The AIP may include a reduced course load, mandatory study/advising sessions, mandatory class attendance, or other stipulations aimed at encouraging and supporting student success. A copy of a student’s AIP will be maintained in his/her advising folder and a copy will also be forwarded to the appropriate school dean.

Probationary status may remain in effect for up to two consecutive academic terms, defined as two semesters, or two clinical clerkships, depending upon the student’s year and/or campus enrollment. It is expected that students on probation make progress toward good academic standing at the conclusion of each academic term. Failure to demonstrate improvement at the end of the first probationary period may result in dismissal. At the conclusion of the second consecutive academic term, the student must have achieved Good Academic Standing; failure to do so will result in dismissal. Upon completion of each academic term, a student on academic probation will receive in writing, from the chair of the School Academic Standing Committee, a notice of his/her current standing. Individual programs may have specific grade point requirements which students must meet in order to enter the professional years and associated clerkships of their programs. These program specific requirements pre-empt the probation process for the pre-professional years. For information about program specific requirements for the professional years, students should contact the appropriate school Dean. There is no appeal process associated with Academic Probation.

Withdrawal Policies

Withdrawal from the College and/or courses is described in the MCPHS University Catalog.

Academic Honesty

The school Deans are responsible for the proper conduct of examination in their schools and will assign faculty and graduate assistants to serve as proctors for examinations. Support staff, under the supervision of the school deans, are responsible for maintaining confidentiality in the production and reproduction of examinations.

Instructors are expected to assist in the promotion of academic honesty, through the following practices:

- limit the access/use of “recycled” exams;
- students will be required to leave all unnecessary materials (i.e., all backpacks, notebooks, texts, calculators, PDAs, cellular phones, etc.) away from their seat assignment – only required materials will be allowed at the seat assignment;
- all exams are to be proctored; and
- in specific evaluation situations, students may be asked to show instructors/proctors materials being used during the exam (PDAs, cellular phones, etc.) to ensure proper use of the allowed material and adherence to the honesty policy.

Instructors are encouraged to utilize the following exam seating practices whenever possible:

- Students entering an exam room will be randomly seated, and
- Seating assignments will be spaced throughout the exam room, allowing for adequate spaces between students.

The instructor should follow the College Policy on Academic Honesty when giving examinations and ensure the proctors are present at all examinations in compliance with this policy. At least one course coordinator for each course should be present during an examination to answer question or to clarify issues that may arise. Exceptions to his rule must be approved by the school dean.
Section 10 - MCPHS Policies and Services

Criminal Offender Record Information (CORI)
Certain laws require health care agencies to request criminal offender record information (CORI) from the Massachusetts Criminal History Systems Board or New Hampshire State Police, sex offender record inquiries (SORI), and/or Level I background checks on candidates for employment, volunteer, or training positions and to review the information to determine if the candidate is appropriate to be hired. The majority of the clinical training and service-learning sites at which the College places students for experiential education experiences must comply with these laws. In order to be eligible for clinical placements or service-learning experiences, students must have been cleared through a CORI (and sometimes SORI or Level I) check. Sites may require their own background checks, and students may be asked to complete several forms to permit the checks. In cases where the site does not pay the fee for a background check, the student is responsible for paying the fee. If a site requires but does not provide for obtaining CORI, SORI, or Level I checks, students can obtain them through the College’s Office of General Counsel. Without clearance from a required background check, students may not be permitted to begin clinical or service learning placements, and therefore, may be unable to meet program requirements for graduation.

Affirmative Action Policy and Non-Discrimination Policy
MCPHS University is committed to a policy of affirmative action, equal opportunity, non-discrimination and diversity. In addition, the University is committed to providing a learning, working and living environment which values the diverse backgrounds of all individuals. MCPHS University does not discriminate on the basis of race, creed, religion, color, age, gender, sexual orientation, disability, veteran status, marital status, or national origin. The University is additionally committed to a policy of affirmative action to provide for the access and advancement of minorities, women and persons with disabilities with respect to employment and enrollment opportunities.

Sexual Harassment
MCPHS University prohibits any member of the College community, male or female, from sexually harassing another employee, student or other person having dealings with the institution. Sexual harassment is a form of behavior that fundamentally undermines the educational and employment goals and philosophy of MCPHS University. By definition, sexual harassment is a form of discrimination which consists of unwelcome verbal, non-verbal and/or physical contact of a sexual nature which has the effect of interfering with student or employment status by creating an intimidating, hostile or offensive work or learning environment. Such behavior constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

Examples of harassment may include but not be limited to: verbal harassment or abuse; subtle pressure for sexual activity; sexist remarks about an individual’s clothing, body or sexual activities; unnecessary touching, patting or pinching; demanding sexual favors accompanied by implied or overt threats concerning one’s job, grades or letter of recommendation, etc.; physical sexual assault. Individuals who are aware of any incident involving harassment of any kind or who believe they are being sexually harassed, are strongly encouraged to confidentially consult with the Dean of Students and/or the Human Resource Office.
Requirements for Matriculations

Requirements of the Didactic Phase
The following rules and regulations reflect the minimum academic and behavioral standards expected of students during the didactic phase of the Physician Assistant program. In order to complete the didactic phase, students must:

- Earn a grade of at least “C” 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.
- 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 with the assigned advisors at a minimum of once per semester.
- Obtain Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) certification.
- Demonstrate professional behavior and attitude consistent with the College Code of Conduct

Requirements of the Clinical Phase
For the requirements of the clinical phase, please refer to the Clinical Clerkship Manual.

PA Program Graduation Requirements
The School of PA Studies requires all students to meet the following requirements for graduation with a Master’s degree:

- Submission of petition of intent to graduate one year prior to graduation. The petition must be signed by the student’s academic advisor and submitted to the Office of Academic Affairs.
- Completion of the professional courses and clinical clerkships designated by the prefix “PAS” with a grade of “C” or better.
- Final professional grade point average of 2.85 or above.
- Demonstration of required clinical skills proficiencies.
- Successful completion of both PA Summative examinations
- Successful completion of OSCE
Section 11 - Professional Organizations and Community Involvement

Physician Assistant Student Society (PASS)
All students are members of the Physician Assistant Student Society (PASS) and are encouraged to be active participants.

Community Involvement
As a member of the MCPHS University PA Program, students are ambassadors of our program and the College, to our clinical sites, to our patients, and to the public at large. The impression that the PA Program and students as individuals make determines the public’s interest and willingness to work with our program. Students are to always be courteous and respectful. They are to take pride in their work as they communicate with faculty, students, staff, preceptors, patients and the public in general.

The PA Program encourages and supports student participation in service activities that support the community. Please work with the student society to involve the entire class in community-based projects.

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 job services and are eligible to compete for scholarships. Membership involves a one-time enrollment fee of $75. The student membership expires 4 months after graduation.

Massachusetts Association of Physician Assistants (MAPA)
MAPA is a constituent chapter of AAPA. Students are chosen from the programs in Massachusetts to sit on the MAPA Board of Directors. Membership is available to all students for a fee of $25.

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

I have read and understand the document entitled Student Manual containing requirements, rules and regulations, policies and procedures, and expectations of students enrolled in the MCPHS University Physician Assistant Program. I further understand that all of these policies will be applied to all phases of student education and evaluation and accept to uphold the policies stated herein for as long as I am enrolled as a student in the MCPHS University Physician Assistant Program.

Student Signature: _________________________________________________________________

Student Name (PLEASE PRINT): __________________________________________________________

Date: ______________________________________________________________

Program Director Signature: _____________________________________________________________

Date: ______________________________________________________________
Statement of Confidentiality

I hereby acknowledge my responsibility under federal applicable law and the affiliation agreement between the clinical training facility and MCPHS University to keep confidential any information regarding facility patients, as well as all confidential information of the facility. I also agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff, associated personnel and faculty any information regarding any patient, and further agree not to reveal to any third party any confidential information of the facility.

Student Signature: __________________________________________________________

Student Name (PLEASE PRINT): _____________________________________________

Date: _________________________________________________________________
Participation of Students as Human Subjects

Functional anatomy and physical diagnosis are best learned through the study of living subjects. After gross anatomy course, the only anatomy most students will ever see again will be that of their live patients.

The Program requires the participation of students as simulated patients, as well as examiners (in an interchangeable fashion). The Program expects all students to participate in all aspects of physical exam practicum in a professional, cooperative manner.

Generally, students learn these examination techniques and skills in teams of two or three with the guidance of an experienced instructor. Students are encouraged to come to these laboratory sessions prepared to partially disrobe.

Thus, when working on the lower extremities, all students should come prepared by wearing athletic shorts. For the upper limb, thorax and abdomen exams, male students should simply shed their shirts; women should wear a sports bra beneath easily shed shirts.

This participation does not include the genitalia and breast examinations. The students learn to examine and evaluate these anatomical areas using simulators and with professional patients.

It should also be understood that we expect all students to participate in these learning activities by dressing as outlined above and by submitting to inspection, palpation, percussion, and auscultation by their classmates.

By signing below you are hereby signifying that you understand this policy and agree to abide by it.

Student Signature: ________________________________________________________________

Student Name (PLEASE PRINT): ____________________________________________________

Date: ___________________________________________________________________________
Technical Standards of Performance for Students

I have read and understand the Technical Standards of Performance for Applicants, pages of the Student Manual and on the web, [http://www.mcphs.edu/academics/programs/physician-assistant-studies-mpas](http://www.mcphs.edu/academics/programs/physician-assistant-studies-mpas) I declare that I have the abilities and skills described in the Technical Standards of observation, communication, motor, intellectual, and behavioral and social attributes.

Student Signature: ________________________________________________________________

Student Name (PLEASE PRINT): _______________________________________________________

Date: ____________________________________________________________________________
Disclosure Statement

MCPHS University Physician Assistant Program meets the standards set forth by the Accreditation Review Commission on Education of the Physician Assistants (ARC-PA) and the Massachusetts Board of Education.

As a student of the MCPHS University PA Program, I understand and agree that I will engage in timely surveys of graduates, employers, and colleagues on my development as a physician assistant, employment settings, scope of practice, and knowledge base.

As a student of the MCPHS University PA Program, I understand and agree to allow the PA Program to use all of my evaluation criterion information for the use of continued evaluation of the program. This material includes, but is not limited to, admission criteria, didactic and clinical phase performance measures, Physician Assistant National Certification Exam (PANCE), and any other summative instrument.

As a student of the MCPHS University PA Program, I hereby grant permission to the Massachusetts College of Pharmacy and Health Sciences Physician Assistant Program to photograph and/or videotape me, or my minor child, and/or to supervise any others who may do the photography and/or videotaping.

As a student of the MCPHS University PA Program, I hereby grant permission to the MCPHS University Physician Assistant Program to submit my immunization records and drug screen results to clinical sites as appropriate.

I also authorize the MCPHS University Physician Assistant Program to use and/or permit others to use the aforementioned images in educational, informational, and promotional activities without compensation.

Student Signature: ____________________________________________________________

Student Name (PLEASE PRINT): __________________________________________________

Date: ________________________________________________________________________
Immunization Compliance Agreement

I understand that it is my responsibility to provide SentryMD with the proper documentation of immunizations to become and remain cleared and compliant in accordance with the Massachusetts College of Pharmacy and Health Sciences immunization policy. If SentryMD records do not reflect adherence to the immunization policy, then I understand that I will not be allowed to participate in hospital patient encounters during the didactic year. During the clinical year, I understand that non-compliance may result in dismissal from my current clerkship. I will not be allowed to continue until such documentation with SentryMD reflects that I have been cleared and compliant to participate in patient encounter activities and clerkships. I understand that this may delay my graduation from the program and that I may have to repeat a course or clerkship.

This form does not replace College policies. All College policies on immunization are in effect.

Student Signature: ________________________________________________________________

Student Name (PLEASE PRINT): _____________________________________________________

Date: ____________________________________________________________________________
Emergency Contact and Health Insurance Information Form

Student Name (PLEASE PRINT)

Emergency Contact Information

Name ___________________________ Relation ___________________________

Home Phone ___________________________ Cell/Work Phone ___________________________

Insurance Information

☐ Please check here if you will be using the University’s insurance policy.

If you are not using the University’s insurance policy, please fill out the following information:

Policy Number ___________________________

Company ___________________________

Insurance Company Telephone Number ___________________________

Name of Insured (Whose policy is it?) ___________________________

Please return this form along with a copy of your health insurance card to:
Janis Chandler, administrative assistant, G401.
# Physician Assistant Studies
## Behavior Assessment Tool

**Student Name:** __________________________

**Advisor:** __________________________

**Date:** __________________________

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<th>Student Reports:</th>
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<th>Second Year</th>
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**Faculty Comments:** __________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

**Student Comments:** __________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

**Clinical Year:** ___________________________________________________________

____________________________________________________________________________

**Plan:** _________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

**Student Signature** __________________________  **Advisor Signature** __________________________
School of Physician Assistant Studies – Boston

Student Progress and Remediation (P&R) Form

Student and Course Information

Student Name: ________________________________________________

Class/Year (e.g. Class of 2013/1st Year): ______________ Date of P&R Encounter: ______________

Course Number (e.g. PAS 515): ______________ Course Title: ______________________________________

Mode of Contact

☐ Student contacted faculty
☐ Faculty contacted student
☐ Other: ______________________________________________________

Reason(s) for Contact

☐ Student concerns: ____________________________________________

☐ Faculty concerns: ____________________________________________

☐ Course grade below minimum

☐ Late / missing assignment
  ▪ Assignment name: __________________________________________

☐ Failure of assignment, competency, or assessment
  ▪ Assignment, competency, or assessment name: ____________________

☐ Professionalism & Academic integrity

☐ Other: ______________________________________________________

Describe Reason for Encounter and Discussion Content

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Remediation Plan: Referrals

☐ PA Studies Advisor:

☐ Counseling Services: Molly Payne, MA, LHMC, Director of Counseling Services, 617-732-2218, molly.payne@mcphs.edu, B09 (Boston)

☐ Academic Support and Resources: Deborah A. Orozco, Assistant Dean for the Academic Resource Center, 617-732-2185, deborah.orozco@mcphs.edu, W110G (Boston)

☐ Pharmacology Tutoring: register at http://mcphs.mywconline.com/ and select PAS.518

☐ Other: ________________________________________________________________

Remediation Plan: Recommended Course of Action

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
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Faculty Signature: ________________________________ Date: ______________________

Faculty Name (Printed): _______________________________________________________________

Student Signature: ________________________________ Date: ______________________

(Indicate if the student declined to sign)

Copies of this form must be supplied to the following individuals:

1. Course Coordinator:______________________________________________________________

2. PA Studies Advisor:____________________________________________________________

3. Chair of PA Progress and Remediation Committee: Shari Tomasetti, PA-C

4. Student