



West Liberty University
Physician Assistant Studies Program

STUDENT HANDBOOK
POLICIES AND GUIDELINES
2014-2016

**West Liberty University
Physician Assistant Studies Program**

Student Handbook

West Liberty University and the Faculty and Staff of the Physician Assistant Studies Program welcome you! We congratulate you on this accomplishment and look forward to assisting you in achieving your career goal of becoming a practicing physician assistant. The path you have chosen is intense, yet highly rewarding. In addition to guiding you through the academic and clinical phases, the program will also instill professionalism and empathy, traits that are essential in the arena of patient care.

The Student Handbook provides information about the policies, procedures and requirements for successful navigation and completion of the program. The information provided is not all inclusive and school-wide policies and procedures are also covered in the West Liberty University Student Handbook. Additional information will be distributed and/or discussed throughout the course of the program.

Questions about policies, requirements, and procedures may be directed to faculty, staff, or the Program Director for clarification. You are encouraged to refer to the handbook frequently for information. Please retain this handbook for the duration of the program.

You are also required to detach the Statement of Acknowledgement form, sign, date, and then return it to the department Administrative Assistant no later than two weeks from receipt of the handbook.

Welcome!

Full-Time Program Personnel

William A. Childers Jr, Ed.D, MS, PA-C, Program Director	304-336-5100
Howard Shackelford, MD, FACS, FACC, Medical Director	304-336-5099
David Blowers, MPAS, PA-C, Clinical Coordinator	304-336-5294
Brittney Sobota, MSPAS, PA-C, Academic Coordinator	304-336-5199
Jennifer Childers, MSPAS, PA-C, Assistant Professor	304-336-8856
Derrick Latos, MD, MACP, Associate Professor/Principal Faculty Member	304-336-5190
Tara K. Hardman, A.A., A.S., Administrative Secretary Senior	304-336-5098

Telephone: (304)-336-5098

Fax: (304)-336-8868

Statement of Acknowledgement

I have received a copy of the Physician Assistant Studies Program *Student Handbook-Policies and Guidelines, 2014-2016*. I agree to read this and to follow the policies outlined.

Name (print)

Signature

Date

Note: This handbook reflects the current standards of the University and the Program. Every effort is made to be accurate and inclusive, but this booklet may not cover all possible situations encountered.

TABLE OF CONTENTS

Topic	Page
ACCREDITATION STATUS	7
MISSION AND GOALS	8
Curriculum	9
COURSE DESCRIPTIONS.....	10
CODE OF ETHICS OF THE PHYSICIAN ASSISTANT PROFESSION	20
TECHNICAL STANDARDS	22
Observation	22
GENERAL POLICIES ON ACADEMIC PERFORMANCE:.....	24
Educational Assumptions.....	24
Dress Code	25
Program Expectations of Students	27
Decision Points	28
The Grading and Assessment System.....	28
CPR/ACLS.....	29
THE CLINICAL YEAR	29
THE PHYSICIAN ASSISTANT CLINICAL KNOWLEDGE RATING AND ASSESSMENT TOOL (PACKRAT)	32
EXAMINATION POLICIES AND PROCEDURES	33
Academic Dishonesty	34
PROFESSIONAL EXPECTATIONS.....	35
POLICY REEGARDING REMEDIATION AND DECELERATION AND DISMISSAL	37
WLU PA STUDIES GIREVANCE AND APPEAL PROCEDURE.....	39

GUIDELINES FOR ACADEMIC PROBATION	42
DEPARTMENTAL DISCIPLINARY ACTIONS	43
GUIDELINES FOR ADDRESSING SEXUAL HARASSMENT AND OTHER FORMS OF UNLAWFUL DISCRIMINATION AND GRIEVANCE	44
GUIDELINES FOR VOLUNTARY WITHDRAWAL.....	45
GUIDELINES FOR LEAVE OF ABSENCE.....	45
ACADEMIC ADVISING AND COUNSELING.....	46
REQUIREMENTS FOR PROGRESSION/GRADUATION.....	47
CLEARANCE FOR GRADUATION	47
CLEARANCE FOR THE NCCPA (National Commission on Certification of Physician Assistants) BOARD EXAMINATION	48
OPPORTUNITIES FOR CONTRIBUTIONS TO PA EDUCATION AND THE PA PROFESSION.....	48
HEALTH PROFESSIONAL REQUIREMENTS	50
Health Screening and Immunization Verification.....	50
Health Insurance/Financial Responsibility	51
Universal Precautions:	51
STUDENT BACKGROUND CHECKS AND DRUG SCREENINGS	52
PROGRAM COSTS, FINANCIAL AID and REFUND POLICY.....	52
Tuition and Fees.....	52
Financial Aid.....	52
Registration.....	52
Estimate of Costs (FY 2013-2014)	53
Practice Liability Insurance	53
Tuition Refund Policy.....	54
GRADE REPORTS	54
Incomplete Grades	54

ID Badges	54
Change of Address.....	55
MISCELLANEOUS ISSUES.....	55
WLU – Department of PA Studies Communication Policy for Students	55
E-mail Addresses	55
Appendix-1	57
Decision Point Checklist.....	58

ACCREDITATION STATUS

What is the 'accreditation status' of the Program and what does it mean?

The West Liberty University Physician Assistant Program has been granted Provisional Accreditation (the status granted to all newly accredited programs) from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

In order for graduates to be eligible to sit for the national board exam (PANCE), they must have successfully completed a course of study from a program that is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Provisional Accreditation is the status of accreditation granted for a limited, defined period (three years) to a new program that, at the time of the comprehensive review that includes the site visit, has demonstrated its preparedness to initiate a program in accordance with the Standards. Initial Provisional Accreditation visits are conducted during the calendar year prior to enrollment of the charter class of students. Based on the accreditation application and descriptive report, the report of the site visit team, and the evaluation of these by the ARC-PA, the ARC-PA will determine whether or not to award Provisional Accreditation.

Provisional Accreditation does not ensure any subsequent accreditation status.

Follow-up provisional visits are conducted to programs that have successfully achieved provisional accreditation. Follow-up visits must occur no sooner than four months after students have entered the clinical phase of the program and no later than six months after graduation of the first class, and the ARC-PA retains the right to require an earlier follow-up provisional visit.

Programs that successfully achieve accreditation after their follow-up provisional visit will have a maximum interval before their next comprehensive visits of 5 years.

Failure of a provisionally accredited program to achieve accreditation within the specified time will result in withdrawal of accreditation.

About the ARC-PA:

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is the accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.

The ARC-PA encourages excellence in PA education through its accreditation process, by establishing and maintaining minimum standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Physician Assistant Education. The accreditation process is designed to encourage sound educational experimentation and innovation and to stimulate continuous self-study and improvement. These Standards are to be used for the development, evaluation, and self-analysis of physician assistant programs.

MISSION AND GOALS

West Liberty University Mission Statement

To provide our students the opportunity for a high quality undergraduate, graduate, and professional education.

West Liberty University Physician Assistant Program

Mission Statement and General Goals

Mission Statement

The West Liberty University \ Physician Assistant Studies Program is committed to providing a high-quality education to physician assistant candidates, who as an integral part of the health-care team, will provide empathetic and competent care to the patients they serve, including those in underserved areas.

General Goals

Graduates of the Master of Science in Physician Assistant Studies will:

- Be clinically competent primary care physician assistants who practice evidence-based medicine.
- Reflect the highest standards of compassionate, legal, ethical, and moral conduct.
- Be team-oriented, culturally sensitive providers who are dedicated to their communities.
- Encourage improvement in the quality, accessibility, and cost-effectiveness of patient care in their community and state.
- Be critical-thinking and effective communicators with both patients and health care professionals.
- Identify the lack of medical care in rural and underserved regions and consider practicing their discipline or providing service in such locations.
- Have an appreciation of the greater field of knowledge beyond their discipline and recognize the importance of lifelong learning in maintaining a level of excellence in their practice.

West Liberty University

Physician Assistant Studies Program

Curriculum
June 2014 – June 2016

Jun30-Sep 19 2014	Sep 29-Dec 19 2014	Jan 05-Mar 20 2015	Mar 30-Jun 19 2015	Clinical Clerkship	Begin	End
				Clinical Clerkship-1	Jun 29, 2015	Jul 30, 2015
Human Anatomy & Physiology I (PA-501) (4 units); 6	Human Anatomy & Physiology II (PA-502) (4 units); 6	Health Promotion & Disease Prevention. (PA-519) (1 unit); 2	Behavioral Medicine (PA-518) (2 units); 2	Clinical Clerkship-2	Aug 03, 2015	Sep 04, 2015
				Clinical Clerkship-3	Sep 07, 2015	Oct 09, 2015
Research I (PA-504) (1 unit); 2	Research II (PA-505) (1 unit); 2	Clinical Skills I (PA-536) (2 units); 3	Clinical Skills II (PA-537) (2 units); 3	Clinical Clerkship-4	Oct 12, 2015	Nov 13, 2015
				Clinical Clerkship-5	Nov 16, 2015	Dec 18, 2015
Principles of Physical Diagnosis I (PA-520) (3 units); 6	Principles of Physical Diagnosis II (PA-521) (3 units); 6	Principles of Physical Diagnosis III (PA-522) (3 units); 6	Women's Health (PA-535) (2 units); 2	Christmas Break	Dec 19, 2015	Jan 03, 2016
				Clinical Clerkship-6	Jan 04, 2016	Feb 05, 2016
				Clinical Clerkship-7	Feb 08, 2016	Mar 11, 2016
PA Professional Issues I (PA-512) (1 unit); 1	Pathophysiology of Disease I (PA-510) (2 units); 3	Pathophysiology of Disease II (PA-511) (2 units); 3	PA Professional Issues II (PA-549) (1 unit); 1	Clinical Clerkship-8	Mar 14, 2016	April 15, 2016
Clinical Ethics (PA-503) (2 units); 3	Clinical Pharmacology I (PA-526) (2 units); 3	Clinical Pharmacology II (PA-527) (2 units); 3	Rural Medicine (PA-539) (2 units); 2	Clinical Clerkship-9	April 18, 2016	May 20, 2016
				Summer Break	May 21, 2016	May 30, 2016
Clinical Lab Science (PA-516) (2 units); 2	Clinical Medicine I (PA-528) (3 units); 4	Clinical Medicine II (PA-529) (4 units); 5	Clinical Medicine III (PA-530) (4 units); 5	May 31, 2016 – June 24, 2016		
Medical Microbiology (PA-538) (2 units); 2		Clinical Genetics (PA-532) (1 unit); 2	Clinical Medicine IV (PA-531) (2 units); 2	Board preparation Make-ups Check out		
15 units 22 contact hrs/wk	15 units 24 contact hrs/wk	15 units 24 contact hrs/wk	15 units 17 contact hrs/wk			

COURSE DESCRIPTIONS

Didactic

PA- 501: Human Anatomy and Physiology-I (4.0 Semester Hours)

This is the first course in a two-part series devoted to the study of human anatomy and physiology. The course will cover topography, internal structures, and functions with correlations to diagnostic modalities currently used by practitioners. Case studies will illustrate the anatomical findings in classical clinical presentations of the most common chief complaints. Pertinent biochemical principles will be integrated into the course to cover cellular structures and processes which impact health and disease. A systems and an intersystem approach is used throughout and reinforced in the guided lab. Topics in A&P-I include the cardiovascular, lymphatic, respiratory, gastrointestinal, and genitourinary systems. Additional topics include water, electrolytes, acid-base balance, and nutrition and metabolism.

PA-502: Human Anatomy and Physiology-II (4.0 Semester Hours)

This is the second course in a two-part series devoted to the study of human anatomy and physiology. The course will cover topography, internal structures, and functions with correlations to diagnostic modalities currently used by practitioners. Case studies will illustrate the anatomical findings in classical clinical presentations of the most common chief complaints. Pertinent biochemical principles will be integrated into the course to cover cellular structures and processes which impact health and disease. A systems and an intersystem approach is used throughout and reinforced in the guided lab. Topics in A&P-II include the integumentary, muscular, skeletal, neurological, and endocrine systems as well as human development.

PA-503: Clinical Ethics (2.0 Semester Hours)

The ethics course is designed to expose the student to legal and ethical dilemmas faced in medical practice. The course presents approaches that facilitate thinking through the complexities of ethical issues in clinical practice. In addition, representative opinions are offered. The format will include assigned readings, reflection and application papers, and class discussions. Topics include death and dying decisions, informed consent, decisional capacity, cultural and religious beliefs, euthanasia and assisted suicide, genetic screening, and the use of humans in clinical research. Students will develop the ability to recognize and think through ethical issues as they arise in their professional practice. They will be prepared to take ethical responsibility as part of the health care team and practice empathy, principles, and protocols that enhance patient welfare.

PA-504: Research I (1.0 Semester Hour)

This course is the first course of a two-part series, and introduces the students to methods and common tools used in research. Topics include the research process, types of research, sampling and generalizability, reliability and validity, research design, methods of measurement, data collection, and statistical analysis. The course integrates article reviews by the student. Students will search the internet and critique peer-reviewed medical literature. The course will also provide the students with a working knowledge of research in the physician assistant and general medical profession and stimulate critical thinking. Students will recognize the relevance and value of research in their professional development and obtain the skills necessary to pursue a lifetime of learning through examination and evaluation of current medical literature.

PA-505: Research-II (1.0 Semester Hour)

This is the second course in a two-part series and builds on theory and concepts learned in Research-I. Students will analyze methods used in medical research and evaluate the reliability of findings. Topics include medical writing, research ethics, research paper design, and critical review of the literature using published research articles. In addition, students will also make recommendations which could improve the research process. Students will cover the essential requirements for a research paper and discuss the AMA paper format. The course will culminate in a critical analysis of peer-reviewed literature, using concepts taught in class. Students will be able to recognize the relevance and value of research in the medical professions. They will also acquire the necessary skills to critique medical literature through examination, evaluation, and application of research theory and methods, and have an understanding of medical writing.

PA-510: Pathophysiology of Disease-I (2.0 Semester Hours)

This is the first course in a two-part series which provides an introduction to the pathophysiology of disease. The course covers a review of relevant normal structure and function of human organ systems followed by a study of pathophysiological mechanisms that underlie diseases related to that system. Topics covered include cardiovascular, blood, pulmonary, gastrointestinal, liver, exocrine pancreatic, renal, and male reproductive disease. Topics will be covered in coordination with the clinical pharmacology and clinical medicine series. Students will become familiar with the pathogenesis, pathology, and clinical manifestations of disease as organized by system. In doing so, they will obtain the fundamental knowledge essential for further study and management of disease processes.

PA-511: Pathophysiology of Disease II (2.0 Semester Hours)

This is the second course in a two-part series providing an introduction to the pathophysiology of disease. The course covers a review of relevant normal structure and function of human organ systems followed by a study of pathophysiological mechanisms that underlie diseases related to that system. Topics covered include nervous system, bone and mineral metabolism, endocrine,

immune, rheumatologic, and dermatologic diseases as well as infectious disease and neoplasia. Students will become familiar with the pathogenesis, pathology, and clinical manifestations of disease as organized by system. In doing so, they will obtain the fundamental knowledge essential for further study and management of disease processes.

PA-512: PA Professional Issues-I (1.0 Semester Hour)

This is the first course of a two-part series designed to acquaint students with the history, development, and current status of the PA profession. Topics include the evolution of the PA profession, current and expected future practice trends, the PA's role as part of the health care team, patterns of health care delivery, and political and legal factors that affect PA practice. Types of health care systems, billing, and patient privacy issues are also presented. In addition, standards of ethical behavior, professional responsibilities, and the importance of membership in professional organizations are emphasized.

PA-516: Clinical Lab Science (2.0 Semester Hours)

This course covers the clinical considerations for laboratory tests based on patient presentation and clinical findings. Indications for ordering the specific test, interpretation of lab results, and correlation with disease processes are covered. Topics include hematology/oncology, urinalysis, and chemistry. An emphasis is placed on interpretation and clinical significance of commonly ordered laboratory tests. The course incorporates both observation and performance of selected laboratory testing procedures applicable to a primary care setting. This includes techniques for the collection and performance of wet preps, gram stain, urinalysis – routine and microscopic, KOH prep, normal saline prep, and blood specimen.

PA-518: Behavioral Medicine (2.0 Semester Hours)

This course is designed to provide an overview of the psychological and social factors that influence human behavior. It will focus on factors that shape health behaviors and response to stressors. In addition, students are taught how behavior can be influenced by illness, leading at times to poor coping skills, and physical and mental manifestations. Topics covered include psychological models of the mind, development through the life cycle, sleep, sexuality, violence, and reaction to illness. Students will learn how to take a proper mental health history and perform a mini-mental examination. This course will provide strategies for students to deal with patients, and give insight into the social and behavioral principles that promote empathy, cultural competency, communication, and collaborative care.

PA-519: Health Promotion and Disease Prevention (1.0 Semester Hour)

The course provides strategies for fostering a provider-patient partnership and tools for effectively communicating healthy lifestyles. Students will be presented with current information about various conditions commonly seen in the clinical setting. Topics include benefits of

prevention, barriers to preventive care, historical perspectives, shared decision-making, selectivity of ordering tests, and improving the delivery of preventative clinical services. Particular attention will be paid to Healthy People 2010. The course also covers selected topics dealing with aspects of preventive medicine and community resources. It explores the efficacy of lifestyle modification in optimizing health. Specific topics include domestic violence, environmental health and sanitation, clinical genetics, geriatrics, immunizations, trauma, sexually transmitted diseases, women's health, men's health, and systemic diseases. This course provides information to educate the clinician about the importance of incorporating preventative measures and health promotion in all patient encounters.

PA-520: Principles of Physical Diagnosis-I (3.0 Semester Hours)

Physical Diagnosis-I is the first course in a three-part series, and is designed to introduce Physician Assistant students to the knowledge, skills, and ability to conduct a comprehensive medical interview, to interact appropriately with patients, and to perform the appropriate organ system physical examination. Topics include critical thinking and differential diagnosis, interviewing techniques, examination techniques, equipment use, patient responses, the culturally diverse patient, obtaining the patient history, documentation of information using the SOAP format, and the use of medical terminology. The skin, head and neck, eyes, ears, nose, sinuses, oral cavity, and nutritional assessment are also covered in this course. The format include lectures, written assignments, case presentation, student presentation, role playing, vignettes, reflection papers, and labs. Upon completion of this course, students should be able to present the information obtained in the proper written and oral format, be able to perform the appropriate examination, understand the critical thinking process, and reflect on the need for cultural competency.

PA-521: Principles of Physical Diagnosis-II (3.0 Semester Hours)

Physical Diagnosis-II is the second course in a three-part series and is designed to further acquaint Physician Assistant students with current methods used in evaluating and diagnosing medical conditions in the general population. It presents information in a lecture format, which is followed by a guided practical lab, a practice session, and then testing of the material covered. Methods utilized include interviewing techniques, proper use of equipment, history taking, note writing, performing examinations, and correlating signs and symptoms with disease processes. Systems covered in this section include the chest, heart, peripheral vascular system, the abdomen, and the male genitalia. During this course, students will also perform OSCEs (Objective Structures Clinical Exams). Upon completion of this course, students should be able to present the information obtained in the proper written and oral format and be able to perform the appropriate examination

PA-522: Principles of Physical Diagnosis-III (3.0 Semester Hours)

Physical Diagnosis-III is the final course in a three-part series, and is designed to further acquaint Physician Assistant students with current methods used in evaluating and diagnosing medical conditions in the general population. It presents information in a lecture format, which is followed by a guided practical lab, a practice session, and then testing of the material covered. Methods utilized will include interviewing techniques, proper use of equipment, history taking, note writing, performing examinations, OSCEs, and correlating signs and symptoms with disease processes. Systems covered in this section include the breast, female genitalia, the pregnant female, the musculoskeletal system, and the nervous system. Consideration of special populations such as the pediatric and the geriatric patient will also be covered. The practical culmination will be the performance of a comprehensive physical examination. Upon completion of this course, students should be able to present the information obtained in the proper written and oral format and be able to perform the appropriate examination.

PA-526: Clinical Pharmacology-I (2.0 Semester Hours)

This is the first course in a two-part series. This course will introduce students to the principles of pharmacology and clinical pharmacotherapeutics. Topics include discussion of treatment guidelines, indications, contraindications, drug information resources, and case studies. Students will begin an in-depth analysis of pharmacotherapeutics and the application of drugs for the diagnosis, treatment and prevention of disease. A pathophysiologic approach will be used, with emphasis on the rational selection and use of drugs in the care and treatment of the pediatric, adult, and geriatric patient in primary, urgent, and emergent care settings. Specific therapeutic regimens will be reviewed from a systems approach in coordination with the clinical medicine series. Topics include general pharmacologic principles, bacterial, eukaryotic and viral infections, chemotherapy and immunosuppression, cardiovascular, and peripheral neuropharmacology.

PA-527: Clinical Pharmacology-II (2.0 Semester Hours)

This is the second course of a two-course series. This course provides information on clinical pharmacotherapeutics and pharmacodynamics. Topics include discussion of treatment guidelines, indications, contraindications, drug information resources, and case studies. The student will continue an in-depth analysis of pharmacotherapeutics and the application of drugs for the diagnosis, treatment, and prevention of disease. A pathophysiologic approach will be used, with emphasis on the rational use of drugs in the care and treatment of pediatric, adult, and geriatric patients. Specific therapeutic regimens will be reviewed from a systems approach in coordination with the clinical medicine series. Topics include central neuropharmacology, substance abuse and pain, autacoids, anti-inflammatories, endocrine pharmacology, vitamins and supplements, toxicology, and poisons and antidotes.

PA-528: Clinical Medicine-I (4.0 Semester Hours)

This is the first course in a four-part series and provides a study of common medical and surgical disorders encountered in general medicine. Topics include typical clinical presentation, etiology, pathophysiology, diagnostic work-up, formulation of treatment plans and referral. Students will also develop strategies for enhancing patient education and compliance, taking into consideration the socioeconomic and cultural aspects of health care. A correlational approach will be used, with interaction with physical diagnosis, pharmacology, and clinical diagnostics. Lessons will be presented by systems. The format includes formal lectures, discussions, and case presentations. Systems covered include the head, eyes, ears, nose, throat, heart, and lungs.

PA-529: Clinical Medicine-II (4.0 Semester Hours)

This is the second course in a four-part series and continues the study of common medical and surgical disorders encountered in general medicine. The course content includes typical clinical presentation, etiology, pathophysiology, diagnostic work-up and management of these disorders. Students will also develop strategies for enhancing patient education and compliance, taking into consideration the socioeconomic and cultural aspects of health care. A correlational approach will be used with interaction with physical diagnosis, pharmacology, and clinical diagnostics. Lessons will be presented by systems. The course format includes formal lectures, discussions, and case presentations. Systems covered include the gastrointestinal, male genitourinary, renal, musculoskeletal, and endocrine. Rheumatologic and fluids, electrolytes and acid-base disorders are also covered.

PA-530: Clinical Medicine-III (4.0 Semester Hours)

This is the third course in a four-part series, exposing the student to the study of common medical and surgical disorders encountered in general medicine. Course content includes typical clinical presentation, etiology, pathophysiology, diagnostic work-up, formulation of treatment plan and referral. Students will also develop strategies for enhancing patient education and compliance, taking into consideration the socioeconomic and cultural aspects of health care. Topics covered include dermatology, neurology, infectious diseases, sexually transmitted diseases, oncology/hematology and coagulation disorders, psychiatric disorders, family violence and abuse, rehabilitative medicine, end-of-life issues, and emergency medicine.

PA-531: Clinical Medicine-IV (2.0 Semester Hours)

This course is designed to orient Physician Assistant students to common medical and surgical disorders with emphasis on primary care concepts in the pediatric and adolescent populations. Students will review pertinent anatomic and pathophysiologic aspect of disease conditions, clinical presentation, physical findings, diagnostic work-up, diagnosis, formulation of treatment plans, and referral. Students will also develop strategies for enhancing patient education and compliance, taking into consideration the socioeconomic and cultural aspects of health care.

PA-532: Clinical Genetics (1.0 Semester Hour)

Course Description: In Clinical Genetics, we will study the basic principles of heredity (including cytogenetics, molecular and mendelian genetics) and the processes that lead to genetic variability in humans. We will look at how different genetic mutations and chromosomal abnormalities can give rise to genetic disorders. Through a few select genetic disorders, we will become aware of their genetic causes, genetic testing, clinical manifestations of genetic diseases, as well as physical, psychological and social impacts of these disorders on patients. We will also consider recent discoveries from human genomics and pharmacogenetics that have influenced postsymptomatic treatment strategies and presymptomatic prevention-based healthcare. The course will include workshop sessions to solve genetic problems as problem-based learning is a proven method and is well-suited to medical genetics because it involves integration of skills and knowledge from many fields.

PA-535: Women's Health (2.0 Semester Hours)

This course exposes students to common problems encountered in caring for women. Students will review pertinent anatomic and pathophysiologic aspects of disease conditions, clinical presentation, physical findings, diagnostic work-up, diagnosis, formulation of treatment plans, and referrals. Students will also develop strategies for enhancing patient education and compliance, taking into consideration the socioeconomic and cultural aspects of health care. Topics include pregnancy, fetal medicine, dysmenorrhea, isoimmunization, diabetes and hypertension in pregnancy, complications of pregnancy, labor and delivery, post-partum issues, sexually transmitted diseases, menstrual-endocrine abnormalities, reproductive life extremes, fertility regulation, disorders of pelvic support, ovarian, endometrial, cervical and vulvar neoplasia, and cancer.

PA-536: Clinical Skills-I (2.0 Semester Hours)

This is the first of a two-part lecture and lab sequence providing a practical approach to management of medical and surgical conditions. This course introduces students to the basic skills and knowledge needed to evaluate and treat common illnesses and injuries. Lectures are followed by practical applications in guided lab sessions. Topics include prescription writing, aseptic techniques, gowning, gloving, venipuncture, IV therapy, casting, splinting, and dermatological procedures using oral/case presentations.

PA-537: Clinical Skills-II (2.0 Semester Hours)

This is the second of a two-part lecture and lab sequence providing a practical approach to the management of medical and surgical conditions. Topics include radiology, lung and heart sounds, bladder catheterization, nasogastric tube placement, joint access, steroid therapy, anesthesia techniques, BLS, ACLS, and miscellaneous urgent care/primary care procedures. Lectures are followed by practical applications in guided lab sessions. In addition, students will take a PACKRAT and an OSCE exam.

PA-538: Medical Microbiology (2.0 Semester Hours)

The student will discuss the mechanisms of microbial pathogenicity and common organisms associated with specific infectious diseases. Students will cover basic structure and physiology, pathogenicity, bacterial growth, virulence factors and basic epidemiology. Organisms covered include bacteria, fungi, parasites, mycoplasmas, rickettsias, chlamydias, spirochetes, vibrios, and viruses. Upon completion of the course students will become familiar with important microorganisms and their roles in infectious diseases in preparation for advanced coursework in pharmacology, pathophysiology, and clinical medicine.

PA-539: Rural Medicine (2.0 Semester Hours)

The course explores health disparities in the rural population and special considerations of providing care in this setting. Specific medical conditions that are unique to rural areas in West Virginia will be included. The use of medical networks, medical informatics, and telemedicine will also be covered. In addition, students will be exposed to the principles that guide rural health organizations and the utilization of patient consultation. Finally, students will explore the characteristics of the rural patient and the rural health care provider, the economics of rural health practice, and the quality and role of primary care in the rural setting.

PA-549: PA Professional Issues-II (1.0 Semester Hour)

This course is presented as the second of a two-part series of professional issues and will prepare students for transition from the role of student to medical practitioner. Employment considerations and professional liability are included in this section. This section also include patient safety, risk management, interprofessional relationships, resume writing, job search, interviewing strategies, contract negotiation, certification, state licensure, networking, state practice requirements, credentialing, privileging, DEA certification, and supervisory agreement.

Clinical

The clinical phase of the program is 12 months long and consists of clinical clerkships under the supervision of a clinical preceptor. During this phase, students' knowledge and practical skills attained during the didactic phase, is utilized through interaction with clinical faculty and staff. In addition, it provides students opportunities to refine and develop new knowledge and skills. This phase consists of nine clerkships lasting 5 weeks, for a total of 45 semester units. The clinical clerkships are listed below.

PA-570: Family Medicine (5 weeks) 5.0 Semester Hours

This five-week outpatient clerkship reinforces primary care knowledge and concepts taught during the didactic phase of the program through practical applications. Working as part of a health care team, students are expected to assimilate and correlate patient history, physical findings, and diagnostic studies to make diagnoses and formulate treatment plans. Students will

be exposed to a broad range of medical conditions seen in the pediatrics to geriatrics population. This includes patients in long term care. Activities include patient examination, pharmacotherapeutics, treatment modalities, follow-up evaluation, case presentations and documentation. Students work under the supervision of a licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus per week.

PA-571: Internal Medicine (5 weeks) 5.0 Semester Hours

This five-week clerkship allows students to demonstrate knowledge, clinical examination techniques, and other learned competencies in the inpatient and outpatient settings. Students correlate pathophysiology, clinical signs and symptoms, and diagnostic studies to make assessments and formulate treatment plans. Students also participate in follow-up evaluations. The rotation covers patients along the continuum of life from young adult to geriatrics, including long term care. Activities included patient examination, pharmacotherapeutics, treatment modalities, follow-up evaluations, case presentations and documentation. Students work under the supervision of a licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus per week.

PA-572: Emergency Medicine (5 weeks) 5.0 Semester Hours

This five-week clerkship allows students to demonstrate knowledge, clinical examination techniques, and other learned competencies in the urgent and emergent settings. Students correlate pathophysiology, clinical signs and symptoms, and diagnostic studies to make assessments and formulate treatment plans. The rotation covers patients along the continuum of life spectrum. Activities include patient examination, pharmacotherapeutics, other treatment modalities, follow-up evaluation, case presentation and documentation. Conditions include cardiac, respiratory, trauma, and other life-threatening conditions. Procedures include reduction techniques, suturing, aspirations, IV placements, splinting, and minor surgical procedures. Students will also interact with members of the surgical and medicine teams. Students learn when and how to make proper referrals, interpret laboratory and radiological studies, formulate treatment plans, discharge, refer, and admit patients. Students work under the supervision of a licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus per week.

PA- 573: Pediatric and Adolescent Medicine (5 weeks) 5.0 Semester Hours

This five-week clerkship exposes students to patients in the pediatric and adolescent age groups. Students use knowledge, examination techniques, diagnostic studies, and current treatment modalities to diagnose and treat medical conditions commonly found in this patient population. Students also learn how to perform common pediatric treatment procedures in the inpatient and outpatient settings. Students will learn to recognize developmental milestones and life-threatening conditions. Students are also expected to perform drug dosage calculations, provide immunizations, and perform well-child and school physicals. Students will also provide health promotion and disease prevention education. Students work under the supervision of a

licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus hours per week.

PA- 574: Women’s Health (5 weeks) 5.0 Semester Hours

This five-week rotation provides students with the opportunity to apply the principles of pathophysiology, physical diagnosis, clinical lab diagnostics, and therapeutics in treating women from adolescence through their later years in both the inpatient and outpatient settings. Students are expected to become proficient in performing pelvic examinations, saline-preps, KOH preps, specimen collection, and some minor surgical procedures (abscess incision and drainage). Students will evaluate, diagnose, and treat women with conditions such as menstrual irregularities, sexually transmitted diseases, breast conditions, genitourinary symptoms, and neoplasia/cancer of the reproductive tract. In addition, students will be involved in providing prenatal care, preventive education and health promotion related to issues in women’s health. Instruction in family planning will also be provided. Students work under the supervision of a licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus hours per week.

PA-575: General Surgery (5 weeks) 5.0 Semester Hours

This five-week rotation provides students with the opportunity to learn about general and specific principles of treating surgical patients in both the inpatient and outpatient settings. Students will learn how to evaluate, diagnose, manage, and refer patients presenting with surgical conditions. Students will perform pre-operative work-ups and post-operative care for patients. In addition, students will assist in the operating room as part of a surgical team. Mastery of aseptic techniques, gowning, gloving, instrumentation, suturing, and first and /or second assisting will be expected. The rotation will cover surgical conditions across the spectrum of body systems. Late evenings and weekend calls may be scheduled. Students work under the supervision of a licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus hours per week.

PA-576: Behavioral Medicine/Psychiatry (5 weeks) 5.0 Semester Hours

This five-week clerkship exposes students to patients with emotional and psychiatric conditions. Students will reinforce concepts of psychopathology, psychotherapeutics, and patient interviewing techniques to obtain patient histories, make diagnoses, and formulate treatment plans. Students are expected to develop skills to manage patients’ response to psychiatric illness. The experience includes interaction along the lifespan in both the inpatient and outpatient settings. Students work under the supervision of a licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus hours per week.

PA-577: Elective-I (5 weeks) 5.0 Semester Hours

This five-week clerkship is an opportunity for students to gain additional or new clinical experience. During this rotation students may choose to return to a previous rotation or pursue

studies in another area of clinical interest. Students work under the supervision of a licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus hours per week.

PA-508: Elective-II (5 weeks) 5.0 Semester Hours

This five-week clerkship is another opportunity for students to gain additional or new clinical experience. During this rotation students may choose to return to a previous rotation or pursue studies in another area of clinical interest. Students work under the supervision of a licensed clinical preceptor and undergo an end of rotation evaluation. **Hours:** 40 plus hours per week.

CODE OF ETHICS OF THE PHYSICIAN ASSISTANT PROFESSION

(Established by the American Academy of Physician Assistants)

(Adopted 1984, reaffirmed 1990, 1995, 2000 and August 2002)

The American Academy of Physician Assistants recognizes its responsibility to aid the profession in maintaining high standards in the provision of quality and accessible health care services. The following principles delineate the standards governing the conduct of physician assistants in their professional interactions with patients, colleagues, other health professionals and the general public. Realizing that no code can encompass all ethical responsibilities of the physician assistant, this enumeration of obligations in the Code of Ethics is not comprehensive and does not constitute a denial of the existence of other obligations, equally imperative, though not specifically mentioned.

- Physician Assistants *shall be committed to providing competent medical care, assuming as their primary responsibility the health, safety, welfare, and dignity of all humans.*
- Physician Assistants *shall extend to each patient the full measure of their ability as dedicated, empathetic health care providers and shall assume responsibility for the skillful and proficient transactions of their professional duties.*
- Physician Assistants *shall deliver needed health care services to health consumers without regard to sex, age, race, creed, socioeconomic, and political status.*
- Physician Assistants *shall adhere to all state and federal laws governing informed consent concerning the patient's health care.*
- Physician Assistants *shall seek consultation with their supervising physician, other health providers, or qualified professionals having special skills, knowledge, or experience whenever the welfare of the patient will be safeguarded or advanced by such consultation. Supervision should include ongoing communication between the physician and the physician assistant regarding the care of all patients.*

- Physician Assistants *shall take personal responsibility for being familiar with and adhering to all federal/state laws applicable to the practice of their profession.*
- Physician Assistants *shall provide only those services for which they are qualified via education and/or experiences and by pertinent legal regulatory process.*
- Physician Assistants *shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services.*
- Physician Assistants *shall uphold the doctrine of confidentiality regarding privileged patient information, unless required to release such information by law or such information becomes necessary to protect the welfare of the patient or the community.*
- Physician Assistants *shall strive to maintain and increase the quality of individual health care service through individual study and continuing education.*
- Physician Assistants *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.*
- Physician Assistants, *ever cognizant of the needs of the community, shall use the knowledge and experience acquired as professionals to contribute to an improved community.*
- Physician Assistants *shall place service before material gain and must carefully guard against conflicts of professional interest.*
- Physician Assistants *shall strive to maintain a spirit of cooperation with their professional organizations and the general public.*

TECHNICAL STANDARDS

The intent of the Physician Assistant Studies Program is to educate competent primary care Physician Assistants (PAs) who can evaluate, manage, and provide quality health care to the general population. Candidates admitted to this program are expected to complete the academic and clinical requirements of the professional program.

Candidates are reviewed for admission into the program on an individual basis. In addition to meeting the academic, professional, and administrative requirements, candidates must also have the ability to develop the intellectual capacity and technical skills required to perform the functions of a practicing physician assistant. Candidates who are accepted as students in the physician assistant program must meet the following standards:

Observation

The student must have sufficient vision to be able to observe demonstrations, experiments, laboratory exercises, visual presentations and computer-facilitated instruction. He or she must be able to differentiate between normal and pathological states and distinguish between colors. In addition, the student must be able to observe patients closely and at a distance. Observation necessitates the complimentary use of smell, touch and hearing.

Communication

The student must be able to speak, hear, read and write in order to elicit and exchange information with patients, family members, and other health care providers. He or she must be able to perceive verbal and non-verbal cues as it pertains to patients' conditions. In addition, the student must be able to facilitate the flow of information with respect and sensitivity towards faculty, patients, families, and other members of the health care team.

Motor

The student must have the motor control and coordination to perform physical examinations through inspection, palpation, auscultation and percussion in order to elicit information. He or she must be able to perform laboratory procedures, clinical skills and diagnostic maneuvers, with and without the use of equipment. In addition, the student must be able to bend, manipulate, lightly lift to approximately twenty-five pounds, and assist patients.

Intellectual, Conceptual, Integrative, and Quantitative

The student must have the ability to comprehend, memorize, interpret, analyze and synthesize information presented in the classroom, laboratory and clinical settings. He or she must also be able to measure, calculate, formulate, reason and make diagnostic and therapeutic decisions. The

student must be able to assimilate and integrate information through a variety of modalities such as classroom instruction, group interaction, research, individual study, and presentations. In addition, the student must be able to integrate the use of computer programs and web-based resources into learning.

Behavioral and Social Attributes

The student must have the emotional health for full utilization of his or her intellectual capabilities, to exercise good judgment, to promptly complete all responsibilities and assignments attendant to the diagnosis and care of patients, and the department to exercise sensitive, empathic, mature and effective relationships with patients, their families, peers and other members of the health care team. The student should be able to recognize limitations of his or her education and training. The student should also be willing to seek consultation when appropriate, and be able to recognize, handle and/or assist in life-threatening situations. He or she must also have the humility to accept constructive critique and the perseverance to complete an arduous course of study.

All students are expected to perform physical examinations on both males and females and on each other. Breast and pelvic examinations will be conducted on anatomic models and/or simulated patients during the didactic (1st) year, and on real patients during the clinical year. Candidates who are unable to meet this requirement based on religious beliefs or other reason must inform the program upon acceptance so that reasonable arrangements may be made.

Reasonable accommodations will be made for applicants with handicaps; however, as part of the admission process, all applicants must be able to perform all listed technical requirements.

Chronic or recurrent illnesses or problems that may interfere with patient care or safety, or may lead to a high likelihood of absenteeism are incompatible with PA training or clinical practice. Deficiencies in knowledge, judgment, integrity, character, professional attitude or demeanor may jeopardize patient care. ***Candidates are not required to disclose the nature of any disability to the PA Studies faculty; however, any candidate who has questions about his/her ability to meet these technical standards is strongly encouraged to discuss the issue with the Dean of the College of Sciences prior to the interview process.*** If appropriate, and upon the request of the candidate, reasonable accommodations may be provided.

Accommodations for disability: *If you are an individual with a disability and need reasonable accommodation to fully participate in this program, please contact Carrie Young at the Center for Student Success, Main Hall, 144 Floor, Ext: 8216.*

Candidates, who are admitted to the West Liberty University PA Studies program will be required to sign a statement that certifies that they have read, fully understand, and meet each of the Technical Standards.

GENERAL POLICIES ON ACADEMIC PERFORMANCE:

Educational Assumptions

1. The curriculum is based on continuous improvement.
2. Students are adult, self-motivated learners.
3. Learning is collaboration between faculty, staff and students.
4. The Code of Honor and Code of Ethics will be followed.
5. Constructive critique between students, faculty and staff will be accepted.
6. Cultural diversity in the class will be recognized as a strength and will be tolerated.
7. Students will display professionalism in dealing with instructors, program staff, peers, and patients.
8. Attitudes and behaviors, as well as academic performance are essential elements for successfully completing the PA program.

Classroom, Didactic and Other Issues

1. The West Liberty University PA Studies Program is committed to maintaining the highest standards of academic performance, which includes professional behavior. Behaviors such as cheating, plagiarism or falsified documentation of clinical findings will be viewed as academic performance issues subject to disciplinary measures.
2. Students will be reliable, honest, professional and mutually supportive.
3. Each student has a different learning style and has a different perspective based upon their academic background and clinic experience. What may be intuitively obvious to you may be beyond the grasp of a classmate at that moment. Each of you will have a time when you will be the expert and a time when you will be the novice.

4. Just as each student has an individual learning style, each instructor and guest speaker has an individual teaching style. It is not possible to match learning and teaching styles perfectly. It is the responsibility of the PA Studies department to provide a variety of valid educational experiences and to be responsive to valid and constructive critique.
5. There are opportunities for students to evaluate speakers and courses. These evaluations are most valuable when everyone in class participates and responds constructively.
6. Punctuality and attendance are very important issues to us. Tardiness, early departure and absence from classes are not conducive to optimal learning for you or your colleagues. The structure of the PA Studies curriculum is fast-paced and builds upon previous instruction. It is the responsibility of the student to arrive on time, to be prepared for class, and to remain for the entire class period. Chronic tardiness and/or early departures or absences will result in intervention by your faculty advisor and may have consequences on your continuance in this program.
7. You are expected to wear appropriate attire at all times for the classroom, clinic, and other WLU experiences.

Dress Code

You are expected to wear appropriate attire at all times for the classroom, clinic, and other WLU experiences.

1. Appropriate attire for the classroom:

- a. Males and Females – Hunter Green scrubs with drawstrings, crew-cut white undershirt and “Consultant” (short) white jacket with embroidered school logo, name and student status. Tops must be tucked into trousers. Black comfortable shoes (no sneakers). Hair well groomed; nails cut and clean (must not extend beyond finger-tips; and no body-rings except for modest earrings (studs) on the ears of females (none on males). No exposed tattoos. **Facial Hair:** (i.e. Beards/Moustache/Goatee, etc.) well groomed and no longer than half-inch (1/2"). Neck must be clean shaven.
- b. Other attire as directed:

Males: solid color or lightly patterned shirts, ties, slacks; shoes with covered toes and heels (no sneakers).

Females: solid color or lightly patterned blouses with sleeves, skirts 2 inches above the knee or longer), slacks, shoes with covered toes and heels.

Appropriate attire for the clinic:

- a. Males – laboratory jacket with WLU PA logo and identification, solid color or lightly patterned shirts, ties, slacks, shoes with covered toes and heels (no sneakers). Scrubs when appropriate.
- b. Females – laboratory jacket with WLU PA logo and identification, solid color or lightly patterned blouses, skirts (2 inches above the knee or longer), slacks, shoes with covered toes and heels (no sneakers). Scrubs when appropriate.

A fine chain neck-chain may be worn inside of clothing.

Examples of inappropriate attire and accessories:

Tank tops, spaghetti straps, transparent garments, low cut pants or jeans that expose underwear, hats and caps worn in the classroom, large or dangling earrings, excessive jewelry, including earrings for men, and decorative body piercing. No flashy necklaces may be worn. This is not an exhaustive list.

8. Students should not bring children or other guests to class unless they are specifically invited. Permission must be obtained from the PA faculty or lecturer.
9. Obtain permission from individual instructor/lecturer for tape-recording or videotaping lectures or demonstrations.
10. All electronic communication devices such as pagers and cellular phones must be turned off while in class. Advise family and significant others to contact the front office in case of an emergency. Staff will call your attention to any emergency.
14. ***Under no circumstances shall students replace faculty, staff or other administrative personnel. Students are not to perform any work for the department***
11. ***As a matter of policy, advanced placement for didactic courses and/or clinical rotations completed prior to acceptance into the program, or for experiential learning, is not granted to applicants to the program.***
12. ***Students are not allowed access to the academic records or other confidential information of other students or faculty.***
13. ***Student health records are confidential and will not be accessible to or reviewed by program, principal or instructional faculty or staff except for immunization and tuberculosis screening results which will be maintained and released with written permission from the student.***

17. *The Program Director, Medical Director and other principal faculty members are prohibited from providing medical care to students enrolled in the PA program.*
18. *Transfer of credit, as substitution for courses in the didactic phase of the department is not allowed. Transfer of credit is also not allowed in the clinical phase.*

Program Expectations of Students

- Attendance of all university-wide and program-sponsored events is expected of all students. This includes all classes, clinical rotations, and activities determined to be essential for scholastic and/or professional development.
- Prior program permission to be absent from any scheduled scholastic or professional event is required. Students must notify the program secretary by e-mail or phone of any emergency situation that may preclude them from attending scheduled events. Documentation of notifications will be placed in a student's file.
- Demonstration of professional respect for peers, faculty, staff, guest lecturers, clinical preceptors and support staff on and off-campus is expected.
- Compliance with instructions of the PA faculty and staff regarding didactic or clinical concerns is expected.
- Any student who elects to disregard these expectations will be subject to disciplinary action as determined by the PA faculty in consultation with the Dean of College of Sciences.

Written Work for WLU – PA Studies Program

- Students will be required to write several papers during their PA training. Guidelines for these projects will be provided as papers are assigned. Students are required to have a computer with word processing capability. We expect that you will utilize this tool to create papers, and will follow the American Medical Association format.
- We expect students to submit all assignments in a timely manner. Penalties may be assessed for late submissions.
- In the didactic year, students must submit all due assignments at the beginning of the class period.
- In the clinical year, students must complete all charts and have them counter-signed by the end of the each business day before leaving the clinical site. Students are also expected to submit all write-ups, evaluations, papers and other assignments to the PA Studies Program office on the due dates published in the clinical manual or otherwise specified by the

instructor. Submission may be made by date-stamped fax, clearly dated postmarked mail, or personal delivery no later than 4:00 PM (M-TH) to the PA Studies Program office and 12:00 noon on Fridays.

Decision Points

Students who are admitted to the West Liberty University PA Studies Program will be formally evaluated at specific points throughout the program. Because the curriculum builds upon previous instructions, students must pass each of these evaluations, or decision point, and be officially approved to continue on to the next phase of training. Failure to pass one of these decision points may result in probation or disqualification from the program. Formal decision points are as follows:

- For each didactic quarter
- End of didactic year (students must pass formally from the didactic to the clinical phase) (Summer)
- At the end of the 3rd and 6th clinical rotation
- End of clinical year rotations

Failure to pass a decision point may result in remediation, repetition of a course, delay of graduation, or dismissal from the program.

The Grading and Assessment System

A score of 70% is the passing level on all numerically graded examinations and “satisfactory” on examinations that are graded on a satisfactory/unsatisfactory basis.

A PA student who does not achieve a minimum grade of 70% on any written examination or a “satisfactory” on examinations that are graded satisfactory/unsatisfactory will receive a failing grade. The student will be notified immediately and will be required to remediate within a two-week window. If the student fails to remediate, it will trigger a review of his/her academic record plus departmental action. This action may include probation, remediation or disqualification from the program. Each student must also pass the final examinations for every course. Course failures may also result in deceleration or dismissal from the program.

Please note the following:

- If a student's cumulative GPA falls below 3.0 he/she will be subject to academic discipline.
- Remediation is student and/or situation specific and is determined by the PA faculty.
- Arrangements for remediation are made with the course coordinator/instructor.
- Academic probation is specific regarding duration, action taken, requirements, and terms for discontinuation.
- Prior to the beginning of the next quarter, students on probation are required to remediate and/or provide sufficient proof of having fulfilled the terms of the probation.
- A course may be repeated only one time.
- Failing grades may also be given in courses that include assessment of professional development in the grading policy.

CPR/ACLS

1. Students must take CPR and ACLS during their training unless already certified when entering the PA Sciences program. Students must present proof of certification to the PA Sciences office.
2. The program will arrange CPR and ACLS courses during the didactic year. Students are ultimately responsible for CPR and ACLS certification and the associated costs.
3. CPR and ACLS certification must remain current throughout the clinical year.
4. Failure to obtain CPR and ACLS certification by the end of Summer Quarter of the didactic phase will delay the student beginning the clinical phase of training.

THE CLINICAL YEAR

1. Preparation for the Clinical Year:

During the didactic year, each student will have the opportunity to meet with the Department Chair and/or designated Clinical Coordinator to discuss plans for the clinical year. Clinical sites are determined solely by the Department of PA Studies faculty. Students may submit information on potential preceptors and clinical sites. However, the Department of PA Studies reserves the right to approve the site for clinical training.
Clinical sites will be provided by the university.

2. Clinical Site Placement:

The ultimate decision for clinical site placement rests with the West Liberty University PA Studies Program.

3. Students are prohibited from contacting any rotation site to volunteer their services in the name of the PA Studies Program. They are also prohibited from functioning in any manner at any site by falsely stating or implying that they have the authorization of the PA Studies Program.
4. Students may be allowed to request two out of state rotation sites of their choice prior to the clinical year. All requests for this option are subject to (1) faculty approval of the site, (2) overall performance of the student involved, and (3) submission of a written request by the student by the winter quarter of the didactic year. This will enhance the department's ability to complete all necessary paperwork on a timely basis.

5. Clinical Performance:

Unsatisfactory performance during the clinical year may result in a temporary suspension of the current clinical rotation or a delay in the commencement of the next scheduled rotation. Factors that lead to a suspension or delay include but are not limited to the following:

- Failure to complete written assignments or charting by scheduled deadlines.
- Unsatisfactory progress in professional development, attitudes and professional conduct.
- Unexcused and/or unexplained absence from a clinical site during a scheduled rotation.
- Failure to receive a passing evaluation at the end of a clinical rotation.
- Failure of an end of rotation examination.
- Unprofessional interactions and/or inappropriate behavior at a clinical site.
- Unexcused and/or unexplained absence from a scheduled didactic class or activity.

Suspension or delay of clinical rotations will remain in effect until either written work has been submitted as required, or other steps for remediation as determined by the program, have been completed.

6. Clinical Evaluation:

Students who receive a clinical evaluation of “unsatisfactory” at the end of a clinical rotation will be required to repeat it, or complete an additional rotation at a substitute clinical site.

7. Program Extension:

A student who receives an unsatisfactory grade in any clinical rotation must reregister for that rotation and pay the applicable tuition fee. A rotation may be repeated only one time.

8. Delayed Graduation:

If a student is unable for any reason to complete the clinical year as scheduled, that student will not be allowed to participate in the graduation ceremony until the following year.

9. Student Requirements:

Students are only expected to satisfy the requirements for successful completion of their rotations. ***Under no circumstances shall students replace clinical faculty, staff or other administrative personnel.***

Clinical Year Expectations

1. We expect students to understand and abide by principles of confidentiality with patients, peers, the PA Studies Program, and the profession.
2. It is important to approach clinical assignments with an open mind.
3. The family medicine clinical rotations are intended to be in-depth clinical experiences. This is a primary care program, and specialty experiences are intended for exposure, not mastery.
4. Procedures are relatively easy to learn; the ultimate goal of this department is to teach clinical reasoning and problem solving.
5. Your expectations for clinical experiences may be different from those of the preceptor or this department.
6. We attempt to individualize your clinical experiences within the parameters of a fast-paced, primary care program of study.
7. Everyone's experience will be different – even at the same site.
8. If a preceptor is not at the clinical site when you are scheduled to be there, you are *not* automatically excused from attending clinic. Contact the Program office for advice.
9. Take advantage of the current technology (e-mail, phone service) to maintain frequent and close communications with the department and your advisor.

10. Flexibility about scheduling and traveling is an important expectation for the clinical year. Arrangements with clinical sites sometimes change on short notice for a multitude of reasons.
11. Transportation to and from clinical rotations is the student's responsibility. Please inform us if you have a problem with transportation.
12. Students will return to the department for testing and evaluation and at the end of each clerkship and at the end of the clinical year.
13. Behavior and attitudes are important for a successful clinical year. In addition to discussions and handouts, the Code of Ethics for the Physician Assistant Profession provides some guidance on expectations for professional conduct.
14. Remember that the clinical year is still a part of the educational training. Students are not expected to know everything. This is a time to show intellectual curiosity.
15. Meals during the clinical rotations are the responsibility of the student.
16. Housing during clinical rotations is the responsibility of the student.
17. Students are expected to abide by the decisions of the Clinical Coordinator regarding their clinical placements. Students are also required to complete the duration of their appointed clinical rotation. There are no exceptions.

Students will receive another handbook prior to the start of the clinical rotations. It contains specific information for the clinical year.

THE PHYSICIAN ASSISTANT CLINICAL KNOWLEDGE RATING AND ASSESSMENT TOOL (PACKRAT)

The PACKRAT is an assessment tool that is administered by an independent organization that is designed to assess the knowledge base of PA students, and by extension, their level of readiness. In the case of first year students, their readiness for the clinical year, and in the case of second year students, their readiness for the Physician Assistant National Certifying Examination (PANCE). The PA Studies Program attaches great importance to this examination and students are expected to perform well. The PACKRAT is intended to be a self-evaluation tool and indicates whether the student has the basic fund of knowledge in PA education. Students who perform poorly in this examination may be required to undergo remediation.

EXAMINATION POLICIES AND PROCEDURES

All tests and examinations are serious occasions. Therefore, we ask that the following behaviors be observed in order to minimize distraction and anxiety during testing.

1. All tests will begin on time. Please plan to arrive early enough to stow your coat, books and other gear (including cell phones) in your locker or in front of the classroom. Sharpen your pencils before the test begins (as necessary).
2. Please be certain to keep your eyes on your own paper.
3. Talking between students or other forms of “communication” is not allowed during testing.
4. Any corrections to a test will be posted on the whiteboard at the front of the classroom. Check for any changes before turning in your test.
5. Double-check your exams before leaving the classroom to guarantee that you have answered all questions.
6. When you have finished testing, exit the classroom quietly and move away from the classroom before engaging in conversation.
7. Examination by demonstration requires extra concentration on the part of the examiner and the examinee. Feedback will be provided only after completion of the examination. “Hinting” by body language during physical exams may result in score penalties for the “patient.”
8. We believe in the confidentiality of test scores. Test results will be returned to individual students. All examinations can be reviewed either with the Academic Coordinator, or with the specific course instructor.
9. It is expected that students will take examinations and quizzes at the regularly scheduled time. To take an examination at a time other than when it is scheduled, the student must secure the consent of the instructor and the Program Director.

Academic Dishonesty

Inappropriate testing behavior reflects unsatisfactory professional development and therefore leads to academic review of the student and possible dismissal. Do not provide or receive

unauthorized assistance on exams. Do not remove exams from designated review areas or obtain exam material prior to distribution by faculty. Irregularities that you observe in test-taking should be referred to the proctor or course instructor.

Types of Academic Dishonesty:

A. Cheating: Using or attempting to use unauthorized materials or methods in any exercise. E.g. having a substitute take a test, having another person complete a research or writing paper, using concealed notes during exams, hinting during practicums, providing information to other students during OSCEs or board type exams. Passing on information about test questions to students in subsequent classes and reconstructing exams.

B. Fabrication: Falsifying or inventing any information or evidence, or neglecting to follow established guidelines of research and documentation. E.g. distortion of evidence, creation of false sources or fictitious evidence.

C. Collaboration: Assisting others in engaging in scholarly wrongdoing. E.g. stealing and distributing tests, permitting others to use a research paper and permitting another to copy from his/her paper during an exam. “Buying” a research paper.

D. Destruction of Reference Sources: Denying others access to learning materials. E.g. destruction of journal articles in the library collection. Stealing of books and other materials from the library or other sources.

E. Plagiarism: Representing the words or ideas of another as one’s own. E.g. not giving credit for referenced information and not acknowledging a paraphrase. Using another author’s material as one’s own.

Note: The student who provided the information and the student who received the information in a case of academic dishonesty will both be held accountable.

In an examination setting – the student will be permitted to complete the examination and surrender it (as applicable). The PA Studies Program Director and the exam proctor will meet with the student privately, immediately, or at an appointed time to discuss the details of the unsatisfactory behavior. A written report will be placed in the student’s file. The student will be referred to the Dean of the College of Sciences for further action.

In a non-examination setting, the Program Director will meet privately with the student to discuss the details of the behavior. A written report will be placed in the student’s file. The department faculty will decide on further disciplinary action.

PROFESSIONAL EXPECTATIONS

WLU-PA students are expected to achieve an acceptable level of competence in the prescribed curriculum, to demonstrate appropriate professional behavior in all interactions with faculty, staff, fellow-students, clinic personnel and patients, and to uphold standards of personal conduct and integrity both in the academic setting and within the community. Upholding the standards of professional and personal conduct includes, among other things, demonstrating behavioral patterns and attitudes consistent with the code of ethics for the PA profession. It also involves being accountable for one's own conduct as well as assuming responsibility for the professional behavior of one's colleagues within the profession.

The WLU –PA Studies Program will assist its students in understanding the levels of professional behavior and conduct that are expected by the program and the profession through discussions at orientation programs and class meetings, as well as in the PA Professional Issues course. Unacceptable behavior includes but is not limited to the following:

- Cheating on any examination.
- Plagiarism.
- Misrepresenting documentation of clinical findings
- Reporting/discussing patient information by name to anyone not authorized by the patient.
- Taking sexual advantage of a patient.
- Performing examinations or procedures on patients without appropriate consent.
- Falsely reporting on a patient's history and/or physical findings (i.e., reporting more data than was actually obtained).
- Falsely stating the involvement of a physician or other personnel in the management of a patient (i.e., stating that the physician concurred on a treatment plan or examined a patient when he or she did not).
- Attending classes or clinical experiences while under the influence of alcohol or drugs.
- Failing to wear a nametag designating status as a Physician Assistant student during any assigned clinical experience.

The PA Studies Program maintains a policy that students must pass all interval and final examinations, written assignments, course and clinical rotations in order to graduate. In the event of failure of a major exam or rotation, the PA faculty will review the student's entire record. A student who fails a course or a rotation will trigger departmental action which may include probation, remediation, or disqualification from the program.

Assessment of student performance encompasses knowledge, attitudes, behaviors, and skills. This includes attendance and participation in class, conduct in the classroom and/or clinical setting, and satisfactory clinical performance. Attitudes and professional suitability are also assessed as part of academic performance evaluations. Satisfactory progress in professional behaviors and attitudes must be achieved in order to advance and complete the program of study.

1. Attendance: It is a departmental requirement that all students are required to attend and participate in all didactic and clinical classes, experiences and projects, as well as all other scheduled functions. This includes arriving on time and remaining until the class or other function has ended. Students are required to notify the department office of any absence and the reasons for the absence.
2. Professional Behavior: Students are expected to act in a professional manner in the classroom or clinical setting. Behavior such as disrespect of fellow-classmates, department faculty and staff, visiting lecturers, preceptors or clinic staff, as well as patients, is an academic performance issue.
3. Satisfactory Clinical Performance: Students will be assessed on their clinical performance by department faculty and preceptors. Unsatisfactory clinical performance includes, but is not limited to, repeated or unexplained lateness to or absence from clinical experiences, failure to complete required written assignments and charting by scheduled deadlines or scheduled functions and didactic and clinical learning experiences, failure to receive a “satisfactory” in a clinical clerkship, failure of exams at the completion of rotation, and inappropriate behavior at a clinical site. Students are required to notify the department office of any absence. The department’s Administrative Assistant/Secretary will maintain attendance performance records submitted by supervising physicians. Failure to make satisfactory progress in the clinical year may result in extension of an individual’s training schedule and even disqualification from the program at the discretion of the PA faculty.
4. Policy Governing Student Employment: This is a fast-paced, intensive program with a finite time to assimilate course work and complete assignments. ***Due to the rigorous academic coursework of the WLU PA Studies Program, students are strongly discouraged from working during the course of study.*** Students who choose to work must inform the Program Director in writing. If employment affects a student’s performance or causes a pattern of concern (e.g. failing grades, interfering with academic or clinical duties, or sustained marginal performance), the student will be subjected to administrative action up to

and including dismissal from the program. A student who fails a course, and when reviewed as a whole it is determined that the student will likely succeed, will be decelerated and allowed to re-enter the program at the appropriate time when the course is again presented. A student who fails a clinical rotation will be required to repeat the rotation. Any student who fails a repeated course or clinical rotation will be dismissed from the program.

5. Policy Governing Class Officers: All class officers must be in good standing (academically and professionally/behaviorally) in order to continue to execute their official duties.
6. Policy Governing Student Safety: West Liberty University takes the safety of its students seriously. The University will vigorously investigate all reports of bodily harm, as well as threats that are made to the student body.
7. Policy Governing Eligibility for the National Board Examination: Students are required to complete all didactic and clinical courses to be eligible to sit for the National Board Examination. Students who fail to complete these courses will be disqualified from taking the board examination.
8. Behavior: The University will discipline criminal or inappropriate behavior that occurs on campus as well as that which occurs off-campus.

Policy Regarding Remediation, Deceleration, and Dismissal

Grading and Assessment:

The WLU Department of PA Studies is a competency based program. Students are required to complete each component of the program successfully before progressing on to the next phase. The minimum passing score is 70% on all didactic exams and 60% on EOR exams, and a grade of “satisfactory” on professionalism, all skills and clinical clerkships. The minimum passing grade is a C for each course using a letter system. A “satisfactory” must be obtained in all courses graded as satisfactory or unsatisfactory.

Student progress is monitored and documented in a manner that promptly identifies deficiencies in knowledge or skills. Students who are identified through self-referral or through faculty observation as being at risk for failure will be referred for remediation. Remediation may include tutoring, self-study, reading assignments, completion of specific tasks, written response to selected exam items, or referral to the Center for Student Success for counseling.

Guidelines for Remediation and Dismissal:

- 1) Remediation is required for any failed written examination or skills assessment.
 - a. Written exam or skills assessment = written tests, check-offs/lab practicals, papers, presentations, OSCE's, and end-of rotation (EOR) exams
- 2) Remediation of exams and skills assessments must be completed within two weeks.
- 3) Remediation is for learning, and the student must demonstrate he/she has learned the material for the areas in which the deficiency was identified.
- 4) Successful remediation will allow the student to progress, however, the original assessment score will be recorded and will count toward the final course score.
- 5) Remediation may also be required when an academic or professional deficiency is identified by a faculty member in any other activity associated with the PA program.
- 6) Failure to successfully remediate will trigger a comprehensive review of the student's academic record resulting in administrative action which will include probation or deceleration or dismissal from the program.
- 7) If a student receives a grade of D in a didactic **COURSE** he/she will have the opportunity to meet with the instructor at the end of the semester after final examinations. Weak areas will be identified and the student will have an opportunity to do self-study and then repeat a comprehensive final exam (not identical to the one already used).
 - a. Passing this examination does not guarantee passing of the course.
 - b. The remediated grade will be averaged with all other course grades to determine the final course grade.
 - c. The student will not be given a passing grade higher than a C in the remediated course.
 - d. To be eligible for this comprehensive remediation, the student must have taken the final exam.
 - e. Students will have the opportunity to do this for **no more than two courses** during the didactic year of the program.

Please note the following:

- Remediation is student and/or situation specific and is determined by the PA faculty and the course director/instructor.
- Arrangements for remediation are made with the course director/instructor.
- If a student's cumulative GPA falls below 3.0 he/she will be subject to academic discipline that may result in probation or disqualification from the program.

If a student fails **a course** after attempted remediation, the student's file will be viewed as a whole. If it is believed that the student will succeed in the future, he/she may be decelerated and

allowed to repeat the course the next time it is given. If the failure is in a clinical clerkship, the student may be allowed to repeat the clerkship in the next rotation. *Any student who fails a **repeated course or clerkship** will be dismissed from the program. A student may not repeat more than two courses total (one in didactic and one in clinical) while in the program.*

Although a student may have passing grades in all courses, but when viewed as a whole, the record shows a pattern of concern*(see below), that student will be given a written warning or be placed on probation with a remediation plan. *Failure to successfully complete the terms of the plan will result in dismissal from the program.* Decisions concerning academic issues are made in consultation with the Student Progress Committee and Faculty Committee.

*Pattern of concern:

- Failure of two (2) or more exams in one course.
 - For courses that include labs/practical exams, failure of 2 or more exams in either the written or lab/practical
- Failure of three (3) or more exams across all courses in a single term.
- Receiving a mark of “unsatisfactory” on a Preceptor Evaluation of a student.
- Failure of an End of Rotation (EOR) examination.
- Cumulative GPA below 3.0
- Consistent marginal passing scores/grades.
- Failure to adhere to professional standards.

Reasons for dismissal from the program include, but are not limited to, academic dishonesty, unprofessional conduct, unsatisfactory attendance in classes or clinical assignments, positive drug testing, and inability to pass a background check. Each case will be investigated and will be based on objective findings.

WLU PA Studies Program Grievance & Appeal Procedure

A student who believes that his/her course grade, course failure, suspension, probation, or dismissal from the Institution or from the PA Program was based on inadequate evidence or prejudicial judgment, may appeal this action. Please note that, when considering course grades, there is always a subjective component. Because of the specialized nature of Physician Assistant education, the Graduate Health Sciences Council is not in a position (does not have the expertise) to second guess the instructor as to the appropriateness of a grade. In an appeal of a grade, the student must demonstrate the grade was unfair in some way (expectations were unclear; the instructor was unprofessional in dealing with you etc). The standard of appealing a grade is very high

and must be accompanied by clear, unambiguous documentary evidence. The burden of proof is upon the student for all appeals.

The appeals process is the following:

Step 1

It is recommended that a PA student consult with his or her academic advisor before and while initiating a complaint or grievance.

1. The Physician Assistant (PA) student shall discuss the problem with the instructor (for problems involving a single class) or Program director (for problems involving the program in general) and attempt to resolve the issue.

Step II

1. If the complaint is not satisfactorily resolved in Step I, the PA student may appeal this action in writing to the Program Director who will then bring the student's appeal before the Student Progress Committee within ten (10) calendar days of the receipt of such notification. The appeal will be brought before the Committee for arbitration.

Step III

2. If the complaint is not satisfactorily resolved in Step II, the PA student has the right to file a grievance with the Graduate Health Sciences Council. The PA student wishing to file an appeal must submit a letter of appeal (petition) to the Dean of the College of Sciences. The letter of appeal must state the action being challenged; including a statement of the facts and evidence made with sufficient clarity to reasonably support the challenge.

3. In general, the following types of grievances will be heard by the Graduate Health Sciences Council: appeal of final course grades, extension of time to complete program requirements, non-professional behavior, plagiarism, and any other matter that may potentially fall within the scope of the Council.

4. The Graduate Health Sciences Council will hear the PA student's case (using the procedure below). The decision of the Graduate Health Sciences Council will be forwarded to the Dean of the College of Sciences within eight class days of the hearing. If an appeal of the Graduate Health Science's Council's decision arises, the Dean can affirm or overturn the decision. The Dean will inform the PA graduate student and the council of the final decision. There is no appeal of the Dean's decision.

HEALTH SCIENCES COUNCIL GRIEVANCE & APPEAL Policy

1. The Graduate Health Sciences council will be comprised of 3 WLU faculty from the College of Sciences. The members, as well as the Chair of the Graduate Health Sciences Council, will be selected by Dean of the College of Sciences in consultation with the Physician Assistant Program Director. The Program Director will provide the PA student with a copy of this procedure.
2. The PA student may select a (WLU faculty or staff member) as an advocate to assist in the preparation and presentation of the petition. The advocate may appear with the student before the Council. The advocate can consult with the student but, may not speak directly to the Council.
3. The student, working with his/her advocate, will produce a written allegation describing the grievance, a summary of the circumstances surrounding it, the related evidence, and what has already been done in attempting to resolve it. Sufficient copies of this document must be delivered by the student to all faculty members of the Graduate Health Sciences Council at least 48 hours prior to the hearing.
4. The PA student will work with the chair of the Graduate Health Sciences Council to schedule the hearing at a mutually agreeable time. The student is entitled to a hearing within 15 class days of the time the student first contacts the Chair of the Graduate Health Sciences Council.
5. At the hearing, the PA student will have a reasonable amount of time (about 15 minutes) to present his or her grievance. The faculty member and/or program representative will then have a similar amount of time. Neither of the affected parties will be present to hear the other party's presentation; neither of the affected parties will be present during deliberations. The Graduate Health Sciences Council may hear additional witnesses at the chair's discretion. A decision will be forwarded to the Dean within 8 class days of the hearing.
6. There will be no legal counsel present in the hearing.

7. The Graduate Health Sciences Council shall maintain confidentiality concerning any information presented in the hearing; all materials shall be maintained in the Office of the Dean of the College of Sciences
8. The Graduate Health Sciences Council and PA Program Director shall have access to all materials that are relevant to the case.
9. Cases brought before Graduate Health Sciences Council will be decided by a simple majority vote.
10. The PA student may withdraw the grievance at any point in the proceedings by requesting in writing to the Dean or Chair of the Graduate Health Sciences Council.
12. The Dean or Chair of the Health Sciences Council may grant an extension of the time limit of this procedure for good cause.

PLEASE NOTE: The policies and procedures stated in this handbook take precedence over West Liberty University policies and procedures.

Guidelines For Academic Probation

Placement on Probation

A student may be dismissed or placed on program probation in response to circumstances that include but are not limited to the following:

- Failure at any formal “decision point” (see section entitled Decision Points).
- Failure of a midterm or final exam, or course.
- Failure to complete written assignments or charting by scheduled deadlines.
- Unsatisfactory attendance records (including chronic tardiness or leaving early).
- Unsatisfactory progress in professional development, attitudes and professional conduct.
- Failure to receive a passing evaluation on a clinical rotation.
- Failure of exams at the completion of a rotation.
- Unprofessional interactions or inappropriate behavior at an academic or clinical site.
- Failure to be present at all scheduled assignments: Classes, functions, and didactic or clinical information and learning experiences.
- A pattern of documented evaluator concerns about a student’s performance that indicates unsatisfactory progress when the record is viewed as a whole, although passing grades have been assigned.
- Failure to meet professional expectations.

Status while on Probation

Program probation refers to student status within the Department of PA Studies. It is not forwarded to the University, nor does it appear on official transcripts. If the PA faculty recommends probation, the student will be notified in writing by the Program Director. This letter will also state the minimum length of the probation and the conditions for removal from probationary status, i.e., a remediation plan. This notification is essentially a warning that the student must demonstrate improvement if he or she is to remain in the program of study.

Removal from Probation

Completion of a remediation plan is required for removal from probation. Failure to complete a remediation plan successfully will disqualify the student from this program. Review of probation status occurs at the end of each quarter.

- In the case of failed exams, the student must complete remediation as approved by the program.
- If a student is on probation for failures in multiple courses, probation may be carried over into the following quarter or until he or she demonstrates satisfactory progress.
- Probation for professional conduct issues will be reviewed by the department faculty at the end of each quarter, at which time the faculty may recommend continued probationary status or disqualifications from the program.
- Probation during the clinical year is reviewed at the end of each clinical rotation, at which time the department faculty may recommend either continued probationary status or disqualifications from this program.

When a remediation plan has been completed successfully, the Program Director or Academic Coordinator will notify the student in writing that he or she has been removed from probation.

Departmental Disciplinary Actions

Written Warning:

Disciplinary action initiated by the faculty that involves the student signing a document that includes: the reason for the warning, the activities that the student will be required to complete, a time period (if necessary) and the consequences for failure to complete the stated activities.

Probation:

In the case of disciplinary action initiated by the PA faculty in response to students failing examinations, demonstrating unsatisfactory performance, or displaying unprofessional conduct in either the didactic and clinical phases of the program, the student in default is required to sign a “Probation Contract,” that includes the following: a statement of the problem, conditions for removal of the probation, a date for completion of the conditions, and the consequences for failure to complete the conditions for removal from probation. It is signed by the Program Director, the Academic or Clinical Coordinator, and the Student.

Suspension:

This could take one of the following forms: (i) a specified period of physical separation from the program, or (ii) disqualification from the program. In the case of the former, the student will be required to sign a document that indicates: the reason for the suspension, the duration of the suspension, the activities that the student will be required to complete before he/she can be reinstated into the program, and the consequences for failure to complete these activities. In the case of the latter, the student will be required to sign a document that indicates the reason for the disqualification.

Note: Students on probation or suspension may not communicate physically or by any other means with a clinical site.

Guidelines for Addressing Sexual Harassment Other Forms of Unlawful Discrimination and Grievance Procedure

All members of the University community are expected to support an environment of mutual respect and sensitivity, free from all forms of unwelcome verbal or physical conduct of a sexual nature, which would constitute harassing, hostile, disruptive or patently offensive behavior. Therefore, sexual harassment, in any form, of students and employees of West Liberty University is a violation of University policy and is expressly prohibited. All faculty, students, and staff of the University are expected to:

- engage in conduct that meets professional standards
- remain sensitive to the effect of their actions and words on others
- take appropriate action to prevent sexual harassment
- avoid behavior that might be construed as sexual harassment
- become familiar and knowledgeable regarding this policy

Those individuals in positions of supervisory authority have a responsibility to discourage sexual harassment and to implement and enforce this policy. Any form of sexual harassment is unacceptable behavior and engagement in such conduct is subject to appropriate disciplinary sanctions up to and including termination of employment or expulsion from the institution.

In addition, acts of sexual harassment that constitute sexual battery or other violations of criminal law will be referred to the appropriate authorities for prosecution. One incident, or the

aggregation of a series of incidents, may constitute sexual harassment. The University recognizes sexual harassment may occur in a variety of ways, by and or between individuals of the same or different sex, ages, positions, sexual orientation, occupations, or responsibilities.

This policy derives its basis and authority from the following: Title IX of the Education Amendments of 1972; the 1980 EEOC interpretive guidelines of Title VII of the Civil Rights Act of 1964; The West Virginia Human Rights Act, WV Code 5-11-1 to 19; The Campus Security Act, and the Higher Education Reauthorization Act of 1992.

A student may file a formal complaint at any time. For detailed policy and procedures concerning sexual harassment and other forms of unlawful discrimination, go to: <http://www.westliberty.edu/bog/files/2010/01/Policy-32-Sexual-Harassment-and-Other-Unlawful-Discrimination.pdf>

Guidelines for Voluntary Withdrawal from the Department of PA Studies

Students may voluntarily withdraw from this program at any time prior to a formal notice of dismissal from the Department of PA Studies. Students must file a “Withdraw from All Classes Form.”

Guidelines for Leave of Absence

In exceptional circumstances – such as the sudden onset of a serious medical condition – a leave of absence from the Department of PA Studies may be granted by the Program Director. Due to the cumulative nature of the didactic material, extended absences during this phase is not permitted. Students may request a leave of absence for up to one year in length. All requests must be made in writing. Please note the following: (i) a student who is not registered after one quarter’s absence and has not requested a leave of absence will be dropped from the program; (ii) a student who has not re-registered with the program after a leave of absence of one year will be dropped from the program.

The Department of PA Studies reserves the right to determine the conditions for re-entry after any leave of more than one month duration. Coursework, exams and clinical experiences missed during any leave must be made-up within a time-frame agreed upon by the course instructor and the Program Director of the Department of PA Studies before the student may continue in this program in good standing. Additional tuition may be required to complete this program after re-entry.

Guidelines for Consideration for Reinstatement to the Department of PA Studies

Because of constant changes in curriculum presentation, re-admission, if desired, must be negotiated with the Program Director for the Department of PA Studies. Requests for reinstatement must be made in writing. The student must show that the problem leading to the withdrawal has been resolved such that success in this program will follow if the student is reinstated. Reinstatement is also dependent on the availability of a clinical training site.

Academic Advising and Counseling

Faculty – Student Relationships

Faculty is more personally involved with students in this program than in traditional educational experiences. We expect you to rely on us to handle information in a trustworthy manner. Your faculty advisor acts as your mentor during the junior year. We worry about the impact of isolation on a personal and professional level and expect a certain amount of openness from you. Students who close themselves off are shutting the door to a potential avenue for help. Students and faculty advisors will have at least one formal meeting each quarter during the academic year. These meetings are opportunities to become better acquainted, to problem-solve any individual issues (academic, personal, and/or professional), to provide guidance in developing your role in the PA profession, etc. Additional advisor-student meetings may be scheduled at the request of either the student or faculty member. A different faculty member may be assigned as your senior advisor for the clinical year.

Attempts to resolve program problems should initially be undertaken within the Department of PA Studies. We would rather hear about issues directly from you than from some other source. Students may refer themselves, or may be referred by faculty to the Center for Student Success for assistance with tutoring, study skills or medical referral.

Stress

This program is very demanding, and stress will be felt by each student in different ways, and at different times. Each term has its own unique stresses and rewards. We expect you to develop functional ways of dealing with stress because it will continue long after this program is over. Your faculty advisor can be a resource for you in dealing with stress. In addition, we encourage you to contact the WLU Center for Student Success and take advantage of their services.

Center for Student Success.

Counseling Services provides intervention to students whose personal difficulties and problems interfere with their academic adjustment and ability to fully benefit from the college experience. Counseling Services also helps students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner.

- All services are free.
- Office hours are 8 a.m. to 8 p.m. Monday through Thursday, 8 a.m. to 4 p.m. Friday..
- Evening appointments are made by arrangement.
- The counseling services personnel maintain a strict policy of confidentiality within professional and ethical standards and legal guidelines.
- Students may schedule an appointment by calling the counselor, e-mailing the counselor, or stopping by the Counseling Office (Main Hall, 140).

Requirements for Progression/Graduation

Didactic Phase Summative Evaluation: Occurs at the end of the 1st year (July)

In order for a student to progress to the Senior Year (year 2), he/she must:

1. Pass all courses with a minimum passing grade of “C.”
2. Have an overall GPA of not less than 3.0 on a 4.0 scale.
3. Pass a graded OSCE.
4. Pass a comprehensive written examination.
5. Pass all decision points.
6. Meet all professional requirements.
7. Be recommended by the Student Progress Committee for advancement to the senior year.

Clinical Phase Summative Evaluation (Graduation Requirements): Occurs at the end of the program (July).

In order for the student to graduate from the program he/she must:

1. Pass all courses with a minimum passing grade of “C.”
2. Pass all clinical clerkships with a “Satisfactory” grade.
3. Have an overall GPA of not less than 3.0 on a 4.0 scale.
4. Pass a graded OSCE.
5. Pass a comprehensive written examination.
6. Pass all decision points.
7. Meet all professional requirements.
8. Be recommended by the Student Progress Committee for graduation from the program.
9. Meet all of the University’s requirements for graduation (tuition paid up to date/successful check-out).

CLEARANCE FOR GRADUATION

It is the responsibility of the student to:

- Verify with the Registrar’s Office that official transcripts from all institutions he/she attended have been submitted and are on file at that office.
- Verify with the Registrar’s Office that transcripts for all prerequisite courses for entry into the physician assistant program have been received and are on file at that office.
- Verify with the Program Director of the Department of PA Studies or his designee that all degree compliance reports received from the Registrar’s Office are true and accurate representations of his/her current and pending graduation status.
- Students must satisfy all program decision points.
- Students on probation must have documented proof of having completed all requirements for removal from probation.

Clearance for the NCCPA (National Commission on Certification of Physician Assistants) Board Examination

Note #1: *If a student is cleared for either graduation or the NCCPA board examination and it becomes evident that the student has not fulfilled one or more requirements (listed above), the PA faculty reserves the right to delete that student’s name from the list of students who are eligible to participate in these activities. A student whose name has been deleted may not be eligible for placement on either list until the following school year.*

Note #2: *It is the student’s responsibility to communicate as often as necessary with the Registrar’s Office to verify that all requirements are fulfilled for graduation and for taking the NCCPA board examination. Students who fail to do this may find themselves ineligible for one or both of these events.*

OPPORTUNITIES FOR CONTRIBUTIONS TO PA EDUCATION AND THE PA PROFESSION

Course Evaluations and Student Input

There are opportunities throughout the PA Studies Program for students to evaluate speakers and courses. These evaluations are most valuable when everyone in class participates and responds constructively. We expect that all students will complete evaluation forms for each course. If you have suggestions for course coordinators during the quarter, you may provide

input directly to him/her. You may also discuss your comments at meetings with your faculty advisor. Please remember to provide constructive feedback; sarcastic or offensive comments or axes to grind are unhelpful in any context.

Admission Interviews

Each year, students may be selected to participate as admissions interviewers for the current applicant pool. This usually involves at least one half day of interviewing applicants, writing comments, and taking part in discussions with the other interviewers. Participating seniors are selected on the basis of coordination with any current clinical assignments. The Principal Faculty will make final selection of candidates.

Professional and Student Organizations

Being a PA is a political as well as a clinical role. As relative newcomers among health care professionals, PAs must constantly strive to educate patients, other health care professionals, legislators, insurance companies and health care organizations about their role as members of the health care team. One of the most effective ways to do this is to join PA professional organizations. The WLUPA Studies Program encourages all students to join and be active participants in the local, state and national professional organizations for physician assistants. As a condition of acceptance into the program, students are required to join the American Academy of Physician Assistants and the West Virginia Academy of Physician Assistants. The minimal membership dues required of students is money well spent.

Students in the WLUPA Studies Program are encouraged to get involved with the University community as well as the local community. PA students can participate in community events and service projects such as health fairs and food banks, social events, public education activities such as PA Day displays, career days, and fund-raisers for class activities. Second year students are encouraged to attend PA conferences (if they do not compromise their education). Students must obtain department permission to attend physician assistant conferences prior to registering for them. Only students who are in satisfactory academic standing at the end of the quarter prior to the event are given this permission. ***Requests must be submitted in writing or e-mailed no later than one month prior to the event.*** Arrangements to make up and complete any missed exams or assignments must be made with individual course chairs/coordinators, or preceptors. Professional leadership development for state and national academies begins during student years. Individuals can and do make a difference in our profession.

HEALTH PROFESSIONAL REQUIREMENTS

Health Screening and Immunization Verification

A health screening and immunization record form is to be completed by the successful candidate and forwarded to the Health Services Center as part of the application process prior to, and as a condition of, matriculation. Students will be required to update their health status and immunizations, prior to entering the clinical phase of the program. Health screening, immunizations, and tests are available at the Student Health Services center. Candidates and students may obtain the immunizations from their own health care provider, but will still need to show proof and obtain clearance from the campus Student Health Services. Students must provide documentation of immunization or make arrangements with the Student Health Services to meet these requirements. Documentation of compliance with these requirements (i.e., clearance from Student Health Services) is provided to the Department of PA Studies for inclusion in the student's permanent record. Students must sign an authorization that allows the Student Health Services office to provide documentation that the health and immunization requirements have been met.

Immunizations

West Liberty University requires that its students, staff and faculty be up to date on the following immunizations and skin tests. Students are expected to have these immunization current upon matriculation and updated as needed prior to beginning their clinical clerkships.

Tuberculosis (TB)	Must be completed within the six months prior to entering the program. Applicants with a history of positive tests must provide documentation of appropriate screening and treatment. Prior BCG immunization does not preclude skin testing.
Tetanus-Diphtheria	Primary series of 4 doses with DTaP or DTP; booster within the past 5 years.
Measles-Mumps-Rubella (MMR)	Series of 2 doses. Dose 1 at 12-15 months or later, dose 2 at 4-6 yrs or later and at least one month apart from the 1st.
Rubella	Immunization or positive titer in your lifetime.
Mumps	Immunization, disease or positive antibody titer in your lifetime.
Influenza	Immunization is required each year.
Hepatitis B	A series of three immunizations and serological testing for antibody to show proof of immunity is required.
Chicken Pox (Varicella)	A series of 2 vaccines is required. History of disease is acceptable. If no documentation of vaccine or disease, a positive test for antibody is acceptable.

Bacterial Meningitis immunization is strongly recommended.

Health Insurance/Financial Responsibility

Students must submit proof of health insurance coverage by the time of matriculation. PA students are required to maintain health insurance throughout the duration of this program. Some clinical training sites will allow students to participate in their practice only if adequate health insurance is carried. Be prepared to demonstrate evidence of coverage if asked to do so. We cannot over-emphasize the importance of health insurance. The costs of hospitalization, whether from an illness or accident, can be very high, and without insurance, the full financial burden of the costs becomes solely your responsibility. ***Thus, it is important to have health insurance throughout your entire PA training. Costs for medical services will be charged to your account. We do not endorse any particular insurance but it is a requirement for your continued participation in the PA Studies program.***

Universal Precautions:

All PA students must complete this program on Universal Precautions. The program will ensure that you receive training in the appropriate handling of blood, tissues, body fluids, sharps and needles during your training. As part of your professional development, you will be responsible for incorporating these precautions into your routine practice while in patient care situations and for being certain that you understand what is available at each site as you rotate from one site to another.

Infection/Contamination/Needle Stick or similar injuries and exposure to communicable diseases: Report to your instructor immediately. You will be sent to the Urgent Care/Emergency Department for evaluation, treatment, and follow-up as indicated.

Student Background Checks and Drug Screenings

West Liberty University policy states that all students entering a program with clinical affiliations must have a background check and drug screening. These will be required of all successful applicants upon matriculation and prior to clinical rotations.

All PA students are required to complete their background check and drug screening before beginning their program of training.

- Students will be required to complete a second background check prior to beginning the clinical year. You will be advised when and how to complete this requirement.
- Students are responsible for securing and paying for their own background checks from an approved vendor.
- Students must provide a certificate/report of completion to the Program Director of the Physician Assistant Studies Program as confirmation of having completed this requirement.

PROGRAM COSTS, FINANCIAL AID and REFUND POLICY

Tuition and Fees

All tuition and fees will be collected through the Business office located in Main Hall, West Wing. Through this system, your payment will be applied directly to your tuition. In addition to tuition, you may have other fees that will be collected by the Business office.

Financial Aid

PA students are eligible for financial aid through the WLU Financial Aid office. *For further information, (See Financial Aid Office under the Current Student section of the WLU Web page <http://www.westliberty.edu/financial-aid/>)*

Registration

The student must register on the dates designated in the WLU Course Schedule and Registration Instructions published each quarter, as well as on dates designated in the quarterly Student Information Sheet available from the Registrar's Office. Registration procedures include recording information on forms furnished by the Office of Registrar, clearing financial arrangements with the Student Accounting Office, and having a student identification picture taken. Students must follow the policies set by the Admissions Office

Estimate of Costs (FY 2014-2015)

Item	Year One	Year Two
Tuition: In-State	\$ 25,200	\$ 25,200
Tuition: Out-of-State	\$ 37,800	\$ 37,800
Lab coats/Scrubs	\$ 400	\$ 300
Diagnostic Equipment	\$ 800	\$ 000
Books (Approximately)	\$ 2,000	\$ 500
Lap Top Computer	\$ 500	\$ 000
Membership AAPA/WVAPA	\$ 150	\$ 150
BLS/ACLS	\$ 300	\$ 000
Background Check	\$ 40	\$ 40
Drug Screen X 2	\$ 100	\$ 000
On-Campus Housing/Food	\$ 11,000	\$ 11,000
Off-Campus Housing(1-room) /Food	\$ 12,000	\$ 12,000
Travel cost estimate (Clinical year)	N/A	\$ 2,000
Graduation Fees	N/A	\$ 125
Estimated Total cost <i>In-State students:</i>		
Tuition only: \$50,400		
All Expenses:		
Year 1 <i>On-Campus:</i> \$40,940 Year 2 <i>On-Campus:</i> \$39,315		
Program Total: \$80,255		
Year 1 <i>Off-Campus:</i> \$41,490 Year 2 <i>Off-Campus:</i> \$40,315		
Program Total: \$81,805		
Estimated Total cost <i>Out of-State students:</i>		
Tuition only: \$75,600		
All expenses:		
Year 1 <i>On-Campus:</i> \$53,090 Year 2 <i>On-Campus:</i> \$51,915		
Program Total: \$105,005		
Year 1 <i>Off-Campus:</i> \$54,050 Year 2 <i>Off-Campus:</i> \$52,915		
Program Total: \$106,965		

Tuition and fees are subject to change.

Practice Liability Insurance

West Liberty University assumes the financial responsibility for providing liability insurance for students during their clinical clerkships and other assigned clinical events.

Tuition Refund Policy

A student who withdraws from the program by following the proper procedure will be issued a refund of tuition and fees upon receipt of a withdrawal slip signed by the Registrar. A student who officially withdraws from a portion of their courses during the refund period must request a refund from the Business office. A student who is required to withdraw for disciplinary reasons shall not be entitled to any refund. Refunds are calculated from the first day of classes. Lab and course fees are not refundable. Students who officially withdraw shall receive a refund of regular fees in accordance with the following schedule:

Refund Schedule	
During the first and second weeks	90% Refund
During the third and fourth weeks	70% Refund
During the fifth and sixth weeks	50% Refund
Beginning with the seventh week	No Refund

Grade Reports

Students can access grades from the university's web page. This is a secure information system. Students are allowed access only to their own records by logging into the system using a personalized access code.

Incomplete Grades

A student who is unable to complete a course during any term has to file a petition to receive an incomplete grade. The student is responsible for completing all additional work that may be required to clear the incomplete. The must be done by a date that is no later than the beginning of the regular examination week scheduled for the following quarter. Failure to comply with these conditions will result in a failing grade. Senior students in their clinical year who are in danger of not completing requirements of their rotations will have the opportunity to discuss the deficiencies.

ID Badges

You will be issued a WLU student ID badge the first time you are enrolled as a student at the University. Once issued, if the badge is lost, you may have to pay to have it replaced. The ID badge is your "passport" allowing you access to a variety of services on campus, such as the library, computer labs, student activities, etc.

Change of Address

Students are responsible for notifying the Office of the Registrar and the Department of PA Sciences office if their address changes.

If you receive financial aid, you should notify the Student Financial Aid office directly of any change of address. This extra step will ensure that this office has your most current information on file at all times.

WLU – PA students must also notify the PA Studies Program office of phone number changes.

MISCELLANEOUS ISSUES

WLU PA Studies Program Communication Policy for Students

Each student must have a computer as part of the program requirement. You should arrive at the PA Studies program with adequate computer skills. This means that you should have and know how to use a web-browser and a word processing program. The primary method of communication between faculty, staff and students will be via e-mail. Therefore, you should have e-mail skills as you will be using this medium to communicate with the PA Program.

Students may request access to their student files. Please contact your advisor to make arrangements.

E-mail Addresses

All students need to set up an individual account at the beginning of the program. WLU will arrange for you to set up an account and use the University system.

What Students Can Expect of the WLU PA Studies Program

- The department will notify students of schedule changes, assignments, etc., via e-mail if known 24 hours in advance. If there is less than 24 hours notice, we will find another forum: phone, posting a notice, via student mailbox, etc.
- Program announcements will be by faculty notification via e-mail, posting a notice or through student mailbox.
- Since faculty and staff often have significant responsibilities away from the office (e.g., site visits, administrative or organizational meetings), they will identify time out of the office by posting a message on their office door and/or notifying the secretary. At these times, students should refer questions, etc., to another faculty member or staff.
- E-mail will be checked daily by faculty and staff when they are in the office. Faculty and staff may check voice mail at least once each business day even when they are out of the office.

- All department contacts will be responded to in a prompt manner (ideally within 24 hours), even if it is to say, “We received the message, and we are working on it – a definite response will come later.”
- If assignments are sent by e-mail, faculty or staff will respond to the student with a message saying that the assignment was received within 1-2 working days of receipt.
- When responding to e-mail, responses will include the original message when appropriate.
- Messages will be forwarded to others when appropriate.

The policies and practices listed in this publication are those in effect as of July 1, 2014 and are subject to change. If there are changes which are effective for the 2014-2015 and 2015-2016 academic years, insofar as possible, these will be announced by email. Every effort has been made to assure the accuracy of the information in this publication. Students are advised, however, that such information is subject to change without notice. Therefore, students should always consult with the PA Program faculty and administration for current information.

Appendix-1

Decision Point Checklist



West Liberty University
 Physician Assistant Studies Program
Decision Point Checklist
 (To be completed by the program faculty)

Date: _____

Student's Name: _____

Term: _____

The Decision Point is a *Summary Review* of a student's performance for the entire term and is done at the end of each didactic term and at the end of the 3rd, 6th and 9th clinical clerkship. Criteria for successful individual course completion is listed in each syllabus. General expectations of performance and behaviors are listed in the Student Handbook and in the Clinical Handbook. **To satisfy all standards, a student must receive a "Yes" on applicable items in 1-8.** Policies concerning remediation, probation, academic review and disqualification from the program are delineated in the Student Handbook. Each student will be provided with a copy of the Student Handbook and Clinical Handbook, and will receive orientation concerning all program policies and expectations prior to matriculation. Students should consult a faculty member if there are questions. The Decision Point Checklist can be found in the program's website and in the Student Handbook.

Student demonstration of the following: *Note: a student who has successfully met the requirements for retakes on exams, OSCEs and Checks-off, and those who have successfully remediated, will be considered as meeting the standards of items 2-6.*

		Yes	No	N/A
1.	Does the student have a GPA of 3.0 or higher?			
2.	Did the student receive a passing score on all written exams? (70% or "Satisfactory" as applicable).			
3.	Did the student receive a "Passing" score on oral case presentation?			
4.	Did the student complete all clinical clerkships during this period with a grade of "Satisfactory"?			
5.	Did the student obtain a "Satisfactory" on graded OSCEs and Skills Check-Offs?			
6.	Did the student successfully meet professional standards (dress, grooming, attendance, interpersonal behaviors) in didactic classes or clinical clerkships as delineated in the Student Handbook and Clinical Handbook?			
7.	Did the student successfully complete a Background Check? (No adverse item) done before starting program and in the 4 th term.			
8.	Did the student successfully pass a Drug Screen? (Negative result). Done in 1 st year and as needed.			

Student Progress Committee Recommendations:

Meets all standards Yes: []	No: []	Remediation
Promotion		Continue remediation
Place on probation		Academic review
Continue probation		Meeting with:
Remove from probation		Disqualification from program

Comments:

 Academic Coordinator's/Clinical Coordinator's Signature

 Program Director's Signature