



Assumption University  
School of Health Professions

PA Program Student Handbook  
Updated May 8, 2025

*“DONEC FORMETUR CHRISTUS IN VOBIS”*

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## Table of Contents

<b>Introduction .....</b>	<b>5</b>
<b>Assumption University.....</b>	<b>6</b>
<b>Assumption University Mission Statement .....</b>	<b>8</b>
<b>Catholic Healthcare .....</b>	<b>9</b>
<b>PA Program Mission, Vision, and Goals.....</b>	<b>12</b>
<b>PA Program Competencies.....</b>	<b>13</b>
<b>The Physician Assistant (PA) Profession.....</b>	<b>14</b>
<b>Statement of Values of the PA Profession.....</b>	<b>15</b>
<b>Accreditation.....</b>	<b>16</b>
<b>Program Faculty and Staff .....</b>	<b>17</b>
<b>Program Standing Committees .....</b>	<b>19</b>
<b>Curriculum and Credit Hours .....</b>	<b>21</b>
<b>PA Program Tuition, Fees, and Financial Aid.....</b>	<b>23</b>
<b>PA Program Admissions.....</b>	<b>27</b>
<b>Technical Standards and Student Disability.....</b>	<b>33</b>
<b>Transfer into the Assumption University PA Program .....</b>	<b>40</b>
<b>Visiting Students.....</b>	<b>41</b>
<b>PA Program Orientation .....</b>	<b>43</b>
<b>Requirements for Graduation, Graduation Honors, Graduation Awards, and Nomination to the Pi Alpha Honor Society .....</b>	<b>44</b>
<b>White Coat Ceremony.....</b>	<b>47</b>
<b>Class Leadership .....</b>	<b>48</b>
<b>Diversity, Equity, and Inclusion (DEI) .....</b>	<b>52</b>
<b>Faculty Advisors .....</b>	<b>54</b>
<b>Requirements for Progression in and Completion of the Program .....</b>	<b>55</b>
<b>Assessments and Examinations.....</b>	<b>58</b>
<b>Remediation and Deceleration.....</b>	<b>59</b>
<b>Academic and Non-Academic Probation.....</b>	<b>64</b>
<b>Academic Honesty .....</b>	<b>65</b>
<b>Academic Appeals .....</b>	<b>67</b>
<b>Student Withdrawal, Leave of Absence (LOA), and Dismissal.....</b>	<b>69</b>
<b>Supervised Clinical Practice Experiences.....</b>	<b>72</b>
<b>Student Solicitation of Supervised Clinical Practice Experiences .....</b>	<b>79</b>

<i>American Samoa</i>	80
<i>Honor Code</i>	82
<i>Attendance and Participation</i>	83
<i>Classroom Etiquette</i>	87
<i>Dress Code</i>	89
<i>Peer Physical Examination</i>	92
<i>Social Media and Online Reputation</i>	94
<i>Advocacy, Demonstration, and Protest</i>	97
<i>Professional Boundaries</i>	99
<i>Timely Access to Student Services</i>	100
<i>Student Health Services</i>	104
<i>Student Safety</i>	106
<i>Exposure to Infectious Diseases and Environmental Hazards</i>	110
<i>Mandatory Health Care Related Training</i>	113
<i>Student Grievances</i>	115
<i>Non-Academic Appeals</i>	116
<i>Harassment and Discrimination Policy</i>	117
<i>Sexual Misconduct</i>	121
<i>Background Investigation and Drug Screening</i>	124
<i>Medical Screening, Immunization, COVID 19, and Tuberculosis Screening</i>	126
<i>PA Facility Use</i>	130
<i>Parking</i>	134
<i>School Closure and Class Cancellation</i>	136
<i>Student Employment</i>	137
<i>Student Records</i>	138
<i>Teach-Out Plan</i>	141
<i>Technology, Acceptable Use, and E-Mail</i>	142
<i>Use of Human Subjects in Research</i>	143
<i>Use of Likeliness, Photographs, Videos, Audio Recordings, and Personal Information</i>	144
<i>Precedence of Policies</i>	145
<i>Campus Resources</i>	146
<i>Student Resources</i>	147
<i>FORM PACK</i>	149
<i>FORM: Student Handbook Acknowledgement</i>	150

<b>FORM: Acknowledgement of Risk .....</b>	<b>151</b>
<b>FORM: Annual Attestation Regarding Technical Standards .....</b>	<b>153</b>
<b>FORM: Authorization for Release of Information.....</b>	<b>154</b>
<b>FORM: Consent for use of Likeness, Photographs, Videos, Audio Recordings, and Personal Information.....</b>	<b>155</b>
<b>FORM: Occupational Exposure to Environmental Hazards, Infectious Diseases, and Bloodborne Pathogens .....</b>	<b>156</b>
<b>FORM: Health Attestation.....</b>	<b>158</b>
<b>FORM: Participation as Human Subject.....</b>	<b>160</b>
<b>FORM: Medical Compliance Certificate and Permanent Immunization Record .....</b>	<b>162</b>
<b>AT WILL FORMS .....</b>	<b>163</b>
<b>FORM: Formative Assessment Failure Appeal.....</b>	<b>164</b>
<b>FORM: Hepatitis B Vaccine Non-Responder Form .....</b>	<b>166</b>
<b>FORM: Global Health SCPE Application .....</b>	<b>167</b>
<b>FORM: Medical Incidental Finding .....</b>	<b>168</b>
<b>FORM: Program Incident .....</b>	<b>169</b>
<b>FORM: Prohibition on the Release of Personal Information .....</b>	<b>171</b>
<b>FORM: Summative Examination Failure Appeal .....</b>	<b>172</b>
<b>FORM: Violation of Honor Code and Breach of Professionalism Report.....</b>	<b>174</b>
<b>PROGRAM FORMS.....</b>	<b>175</b>
<b>FORM: Student Record Compliance Checklist .....</b>	<b>176</b>
<b>FORM: Visiting Student Affiliation Agreement .....</b>	<b>179</b>
<b>FORM: Visiting Student Application .....</b>	<b>184</b>
<b>Assumption University PA Program Physical Examination Laboratory Rules and Regulations .....</b>	<b>186</b>
<b>CASPA Admission Code of Conduct.....</b>	<b>187</b>
<b>Symbolism of the Assumption University Seal .....</b>	<b>189</b>
<b>Student Handbook Review and Approval January 2025 .....</b>	<b>190</b>

## Introduction

This PA Program Student Handbook provides information pertaining to University/PA Program departments, services, policies, procedures, and expectations for all current PA Program students. Students are expected to be familiar with this Handbook's contents and are accountable for the expectations contained herein. The policies and procedures in this Handbook apply to all PA students regardless of location. *ARC-PA Standard 3.01*

Students must follow all federal laws and regulations, laws of the Commonwealth of Massachusetts, and the regulations, policies, and procedures of Assumption University and the PA Program. *Where there is policy conflict and allowed by law, the PA Program Student Handbook supersedes all other University policies.*

This Handbook contains information about the expectations and policies applicable to students enrolled in the PA Program. Each student is expected to read this Handbook carefully, as it is a valuable reference for understanding what is expected of a student in the PA Program. The policies outlined in this Handbook should be regarded as guidelines, which may require changes from time to time. The University retains the right to make decisions involving enrollment as needed to conduct its work in a manner that is beneficial to the students and the Program. This Handbook supersedes and replaces all prior PA Program Student Handbooks and any inconsistent verbal or written policy statements. The Program reserves the right to revise, delete, and add to the provisions of this Handbook at any time without further notice. No oral statements or representations can change the provisions of this Handbook.

The provisions of this Handbook are not intended to create contractual obligations with respect to any matters it covers; nor is this Handbook intended to create a contract guaranteeing that any student will be enrolled with the University for any specific time period. The PA Program, the School of Health Sciences, and the University reserve the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student, the PA Program, or the University to do so and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, earnestness of purpose, or active cooperation in all requirements for good scholarship.

Students will be given an overview of all policies in this Handbook during orientation on the first two days of the Program. They will sign an acknowledgment recognizing that they received and understood the policies provided in this Handbook. One of the advantages of living in a free society is the ability for students to freely choose to attend the University and the PA Program that best fits their needs, interests, and lifestyles. When a student chooses to enroll in the PA Program at Assumption University, they agree that they are committed to the mission, vision, and goals of the Program.

This Handbook has been reviewed by Assumption University's Legal Counsel, Office of Human Resources, Provost, and President. All PA personnel and student policies are consistent with federal, state, and local statutes, rules, and regulations. *ARC-PA Standard A1.02f*

The most recent version of this Handbook is accessible on the [PA Program website](#). The Handbook is updated annually. *ARC-PA Standard A3.02*

## History of the University

[Assumption University](#) was founded in 1904 by the [Augustinians of the Assumption \(the Assumptionists\)](#), a religious congregation founded in France in 1850. Initially, the students were sons of immigrants from French Canada who had settled in New England. The University was originally located in the Greendale section of [Worcester, Massachusetts](#). Through the years of the Great Depression and World War II, Assumption remained a small school dedicated to producing a Catholic elite to serve the Franco-American population of New England. The school was decimated by World War II, when virtually the entire University-level student body left for military service. Fortunately, the numbers in the preparatory school increased as dramatically as those in the University declined. After the war, the Assumptionists observed the gradual assimilation of French-speaking families into the English-speaking mainstream. In the early 1950s, they began admitting Franco-American students who knew no French, and all classes were taught in English. A graduate studies program was instituted in 1952. Just as this new era was getting underway, a tornado struck the Greendale campus on June 9, 1953, taking three lives and causing extensive damage to buildings and grounds. The Assumptionists decided to turn this disaster into the long-awaited opportunity to separate the prep school from the College. The Greendale campus was restored as the home of Assumption Preparatory School, while the College carried on first in temporary quarters and then, in 1956, on the current Salisbury Street campus. The purchase of the property on Salisbury Street was made possible by way of a generous grant from the Kennedy Foundation.

During its 60 years on Worcester's west side, the University has lived through many changes and challenges. By the end of the 1950s, lay professors outnumbered Assumptionists on the faculty, a process that has accelerated over the decades. In 1968, the Assumptionists turned the school over to a new Board of Trustees made up of both religious and lay people. In 1969, women matriculated as undergraduates for the first time. In 1972, the College welcomed its first lay president. In 2013, a campus was opened in Rome, Italy providing students with a unique study-abroad experience utilizing the city of Rome as the classroom. In recent years, academic offerings have expanded to meet the interests of students and societal needs, while maintaining a strong commitment to the liberal arts as the foundation for all programs. Most notably, programs in Nursing, Cybersecurity, Data Analytics, and Neuroscience have been developed. The addition of these new programs, along with existing programs, point to the fact that Assumption has evolved over several decades into a comprehensive institution. Consequently, in 2019, Assumption underwent a restructuring into five separate schools – the [D'Amour College of Liberal Arts and Sciences](#), the [Grenon School of Business](#), the [Froelich School of Nursing](#), the [School of Health Professions](#), and the [School of Graduate Studies](#). In 2020, in recognition of the comprehensive nature of the institution, Assumption was approved for university status by the Commonwealth of Massachusetts. The University has experienced significant facilities growth, to support an undergraduate population of 2,000 and more than 500 graduate students. The physical plant portfolio has been greatly enhanced since 2000 with new buildings, such as the Tsotsis Family Academic Center, Admissions House, the Testa Science Center, the Fuller Information Technology Center, new residence halls, and the Multi-Sport Stadium, as well as major renovations to academic buildings, dining facilities, and residence halls. In 2012, the Tinsley Campus Ministry Center was completed adjacent to the Chapel of the Holy Spirit. The Tsotsis Family Academic Center, which includes the Curtis Performance Hall, the Lagarce Trading Room, the Honors Program, and the Core Texts and Enduring Questions Program, along with classrooms and offices for the Grenon School of Business, was completed in 2017. The University's most recent building is the Richard J. and Sophia Catrambone Health Sciences Building, which houses the Froehlich School of Nursing and the developing PA program.

## [Assumptionist Sponsorship](#)

The order of the [Augustinians of the Assumption](#), founders of Assumption University, was established by Fr. Emmanuel d'Alzon, an educator whose most cherished project was the creation of a Catholic university. Fr. D'Alzon was devoted to helping people learn, adapt, grow and change in a multitude of ways. The Assumptionists sustain vigorous engagement with the University because they see higher education as an especially rich field within which to achieve the mission of the Church. In collaboration with the Trustees and the entire administrative, academic, and clerical staff, the Assumptionists fill a primary role in guaranteeing the Catholic character of the University, and in promoting a philosophy of education, which is consonant with the highest Christian and classical values and ideals. Through this commitment, the Assumptionists share in the building of an enlightened Church and in the formation of Christian leaders.

## Assumption University Mission Statement

Assumption University is a comprehensive Catholic liberal arts institution sponsored by the Augustinians of the Assumption. *We awaken in students a sense of wonder, discovery, and purpose, forming graduates known for their intellectual seriousness, thoughtful citizenship, and devotion to the common good.* Our curricular and co-curricular programs provide students with an education that shapes their souls, forms them intellectually, and prepares them for meaningful careers. We are a diverse community that welcomes different points of view and embraces all who share our mission. Enlivened by the Catholic affirmation of the harmony of faith and reason and by the pursuit of the truth in the company of friends, an Assumption education transforms the minds and hearts of students.

[Assumption University Mission](#)

[Assumption University Catholic Tradition](#)



## Ethical and Religious Directives

Assumption University, the School of Health Professions, and the PA Program adhere to the principles of healthcare outlined in the [United States Conference of Catholic Bishops Ethical and Religious Directives for Catholic Health Care Services \(Sixth Edition\)](#). These principles guide the administration, faculty, and staff in both the practice and teaching of medicine.

The purpose of these Ethical and Religious Directives is two-fold. First, the Directives reaffirm the ethical standards of behavior in health care that flow from the Church's teaching about the dignity of the human person. Secondly, the Directives provide authoritative guidance on certain moral issues that face Catholic health care today.

"Conscience isn't just about doing what you want. In fact, following your conscience often involves doing what you might prefer not to do. Conscience is a guide to doing what you ought to do, and it imposes a duty for you to fulfill as you seek to carry out your profession with excellence and integrity. Accordingly, protecting your freedom of conscience matters greatly."

"Freedom of conscience means you are free to carry out your moral duty without fear of government coercion or punishment. As a result, you are free to live a life of integrity, where moral duties guide your whole life and not just those times when you are at church or in prayer."

(Alliance Defending Freedom, 2016)

## Legal Protection of Conscience

### Conscience and Religious Freedom (Federal)

1. [The Church Amendments](#)
2. [Public Health Service Act 245](#)
3. [The Weldon Amendment](#)
4. [The Affordable Care Act](#)
  - a. Abortion (section 1303)
  - b. [Assisted Suicide](#)
5. [CFR Title 45 Subtitle A Subchapter A Part 88](#): Regulations for the Enforcement of Federal Health Care Provider Conscience Protection Laws
6. [Your Rights Under the Federal Health Care Provider Conscience Protection Laws](#)
7. [Enforcement of the Federal Health Care Provider Conscience Protection Laws](#)

### Conscience and Religious Freedom (Massachusetts)

1. [The Protection of Conscience Project](#)
  - a. [Massachusetts](#)

#### [Catholic Free Press – Worcester, MA](#)

Our primary mission is to inform Catholics in the Diocese of Worcester about what is happening in the Church at the parish, diocesan, state, national and international levels.

#### [Catholic Health Association of the United States](#)

The mission of CHA is to advance the Catholic health ministry of the United States in caring for people and communities.

#### [Catholic Healthcare International](#)

“To be a model of Christian healthcare delivery, based on the ‘Work’ of St. Padre Pio: a ‘Clinic for the Soul’ for all in need; and to provide training and support to professionals of existing and developing hospitals, healthcare systems, clinics and physician practices desiring to participate in the fullness of this ministry.”

#### [Catholic Medical Association](#)

Forming and supporting current and future physicians to live and promote the principles of the Catholic Faith in the science and practice of medicine.

Conscience Rights Protection Task Force (CRPTF)

[info@cathmed.org](mailto:info@cathmed.org)

[\(484\) 270-8002](tel:4842708002)

[Alliance Defending Freedom](#)

#### [Catholic Medical Mission Board](#)

Mission: Inspired by the example of Jesus, CMMB works in partnership globally to deliver locally sustainable, quality health solutions to women, children, and their communities.

Vision: A world in which every human life is valued, and health and human dignity are shared by all.

#### [Christ Medicus](#)

The Christ Medicus Foundation shares Jesus Christ’s healing love in health care. The organization champions religious freedom for medical professionals and patients.

#### [Christian Medical and Dental Association \(CMDA\)](#)

CMDA provides resources, networking opportunities, education, and a public voice for Christian healthcare professionals and students.

#### [Divine Office](#)

Liturgy of the Hours

#### [Fellowship of Christian Physician Assistants \(FCPA\)](#)

The Fellowship of Christian Physician Assistants is a caucus of the AAPA

#### [National Catholic Reporter](#)

NCR connects Catholics to church, faith and the common good with independent news, analysis, and spiritual reflection.

### Saint Gianna Physician's Guild

The mission of St. Gianna Physician's Guild is to unite and encourage Catholic physicians and those in the health care profession to promote and defend Catholic principles in a public way by word and example and to inspire sanctification in their lives.

### Students for Life of America

### **Serving the Underserved**

#### **The Beatitudes**

Blessed are the poor in spirit, for theirs is the Kingdom of Heaven.

Blessed are those who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the Earth.

Blessed are those who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the pure in heart, for they will see God.

Blessed are the peacemakers, for they will be called the Sons of God.

Blessed are those who are persecuted because of righteousness, for theirs is the Kingdom of Heaven.

Blessed are you when people insult you, persecute you and falsely say all kinds of evil against you because of me. Rejoice and be glad, because great is your reward in heaven, for in the same way, they persecuted the prophets who were before you.

#### **The Corporal Works of Mercy**

Feed the Hungry

Give Drink to the Thirsty

Clothe the Naked

Shelter the Homeless

Visit the Sick

Visit the Imprisoned

Bury the Dead

## PA Program Mission, Vision, and Goals

### PA Program Mission

The mission of the PA Program at Assumption University emphasizes the value and dignity of human life, compassion, and empathy, embodying the principles of Catholic social teaching, preparing our graduates to provide exceptional, ethical, patient-centered care with a focus on life-long learning, leadership, and service to individuals, families, and diverse communities. Our educational environment fosters the development of confident, competent graduates who practice medical care in a collaborative environment.

### PA Program Vision

The Assumption University PA Program strives to imbue our graduates with the clinical knowledge and reasoning needed to practice high-quality medicine while serving a diverse population through its emphasis on compassion, empathy, and treating the whole person. Assumption University PA students will honor the value and dignity of human life through community service, compassion, and ethical principles as they enter meaningful careers in healthcare.

We envision our students to be leaders, significantly impacting their communities in their roles as healthcare professionals. We aim to be distinguished as a premier PA Program in the region, recognized for exceptional PAs in the community. Through the recruitment of a highly qualified pool of applicants that reflect the diversity of the community, we anticipate matriculating and graduating exceptional PA student cohorts.

### PA Program Goals

1. Admit students who have demonstrated concern for the value and dignity of human life as well as ethical, compassionate, and empathetic patient care.
2. Graduate students who provide exceptional patient care by applying a high level of medical knowledge, clinical reasoning, and professionalism during patient encounters.
3. Through a comprehensive and supportive educational experience, prepare students to pass the PANCE and enter clinical practice.
4. Provide an educational environment that fosters life-long learning.
5. Increase access to healthcare in underserved communities by providing patient care opportunities for students throughout their educational experience.
6. Encourage leadership, scholarship, and professional development.

## 1. Medical Knowledge

- a. Acquire a comprehensive understanding of basic sciences and clinical medicine.
- b. Recognize normal and abnormal health states.
- c. Discern among acute, chronic, and emerging disease states.

## 2. Clinical and Technical Skills

- a. Gather a history and perform a physical examination.
- b. Order and interpret common diagnostic and screening tests.
- c. Enter and discuss orders and prescriptions.
- d. Document a clinical encounter in the patient record.
- e. Provide an oral presentation of a clinical encounter.
- f. Form clinical questions and retrieve evidence to advance patient care.
- g. Give or receive a patient handover to transition care responsibility.
- h. Obtain informed consent for tests and procedures.
- i. Perform clinical and technical skills, including procedures needed to enter clinical practice based on then-current standards.

## 3. Clinical Reasoning and Problem-Solving Abilities

- a. Recognize a patient requiring urgent or emergent care and initiate evaluation and management.
- b. Analyze complex medical situations.
- c. Make evidence-based clinical judgments to provide the most up-to-date patient care.
- d. Prioritize a differential diagnosis following a clinical encounter.
- e. Develop appropriate treatment plans.

## 4. Health Literacy, Communication, and Interpersonal Skills

- a. Organize and communicate health information in a clear and accessible manner to ensure patient understanding and engagement.
- b. Communicate effectively with patients, families, and other members of the healthcare team.
- c. Provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs.

## 5. Interprofessional Collaborative Practice and Leadership

- a. Collaborate as a member of an interprofessional team.
- b. Recognize when referrals are needed and make them to the appropriate health care provider.
- c. Gain an understanding of advocacy and leadership within the PA profession.

## 6. Professional Behaviors

- a. Exhibit professionalism in all interactions.
- b. Articulate one's role and responsibilities to patients, families, communities, and other professionals.
- c. Display respect for the dignity and privacy of patients while maintaining confidentiality in the delivery of team-based care.
- d. Exercise continuous life-long learning and professional development.

## The Physician Assistant (PA) Profession

A PA is a medical professional who works with a physician as part of a healthcare team.

PAs conduct medical histories, perform physical examinations, order, and interpret lab and diagnostic tests, establish diagnoses, treat illness, prescribe medications, perform procedures, assist in surgery, provide patient education and counseling, and make rounds of patients in hospitals and nursing homes.

Because of their general medical background, PAs have flexibility in the type of medicine they can practice. Thus, they can be responsive to changing healthcare needs. Additionally, they are uniquely placed to provide preventive care services in all settings, from primary care to surgery. PAs believe strongly in patient education for better health.

PAs work in physician-PA teams and are educated in a collaborative approach to healthcare, which improves coordination of care and can improve outcomes. PAs are educated in intense educational programs that last approximately 27 months. They can be effectively educated and trained to begin practice in a relatively abbreviated timeframe, helping offset the worsening physician shortages.

PAs extend the care that physicians provide and increase access to care. PAs are creative, compassionate practitioners who strive to treat the “whole person.” PAs are trained and prepared to deliver healthcare to those most in need.

PAs not only treat disease, but they also promote health, decreasing healthcare demand through preventive care. PAs are working in conjunction with national healthcare priorities.

PAs are leaders in team-based, coordinated care. Physician-PA teams are fundamental to the PA profession. Today, the U.S. healthcare system is catching up to this innovative model and has learned the benefits of team-based care. PAs can decrease the demand for care by improving prevention, education, and care coordination.

**PAs Go Beyond**

In Every Healthcare Situation [PAs Go Beyond](#)

PAs (physician associates/physician assistants) are licensed clinicians who practice medicine in every specialty and setting. Trusted, rigorously educated, and trained healthcare professionals, PAs are dedicated to expanding access to care and transforming health and wellness through patient-centered, team-based medical practice.

\*Adapted from the [American Academy of PAs](#) (AAPA)

## Statement of Values of the PA Profession

Physician assistants hold as their primary responsibility the health, safety, welfare, and *dignity* of all human beings.

Physician assistants uphold the tenets of patient autonomy, beneficence, non-maleficence, and justice.

Physician assistants recognize and promote the value of diversity.

Physician assistants treat equally all persons who seek their care.

Physician assistants hold in confidence the information shared in the course of practicing medicine.

Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.

Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.

Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.

Physician assistants use their knowledge and experience to contribute to an improved community.

Physician assistants respect their professional relationships with physicians.

Physician assistants share and expand knowledge within the profession.

## Accreditation

### ARC-PA

The ARC-PA has granted **Accreditation-Provisional** status to the **Assumption University Physician Assistant Program** sponsored by **Assumption University**.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA *Standards* or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the *Standards* as it prepares for the graduation of the first class (cohort) of students.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-assumption-university/>.

### NECHE

[Assumption University](#) is accredited by the [New England Commission of Higher Education](#) (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer-review process. An accredited college or university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.



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[jchlapowski@assumption.edu](mailto:jchlapowski@assumption.edu)

[\(508\) 767-7114](tel:(508)767-7114)

Katelyn N. McCarty

Program Manager

Health Sciences Building PA Front Desk

[kn.wiita@assumption.edu](mailto:kn.wiita@assumption.edu)

[\(508\) 767-7114](tel:(508)767-7114)

**Adjunct Faculty and Lecturers**

[Assumption University Faculty and Staff Directory](#)

(ARC-PA Standard A2.02a) (ARC-PA Standard A2.02b) (ARC-PA Standards A2.18a)

**Program Hours**

The program normally operates from 8:00 AM – 5:00 PM Monday to Friday.

## Program Standing Committees

### The Academic Performance and Professionalism Committee (APPC)

[Associate Program Director](#) (Chair) – will recuse themselves if they are the course coordinator.

[Director of Didactic Education](#) (only for didactic courses)

[Director of Clinical Education](#) (only for SCPEs)

[Director of Admissions, Assessment, and Academic Success](#)

Instructional faculty member (not the course coordinator for the course involved)

Preceptor (not the preceptor of the rotation involved, if the issue is related to a SCPE)

A faculty member from outside of the department for any non-academic or disciplinary issues

[Program Manager](#) (non-voting)

### The Program Assessment and Accreditation Committee (PAAC)

[Director of Admissions, Assessment, and Academic Success](#) (Chair)

[Program Director](#)

[Associate Program Director](#)

[Director of Didactic Education](#)

[Director of Clinical Education](#)

[Program Manager](#) (non-voting)

### Admissions Committee

[Director of Admissions, Assessment, and Academic Success](#) (Chair)

[Program Director](#)

[Associate Program Director](#)

[Medical Director](#)

[Director of Didactic Education](#)

[Director of Clinical Education](#)

Student Representatives (selected by DAAAS)

### Technical Standards and Accommodations Committee (TSAC) (ad-hoc)

[Program Director](#) (Chair)

[Associate Program Director](#)

[Director of Clinical Education](#)

Student Accessibility Representative ([LeBlanc, Julie M](#))

Health Services Representative (as required)

Counseling Services Representative (as required)

### Pi Alpha Nomination Committee

[Associate Program Director](#)

[Director of Didactic Education](#)

[Director of Clinical Education](#)

Student Class President

**The Program Advisory Board**

[Associate Program Director](#) (Chair)

Rebecca Hassel, PA-C (former member)

G. Dean Roye, MD

Jessica Torregrossa, MPH, PA-C

Stephen Wright, PA-C

**Student Society Faculty Sponsor**

Rebecca Hassel, PA-C

### Curriculum – Class of 2027

#### Term One

PAS 510: Physical Diagnosis (2 Credits)  
PAS 511: Applied Lab Medicine (1 Credit)  
PAS 512: Pharmacology (4 Credits)  
PAS 513: Physiology & Pathophysiology (4 Credits)  
PAS 514: Research Methods in Medicine (1 Credit)  
PAS 515: Medical Genetics (1 Credit)  
PAS 516: Principles of Practice Management & Leadership One (1 Credit)  
PAS 517: Psychiatry (2 Credits)

#### Term Two

PAS 520: Medicine One (5 Credits)  
PAS 521: Medicine Two (5 Credits)  
PAS 522: Clinical Decision Making I (2 Credits)  
PAS 523: Orthopedic Surgery (5 Credits)  
PAS 524: Human Gross Anatomy (5 Credits)

#### Term Three

PAS 530: Medicine Three (6 Credits)  
PAS 531: Medicine Four (5 Credits)  
PAS 532: Diagnostic Studies (1 Credit)  
PAS 533: Electrocardiography (4 Credits)  
PAS 534: Clinical Procedures & Clinical Decision Making II (4 Credits)  
PAS 535: Legal, Ethical, and Religious Aspects of Healthcare (1 Credit)  
PAS 536: Public Health and Preventative Medicine (2 Credits)  
PAS 537: Professional Practice One (1 Credit)

#### Term Four

PAS 540: Medicine Five (5 Credits)  
PAS 541: Medicine Six (3 Credits)  
PAS 542: Pediatrics (4 Credits)  
PAS 543: Emergency Medicine (4 Credits)  
PAS 544: Surgery (5 Credits)  
PAS 545: Clinical Decision Making III (4 Credits)  
PAS 546: Principles of Practice Management & Leadership Two (1 Credit)  
PAS 547: Professional Practice Two (1 Credit)

### **Supervised Clinical Practice Experiences (SCPEs)**

PAS 600: Readiness for Practice & Diagnostic Imaging (Five Weeks) (4 Credits)  
PAS 610: Family Medicine SCPE (Five Weeks) (4 Credits)  
PAS 611: Inpatient Medicine SCPE (Five Weeks) (4 Credits)  
PAS 612: General Surgery SCPE (Five Weeks) (4 Credits)  
PAS 613: Pediatrics SCPE (Five Weeks) (4 Credits)  
PAS 614: Obstetrics and Gynecology SCPE (Five Weeks) (4 Credits)  
PAS 615: Psychiatry SCPE (Five Weeks) (4 Credits)  
PAS 616: Emergency Medicine SCPE (Five Weeks) (4 Credits)  
PAS 617: Orthopedic Surgery SCPE (Five Weeks) (4 Credits)  
PAS 618: Dermatology SCPE (Five Weeks) (4 Credits)  
PAS 619: Ophthalmology & Otolaryngology (EENT) SCPE (Five Weeks) (4 Credits)  
PAS 620: Elective One SCPE (Five Weeks) (4 Credits)  
PAS 621: Elective Two SCPE (Five Weeks) (4 Credits)

### **Program Credit Hours by Term**

Didactic Term One: 16 Credits  
Didactic Term Two: 22 Credits  
Didactic Term Three: 24 Credits  
Didactic Term Four: 27 Credits  
Supervised Clinical Practice Experiences (SCPEs): 52 Credits

### **Total PA Program Credit Hours**

**141 Credits**

*ARC-PA Standard A3.12d and A3.12e*

### **Credit Hours**

Each academic term is twelve (12) weeks in length; however, the credit hours assigned represent a workload and physical hours of class time equivalent to a traditional sixteen (16) week semester. The didactic phase of the program offers twenty-eight (28) graduate level courses and students are awarded eighty-nine (89) semester hours. The clinical phase of the program offers sixty-five (65) weeks of SCPEs over thirteen (13) clinical courses. Upon graduation, students will have been awarded one-hundred forty-one (141) semester hours. *ARC-PA Standard A3.12e*

### **Federal Definitions of a Credit Hour and the Carnegie Model**

1. One hour of classroom or direct faculty instruction and a *minimum* of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for a one-quarter hour of credit, or the *equivalent amount of work over a different amount of time*.
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

According to [34CFR668.10](#), the [Carnegie Credit](#) is the minimum standard for assigning credit hours to a course. *The institution will determine, in its sole discretion, whether and which content meets the federal standard.*

## PA Program Tuition, Fees, and Financial Aid

### Tuition and Fees

#### Class of 2028

Tuition: \$125,800.00  
 Estimated Fees: \$19,322.00 (including total estimated cost of Student Health Insurance)  
 Total Tuition & Fees: \$145,122.00

#### Fee List

Medical Equipment Package*	\$1,441.70	<u>*Medical Equipment Package Contents</u>
White Coat	\$41.00	Welch Allyn 3.5V PanOptic PLUS Diagnostic Set
Scrubs	\$74.38	Welch Allyn DS66 Trigger Hand Aneroid w/ Adult Cuff and Pediatric Cuff
Name Tags	\$15.92	Littmann Cardiology IV Stethoscope
AAPA Student Membership	\$75.00	Welch Allyn Educational Value Pack
MAPA Student Membership	\$60.00	Welch Allyn KleenSpec Vaginal Speculum Kit
Initial Background Check	\$280.00 (max.)	Welch Allyn Finoff Transilluminator
Background Check Update	\$200.00 (max.)	Insufflator Bulb
Drug Testing	\$29.00	C-512 Hz Tuning Fork
Lab Fee	\$1,600.00	C-128 Hz Tuning Fork
PAEA Student Exam Box	\$420.00	Telescoping Babinski Reflex Hammer
Library Fee	\$250.00	ECG Calipers
Registration Fee	\$175.00	Measuring Tape
Technology Fee	\$600.00	Bandage Scissor
Butterfly Ultrasound & Case	\$2,768.00	6" Protractor Goniometer
Additional Required Texts	\$1,912.00	Monofilament, disposable pack of 20
Student Health Insurance (est. total, if purchased)	\$9,380.00 (est.)	LED Penlight
		Medical Equipment Bag

#### List of Additional Required Texts to be purchased and used by students:

\$81.00	Clinical Laboratory Science: Concepts, Procedures, and Clinical Applications	\$130.00	Pfenninger and Fowler's Procedures for Primary Care
\$50.00	Costanzo Physiology	\$85.00	Public Health 101 Healthy People-Healthy Populations
\$100.00	Guyton and Hall Textbook of Medical Physiology	\$80.00	Physician Assistants: Policy and Practice
\$70.00	Medical Genetics	\$120.00	Nelson Textbook of Pediatrics
\$300.00	Firestein & Kelley's textbook of Rheumatology	\$51.00	The Harriet Lane Handbook
\$60.00	Atlas of Human Anatomy	\$115.00	An Introduction to Clinical Emergency Medicine
\$100.00	Penn Clinical Manual of Urology	\$285.00	Rosen's Emergency Medicine
\$55.00	Hacker & Moore's Essentials of Obstetrics & Gynecology	\$35.00	Strategies to Reduce Burnout – 12 Actions to Create the Ideal Workplace
\$90.00	12-Lead ECG: The Art of Interpretation	\$105.00	Essentials of Musculoskeletal Care

**TOTAL: \$1,912.00**

*ARC-PA Standard A3.12f*

Tuition, fees, and policies are subject to change without notice at the discretion of the [Assumption University Board of Trustees](#).

## Admissions Acceptance Deposit

A non-refundable \$1,000 deposit must be submitted upon acceptance into the program. This deposit will hold a seat in the program. It will be applied to the first term tuition if the student matriculates into the program. The deposit is non-refundable and will be forfeited if the student fails to matriculate or melts before the program commences.

## Tuition Payment

Full tuition and fee payments are due per the PA Program Registration Schedule. Any outstanding tuition and fee balances must be paid before starting each term.

Student bills are available through the [Student Account Center](#) (SAC) via the [Assumption University myPortal](#). The SAC is a portal that provides comprehensive student account information, including:

1. Account Summary and Activity
2. Statements
3. Options to Pay Bills
4. Enrollment in a payment plan

The Account Summary and Activity Data is available 24/7 with real-time updates.

PA students must use the Student Account Center in the student portal to pay all tuition and fees. To log into the Student Account Center:

1. Log into the student portal at <https://myportal.assumption.edu/>.
2. The Student Account Center tab is on the right under the Self-Service Menu with Web Advisor One-time payments post in real-time 24/7 via checking, statement savings, or credit/debit card.
3. A small convenience fee is applied to credit/debit card payments.

Students eligible for alternative payment methods (financial aid) must complete all arrangements per the PA Program Registration Schedule. Students who do not remit full payment by the payment deadline, as outlined in the PA Program Registration Schedule, will have their registration canceled for non-payment. This will result in the PA student being automatically removed from all classes for the registration term. PA students whose registration is canceled for non-payment are responsible for all registration fees, as these fees are non-refundable.

## Financial Aid

The [Office of Financial Aid](#) can assist PA students with the process of financing their education. They will work with students to ensure they clearly understand financial aid options while attending the PA Program.

All PA students are encouraged to apply for appropriate financial aid. For more information, students should contact the Office of Financial Aid at [fa@assumption.edu](mailto:fa@assumption.edu) or (508) 767-7158.

## Loans

Eligible graduate students can borrow loans through the Federal Direct Student Loan Program or a private educational lender.

## Federal Loans

Qualifying graduate students can borrow money through the [Federal Direct Student Loan Program](#). The following are examples of loans that may be available to qualified students. Some or all of these loans may be subject to limitations, including but not limited to a cap on the amount of the loan(s) available.



1. [Direct Unsubsidized Loan](#) (up to \$20,500 annually)
2. [Direct PLUS Loan](#)
3. [Parent PLUS Loan](#)

### **To apply for a Federal Direct Student Loan**

Each year, students must complete the Free Application for Federal Student Aid (FAFSA) Form. Applications must include Assumption University's Federal School Code **002118** on the FAFSA Form to ensure the Office of Financial Aid receives the results of the application. Upon processing the application for financial aid, students will need to complete a Master Promissory Note (MPN) and an Entrance Interview at [www.studentloans.gov](http://www.studentloans.gov).

### **Private Alternative Loans**

Assumption University encourages students to thoroughly research the loans and lenders that best fit their financial needs. A completed promissory note should be submitted to the Office of Financial Aid for certification. The certified loan will then be reflected as a secure loan to be applied to the respective student account. [ELMSelect](#) provides a neutral lender and product comparison tool. It allows students to evaluate, compare, and select a lender that best fits their financial needs.

The Office of Financial Aid at Assumption University strives to create a straightforward process and has adopted a Code of Conduct that guides the selection of suggested lenders. However, Assumption University will accept loans from lenders not on the recommended list.

### **Financial Aid Satisfactory Academic Progress (SAP)**

These standards apply only to financial aid and are *not the same* as requirements for satisfactory progress in the PA Program. Graduate students must maintain [Financial Aid Satisfactory Academic Progress](#) to continue receiving federal, state, and institutional financial aid. To maintain Financial Aid SAP, graduate students must maintain a minimum GPA of 3.0 and pass 67% of their attempted classes at the end of each academic year. Students who do not pass Financial Aid SAP will lose eligibility for all sources of financial aid for the upcoming academic year.

The Financial Aid SAP evaluation is conducted annually at the end of the spring semester (May), and students are notified in June if they did not pass Financial Aid SAP.

For more details, students should refer to the [Federal Student Aid – Staying Eligible](#) page.

*Be aware that for PA students, the Quantitative (Maximum Timeframe) - Degree Completion is five (5) years from matriculation.*

### **Veteran's Benefits**

In accordance with Sec. 103 of the [Veterans Benefits and Transition Act of 2018](#), Assumption University permits any covered individual to attend classes beginning on the date on which the individual provides the University with a [Certificate of Eligibility](#) (COE) for entitlement to educational assistance.

Assumption University does not penalize covered veterans utilizing GI Bill Benefits, if the VA is late making payments, does not have any policies in place that would prevent enrolling in and attending courses, does not assess late fees, require alternative or additional sources of funding, or deny access to school resources due to late VA payments.

Eligible veteran students must:

1. Submit a COE or Statement of Benefits by the first day of classes.
2. Submit a written request to be certified.
3. Provide any additional information needed for certification.

Eligibility is based on the regulations issued by the Veteran's Administration. Veterans should contact the Veterans' Representative in the Registrar's Office at (508) 767-7408.

### **Scholarship Opportunities**

#### **US Military Scholarship Programs**

[US Army HPSP Program](#)

[US Air Force HPSP Program](#)

[US Navy HPSP Program](#)

[Veteran's Caucus of the AAPA Scholarships](#)

#### **Federal Scholarships**

[National Health Service Corps Scholarship Program](#)

#### **State-Funded Scholarships**

[Massachusetts State Loan Repayment Program](#)

- [Apply](#)

#### **Private Scholarships**

[The Paul and Daisy Soros Fellowship for New Americans Scholarship](#)

[PA Foundation Scholarships](#)

### **Tuition Refunds**

PA Program students may not disenroll from individual courses. The following policy is regarding withdrawal from the PA Program.

No consideration will be given to an application for a tuition refund unless the student has given notice to the PA Program Director at the time of withdrawal from the program. The date of withdrawal is the date on which the student notified the Program Director.

No fee paid or any portion thereof is returnable upon a student's withdrawal from the University.

Refunds of tuition will be made according to the following schedule:

Withdrawal before the end of the 1st week of the term:	100%
Withdrawal before the end of the 2nd week of the term:	90%
Withdrawal before the end of the 3rd week of the term:	50%
Withdrawal after the 3rd week of the term:	0%

Any questions regarding refunds, including tuition and credit balance refunds, should be directed to the [Student Accounts Office](#). *ARC-PA Standard A1.02k*

### Admissions Overview and Deadlines

Our PA Program mission, vision, and goals reflect our commitment to caring for the whole patient. We aim to help decrease healthcare disparities and increase healthcare access to currently underserved populations. We intend to admit and enroll future PAs who have *demonstrated* commitment to this philosophy.

Assumption University strives to form graduate students who are known for critical intelligence, thoughtful citizenship, ethical principles, and compassionate service. Assumption University favors diversity and welcomes all.

The process for admission to the Assumption University PA Program is highly competitive. Candidates are holistically evaluated on many factors, including overall GPA, prerequisite GPA, direct patient care experiences, alignment with our mission, vision, and goals, employment history, community service/enrichment, leadership, philanthropy, professionalism, volunteerism, awards, honors, quality and content of essays, the supplemental application, and letters of recommendation.

### Admission Practices Favoring Individuals or Groups

The Assumption University PA Program will extend a guaranteed interview to any applicant who has earned a degree from Assumption University **and** meets all admissions requirements. An interview does not guarantee admission to the PA Program. All applicants must meet the same admissions requirements, including academic standards, education requirements, and clinical experience.

The Assumption University PA Program will extend a guaranteed interview to any applicant who is currently serving on active duty in, or is an honorably discharged veteran of, the Uniformed Services of the United States **and** meets all admissions requirements. An interview does not guarantee admission to the PA Program. All applicants must meet the same admissions requirements, including academic standards, education requirements, and clinical experience.

The Uniformed Services of the United States include:

1. The [United States Army](#) (including the [Army National Guard](#))
2. The [United States Navy](#)
3. The [United States Air Force](#) (including the [Air National Guard](#))
4. The [United States Marine Corps](#)
5. The [United States Coast Guard](#)
6. The [United States Space Force](#)
7. The [Commissioned Corps of the US Public Health Service](#)
8. The [Commissioned Corps of the National Oceanographic and Atmospheric Administration](#)

ARC-PA Standard A3.13a

## Application Process

All applications to the Assumption University PA Program must be submitted through the [Central Application Service for Physician Assistants \(CASPA\)](#).

All students must have a completed bachelor's degree from a regionally accredited institution. The degree must be conferred on or before the October 1 deadline of the current year's application cycle.

Additionally, a supplemental application must be completed. The program places great significance on the fit of a student with our mission, vision, and goals. The supplemental application specifically addresses this fit and will be weighed heavily in determining acceptance to the program. Applicants must submit an application fee.

The Assumption PA Program utilizes a rolling admissions process. There may be a competitive advantage to submitting an early application.

**The PA Program application deadline for completed and verified applications is October 1, 2025.**

Applications must be verified by 11:59 PM ET on the deadline date. Applications can only be verified once all payments, transcripts, and letters of evaluation have been received. To ensure your application is verified on time, it is recommended that you complete and submit your application at least four weeks before the deadline.

All admission requirements must be met by the application deadline for a candidate to be considered for matriculation in January 2026 (Class of 2028).

*ARC-PA Standards A3.13b and A3.13d*

## Admission Requirements

All applicants are required to complete the entire application through the [Central Application Service for Physician Assistants \(CASPA\)](#), which includes a Personal Statement and PA Program Supplemental Application.

The Personal Statement should demonstrate the applicant's understanding of the PA profession, reasons and motivation to become a PA, quality of writing, and self-awareness.

The Supplemental Application should include discussion related to the applicant's alignment with the Assumption University PA Program mission, vision, and goals, including community service and interpretation of diversity. Applicant responses should demonstrate quality of writing and knowledge/experience of the PA profession. All questions within the Supplemental Application must be answered.

## Academic Requirements

- A minimum overall GPA of 3.0 on a 4.0 scale. The program *cannot* consider any applicant with an overall GPA of less than 3.0.
- A minimum prerequisite GPA of 3.0 on a 4.0 scale. The program *cannot* consider any applicant with a pre-requisite GPA of less than 3.0.
- Students for whom English is not their primary language or who have not completed a degree at a US Academic Institution must take the online [Test of English as a Foreign Language \(TOEFL\)](#) iBT Exam and receive a minimum score of 100. The TOEFL must be completed within two (2) years of application submission.

### Coursework

Applicants must have completed the following prerequisite courses with a minimum grade of C in each course and an overall GPA of 3.0 for all prerequisite coursework:

- Biology with Lab (8 semester hours)
- Chemistry with Lab (8 semester hours)
- Biochemistry, Organic Chemistry, or Cell-Molecular Biology (must have one of these courses, Biochemistry encouraged) (3 semester hours)
- Human Anatomy with Lab (4 semester hours)
- Human Physiology with Lab (4 semester hours)
- Microbiology (lab encouraged) (3 semester hours)
- Psychology (3 semester hours)
- Statistics (3 semester hours)

The PA Program Director of Admissions, Assessment, & Academic Success (DAAAS) will verify each course and determine if it meets the program requirements. Applicants are encouraged to e-mail copies of course syllabi to the DAAAS to verify if courses meet the prerequisite.

Courses and credits *do not* expire and will be accepted regardless of when they were taken. The program does recommend that applicants re-take Anatomy & Physiology, if it was taken more than 10 years ago.

### Patient Care Experience

- All applicants must have at least two thousand (2,000) hours of documented direct patient care experience.
- Direct patient care experience must be completed in a setting where there is contact with a medical supervisor or medical control (working with or for a physician, PA, or other healthcare providers). The following (non-exhaustive) list includes acceptable types of *direct patient care experiences*:
  1. Emergency Medical Technicians (at any level)
  2. Military Medics, Corpsmen, and Health Services Technicians
  3. Registered Nurses
  4. Medical Assistants
  5. Nursing Assistants or LPNs
  6. Emergency Room Technicians
  7. Respiratory Therapists
  8. Physical Therapists, Occupational Therapists, or Physical Therapy Assistants
  9. Surgical Technicians
  10. Medical Scribes

*The program reserves the right to verify all documented experiences.*

- The following experiences should be documented as *health care experience* and are typically not considered direct patient care experience:
  1. Home Health Aide
  2. Pharmacy Technician

3. Dental Technician, Dental Hygienist, Dental Assistant
4. Personal Care Attendant

Any applicant who has any questions regarding whether their particular work experience qualifies as direct patient care should contact the PA program as soon as possible, and the program will review the details of the applicant's own experience.

#### *ARC-PA Standard A3.13b*

### **Letters of Recommendation**

The program requires at least three (3) letters of recommendation. Ideal letters of recommendation will be provided by PAs or physicians. Other letters that the program places in high regard are those written by immediate supervisors from clinical positions, science professors, and pre-health advisors. The program will not consider personal letters, letters from family or relatives (even if they are PAs, physicians, or other healthcare providers), or letters from individuals who have only a cursory knowledge of the candidate.

Letters should address the following characteristics:

- Ability to succeed as a PA student
- Future potential as a PA
- Professional characteristics

Additionally, the program will request the contact information (name, relationship to applicant, e-mail address, and telephone number) of a *personal* reference. This can be a friend, roommate, co-worker, or another individual who can attest to the character, reliability, and social interaction of the applicant. Applicants may not use an individual who has written a letter of recommendation. This may not be a family member or relative of the applicant.

### **Standardized Test Scores**

The program does *not* require standardized aptitude test scores (GRE, MCAT, PACat) to apply to the PA Program.

### **Curriculum Vitae**

Applicants must submit a current CV during the application process. The CV must be complete and contain *all* education and work experience. The program considers employment history, community service/enrichment, personal achievements, and leadership roles.

### **Transfer Credit and Advanced Placement**

The Assumption University PA Program does not accept any Advanced Placement (AP) or College Level Examination Program (CLEP) coursework to fulfill prerequisite requirements. All prerequisite coursework must be completed at a regionally accredited college or university.

The PA Program does not provide advanced placement in the PA Program based on any coursework completed before matriculation in the Assumption University PA Program, including coursework completed previously in any PA program or medical school. The required prerequisite courses do not substitute for any courses in the Program's curriculum.

#### *ARC-PA Standard A3.13c*

### **Adherence to PA Program Admission Policies and Procedures**

The program *must* follow its published guidelines in the admission process and *may not* make exceptions to the published standards.

The program reserves the right to confirm all information submitted as part of the application. Submitting false information is grounds for immediate dismissal from the program.

### **Application Review, Interviews, and Selection Process**

The PA Program Director of Admissions, Assessment, and Academic Success (DAAAS) will review all verified applications to ensure that the application is complete and that all admission requirements have been met.

The PA Program utilizes a rolling admissions process. There may be a competitive advantage to submitting an early application.

The DAAAS will randomly assign each qualified application to two Admissions Committee members for an in-depth review of the following:

- Academic Performance (overall undergraduate GPA, prerequisite undergraduate GPA)
- Personal Statement (understanding of the PA profession, reasons and motivation to become a PA, quality of writing, self-awareness)
- Supplemental Application (alignment with Assumption University PA Program mission, vision, and goals, including community service and interpretation of diversity, knowledge/experience of PA profession, quality of writing)
- Patient Care Experience (hours, setting, type of patient care, role and responsibilities)
- Letters of Recommendation (reference scores, ability to succeed as a PA student, future potential as a PA, professional characteristics)
- Curriculum Vitae (employment history [which may include but is not limited to direct patient care, other healthcare, and research], community service/enrichment [including philanthropy, volunteerism], personal achievement [including awards, honors], leadership roles)

Members of the Admissions Committee will review and assign point values to the above categories on the PA Program admissions rubric based on the submitted applications.

The DAAAS will compile all applications based on the final scores on the rubric and invite the most competitive applicants to interview. Only those applicants selected for an interview can be considered for admission to the PA program.

### **Interview Day**

The interview day will consist of:

- A detailed overview of the program presented by the Program Director
- A tour of the campus and PA Program facility
- A question-and-answer session with current students
- Four short interviews with faculty
- A written essay
- An exit survey regarding the admission process and the interview day

At the completion of the interview day, the Admissions Committee will meet and discuss all candidates who were in attendance and will take one of the following actions regarding the candidate: accept, place on the active waitlist, or decline. Each applicant will be notified of the Admissions Committee decision.

**Registration**

Students who accept a seat in the PA Program must submit a \$1,000 non-refundable deposit. This deposit will be applied to the first term tuition. Payment terms will be conveyed to the student upon notification of acceptance to the PA program.

Once matriculated, students will be registered for all first-term coursework.

**Deferment**

Accepted students may not defer matriculation to the program. Students who decline acceptance during the current application cycle will lose their seat in the PA program and would have to re-apply in a future cycle should they later wish to attend the PA program.

*ARC-PA Standard A3.14*



## Technical Standards and Student Disability

Students must meet the technical standards of the Assumption University PA program with or without reasonable accommodations, consistent with the Americans with Disabilities Act upon admission and continue to demonstrate them throughout their participation in the program.

The use of a human intermediary to meet these technical standards means that a student's judgment is guided by another person's powers of observation and interpretation. Students are, therefore, not permitted to use such intermediaries in meeting the technical standards of the Assumption University PA program. Any student found in violation of technical standards is subject to dismissal.

### Technical Standards

#### Annual Attestation

Enrolled students are required to attest annually that they meet the Assumption University PA Program technical standards either with or without reasonable accommodations.

#### Observation/Sensory

Students must possess functional vision, hearing, olfactory, and somatic/tactile sensation to:

- Participate in the classroom (i.e., see and hear lectures, see lecture slides).
- Participate in the laboratory setting (i.e., participate in anatomy dissections and clinical skills labs).
- Participate in the clinical setting as both a student and as a clinician. All students must be able to complete measurements associated with competent use of bedside diagnostic equipment, such as, but not limited to, the sphygmomanometer, stethoscope, ophthalmoscope and otoscope, and diagnostic tests.
- Perform physical exams.

#### Communication

Students must be able to communicate with patients, families, and other providers during their training and beyond to:

- Speak and empathetically interact with patients, families, and other providers to elicit information to base diagnosis and therapeutic plans.
- Understand verbal and nonverbal communication between patients and families to elicit accurate histories.
- Read and write (paper vs electronic) to accurately document within the medical record.
- Communicate the findings of the patient's problems and medical condition to members of the medical team in an oral report.
- Communicate with professors or preceptors when called upon to answer questions.
- Accurately and promptly respond to pages, e-mails, and other communications from other members of the health care team, faculty, administrators, mentors, course directors, deans, or educational leaders.

#### Sensory and Motor

Students must have the gross and fine motor skills required to competently perform and accurately interpret information from the complete physical examination of any patient utilizing palpation, auscultation, percussion, and other diagnostic maneuvers. Students must be able to:

- Accurately observe and to process visual, auditory, exteroceptive (smell, touch, pain, and temperature) and proprioceptive (position, pressure, movement, stereognosis, and vibratory) phenomena.

- Handle medical instruments and equipment with precision.
- Respond promptly to medical emergencies and function appropriately as a member the medical team (with appropriate supervision).
- Tolerate physically taxing workloads, long work hours, and standing for several hours at a time.

### **Intellectual**

Students must have the intellectual capabilities to withstand the rigors of their training and throughout their professional career. Students must possess the ability to:

- Intellectually and cognitively meet the rigors and demands of the didactic and clinical portions of the PA program.
- Obtain, retain, understand, and apply the critical intelligence and knowledge within the PA studies curriculum.
- Incorporate additional information from peers, professors, and the medical literature to be able to formulate diagnoses and treatment plans.
- Execute skilled clinical reasoning and problem solving.
- Deal with problems and tasks simultaneously
- Identify limits in their knowledge

### **Professionalism: Behavioral/Social Proficiency**

Students must always conduct themselves with the highest standards of professionalism as expected by patients, peers, faculty, and those in the various healthcare professions. Students must act with integrity and honesty in all interactions, both in the classroom and in clinical settings. They must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the competencies required by the faculty. In addition, the student must consistently demonstrate the capacity for accountability and responsibility expected of a PA.

Consistent with the qualities of professionalism expected of a PA, students who matriculate in the Assumption University PA program must:

- demonstrate excellent interpersonal skills,
- exercise sound judgment,
- be consistently punctual for all required activities,
- demonstrate respect for individuals and forming effective relationships with patients of all ages, gender, heritage, sexual orientation, cultural and religious backgrounds,
- demonstrate cultural sensitivity,
- possess emotional stability in stressful situations,
- respond to e-mails, phone calls, pages, etc. in a timely manner,
- maintain the highest professional standards on social media,
- assure the confidentiality of patient information,
- abide by all rules, regulations, and policies of the school and clinical training sites, Student Handbook, and Honor Code,
- accept constructive feedback from others, take responsibility for actions, and make appropriate, positive changes,
- engage in respectful, timely, and effective communication,
- work effectively, respectfully, and professionally as part of educational and healthcare teams, and with peers, supervisors, and faculty,
- demonstrate motivation to learn in all settings,
- demonstrate empathy and concern for others, and
- show compassion for patients while maintaining appropriate boundaries for professional relationships.

Students must function effectively under stress and possess adequate endurance to successfully meet their academic and clinical responsibilities. Students must be able to successfully adapt to changing environments and situations, demonstrating necessary flexibility. They must learn to function in the setting of patient care and in the face of uncertainties inherent in the practice of medicine. Students must also be able to tolerate physically taxing workloads and long work hours.

### **Ethical/Legal**

Students planning to work as a PA must be able to meet the requirements for licensure. All potential limitations or legal disciplinary action must be acknowledged in writing prior to matriculation. Should legal action take place against any student during the program, the student is required to disclose the incident(s). Failure to disclose, either prior to program admission or during program enrollment, is grounds for dismissal from the program.

Adopted from the [UMass Chan Medical School Technical Standards](#).

Students who fail to meet any of these technical standards will be referred to the Technical Standards and Accommodations Committee (TSAC) for evaluation. If a student cannot, with or without accommodations, meet the technical standards, they will be referred to the Academic Performance and Professionalism Committee (APPC) for dismissal from the program. *Students will [attest annually](#) to being able to meet each requirement.*

### **Student Disability and Accommodations**

Assumption University supports and recognizes the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and its amendments, which are designed to eliminate discrimination against qualified individuals with disabilities. Assumption University is committed to providing equity, access, and inclusion of all students with disabilities within the Assumption University community.

The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities. This includes individuals who:

1. Have a physical or mental impairment that substantially limits a major life activity
2. Have a record of such an impairments
3. Are regarded as having such impairment

Students requesting accommodations must self-identify and provide relevant and comprehensive documentation of disability to the Office of Student Accessibility Services. This office evaluates the clinical documentation and engages in an interactive process with students to determine eligibility and reasonable accommodations. Reasonable accommodations are such that they provide equal access for students with disabilities but are not accommodations that are unduly burdensome financially or administratively or that fundamentally alter the nature of the University's programs.

While students may request an accommodation at any time, due to the length of the eligibility and accommodation process, it is recommended that students begin the request for accommodations and document submission as early as possible.

Students interested in self-identifying and requesting accommodations should begin the process by completing the [Accessibility Consent Form](#).

## Terminology

1. **Disability:** Under the ADA, a disability is a physical or mental impairment that substantially limits a major life activity (i.e., hearing, speaking, seeing, walking) or a record of substantially limiting impairment, or someone regarded as having a substantially limiting impairment.
2. **Essential Job Functions:** These are the essential job duties that an employee must be able to perform with or without reasonable accommodation. Usual characteristics of the essential functions of a job are time spent, consequences of error, skill or expertise involved, and the availability of other employees. Under normal circumstances, the essential duties would be included in the employee's performance program.
3. **Reasonable Accommodation:** This is any change or adjustment to a job or work environment which allows an employee with a disability to perform the essential functions of a job. Typical accommodations include job restructuring, reassignment, and equipment and furniture modifications.
4. **Undue Hardship:** This is an accommodation that would be unduly costly, extensive, disruptive, or would substantially alter operations. Such accommodations need not be provided. Nevertheless, please note that the University does have the obligation to explore and locate other suitable accommodations which would not constitute undue hardship if possible.

## Assessment of Applicant Ability to Meet Technical Standards

1. The review of each applicant considers the necessity of meeting the Assumption PA Program technical standards. When applicants accept an offer to matriculate, they must attest that they can meet the technical standards, either *with or without reasonable* accommodations.
2. Federal and state laws prohibit discrimination against otherwise qualified applicants who may be able to meet the technical standards if provided reasonable accommodations. All applicants are held to the same Assumption PA Program academic requirements, professional expectations, and technical standards, with reasonable accommodations as needed for applicants with documented disabilities. Applicants with a diagnosed and documented disability should discuss their request with the [Student Accessibility Services Staff](#).
3. Applicants who wish to request an accommodation before enrollment are encouraged to submit supporting documentation well before matriculation or the date accommodation will be needed.
4. After review, the formal request and the appropriate documentation will be forwarded to the TSAC for consideration. The committee assesses the applicant's ability to meet the specified technical standards in question. This committee works in concert with [Student Accessibility Services](#), [Student Health Services](#), and [Counseling Services](#).
5. The TSAC may request additional information, including review of the applicant's case by appropriate specialists. Once the TSAC's review is complete, the Chair will forward a recommendation to the University Provost regarding the applicant's ability to meet the full complement of the Assumption

University PA Program's technical standards and will provide their recommendation for accommodations.

6. If approved for accommodations upon completion of the interactive process, the applicant will meet with the Director of Admissions, Assessment, and Academic Success (DAAAS) to review the TSAC's recommendation and to discuss and implement the approved plan for reasonable accommodations.
7. If the TSAC determines that the applicant cannot meet the technical standards with or without reasonable accommodations, the Assumption University PA Program reserves the right to not admit or to rescind admission. This decision applies in cases where, despite reasonable accommodation, an applicant's disability would interfere with patient or peer safety, or otherwise impede the ability to complete the PA program or to meet the standards for graduation.
8. The Chair of the TSAC will provide a formal letter with the final decision to the DAAAS, the Director of Student Accessibility Services, and the University Provost. The DAAAS will provide a copy of the formal decision letter to the applicant.

### **Assessment of Current Student's Ability to Meet Technical Standards**

Should a disability become evident or problematic post-matriculation, the Program will engage in the following steps to assess a current student's ability to meet the technical standards:

1. A matriculated student who develops a disability that requires accommodation(s) or whose disability becomes evident or problematic requiring accommodation(s) must meet with the Senior Director of Student Accessibility and Retention Initiatives (SDSAR):

[Julie LeBlanc](#)

Emmanuel D'Alzon Library - Room 214

[\(508\) 767-7500](#)

2. The SDSAR will initiate an interactive process to clarify accommodations that have been requested.
3. The student must provide documentation supporting the disability as soon as possible. A determination on the accommodation may not be made until all necessary information has been submitted. The SDSAR will make all reasonable efforts to review requests in a timely manner but cannot guarantee that any requests will be fully reviewed and granted prior to any specific examination or phase of the curriculum.
4. After review, the formal request and the appropriate documentation will be forwarded to the TSAC for consideration. The committee will assess the student's ability to meet the specified technical standards in question. This committee works in concert with [Student Accessibility Services](#), [Student Health Services](#), and [Counseling Services](#).
5. The TSAC may request the student submit additional documentation from a qualified health professional regarding the nature of his/her functional abilities and limitations and/or request a review of the student's case by appropriate specialists. Once the TSAC's review is complete, the Chair will forward a recommendation to the University Provost regarding the student's ability to meet the full complement of the Assumption University PA Program's Technical Standards and will provide their recommendation for accommodations.

6. The TSAC works with the SDSAR, the DAAAS, PA Faculty, and the University Provost to identify or confirm the potential accommodation(s) needed to assist the student in meeting the technical standards required to successfully complete PA program.
7. Following a comprehensive review, the TSAC makes a recommendation regarding the student's ability, with the accommodation(s) identified as reasonable, to meet the technical standards in order to complete the PA Program successfully. The student will meet with the DAAAS to discuss and implement the approved plan for reasonable accommodations.
8. The TSAC reserves the right to advise a student that despite reasonable accommodations, the student does not meet the technical standards required for retention. This decision applies in cases where, despite reasonable accommodation, a student's disability would interfere with patient or peer safety, or otherwise impede the ability to complete the PA program or to meet the standards for graduation. If the TSAC finds that the student should be disenrolled from the PA Program at Assumption University due to their inability to meet the technical standards, the student may appeal to the decision by submitting their concern in writing to the University Provost. Such an appeal should be made as soon as possible but must be done within seven (7) days of the refusal of accommodation or failure to resolve the concern. Once the formal concern is received, the University Provost will review the written appeal and all relevant information. The Provost will either uphold or deny the original decision for accommodation as determined by the TSAC. The University Provost will notify the student in writing of the University's final decision. The appeals process will be completed within thirty (30) days from the time the appeal is referred to the Provost. The decision of the University Provost is final.
9. The Chair of the TSAC will provide a formal letter with the final decision to the DAAAS, the Director of Student Accessibility Services, and the University Provost. The DAAAS will provide a copy of the formal decision letter to the student.

### **Additional Requirements**

1. Eligibility for services and accommodations is determined on an individual basis. The TSAC reserves the right to require further documentation based on the student's need if the information provided is not sufficient.
2. Accommodations are not retroactive and begin only after final approval from the TSAC.
3. Pending the receipt of appropriate documentation, the TSAC reserves the right to deny services or accommodations. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the ADA requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available.
4. Accommodations that affect patient care or public safety cannot be granted. Accommodations for practical exams and for SCPEs will rarely be granted.

### **Americans with Disabilities Act (ADA)**

Below are online resources for understanding the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

[United States Department of Justice, Civil Rights Division, Information and Technical Assistance on the Americans with Disabilities Act](#)

[Department of Labor, Office of the Assistant Secretary for Administration and Management, Centers and Offices, Civil Rights Center, Statutes, Executive Orders, and Federal Regulations and Policies, Section 504, Rehabilitation Act of 1973](#)

No otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

If a student believe they are being discriminated against based on a disability, they can file an [Americans with Disabilities Act \(ADA\) complaint](#).

### **Service Animals**

Assumption University is committed to providing reasonable accommodations to all students with disabilities as required by the ADA as amended and Section 504 of the Rehabilitation Act of 1973. Assumption University permits the use of a [Service Animal](#) by individuals with a disability in any area open to the general public.

### **National Commission on the Certification of PAs (NCCPA)**

NCCPA complies with the ADA, and also offers testing accommodations when testing for qualified examinees with medical conditions that may be temporary or are not otherwise covered by the ADA.

Students who have accommodations provided by the PA Program, or those who feel that they may require them for successful completion of the National Certification Exam (PANCE) must contact the NCCPA to request Testing Accommodations. Detailed information on [test accommodations for the PANCE](#) is available on the NCCPA website. The [Policies and Procedures for Examination Accommodations Document](#) includes all information for requesting accommodations, including the form for requesting them.

## Transfer into the Assumption University PA Program

The Assumption University PA Program does not accept transfer students from other PA Programs. Any student who has previously matriculated into a PA Program and wishes to attend the Assumption University PA Program must apply through CASPA and be accepted through the normal interview process. If the student should be accepted into the program, they must complete all requirements of the Assumption University PA Program curriculum.

The Assumption University PA Program respects the educational accomplishments of foreign medical graduates (FMGs) and International Medical Graduates (IMGs). Any FMG or IMG who wishes to enroll in the Assumption University PA Program must apply through CASPA and be accepted through the normal admissions process. If the FMG or IMG should be accepted into the program, they must complete all requirements of the Assumption University PA Program curriculum.

No credit for completion of prior coursework, including coursework completed in either a PA Program or medical school, will count toward the completion of the Assumption University PA Program. (*ARC-PA Standard A3.13c*)



## Visiting Students

### Didactic

All visitors who wish to visit or participate in any aspect of the PA Program didactic education must obtain permission from the Director of Didactic Education prior to arrival at the program site. Visitors must not interrupt the normal operations of the program. Visitors may not participate in any invasive procedures in the Physical Examinations Laboratory or the Simulation Suite.

Enrollment in pre-clinical and didactic classes is not permitted.

Visitors are welcome to participate in non-academic program activities including, but not limited to, fundraising events, community service opportunities, and class social events.

### Supervised Clinical Practice Experiences

Priority for all established Supervised Clinical Practice Experiences (SCPEs) will always be for the students enrolled in the Assumption University PA Program. Should there be excess availability in an established clinical site and should another established PA Program request support in obtaining a SCPE, the PA Program will request an [application](#) from the student wishing to participate in an Assumption SCPE.

The Assumption University PA Program is willing to host students from other programs on SCPEs that have:

- Successfully completed the didactic requirements of their home program; and
- Are in good academic, non-academic, and professional standing at their home program.

PA students from other programs may request to enroll as a visiting student at the Assumption University PA Program for a maximum of one 5-week SCPE.

Visiting Student Applications must be submitted at least 15 weeks prior to the requested SCPE. Exceptions to this deadline may rarely be made by contacting the Director of Clinical Education (DCE).

### Visiting Student Application

Acceptance into a SCPE at Assumption University is strictly contingent upon the availability of the specific SCPE at the time requested. In case of unforeseen circumstances, including changes in clinical site or preceptor availability, a visiting student SCPE assignment may be subject to change or cancellation at any time, however students who have started a SCPE will be afforded the opportunity to complete the rotation. At no time will a visiting SCPE student prevent an Assumption University PA Student from completing an SCPE.

Accepted visiting PA students are expected to adhere to all Assumption University technical standards, professional standards, and policies and procedures.

The Assumption University DCE reserves the right to dismiss any visiting PA student at any time for any reason, including but not limited to, breach of any academic or non-academic policy.

### **Remuneration**

All visiting students or programs sponsoring visiting students completing SCPEs with the Assumption University PA Program will be responsible for providing to the Assumption University PA Program **\$2,000 per student** to reimburse the program for the standard SCPE remuneration amount due to the site or the preceptor.

### **American Samoa**

Visiting students who wish to complete a SCPE in American Samoa must adhere to the application process above and must also complete a [FORM: Global Health SCPE Application](#). A visiting student is not eligible for reimbursement or funding of travel or other expenses. Visiting students will receive the same housing and food benefits as enrolled Assumption University students.

## Example Orientation Schedule

### **January 2, 2025**

08:00 – 08:30: Breakfast (provided)  
08:30 – 09:00: Introductions and University Welcome  
09:00 – 10:00: Icebreaker  
10:00 – 12:00: Student Badges & Parking Permits / IT Help Desk  
12:00 – 01:00: Lunch (provided)  
01:00 – 01:45: Student Accessibility Services  
01:45 – 02:00: Student Health Services  
02:00 – 02:30: Office of Financial Aid  
02:30 – 03:00: Emmanuel d'Alzon Library  
03:00 – 03:15: Office of Student Affairs  
03:15 – 04:00: Check student white coat fit

### **January 3, 2025**

09:00 – 09:30: Breakfast (provided)  
09:30 – 11:30: Faculty Presentations

- Didactic phase overview
- Clinical phase overview
- Policies, Student Handbook and FORM PACK, Student Society, AAPA and MAPA memberships
- Advising, practice exam, program surveys

11:30 – 12:00: Advising  
12:00 – 12:30: Lunch (provided)  
12:30 – 01:00: Distribution of program-issues scrubs, Butterfly ultrasound devices, locker assignments  
01:00 – 01:30: White Coat Ceremony walk-through

04:00 – 05:00: Class & Faculty photos (Catrambone Health Sciences Building 1st floor – lobby)  
05:00 – 07:00: White Coat Ceremony & Reception (Tsotsis Building)

# Requirements for Graduation, Graduation Honors, Graduation Awards, and Nomination to the Pi Alpha Honor Society

## Graduation

To receive a diploma and attend graduation, students must have completed all program requirements and financial obligations to the University. Students who have a single pending SCPE due to an illness or excused absence, and who are not on academic probation, may attend the graduation ceremony and walk with their cohort. They will not receive a diploma until the delayed SCPE is completed. Students who have any incomplete SCPEs and are on academic or non-academic probation may not walk during graduation.

## Graduation Requirements

1. Successful completion of each didactic course with a grade of at least 75% and a minimum cumulative program GPA of 3.0 at the conclusion of the didactic phase
2. Successful completion of the Didactic Summative Examination
3. Successful completion of each SCPE with a grade of at least 83%
4. Successful completion of the Final Summative Examination
5. Minimum cumulative program GPA of 3.0
6. Successfully meet each of the program-required competencies
7. Demonstrate satisfactory professional behavior as determined by the APPC
8. Met all financial obligations to the program and the University
9. Return all program equipment
10. Complete all required evaluations
11. Participate in exit interview

## Graduation Awards

### Honor Graduate

The student with the highest academic performance who consistently maintained a professional demeanor throughout the program will be selected by the faculty and staff of the program as the honor graduate. This is the highest award presented by the program and recognizes a student for overall excellence while attending the PA Program. Any student who has been on non-academic probation will not be eligible for this award.

### Honorary Pi Alpha Nomination

Students will identify a faculty member, preceptor, or individual who has contributed significantly to the PA Program who exemplifies the ideal qualities of a PA, mentor, role model, and philanthropist. This individual will be awarded an honorary membership in the Pi Alpha Honor Society during the Annual Hooding and Pinning Ceremony. This award may be deferred if no candidate is selected.

### Faculty of the Year Award

Students will identify a faculty member who has provided excellent didactic education, support to the program, and representation of the PA profession to receive the Faculty of the Year Award. The faculty will review the award submission and either support or not support the nomination. If the nomination is supported, the award will be presented at the annual Hooding and Pinning Ceremony. If the faculty cannot support the nominee, the nomination will be returned to the students to identify an alternate candidate.

### **Peer Mentor Award**

The student recognized by their classmates for being the best all-around classmate will be awarded the Peer Mentor Award. This recognizes a student who puts their classmates and the class ahead of themselves.

### **Preceptor of the Year Award**

Students will identify a preceptor who has provided excellent clinical education, support to the program, and acceptance of the PA profession to receive the Preceptor of the Year Award. The faculty will review the award submission and either support or not support the nomination. If the nomination is supported, the award will be presented at the annual Hooding and Pinning Ceremony. If the faculty cannot support the nominee, the nomination will be returned to the students to identify an alternate candidate.

### **The Saint Luke Award**

This award is presented to the student who best represents the program's mission, vision, and goals. The student will be selected by the program faculty and staff in consultation with student leadership.



### **Pi Alpha Honor Society**

- [Pi Alpha](#) is the national Physician Assistant Honor Society organized for the promotion and recognition of both PA students and graduates.
  - Membership signifies the inductee's significant academic achievement and honors them for their leadership, research, and community and professional service.
  - The society requires a high standard of character and conduct among students and graduates. Current students of accredited PA Programs with chapter status through Pi Alpha may be considered for induction by demonstrating the following:
    - Minimum GPA of 3.5 (on a 4.0 scale)
    - Excellence in research, publishing, community or professional service, or leadership activities
- Pi Alpha selection will be based on recommendations of the principal faculty, instructional faculty, current students, and alumni. Final selections will be determined by the Pi Alpha Nominating Committee (ad hoc).
- Induction is limited to <15% of any graduating class.

### **Hooding and Pinning**

Prior to formal commencement exercises, the PA Program will host an event designed to recognize the hard work and effort put forth by the graduating PA students, present awards, and provide the [Master's Degree Hood](#). The hood of Assumption University is lined in blue and white, and the trim of the PA graduate is kelly green.

## Program Alumni Pin



### NCCPA Certification

Eligibility to take the [Physician Assistant National Certifying Examination \(PANCE\)](#) is granted by the PA Program Director when a student has completed all requirements for graduation from the program and attests to that fact in the NCCPA portal. This must be accomplished within 24 hours of program completion. There is a seven (7) day mandatory gap between program completion and eligibility to take the examination.

### American Medical Association PA Profile

AAPA collects graduation data directly from PA programs in order to meet the Joint Commission “primary source” requirements. To ensure privacy, AAPA requests only the following information from the programs: first name, middle name, last name, date of birth, graduation date, and the degree awarded. Once collected, this confidential data is shared with AMA and used only for AMA PA Profiles.

Graduates who wish to opt out of this process must notify the PA Program prior to the program completion date. Once a graduate opts out of the process, it cannot be reversed, and future employers will need to verify program attendance from the PA Program, potentially delaying employment, and credentialing.

All information is submitted through the [AAPA Program Director’s Portal](#).

## White Coat Ceremony

The White Coat Ceremony is a time-honored tradition that occurs at the beginning of the medical training of physicians, physician assistants, and nurses. The White Coat Ceremony signifies the transition to patient care and the importance of professionalism, empathy, respect, and trust.

Students will be provided a short white coat during the White Coat Ceremony. The short white coat typically signifies the status of a medical provider in training and a step in the journey to attaining knowledge, experience, and professional growth. This coat will identify the person wearing it as an Assumption University PA student. It should be worn whenever appropriate and kept clean and pressed.

Students are encouraged to invite family members, significant others, and close friends to the White Coat Ceremony on the program's second day. The entire community will welcome students to the PA profession, and students will take an oath pledging commitment to compassionate, ethical, and patient-centered care.

At the end of training and the beginning of a medical career, the student is judged worthy of wearing a long white coat. Assumption University PA students who complete the program will be awarded a long white coat at graduation emblazoned with the wearer's name.

PA education is an intense undertaking. Unlike undergraduate education, during the PA Program, students will spend nearly two thousand (2,000) hours in very close contact with classmates and future colleagues. To foster community, leadership, and an understanding of organizational hierarchy, the program supports a class leadership structure and will provide faculty leadership for the PA Student Society as an organization of the AAPA.

Students in class leadership roles and roles within the Student Society serve in an advisory role to the program and do not determine University, School of Health Professions, or PA Program policies or changes to the operation of the program. The program values the opinion of the student leadership, and student feedback is encouraged, appreciated, and respected. This feedback serves to inform the program faculty of student concerns and issues, both positive and negative.

### PA Student Society

The PA Student Society is made up of all students of the PA Program who wish to participate. Membership fees are determined and collected by the PA Society Leadership. It is registered as an organization with the SAAAPA.

### Class Officers (Executive Committee)

#### President

The President serves as the presiding officer at all student society meetings and events and carries out all duties defined in the Student Society Bylaws. Duties of the President include, but are not limited to, the following:

1. [Registers](#) the Student Society with the AAPA between September 1 and November 1 annually.
2. Holds a meeting of the Student Society at least every six weeks.
3. Meets regularly with the Student Society Faculty Sponsor.
4. Appoints standing and ad-hoc committees necessary to carry out the requirements of the student society.
5. Adheres to the [Student Society Handbook](#) (login required) of the SAAAPA.
6. Provides copies of Student Society bylaws to the SAAAPA upon completion of annual elections and selection of the new board of directors.

#### Vice President

Duties of the Vice President include, but are not limited to, the following:

1. Carries out the duties of the President in absentia.
2. Facilitates a mentorship program for the incoming class.
3. Coordinates quarterly journal club.

#### Treasurer

Duties of the Treasurer include, but are not limited to, the following:

1. Maintains fiduciary responsibility for the Society's assets.
2. Manages the Student Society bank account.
3. Manages Student Society Venmo account.
4. Manages Student Society Square account.
5. Collects student society dues.
6. Files necessary state, federal, and IRS documents as required.



7. Disperses funds and writes checks on the Student Society checking account for official purposes as approved by the Society's faculty sponsor.
8. Reports financial status to the membership at each Student Society meeting.

### **Secretary**

Duties of the Secretary include, but are not limited to, the following:

1. Coordinates Student Society meetings every six weeks.
2. Maintains event calendar.
3. Takes and maintains Student Society minutes from meetings and events.
4. Maintains Students Society records.
5. Prepares all Society correspondence.

### **Class Committee Representatives**

#### **Diversity, Equity, and Inclusion Chair**

Duties of the Diversity, Equity, and Inclusion Chair include, but are not limited to, the following:

1. Disseminates information to all program students regarding diversity, equity, and inclusion (DEI) issues that may affect the delivery of healthcare to various populations.
2. Coordinates local activities to support DEI.
3. Coordinates local events to support community outreach to underserved communities.
4. Serves and liaison to SAAAPA Director of Diversity.
5. Supports the program in meeting its [DEI Initiatives](#).

#### **Massachusetts Association of Physician Assistants (MAPA) Representative**

Duties of the [Massachusetts Association of Physician Assistants](#) (MAPA) Representative, who must be a resident of the Commonwealth of Massachusetts, include, but are not limited to, the following:

1. Attends all Massachusetts state chapter board of director meetings.
2. Reports activities of the state chapter meetings back at Student Society meetings.
3. Represents the Assumption PA Program at the state chapter meetings.
4. Coordinates team(s) to represent the program at the annual MAPA Student Challenge Bowl.
5. Educates Student Society members on issues that affect PAs at the local, state, and national levels.
6. Presents the importance of advocacy to the incoming class during orientation to the program.
7. Coordinates advocacy events regarding PA practice in Massachusetts.

#### **Rhode Island Academy of PAs Representative**

Duties of the [Rhode Island Academy of PAs](#) Representative, who must be a resident of the State of Rhode Island, include, but are not limited to, the following:

1. Attends all Rhode Island state chapter board of director meetings.
2. Reports activities of the state chapter meetings at Student Society meetings.
3. Represents the Assumption PA Program at the state chapter meetings.
4. Educates Student Society members on issues that affect PAs at the local, state, and national levels.
5. Presents the importance of advocacy to the incoming class during orientation to the program.
6. Coordinates advocacy events regarding PA practice in Rhode Island.

#### **American Academy of PAs (AAPA) House of Delegates (HOD) Student Representative**

This position is a formal position with the Student Academy of the American Academy of PAs (SAAAPA) and requires an application from a student who wishes to join. Applications are due in June and are available on the House of Delegates (HOD) [page](#) of the SAAAPA. Duties of the Student Representative include, but are not limited to, the following:

1. Remains informed on issues to be discussed and debated during the HOD meeting.
2. Regularly discusses issues with the Student Society in order to better represent the student voice and inform others about what is going on within the profession.
3. Adheres to the parliamentary procedures used during HOD proceedings.
4. Regularly checks the e-mail account assigned to the HOD Student Representative in order to receive essential information throughout the year (Leading up to the conference, e-mail will be the primary method used to inform delegates of the HOD schedule of events).
5. Provides a summary of the resolutions discussed and the actions taken to the Student Society after the conference, as well presents information on resources helpful to HOD Student Representatives.

### **American Academy of PAs (AAPA) Student Academy Representative**

Duties of the American Academy of PAs (AAPA) Student Academy Representative include, but are not limited to, the following:

1. Distributes all Student Academy information to his or her program.
2. Serves as a point of contact for the SAAAPA Board of Directors and the regional chair.
3. Monitors the Student Academy website for announcements, leadership opportunities, and available resources of interest to fellow students.
4. Attends the annual Assembly of Representatives (AOR) meeting at AAPA's annual conference to elect new SAAAPA officers, establish and amend policy, and conduct business as necessary on behalf of the Student Society and PA program.
5. Discusses the AOR's resolutions with the Student Society members prior to the annual conference to help ensure informed voting.
6. Reviews the AOR Handbook and other information related to the AOR.
7. Participates in online discussions with other AOR Representatives from around the country using online tools.

### **Philanthropy Representative(s)**

Duties of the Philanthropy Representative(s) include, but are not limited to, the following:

1. Organizes events for the purpose of fundraising to support local charities and charitable organizations.
2. Organizes ad-hoc committees to support fundraising opportunities.
3. Coordinates annual gala.

### **Outreach Chair(s)**

Duties of the Outreach Chair(s) include, but are not limited to, the following:

1. Promotes the program mission, vision, and goals through the coordination of activities in the local community and coordination with external organizations to promote the PA profession.
2. Works with SAAAPA Directors of External Affairs.
3. Coordinates travel and scheduling of PA Week events to include PAs on the Plaza.

### **Marketing and Social Media Representative**

Duties of the Marketing and Social Media Representative include, but are not limited to, the following:

1. Manages all Student Society social media accounts.
2. Ensures appropriate posting and responses to public posts.
3. Coordinates with Student Society Faculty Sponsor.

4. Photographs and documents all Student Society events..
5. Works with the Outreach Chair and Philanthropy Representative to promote the program.

### **Student Program Historian: Liaison to the PA History Society**

Duties of the Student Program Historian include, but are not limited to, the following:

1. Registers program as an associate program at the Founder's Level on an annual basis.
2. Maintains history of the program.
3. Maintains program roster, White Coat Ceremony photos, and Graduation photos.

### **Alumni Representative**

Duties of the Alumni Representative include, but are not limited to, the following:

1. Maintains contact information for all alumni.
2. Maintains Alumni Society social media accounts.
3. Coordinates alumni fundraising.
4. Creates and maintains an alumni scholarship program.
5. Coordinates annual alumni events at AAPA and during the annual fundraising gala.

### **Health and Wellness Chair**

Duties of the Health and Wellness Chair include, but are not limited to, the following:

1. Maintains class fitness and wellness program.
2. Coordinates fitness events to include annual fundraising 5k.
3. Serves as liaison to the class regarding acute crisis intervention.

### **Audiovisual Support Person**

Duties of the Audiovisual Support Person include, but are not limited to, the following:

1. Provides audiovisual support in the classroom, laboratory, and simulation center for all guest lecturers.

### **The Greyhound PA Newsletter**

#### **Editor-in-Chief**

Duties of the Editor-in-Chief include, but are not limited to, the following:

1. Publishes quarterly newsletters highlighting the events of the PA Program.
2. Publishes class yearbook for each graduating class.
3. Assigns staff writers from each class to write articles relative to program activities.

### **AAPA National Medical Challenge Bowl**

1. At least 75 percent of all PA students in the team's PA program must be AAPA student members.
2. The team's Student Academy representative (SAR) must attend the AOR meeting held during AAPA Conference.
3. All team members must be AAPA student members currently enrolled in an accredited PA program that has a student society registered with AAPA.
4. All team members must be registered for AAPA Conference.
5. Only one team member per team can be graduating within 30 days of competition.



The Catholic Church teaches that all individuals should be treated with respect, compassion, and sensitivity. Any malice in speech or action is to be condemned. Assumption University fervently embraces these principles.

We seek to nurture and are deeply committed to a community following the teachings of the Catholic Church, in which the human dignity of every member of the University is protected, promoted, and celebrated. Assumption provides the means through which each member of our community is welcome to contribute to the vitality of the whole, a valued contribution, as is everyone.

At Assumption University, our Catholic and Augustinian roots facilitate, in a unique way, the development of a community that reflects and respects the richness of our diverse world. In *The Confessions*, St. Augustine reminds us of the Biblical teaching that all people are created in the image and likeness of God, the foundation for the Catholic tradition's respect for the inherent dignity of all human beings. This respect is at the heart of who we are at Assumption University.

The Venerable Emmanuel d'Alzon, the founder of the sponsoring religious order of the University, once wrote, "We must love truth. We must love those to whom we communicate the truth, and we must love the various means whereby truth is communicated." When our hearts are aflame with this fire of love, our students will feel it, and they will come to catch fire as well.

As they pursue truth in the journey toward a degree, students become a member of a close-knit community that is founded on mutual respect and in which the members support one another. Assumption University is defined by such, and the campus community is enlivened by the unique contributions of individuals from different backgrounds and beliefs. This is the foundation of our community: one built upon love and respect. Recognizing that everyone is made in the image of God, all are embraced and welcomed here. Assumption University is committed to student, faculty, and staff diversity.

### DEI Action Plan Initiatives

1. Identify, attract, and retain a diverse student body, faculty, and staff including members of underrepresented minorities (URM) consistent with applicable law.
2. Recruit students from groups underrepresented in medicine consistent with applicable law. Examples include:
  - a. Racial and/or ethnic minority students
  - b. Older students
  - c. Male students
  - d. Veteran students
  - e. Economically or educationally disadvantaged students
  - f. First generation students
3. Foster an environment where all students want to learn, faculty wants to stay, and staff feels valued by providing an educational environment that promotes diverse perspectives, mutual respect, and inclusiveness for all.
4. Promote cultural humility and responsiveness in the didactic educational experience, service, and scholarship.
5. Prepare students to care for all patients, including those from vulnerable and underserved communities.

(ARC-PA Standard A1.11)

### **University Discrimination and Harassment Policies**

Assumption University's Notice of Nondiscrimination and Institutional Policy on Discrimination and Harassment are described in the program's Harassment and Discrimination Policy.

### **Campus Resources in Support of Diversity, Equity, and Inclusion**

1. [ALANA](#): African American, Latino American, Asian American, and Native American Identities
2. AU Allies
3. Black Diaspora Student Union
4. [Cross-Cultural Center](#)
5. [International Student Success Center](#)
6. PALMS: Positively Achieving Leadership by Men in Society
7. WINGS: Women Interested in Networking, Gathering, and Solidarity

(ARC-PA Standard A1.11d)

### **Non-Campus (National) Resources in Support of Diversity, Equity, and Inclusion**

1. [African Heritage PA Caucus](#)
2. [Veteran's Caucus](#)
3. [PAs for Latino Health](#)
4. [PAs for Rural Health](#)
5. [LGBT PA Caucus](#)

## Faculty Advisors

Each PA student will be assigned a PA faculty advisor who will help the student navigate the complexities of PA education and help guide them in a successful trajectory toward graduation. Advisors will be responsible for supporting academic and non-academic issues arising during the program. Students are expected to meet with their advisor at a minimum:

1. During program orientation
2. After the first term
3. After the didactic phase of the program
4. After the first Supervised Clinical Practice Experience (SCPE)
5. Before the Final Summative Examination
6. Before graduation from the program.
7. Following the failure of an exam
8. Following a course failure, which requires remediation
9. In any breach of professional behavior, or as prescribed by the Handbook
10. As directed by the Academic Performance and Professionalism Committee
11. At the request of the student or advisor

Advisors will keep records of each student to whom they are assigned. These records will contain documentation of each meeting with an advisee. These records will include formal and *informal* documentation about a student's academic and non-academic performance. Information from these records will be used to provide feedback on students and professional and for credentialing recommendations and to determine deceleration or dismissal from the program.

Students should keep their advisor informed of any issue that may cause problems with progress or progression in the program. Advisors advocate for students during any Academic Performance and Professionalism Committee (APPC) meetings.

Students must inform their advisor of any legal issues immediately. If a student is arrested or has an interaction with law enforcement, whether convicted or not, this can disrupt placement on clinical rotations, and the program must be aware of the situation to mitigate problems with the scheduling of SCPEs. Failure to notify the program of such situations may lead to a referral to the APPC with a recommendation for dismissal.

Advisors should be contacted by e-mail or during office hours. In an emergency, the student should contact the program emergency number (provided during orientation) and request to speak to their advisor.

## Requirements for Progression in and Completion of the Program

### Progression in the Didactic Phase

To progress through the didactic phase of the program, students must maintain an average of a 3.0 GPA per term and must pass each course with a minimum grade of 75%.

- If a student fails to attain a 3.0 overall GPA at the completion of any term, they will be placed on academic probation.
- Students may be removed from academic probation by completing a term with no failed courses and maintaining an overall GPA of at least a 3.0.
- If a student enters a new term with a GPA of <3.0, they must attain an overall 3.0 at the end of that term to continue in the program. If they fail to attain an overall GPA of 3.0, they will be referred to the Academic Performance and Professionalism Committee (APPC) with a recommendation for deceleration or dismissal. Students with less than a 2.5 GPA will be dismissed from the program.

Students must have a cumulative 3.0 GPA at the completion of the didactic year to begin clinical rotations.

- Any student who does not have an overall 3.0 GPA at this point in the program cannot proceed and will be referred to the APPC with a recommendation for dismissal.

Students must successfully complete a didactic summative exam prior to beginning Supervised Clinical Practice Experiences (SCPEs).

- If a student fails the didactic summative exam, they will be given a formal remediation assignment, meet with their advisor, and have one additional attempt to pass the didactic summative exam.
- Students who fail to successfully pass the remediation assignment, or who fail the second attempt at the didactic summative exam will be referred to the APPC with a recommendation for deceleration or dismissal.

### Grade Replacement – Didactic

The PA Program does not allow for the replacement of didactic course grades.

- All completed didactic courses and grades will be reflected on the student transcript.
- Students who repeat a course due to deceleration must be aware of this when returning to the following cohort and must continue to meet the minimum 3.0 GPA and all other requirements for progression.
- Students entering a new cohort due to academic deceleration will restart the program on academic probation until they attain a GPA >3.0 and maintain it for a full term.

### Progression in the Clinical Phase

To progress through the clinical phase of the program, students must maintain a 3.0 GPA and must pass each SCPE with a minimum grade of 83%.

- Students must enter the clinical phase of the program with a minimum 3.0 GPA.
- If a student fails a SCPE, they must meet with their advisor and determine a remediation plan that identifies the specific weakness, and reason for failure. The student must provide a written plan for successfully passing a second SCPE.
- Students who fail a second SCPE will be referred to the APPC with a recommendation for dismissal.
- Each student must successfully complete the clinical phase with a minimum GPA of 3.0.
- Repeating a SCPE will delay graduation.

- Students are not allowed to substitute any of the required clinical rotations, including an elective SCPE, for any failed rotation.
- Scheduling of repeat SCPEs is at the discretion of the Director of Clinical Education.
- Students who fail a SCPE will be placed on Academic Probation and will remain on that status for the remainder of the clinical phase of the program.

### **Final Summative Exam**

All students are required to pass a final summative examination within four months of graduation before the Program Director can grant a recommendation for program completion to the registrar.

- If a student fails the final summative exam for academic reasons, the student will follow the remediation policy.
- The remedial exam for the final summative will be similar in both content and construction of the original exam, however, the program maintains the right to change any content to guarantee exam security.
- Students who fail to successfully pass the remediation assignment, or who fail the second attempt at the final summative exam, will be referred to the APPC with a recommendation for dismissal.
- Students who fail the final summative examination for professional reasons will be referred to the APPC for immediate dismissal from the program.

### **Grade Replacement – SCPE**

- During the clinical phase, the minimum required grade to pass each SCPE is an 83%. Failure to obtain an 83% for academic purposes will necessitate remediating and repeating the failed rotation.
- Failing a repeat clinical rotation will result in immediate dismissal.
- Failure of a second SCPE will result in referral to the APPC with a recommendation for dismissal.
- When the failed SCPE is successfully remediated, and the SCPE is completed with a passing grade, the higher of the two grades prevails, the low grade appears with no hours attempted or earned, and the original grade is removed from the cumulative average, but not the student's transcript.
- Students will not be allowed to apply the grade replacement policy to a course in which there has been documented academic dishonesty that has not been reversed on appeal.
- Failure of a course due to lapses in professionalism will be handled by the APPC. The committee has broad discretion in handling professional lapses and may recommend disciplinary action up to and including immediate dismissal from the program.
- All costs associated with repeat SCPEs are the responsibility of the students.

### **Professional Progress**

PA students at Assumption University are expected to maintain a professional bearing at all times. Behavior that is not consistent with the program's mission, vision, and goals, does not represent the University or the profession in a positive manner, or is not in keeping with the tenets of Catholic Social Teaching is unacceptable. Students who fail to maintain these standards will be referred to the APPC. The committee is charged with protecting the public interest and may, at its sole discretion place a student on non-academic probation or require professional remediation. Gross violations of professionalism, unethical behavior, criminal behavior, or behavior that brings discredit to the University, or the profession may lead to dismissal from the PA Program and the University.



### Requirements for Completion of the Program

1. Successful completion of each didactic course with a grade of at least 75% and a minimum cumulative program GPA of 3.0 at the conclusion of the didactic phase
2. Successful completion of the Didactic Summative Examination
3. Successful completion of each SCPE with a grade of at least 83%
4. Successful completion of the Final Summative Examination
5. Minimum cumulative program GPA of 3.0
6. Successfully meet each of the program-required competencies
7. Demonstrate satisfactory professional behavior as determined by the APPC
8. Met all financial obligations to the program and the University
9. Return all program equipment
10. Complete all required evaluations
11. Participate in exit interview

### ExamSoft

All written examinations will be completed in ExamSoft.

### **Electronic Device**

Students must have an appropriate electronic device (laptop, tablet, etc.) with them during all scheduled class times. The device must meet both the [ExamSoft Minimum System Requirements](#) and [PAEA Assessment Center Exam Delivery Platform](#) requirements.

### **Exam Content**

Examinations will have a minimum of fifty (50) questions. The typical examination will have one hundred (100) questions.

### **Examination Security**

1. Prior to beginning an examination, students will sign an honesty pledge.
2. Examination questions will be randomized.
3. The examination must be downloaded prior to the scheduled exam time.
4. The password for the exam will be provided once all students are present and the examination room door is closed.
5. Students will be provided one piece of scratch paper which must be returned to the preceptor at the completion of the test.
6. Examination tables will be cleared of all items except the student electronic device (laptop, tablet, etc.) to be used to take the exam.
7. Students may not have cell phones, watches, or other devices that can transmit data or text messages.
8. Students may not wear headphones.
9. No food or beverages may be present during the exam.
10. All backpacks, jackets, bags, and books must be left at the front of the classroom and may not be accessed during the examination.
11. Students may not use the restroom during an examination, except in an emergency.
12. Seating arrangements may be changed for examinations.

### Remediation

Remediation is an opportunity to correct unsatisfactory performance, progress, or professional behavior. Remediation in the PA Program is coordinated by the Director of Admissions, Assessment, and Academic Success (DAAAS). Students may not remediate any examination or course for which they have received a passing grade.

### Didactic Phase

#### Examination Remediation

- An examination score of <75% will result in a failure.
- Students who fail an exam will be contacted by the DAAAS to address the cause of the examination failure and develop a study and remediation plan.
- Students may be provided:
  - A remediation assignment.
  - A reading assignment that covers the material that was not successfully understood on the examination.
  - Supplemental material to support the student's achievement of the required instructional objectives, learning outcomes, and program competencies.
  - A supplemental assessment re-evaluating the comprehension of the material.
- Students who successfully complete all aspects of the remediation and pass the supplemental assessment may achieve a passing score of 75% for the examination (see following bullet).
- Students must remediate all exam failures (all exams with a score <75%) but may only replace one exam grade with a 75% during any term of the didactic phase. If a student fails more than one examination in any one didactic phase term, those grades will stand. In that case, the Course Director, in consultation with the Director of Didactic Education (DDE) and DAAAS, will replace with a 75% the one failed exam grade that will most benefit the student's final grading outcome for the term.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the exam and their unprofessional behavior will be assessed by the Academic Performance and Professionalism Committee (APPC).

#### Course Remediation

- The minimum passing grade for all didactic courses is 75%.
- Students who fail a course will be contacted by the DAAAS to address the cause of the course failure and develop a study and remediation plan.
- Students may be provided:
  - A remediation assignment.
  - A reading assignment that covers the material that was not successfully understood during the course.
  - Supplemental material to support the student's achievement of the required instructional objectives, learning outcomes, and program-defined competencies.
  - A supplemental assessment re-evaluating the comprehension of the material.
- Students who successfully complete all aspects of the remediation and pass the comprehensive course assessment may achieve a passing score of 75% for the course.
- Students may not remediate more than one course during any term of the didactic phase.

- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the course and will be referred to the APPC with a recommendation for dismissal.
- If a student fails to successfully remediate a didactic course, the student may be decelerated (see process below).
- The student who fails a didactic course will be placed on academic probation.
- The student will remain on academic probation per the Academic and Non-Academic Probation policy.

#### Didactic Phase Summative Examination Remediation

- Passing the didactic summative examination is required to progress into the clinical phase of the program.
- The minimum passing grade for the summative examination is 80%.
- A student who fails the didactic summative examination will be placed on academic probation.
- Students who fail the didactic summative examination will be contacted by the DAAAS to address the cause of the failure and develop a study and remediation plan.
- Students may be required to complete:
  - A one-on-one meeting and study session with a faculty member or PA designated by the faculty.
  - Study sessions to practice the material required to pass the summative examination.
  - A remedial summative examination.
- Students who successfully complete all aspects of the remediation and pass the remedial summative examination will move onto the clinical phase, provided all other requirements for progression to the clinical phase have been met.
- Students who fail to successfully pass the remediation assignment, or who fail the second attempt at the summative exam will be referred to the APPC with a recommendation for deceleration or dismissal.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, the student will fail the summative examination and be referred to the APPC with a recommendation for dismissal.

### **Clinical Phase**

#### Preceptor Evaluation of Student Remediation

- A preceptor evaluation score of <80% will result in a failure of the Preceptor Evaluation of Student. The evaluation is scored using the five-point Likert-type scale, producing a final average score for the evaluation. The score for each evaluation item reflects the program expectations for a student at the appropriate stage in training.
  - 1 = 60% (Far Below Expectations)
  - 2 = 70% (Does Not Meet Expectations)
  - 3 = 80% (Meets Expectations)
  - 4 = 90% (Exceeds Expectations)
  - 5 = 100% (Far Exceeds Expectations)
- A score of **less than 3** for any item on the Preceptor Evaluation of Student requires the preceptor to submit free-text comments regarding why the student did not meet the expectations of that item.
- If a preceptor indicates a marking of "N/A", "Not Observed", or a score marking of "1-(Far Below Expectations)" or "2-(Does Not Meet Expectations)" on the Preceptor Evaluation of

Student, the student will need to complete remediation on the learning outcome deficiency during the designated gap analysis week as assigned by the Director of Clinical Education (DCE).

- Remediation is required for all evaluation items receiving a score less than 3 and “N/A”, “Not Observed”. Depending upon the learning outcome not achieved by the student, remediation may include:
  - A practical exam.
  - A remediation assignment.
  - Supplemental material to support the student’s achievement of the required instructional objectives, learning outcomes, and program-defined competencies.
  - Placement on an alternative clinical site to achieve the learning outcome.
- If a student fails the Preceptor Evaluation of Student, the student will fail the SCPE course and will be required to remediate the SCPE, as outlined below under the heading Supervised Clinical Practice Experience Remediation.

#### End of Rotation Examination Remediation

- An examination score of <75% will result in a failure of the end of rotation examination. PAEA End of Rotation Exam scores are calculated using the PAEA score conversion.
- Students who fail an end of rotation examination will be contacted by the DAAAS to address the cause of the examination failure and develop a study and remediation plan.
- Students may be provided:
  - A remediation assignment.
  - A reading assignment that covers the material that was not successfully understood on the examination.
  - Supplemental material to support the student’s achievement of the required instructional objectives, learning outcomes, and program competencies.
  - The student will make a second attempt at the end of rotation examination. This will be the alternate version of a PAEA End of Rotation Exam or an alternate version of a program-created end of rotation examination (when no PAEA End of Rotation Exam exists).
    - If the student fails to successfully remediate the end of rotation examination, the student will fail the SCPE and must remediate the SCPE course.
- Students who successfully pass the repeated end of rotation examination will pass the examination, and the score attained on the repeated attempt will be applied to the course grade.
- Students must remediate all failed end of rotation examinations.
  - A student will receive the actual grade attained on a remediated/repeated end of rotation examination only one time. For any subsequent successfully passed repeated end of rotation examinations, the student will receive a score of 75% for the repeated attempt which will be applied to the course grade.

#### Supervised Clinical Practice Experience Remediation

- The minimum passing grade for all SCPEs is 83%.
- A student who fails a SCPE will be placed on academic probation.
- Students who fail a SCPE will be contacted by the DCE and the DAAAS to address the cause of the course failure and develop a study and remediation plan.

- Students may be provided:
  - A remediation assignment.
  - A reading assignment that covers the material that was not successfully understood during the course.
  - Supplemental material to support the student's achievement of the required. Instructional objectives, learning outcomes, and program-defined competencies.
  - A supplemental assessment re-evaluating the attainment of the material.
- Students will be required to complete all assigned remediation prior to the conclusion of the next scheduled SCPE.
- Students must repeat the failed SCPE at a different location and with a different preceptor.
  - Students may not request a specific location for a repeated SCPE.
  - Scheduling of repeat SCPEs is at the discretion of the DCE.
- At the completion of the repeated SCPE, the student will make a second attempt at the end of rotation examination. This will be the alternate version of a PAEA End of Rotation Exam or an alternate version of a program-created end of rotation examination (when no PAEA End of Rotation Exam exists).
- Students who successfully complete all aspects of the remediation and successfully pass the repeated SCPE will progress in the program but will remain on academic probation for the remainder of the program.
- Students may not remediate more than one SCPE.
- Failure of a second SCPE will result in referral to the APPC with a recommendation for dismissal from the program.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the SCPE and will be referred to the APPC with a recommendation for dismissal.

#### Final Summative Examination Remediation

- Passing the final summative examination is required for graduation from the program.
- The minimum passing grade for the final summative examination is 80%.
- Students who fail the final summative examination will be contacted by the DCE and the DAAAS to address the cause of the failure and develop a study and remediation plan.
- Students may be required to complete:
  - A one-on-one meeting and study session with a faculty member or PA designated by the faculty.
  - Study sessions to practice the material required to pass the summative examination.
  - A remedial summative examination.
- Students must successfully complete all aspects of the remediation and pass the remedial summative examination to be eligible for graduation from the program.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the summative examination and be referred to the APPC with a recommendation for dismissal.
- Students who fail the remedial final summative examination will be dismissed from the program.

## **Professionalism**

All professionalism violations are taken very seriously by the University, the School of Health Professions, and the PA Program. The consequences of such violations will be dealt with swiftly and will address the infraction as well as the potential impact the violation has on the PA Program, the students, and the profession. Some infractions are not amenable to remediation and students will be referred to the APPC for immediate dismissal. Those less serious violations of behavior, while no less concerning, that may be amenable to remediation will be addressed by the APPC. Professional behavior remediation will be determined on a case-by-case basis. Fees and/or other costs associated with professional behavior remediation will be the responsibility of the student.

## **Deceleration**

Deceleration is the process where a student has failed to achieve the requirements of the program, cannot continue with the current cohort, but maintains the ability to successfully complete the program given appropriate remediation. The student who is eligible and approved by the APPC will restart their education with the next available cohort, repeating any failed coursework.

### **Didactic Phase Deceleration**

Didactic students will be decelerated for failure to successfully fulfill, complete, or pass a remediation plan and comprehensive examination for a failed course.

- The student will make up the course during the next regularly scheduled course offering.
- Since PA courses are offered in a sequential fashion, failure to pass a course during the didactic year will result in the student not being able to proceed to the next term. The student who is decelerated may join the following year's cohort.
- Students who return for the next cohort will be enrolled in all courses not completed in the original term of enrollment. Any courses successfully passed during the initial enrollment period will not be repeated. Students may audit (at no cost, and with the approval of the APPC) completed courses.
- Grades for all completed courses will remain on the official transcript including those for which a failing grade was recorded. Grades in didactic courses are not replaced.
- Students who return to the program with the next cohort will remain on academic probation until the cumulative grade point average is at or above 3.0.
- All students are required to have a cumulative GPA at or above 3.0 to proceed to the clinical phase.
- Students who re-matriculate following deceleration are subject to the same policies and procedures as all other matriculated PA students.

### **Clinical Phase Deceleration**

- Students who fail a SCPE must complete any remediation and repeat the SCPE.
- Remediation time and the time to complete the SCPE will be added to the end of the program.
  - Students who fail a SCPE will be decelerated by at least five weeks.
  - Graduation will be delayed for any student who is decelerated during the clinical phase.

## **Financial Aid**

- Students who must repeat a course or SCPE will incur additional tuition expenses that may not be eligible for federal financial aid assistance.
- Any student that requires deceleration must present to the Financial Aid Office to discuss financial obligations related to course completion and graduation.
- Failure to comply with University financial obligations may delay certification for graduation.

## Academic and Non-Academic Probation

### Academic Probation

Students in the PA Program will be placed on academic probation for the following reasons:

1. Failure of any course
2. Earning a GPA <3.0
3. Failure of a summative examination (didactic or final)
4. As directed by the [Academic Performance and Professionalism Committee \(APPC\)](#)

Students on academic probation must meet with their faculty advisor at least twice monthly to discuss academic progress. During academic probation, students:

1. May not hold any employment
2. May not hold a class officer position
3. Must obtain permission from their advisor before joining program-approved volunteer activities
4. May not participate in any American Samoa SCPE.

Students may be removed from academic probation by completing a term with no failed courses, maintaining an overall GPA of at least 3.0, and successfully remediating any failed summative examinations.

### Non-Academic Probation

Students in the PA Program will be placed on non-academic probation for the following reasons:

1. Violations of the Honor Code or professionalism policy
2. Failure to follow program policies and procedures
3. Lack of professional behavior
4. As directed by the [APPC](#)

Students on non-academic probation must meet with their faculty advisor at least twice monthly to discuss professionalism. During non-academic probation, students:

1. May not hold any employment
2. May not hold a class officer position
3. Must obtain permission from their advisor before joining program-approved volunteer activities
4. May not participate in any American Samoa SCPE.
5. May not be nominated or inducted into [Pi Alpha Honor Society](#).

Students may only be removed from non-academic probation by approval of the [APPC](#).



## Academic Honesty

Academic honesty is a fundamental principle of learning and professional development. The integrity of the University's graduate programs requires honesty in scholarship, professional activities and relationships, and research. Therefore, academic honesty is required of all students at Assumption University.

## Academic Dishonesty

Academic dishonesty threatens and undermines the University's mission to pursue the truth and form graduates for thoughtful citizenship and compassionate service. All University community members have a responsibility to uphold and maintain an honest academic environment and report when dishonesty occurs. Written or other work that students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, is prohibited. Where suspected violations of the Academic Honesty policy occur, appropriate procedures are designed to protect the integrity of the academic process while ensuring due process.

Academic dishonesty includes, but is not limited to, any of the following:

Cheating - using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

Plagiarism - presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.

Complicity in Academic Dishonesty - helping or attempting to help another to commit an act of academic dishonesty.

Fabrication and Falsification - alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information to use in any academic exercise.

Multiple Submissions - the submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

Collaboration - working with another on an assignment or project, unless required or explicitly permitted by the professor.

## Policy to Settle a Charge of Academic Dishonesty

### Procedure

1. The faculty member suspecting academic dishonesty will contact the Associate Program Director (APD), inform them of their concern, and provide the evidence that supports the allegation of dishonesty.
2. The APD will review the information provided by the faculty member.
3. The APD will inform the student of the allegation and ask for a written statement of explanation.

4. If the instance of academic dishonesty is unambiguous, the faculty member and APD can decide on an appropriate penalty, which may include grade reduction, examination failure, course failure, deceleration, and dismissal from the program.
5. If the APD determines that there may be reasonable doubt as to whether the student has been dishonest, the APD will convene a meeting of the Academic Performance and Professionalism Committee (APPC) to review the student's work.
6. The APD will meet with the student to gather information about the work in question and to permit the student to offer exculpatory information.
7. After meeting with the student, the APD will convene a second meeting with the APPC. The committee will review the evidence regarding the issue of academic dishonesty, including, but not limited to, the student's academic work in question and information provided by the student during the meeting with the APD.
8. If a majority of members of the APPC conclude that the allegations of dishonesty have been proven, the committee will decide on an appropriate penalty which may include, but is not limited to, grade reduction, examination failure, course failure, deceleration, and dismissal from the program.
9. If the allegations of academic dishonesty are proven and the student remains enrolled in the program, the student will be placed on non-academic probation for the duration of the program.
10. If the allegations of academic dishonesty are not proven, the charges will be dismissed, but the APPC may provide the student with a warning or other guidance if deemed necessary.
11. The APD will develop a written record of the charges and adjudication of the question of possible academic dishonesty, including the determination and any penalty.
12. The student has the right to appeal the decision and the penalty. To do so, the student must follow the Academic Appeals Policy.

Adopted from the Assumption University Academic Integrity Policy and Processes.

### Test Integrity

Students may not discuss the contents of any graded examination, exercise, or simulation with other students except during sanctioned group examinations or projects. Re-creation of examinations, including end of rotation examinations, electronically or from memory is strictly prohibited. Those found in possession of unauthorized recreated testing material, even if incomplete, will be referred to the APPC for review. The committee will decide on an appropriate penalty which may include, but is not limited to, grade reduction, examination failure, course failure, deceleration, and dismissal from the program. Unauthorized possession of prior examination material is also grounds for immediate dismissal.

When submitting written assignments, students will read and sign the following academic honesty pledge approved by the Provost, Faculty Senate, and Student Government Association:

"I [name] proudly affirm that this is my honest and original work, that I have cited outside sources appropriately, and that I have received no undue help from others."

When taking a computer-based examination, practical examination, or other formative or summative assessment, students will commit to honesty and integrity and sign the following statement:

"I will not give or receive aid on this examination. This includes discussing the exam with students who have not yet taken it. I understand that if I am aware of cheating on this examination, I have an obligation to inform the faculty or staff member administering the exam."

### Appeal of Formative Assessment Failure

Formative assessments include quizzes, course examinations, projects, and reading assignments.

Students who fail a formative assessment and disagree with the exam outcome must submit a written explanation for an appeal to the course director as assigned in the syllabus using the [Formative Assessment Appeal Form](#).

The written appeal must include evidence that the assessment was not an accurate measure of the student's performance, did not measure a course objective, learning outcome, or program-required competency, or was on material not required to be covered in the course. Appeals may not include factors that include student failure to prepare for an assessment unless there are genuinely extenuating factors.

Appeals must be submitted within three (3) days of notification of an assessment failure. This is necessary to ensure the ability to progress in the program.

### Process

1. The course director will review the appeal and provide a written answer to the student and the Academic Performance and Professionalism Committee (APPC).
2. If the student disagrees with the outcome of the appeal to the course director, they may submit a further appeal to the APPC with a copy to the Director of Didactic Education (DDE).
3. The APPC will review the appeal and provide a written answer to the student and the DDE.
4. If the student disagrees with the outcome of the appeal to the APPC, they may request that the DDE review the materials submitted to the course director and APPC. They may not provide additional materials to the DDE.
5. The DDE is the final authority in determining appeals regarding formative assessments.

### Appeal of Summative Assessments

Summative assessment failures include didactic course failures, SCPE course failures, final Summative Examination failures, failure of program-required components for graduation, or academic issues that can lead to deceleration or dismissal.

Students who fail a summative assessment (as defined above) and disagree with the outcome of the assessment or failure may submit a written appeal of the failure to the APPC using the [Summative Assessment Appeal Form](#).

Appeals must be submitted within three (3) days of the notification of the failure of a summative assessment.

The appeal must include the following information:

1. A detailed statement of why the program should consider the student's request to remain in the program.
2. A detailed strategy for the student to accomplish understanding of the material not successfully understood on the summative assessment and how they plan to succeed in the remainder of the program.

## **Process**

1. The APPC will review the appeal and provide a written answer to the student and the DDE (for Didactic Phase failures) or the Director of Clinical Education (DCE) (for Clinical Phase failures).
2. If the student disagrees with the outcome of the appeal to the APPC, they may request that the DDE/DCE review the materials submitted to the course director and APPC. They may not provide additional materials to the DDE/DCE.
3. The DDE/DCE will review the appeal and provide a written answer to the student and the Associate Program Director (APD).
4. If the student disagrees with the outcome of the appeal to the DDE/DCE, they may request that the APD and Program Director (PD) review the materials submitted to the APPC and the DDE/DCE. They may not provide additional materials to the APD or PD.
5. In all cases where the student is subject to deceleration or dismissal, a final appeal may be made to the University Provost. The University Provost is the final authority to determine appeals regarding summative assessments.
6. The student must continue participating in all classroom activities and take all assessments during the appeal process. Missed classroom time will be dealt with per the policies on attendance and professionalism.
7. A copy of all appeals and responses to appeals will be filed in the student's permanent academic record (folder) maintained by the PA Program.

## **Technology Issues**

Technology issues outside of the student's control that cause an exam failure (power outages, internet failures, software failures) will not require an appeal. Students who fail an exam (including an end of rotation examination) due to technical issues outside of their control will be allowed to retake the exam without penalty.

## Student Withdrawal, Leave of Absence (LOA), and Dismissal

### Withdrawal

Students retain the right to withdraw from the PA Program, and, thus, the University, based on the personal preferences and necessities of the individual.

Withdrawal from the program results in forfeiture of a seat in the program and any financial aid for which the student may have been eligible is canceled.

A student who elects to withdraw from the PA Program must inform the Program Director in writing. Students who fail to inform the Program Director of their withdrawal or fail to complete the appropriate withdrawal forms will receive an “F” (failure) for all courses in which they are enrolled.

Withdrawal from the PA Program is a permanent decision. Once the student submits their intent to withdraw, and it is accepted by the Program Director, the student will be withdrawn from the University. If the student desires to re-enroll in the PA Program, they will need to reapply through CASPA and be re-considered without preference through the standard admission process.

All matriculated graduate students who wish to withdraw must also notify the University. They must notify the [Registrar](#) and [Financial Aid Office](#) in writing. Students should specify the reasons for withdrawing from the program.

### Leave of Absence

A student who seeks a leave of absence (LOA) must inform the Program Director in writing. If the LOA is related to a medical reason, a formal written notice by a health care provider must be submitted. A student who is in good academic standing may request a LOA for up to one year (may enter the next cohort). If the student fails to enroll in the next cohort, they will be dismissed from the program. The student must be in good academic standing to rejoin the program, or have an academic plan approved by the Academic Performance and Professionalism Committee (APPC). Students on non-academic probation will not typically be approved for an LOA and if they are, may not be re-admitted if significant improvement has not been achieved during the LOA. The final decision to grant an LOA or re-admit a student lies with the Program Director and University Provost.

Students granted a LOA during the didactic phase will return to the program at the beginning of the term of the following year in which the leave was granted. If the LOA was granted at the end of a term the student may return at the beginning of the subsequent term. Student who are granted a LOA will be decelerated and will join the next cohort.

Students granted a LOA during the clinical phase will need to complete all Supervised Clinical Practice Experiences (SCPEs) as required in the program curriculum. Partially completed SCPEs will be repeated with a grade being assigned to the completed SCPE only. Graduation will likely be delayed and students may graduate with the next cohort.

Students granted a LOA will be required to display competency in all completed coursework via a written and practical examination determined by the APPC.

Students granted a LOA must complete the program within 5 years from the original date of matriculation.

## Military Obligations

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit eligible individuals who left school or did not accept an offer of admission in order to perform military service.

1. Assumption University PA students in the didactic phase of their PA education who are called to active military duty for less than two (2) weeks will have the opportunity to remediate the material which was missed. Remediable material includes examinations, laboratory/skills, simulation activities, and other curricular activities. Students returning from active-duty obligations that equal or exceed (2) weeks will be reviewed by the APPC or the Director of Clinical Education (DCE) (depending on when the leave of absence commences) to determine the best course of action for re-instatement in the program. If the APPC or DCE, as applicable, determines that the student is not prepared to resume the program where he or she left off, the University will make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program.
2. All rights and privileges granted students serving in the Armed Forces shall apply, and they will be allowed to continue their education in accordance with applicable law. Depending on the length of active military duty assignment, decisions will be made on a case-by-case basis as to the best route for reinstating the student within the PA curriculum. In cases of military deployments greater than 2 weeks, a delay in the student's originally projected graduation date is inevitable.
3. All students who are called to active military duty are responsible for making arrangements with the Financial Aid Office
4. Military leave of absence shall not exceed a cumulative five (5) years.

## Dismissal

The University reserves the right to dismiss a student for poor academic performance, or professional, academic, or other misconduct.

The graduate programs at Assumption University prepare students for service to the public. Each program has an *obligation to the community* to ensure that only those students demonstrating academic competence, clinical competence, and professionally responsible behavior are continued in the program. Students failing to meet these criteria will be subject to discipline, up to and including referral to the APPC with a recommendation for dismissal from the program.

The APPC is responsible for determining if a student should remain in the program, be decelerated, or be dismissed from the program.

## Academic Dismissal

Student progress is tracked continuously by the program. Upon a student's failure to meet the academic standards of the program *despite appropriate remediation*, the student will be referred to the APPC with a recommendation for dismissal. The APPC shall notify the Program Director of the dismissal. The Program Director shall prepare a written letter of dismissal, and the Chair of the APPC shall hand-deliver it to the student. If the student is not available for an in-person meeting, the program shall mail the dismissal letter to the student via registered mail to the address of record on file with the University.

### **Non-Academic Dismissal**

Based on their chosen academic path and their entry into the PA profession and the eventual care of patients, PA students are held to a *higher standard* of conduct than other undergraduate and graduate students. In addition to being responsible for all Assumption University rules, regulations, standards, and codes of conduct, PA students shall be held to the PA Program Honor Code.

Violations of the PA Program Honor Code will not be tolerated. Students who violate the Honor Code will be referred to the APPC. *The APPC has broad authority to protect the public, future patients, and the PA profession. Therefore, they are empowered to dismiss students whom they judge to be poor representatives of the PA Program or the profession.*

Upon a student's failure to meet the non-academic standards of the program despite appropriate remediation, the student will be referred to the APPC with a recommendation for dismissal. The APPC shall notify the Program Director of the dismissal. The Program Director shall prepare a written letter of dismissal and the Chair of the APPC shall hand-deliver it to the student. If the student is not available for an in-person meeting, the program shall mail the dismissal letter to the student via registered mail to the address of record on file with the University.

### **Readmission to the PA Program**

Except as noted above, a student who has previously attended the program and did not complete the program must reapply. The application will be treated in the same manner as all other applications. All program requirements and policies apply to the student, and no prior coursework will be honored.

This does not apply to students who are decelerated. Deceleration is addressed separately in this Handbook in the program's Remediation and Deceleration policy.

## Supervised Clinical Practice Experiences

### Academic Performance

Academic performance on Supervised Clinical Practice Experiences (SCPEs) will be guided by the Policy: Requirements for Progression In and Completion of the Program.

### Blood-Borne Pathogen Training and Exposure

All students complete Blood-Borne Pathogen training in accordance with the Policy: Exposure to Infectious Disease and Environmental Hazards, as well as the Policy: Mandatory Health Care Related Training.

- Participating in SCPEs is a necessary component of the PA Program. Students understand that there is a risk of exposure to infectious and environmental hazards such as blood or body fluids during the program.
- Information regarding exposure policies will be provided to students during PA Program orientation, prior to any course where exposure may occur, and prior to beginning the clinical phase of the program.
- Students must agree to participate in activities that have the potential for exposure to infectious or environmental hazards and are aware that student health insurance may not cover any or all aspects of care secondary to such exposures.
- When a student experiences exposure to an infectious or environmental hazard, the student must follow the process outlined in program policies, including the Policy: Exposure to Infectious Disease and Environmental Hazards.

### Call Back Days

The Monday at the beginning of each new SCPE will be a Call Back Day. Students will return to the program to complete an end of rotation examination, as well as other activities as required by the program, to include, but not limited to, presentations, simulation activities, PANCE preparation, remediation, and summative examinations.

### Clinical Site Visits

The Director of Clinical Education (DCE) or his designee will perform a site visit at every clinical site initially upon establishing the clinical site, and then on a regular basis, at least once every three years. During the site visit, the DCE will engage with the preceptor(s) and any students currently on the rotation. A Clinical Site Evaluation Form will be completed in CORE.

Site visits involving non-recurrent or remote sites (those greater than approximately 100 miles from the Assumption University campus) will have an on-site or remote site visit to confirm the ability of the site to provide an adequate experience and meet all clinical site requirements established by the PA Program.

### Introduction to Supervised Clinical Practice Experiences (SCPEs)

At the start of the clinical phase of the program, all students are required to take the course Readiness for Practice and Diagnostic Imaging (PAS 600). During the course, students will, in addition to the other course requirements, complete orientation and preparation for SCPEs.

1. Log into [Certiphi Screening](#) account (provided during CASPA Application):
  - a. Complete urine drug screen
  - b. Update background investigation
2. Participate in an introduction to [CORE Higher Education](#) Class
  - a. Patient logging



- b. Rotation evaluations
- c. Complete Bloodborne Pathogen Training
- d. Complete HIPPA Training
- e. Complete OSHA Training
- 3. Review SCPE Expectations, policies, and procedures
  - a. Use of Assumption University Point-of-Care Resources and [Library Remote Access](#)
  - b. Use of hospital or clinic-owned resources
  - c. SCPE policies regarding patient care, restrictions, and chaperones
  - d. Safety issues include exposure to hazardous materials, exposure control, and procedures to be followed in event of exposure (including needle sticks and body fluid exposures)
  - e. Policies addressing student security and personal safety at each clinical site
  - f. Access to and use of patient health records and medical documentation policies and procedures
  - g. Student schedules
  - h. Requirements for notifying the program
- 4. Participate in OR Scrub Training
- 5. Confirm vaccine and TB testing status and update as necessary to meet the PA Program Policy: Medical Screening, Immunization, COVID 19, and Tuberculosis Screening
- 6. Provide documentation of active BLS, ACLS, PALS certifications

### **Attendance at SCPEs**

Students on all SCPEs must adhere to all aspects of the PA Program Policy: Attendance and Participation.

### **Attendance at the [American Academy of PAs Conference](#)**

A limited number of students may be permitted to attend conferences representing the program and PA profession. Class officers, the Challenge Bowl Team, and HOD Representatives will typically be required to attend the AAPA Conference unless excused by the APPC.

Students on academic or non-academic probation must not miss any program-scheduled activities to attend AAPA or other conferences.

### **CORE Higher Education**

CORE program data, including patient logs, are proprietary and are not to be shared with entities outside of the Assumption University PA Program.

### **Electronic Medical Records and Student Documentation**

All charts and written orders must be signed with the student's name clearly written, followed by the designation "PA-S". At *no time* may PA students use other professional titles (i.e. RN, NRP, EMT, DPT, etc.).

### **Health Insurance Portability and Accountability Act of 1996 (HIPPA)**

Students are required to be trained in the Health Insurance Portability and Accountability Act (HIPAA). HIPAA outlines the regulations governing medical privacy. Students are required to understand this Act and demonstrate ongoing compliance throughout the PA Program. Failure to do so may result in immediate removal from a clinical site and potential dismissal from the Program, in addition to other punitive legal action as enforceable by law.

## Honor Code

Students must abide by the PA Program Policy: Honor Code. Violations of the Honor Code will result in disciplinary action.

## Employment during Supervised Clinical Practice Experiences

Students on all SCPEs must adhere to all aspects of the PA Program Policy: Student Employment.

## Illness or Injury

Any student who sustains an injury while on clinical rotation should follow any policy, if applicable, at the clinical site and is encouraged to seek prompt evaluation and treatment at the nearest appropriate healthcare facility and to notify the DCE as soon as practical. Clinical sites and preceptors have no obligation to evaluate and treat students.

- If an injury or illness is significant enough that the student must miss SCPE time, the student should notify the DCE and preceptor promptly.
- Illness and Injury claims should be submitted to the student's health insurance plan.

## Learning Outcomes and Program Competencies

Learning outcomes for each SCPE are included in course syllabi.

Program competencies are available on the [Assumption University PA Program Website](#).

## Liability and Malpractice Insurance

Students are covered for malpractice as outlined by the Certificate of Liability Insurance provided by Assumption University.

## Medical Diagnostic Equipment

Students must bring their program-provided diagnostic equipment to each SCPE.

## Nepotism and Conflict of Interest

Students may not complete a SCPE in any facility where their family member, spouse, significant other, or a close relative is employed.

No family member or relative of a student can serve as the primary preceptor of a student on a required or elective SCPE.

In the case of a potential or actual conflict of interest, the student must contact the DCE to request a different SCPE. Failure to make such notification will lead to a violation of the professionalism policy and a review by the APPC.

## PA Student Portfolio and Assessment

### 1. Preceptor Mid-SCPE Evaluation of Student (Optional)

- a. Will be completed at the request of the preceptor, PA faculty, DCE, or the student during Week 3 of SCPE to provide feedback regarding student performance, especially if there are any concerns upon which improvement can be made prior to completion of the rotation.
- b. This is required for any student on academic probation, non-academic probation, and for all students who have failed a SCPE or if the preceptor determines the student is not achieving the program-defined learning outcomes for the current SCPE.

## **2. Preceptor End of SCPE Evaluation of Student**

- a. Sent to primary preceptor via CORE® at beginning of Week 5 of each SCPE.
- b. This evaluation is completed by the primary preceptor (instructional faculty member) in CORE®.
- c. Ideally, this is reviewed with the student prior to the conclusion of the student's last scheduled day of the rotation.

## **3. Aquifer Cases**

- a. Completed online.
- b. Completion of all Aquifer cases assigned to the SCPE is worth 5% of the final SCPE grade. Failure to complete all assigned Aquifer cases results in a score of 0% for this activity.
- c. All assigned Aquifer cases for the SCPE be completed successfully (completion and student effort/engagement is tracked by Aquifer) prior to the completion of the SCPE.

## **4. End of Rotation Examinations**

- a. PAEA End of Rotation™ Exams
  - i. Blueprint and topic lists are available on the PAEA End of Rotation Exam website and included in each SCPE syllabus.
- b. Program-created end of rotation examinations
  - i. Administered if PAEA End of Rotation Exam is not available for applicable SCPE. Topic list for the SCPE is included in the SCPE syllabus.
- c. There is no end of rotation examination for elective SCPEs.
- d. End of rotation examinations are completed during Call Back Days on Monday (or Tuesday in the event of a holiday) just prior to the next SCPE.

## **5. SOAP Notes**

- a. Completion of 10 SOAP Notes (Patient Encounter Forms) during each SCPE.
- b. Must be uploaded to CORE® prior to the Call Back Day following the SCPE.
- c. These notes must be written entirely by the student.
  - i. Examples of unacceptable notes include, but are not limited to, scans, printouts, pictures, or copies of a previously written or electronic note.

## **6. CORE® Data**

- a. Students are *required* to log *all* patient encounters.
- b. All logs must be complete and accurate.
- c. Students are also required to log time spent engaged in all other enrichment activities (e.g., conferences, in-services, grand rounds, etc.) during each SCPE.
- d. All logs must be completed as close to real-time as possible, as student logging is routinely audited by the program.
- e. Any falsification of patient data logging will result in a referral to the APPC with a recommendation for immediate dismissal from the program.

## **7. Student Evaluation of Clinical Preceptor**

- a. Students must complete an evaluation of the primary preceptor (instructional faculty member) upon completion of the SCPE.

## **8. Student Evaluation of Clinical Site**

- a. Students must complete an evaluation of the clinical site upon completion of the SCPE.

## 9. Professionalism

- a. Professionalism is evaluated throughout the SCPE by the preceptor and others who work with the student. This is reflected in the Preceptor Evaluation of Student.

## 10. Rosh Review

- a. All students are strongly encouraged to complete the program provided Rosh Review material throughout each clinical phase as added preparation for taking the PANCE.
- b. The Rosh Review is provided by the Program at no cost to all students.
- c. It is available to all students via login at <https://www.roshreview.com/>.

## Personal Safety

During initial clinical site visits, SCPE sites are evaluated for student safety and security. This is re-evaluated during routine site visits, and by students who report issues related to their experiences on their end of rotation site evaluation. Compliance is documented in CORE®.

- Students and sites must be aware of all aspects of the PA Program Policy: Student Safety.
- Any student who encounters an issue related to security and personal safety, in addition to following clinical site policy, must promptly report this to the DCE.
- Each SCPE site is evaluated for compliance with the following:
  - Security and Personal Safety
    - Clinical site has policy regarding security and personal safety.
    - This policy covers students.
    - Students are made aware of the policy upon/before rotation start.
  - Infectious and Environmental Hazards (including needle stick and body fluid exposure)
    - Policy exists regarding evaluation and treatment of healthcare worker injuries, including needle sticks and body fluid exposure.
    - This policy covers students.
    - Students are made aware of the policy upon/before rotation start.

## Preceptors

Preceptors are chosen for their commitment to PA education, their academic and professional background, their board certification (as applicable), their specific training, and their ability to educate.

- In each location to which a student is assigned for SCPEs, there will be an assigned preceptor who will be designated by the PA Program as an instructional faculty member. This preceptor will assess and supervise the student's progress in achieving the learning outcomes for the SCPE.
- The Program will inform students which instructional faculty member is serving in this role for each SCPE. Contact information for each preceptor is available in CORE®. Students are expected to contact their assigned preceptor prior to starting each rotation.
- If a student is unable to contact their preceptor prior to the start of a SCPE, the student must contact the DCE.

## Professional Behavior on Clinical Rotations

The designated preceptor, instructional faculty, and the DCE will monitor student behavior and professionalism throughout the SCPE.

- If a preceptor experiences issues with student conduct, the preceptor will call the DCE and arrange an in-person or online meetings with the DCE and the student to discuss the matter. If the behavior is determined to be detrimental to the PA Program, the clinical site, or a patient, the student will be removed from the site and the matter will be investigated by the DCE.

- In the event a preceptor has a reasonable suspicion that a student is participating in a rotation under the influence of any substance that affects their clinical performance, the preceptor will immediately contact the DCE.
  - The DCE shall immediately remove the student from the rotation, perform an investigation of the matter, which may include working with Castle Branch to perform a drug/ETOH test on the student at the student's expense.
  - Should a student fail a drug or alcohol test, they shall be dismissed from the clinical rotation, an investigation shall be performed, and the student will be disciplined in accordance with the PA Program Policy: Honor Code.

### SCPE Selection

All SCPEs will be arranged by the PA Program. Students shall not be required to provide nor solicit clinical sites or preceptors. (*ARC-PA Standard A3.03*)

- Students may request elective rotations in the specialty and location of their choice.
  - The Program will review, evaluate, and approve all rotations for educational suitability and may not be able to provide elective rotations requested.
  - Students may provide an alternative elective request at any time during the clinical year.
- If a student desires to complete a SCPE at a facility that does not have an established relationship with the program, the student should contact the DCE and provide the name of the site, and any potential points of contact, preceptors, and contact information, however, while every attempt is made to accommodate student requests, sites must meet all Assumption University requirements, be willing to accept a student, and a suitable instructional faculty member who meets program requirements must be identified. The clinical site must be evaluated via a site visit (which may be conducted virtually if it is not local, and there is no intention of making it a permanent SCPE site).
- All SCPE assignments are at the sole discretion of the DCE.
- Students must not contact SCPE sites, potential SCPE sites, or preceptors in an attempt to establish a SCPE. Violation of this policy will lead to disciplinary action by the APPC, up to and including dismissal from the program.

### SCPE Schedule

#### Required Courses in the Clinical Phase

PAS 600 Readiness for Practice & Diagnostic Imaging SCPE

PAS 610 Family Medicine SCPE

PAS 611 Inpatient Medicine SCPE

PAS 612 General Surgery SCPE

PAS 613 Pediatrics SCPE

PAS 614 Obstetrics & Gynecology SCPE

PAS 615 Psychiatry SCPE

PAS 616 Emergency Medicine SCPE

PAS 617 Orthopedic Surgery SCPE

PAS 618 Dermatology SCPE

PAS 619 Ophthalmology & Otolaryngology (EENT) SCPE

PAS 620 Elective One SCPE

PAS 621 Elective Two SCPE

### Remediation

Remediation of a student in the clinical phase of the PA Program will be in accordance with the PA Program Policy: Remediation and Deceleration.

## **Requirements for Graduation**

Requirements for graduation are provided in the PA Program Policy: Requirements for Progression In and Completion of the Program.

## **SCPE Dress Code and Student Identification**

Students on all SCPEs must adhere to all aspects of the PA Program Policy: Dress Code.

## **Student Travel and Expenses**

Students are responsible for arranging their own housing accommodations, transportation, and any expenses associated with travel and relocation occurring as a requirement of the PA Program (except for American Samoa, in which case travel support for flights is provided).

- During the didactic phase of the PA Program, students may need to perform travel as deemed necessary by the Program to attend activities arranged/required by the Program.
- During the clinical phase of the PA Program, students will need to travel to all clinical sites, Call Back Days, and other activities arranged by the Program. Students are responsible for all expenses related to SCPEs. Students are responsible for lodging, meals, transportation, and parking, as applicable.
- The majority of SCPEs are located at healthcare facilities within 50 miles of the Program, however, students must be prepared to travel to sites outside of this radius.

## **SCPE Grading**

The final grade for each SCPE is determined by the PA Program. Each rotation has specific requirements. Assessment and grading criteria are described in the course syllabus.

## Student Solicitation of Supervised Clinical Practice Experiences

All Supervised Clinical Practice Experiences will be arranged by the PA Program. Students are never required to provide nor solicit clinical sites or preceptors. (*ARC-PA Standard A3.03*)

### For All Core SCPEs

- Students are permitted to request specific clinical sites or preceptors. However, while every attempt is made to accommodate the student's request, SCPE assignments are at the sole discretion of the program and the Director of Clinical Education (DCE).
- The program must review, evaluate, and approve all rotations for educational suitability, including the ability of the preceptor and facility to provide adequate preparation for the site to meet the educational requirements of the program regarding instructional objectives, learning outcomes, and program-required competencies.

### For Elective SCPEs

- Students may request elective rotations in the specialty and location of their choice. However, particular assignments are not promised or guaranteed.
- The program must review, evaluate, and approve all rotations for educational suitability, including the ability of the preceptor and facility to provide adequate preparation for the site to meet the educational requirements of the program regarding instructional objectives, learning outcomes, and program competencies.

### Nepotism and Conflict of Interest

Students may not complete a SCPE in any facility where their family member, spouse, partner, significant other, or a close relative is employed.

No family member or relative of a student can serve as the primary preceptor of a student on a required or elective SCPE.

In the case of an actual or potential conflict of interest, the student must contact the Director of Clinical Education to request a different SCPE. Failure to make such notification will lead to a violation of the professionalism policy and a review by the Academic Performance and Professionalism Committee (APPC).

### Professional Expectations

The Assumption University PA Program has a unique relationship with the Island of American Samoa and the [Lyndon Baynes Johnson Tropical Medical Center](#) (LBJ TMC). LBJ TMC is a 150-bed hospital built in 1968 and is the only hospital in American Samoa serving approximately 45,000 US nationals in a remote underserved area. This is an ideal training facility for our PA program. Students may complete ten (10) weeks (two (2) SCPEs) in the South Pacific under the supervision of excellent physicians who have dedicated their careers to providing care.

### Application Process

Every student who wishes to perform rotations in American Samoa must complete an application. The Associate Program Director (APD) and the Director of Clinical Education (DCE) will select eligible students to complete training at LBJ TMC.

Every student who wishes to perform rotations in American Samoa must complete the Global Health SCPE Application and complete the Global Health Orientation. As with any SCPE, full and timely compliance with all credentialing requirements of LBJ TMC and all American Samoa travel and entry requirements must be met prior to any deadlines.

Students travelling to American Samoa must hold a valid US passport that will not expire within six months of the student's anticipated graduation date.

Students on academic or non-academic probation will not be permitted to complete SCPEs in American Samoa.

Students must be aware that they are travelling to a South Pacific Island, and while American Samoa is a US territory, the culture is very different, and students are guests on the island. All students are expected to immerse themselves in the culture and participate in the many activities that will present themselves. They are also expected to function as good team members, participating in those activities with their fellow students. Unacceptable behavior includes, but is certainly not limited to, violating the societal expectations of the island or failure to participate in required group activities with fellow students.

Once assigned to a trip and clinical rotations, students must proceed with this experience. If a student decides not to go as assigned, this may result in a delay in graduation due to the need to re-assign SCPE(s) and student reimbursement of any flight cost to the PA Program.

As with all SCPEs, the DCE has complete discretion on the assignment of all clinical rotations.

### Cellular Communications

Students will have the opportunity to obtain a cellular phone or sim card at their own expense for their current cellular phone during their first few days on the island. [BlueSky](#) is the cellular phone service provider for the island of American Samoa. Unlike in the US, and due to the short time students will spend on the island, the use of cellular minutes via [eTopUpOnline](#) will replace the typical cell phone plan. The phone can be used for on-island communication, especially to be on call for the hospital, but can also be set up to make calls to the US. Some current cellular service providers offer plans that will enable the use of a current US device, plan, and phone number in American Samoa.



## Food

The hospital provides students with no-cost breakfast and lunch in the hospital cafeteria. The cost and preparation of dinner are the responsibility of the students. There are several grocery stores on the island.

## Housing

Students are provided free housing in a townhouse-style apartment reserved for Assumption University PA Program students on the campus of the LBJ TMC. Students are required to keep the facility clean and orderly. The apartment is furnished by the hospital and augmented by the PA Program.

## Internet

The program provides internet service in the student apartment to facilitate studying, and access to UpToDate, Rosh Review, and end of rotation examinations. The bandwidth is limited, and program-related activities must be given priority. When not being used for program requirements, the internet may be used for appropriate purposes (e.g., communicating with family and social media).

[American Samoa Telecommunications Authority \(ASTCA\)](#)

## Personal Medical Care

Students may utilize the LBJ TMC for healthcare for acute issues that evolve during their SCPE. The cost of care is the responsibility of the student. If the condition cannot be handled by the facilities on the island, the student will work with the program to return to the US for further evaluation and treatment.

## Personal Travel Insurance

Although not required, students may consider med-e-vac insurance. In the event of a critical injury or illness, med-e-vac insurance provides funding for medical care, medical transportation from the island to the US, and evacuation in the event of a natural disaster.

[International SOS](#)

[Global Rescue](#)

## Supervised Clinical Practice Experiences (SCPEs)

The following SCPEs are available at LBJ TMC:

1. Inpatient Medicine SCPE (PAS 611)
2. General Surgery SCPE (PAS 612)
3. Pediatrics SCPE (PAS 613)
4. Obstetrics and Gynecology SCPE (PAS 614)
5. Psychiatry SCPE (PAS 615)
6. Emergency Medicine SCPE (PAS 616)
7. Ophthalmology & Otolaryngology (EENT) SCPE (PAS 619)

## Travel

Airline travel to American Samoa occurs on [Hawaiian Airlines](#). The program will provide up to \$2,000 in reimbursement for airfare to the island. Students should be prepared to pay additional airfare, or for any upgrades. If an overnight stay is required during travel (typically in Honolulu), students must plan for lodging at their own expense.

## Honor Code

Professional Behaviors is one of the PA Program Competencies and aligns with the mission, vision, goals, and technical standards of the Assumption University PA Program. Honesty, integrity, commitment, hard work, and respect are expected of all PA students in their interactions with fellow students, faculty, patients, families, and the public at large.

There is no greater honor than the care of patients. Every Assumption University PA student is responsible for maintaining an atmosphere of professionalism while enrolled in the program. On or off the campus, the students represent the program and the PA profession.

Based on their chosen career path, their service in the PA profession, and their eventual care of patients, PA students are held to a higher standard of conduct than other undergraduate and graduate students.

PA students must not engage in academic or professional misconduct and fellow students must not tolerate these behaviors in classmates.

Students are expected to obey all applicable local, state, and federal laws, as well as all policies of Assumption University, the School of Health Professions, and the PA Program, and are not entitled to greater immunity or privilege before the law than that enjoyed by ordinary citizens. As they prize rights and responsibilities for themselves, students are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies, and standards, students may be subject to disciplinary action up to and including expulsion from the University. Such disciplinary action may be imposed for violations that occur off-campus when the violation may have an adverse effect on the educational mission of the University.

Violations of the PA Program Honor Code include, but are not limited to, failure to comply with any of the policies contained in the PA Program Student Handbook, the policies of any clinical site, or [Assumption University Student Handbook](#). Students accused of engaging in non-professional behavior are subject to discipline including, but not limited to, non-academic probation, deceleration, or dismissal. The student or faculty member who suspects non-professional behavior or violation of the Honor Code is required to notify the suspected party and the Academic Performance and Professionalism Committee (APPC) of the offense using the [FORM: Violation of Honor Code and Breach of Professionalism Report](#).

The APPC will review the offense, determine the severity, and make recommendation(s) to the Associate Program Director for an appropriate penalty. This may include, but is not limited to, a verbal warning, a written warning, non-academic probation, remediation, deceleration, or dismissal. A student placed on non-academic probation shall have a letter placed in their academic file and shall meet with their advisor to determine a remediation plan.

If the student fails to remediate or commits further offenses, the APPC shall make a recommendation to the Program Director for dismissal from the program. A dismissal letter will be hand-delivered to the student by the Chair of the APPC. If the student is not available, a dismissal letter shall be sent via registered mail to the student's permanent address.

Students subject to dismissal from the program may appeal per the non-academic appeal policy.

## Attendance and Participation

The Assumption University PA Program requires attendance at all scheduled academic and non-academic program activities. This may include online educational components. Part of being a professional involves not only being in the correct place at the correct time but involves active and engaged participation. Attendance, punctuality, and active participation are all program expectations.

### Didactic Phase

Assumption University PA Program classes are routinely scheduled Monday through Friday, between 0800 and 1700. Students are required to be present for all program activities during these hours. There will be occasions when *mandatory* activities are scheduled during *evening or weekend hours*. Students will be notified regarding such occasions with as much forward notice as possible. There are occasions, due to operational requirements, where short notice may be provided to add or move scheduled classes.

Attendance is mandatory at all Assumption University PA Program scheduled activities. Unexcused absence from, late arrival to, or early departure from, a class or event is considered a violation of the program's professional expectations for students.

In the event a student will be absent from a program activity, they must notify the program by sending an e-mail to [pa.program@assumption.edu](mailto:pa.program@assumption.edu). The program will review all events of student absence to determine whether the absence will be excused.

Students who accrue more than three (3) excused absences in the didactic phase will be referred to the Academic Performance and Professionalism Committee (APPC). Violation of the attendance policy will be documented, sent to the student, and placed in the student's permanent record. If the student has satisfactory academic and professional performance, they will make up the missed work as required to meet program expectations and program competencies. Students who do not have satisfactory academic or professional performance, in addition to making up the missed work as required to meet program expectations and program competencies, will be placed on appropriate probation and, should further absences occur, be recommended for deceleration or dismissal.

Examples of excused absences may include, but are not limited to, serious illness or a family emergency. Examples of absences that will not be considered excused are weddings, graduations, vacations, family reunions, etc.

The program does not recognize "personal days," and individuals without an authorized absence will be counseled on any missed class. Missed class material, whether due to excused or unexcused absences, is the responsibility of the student.

Students must schedule routine appointments outside of designated class time to ensure that there is no conflict between class and personal affairs.

Unexcused absences will be documented in the student record and the student may be subjected to discipline including, but not limited to, remediation, grade reduction, non-academic probation, deceleration, or dismissal from the program. Unexcused absences reflect poorly on the student's professionalism and often suggest a potential lack of commitment. Violations of the attendance policy will be subject to discipline up to and including dismissal under the Professionalism Policy.

## Clinical Phase

Supervised Clinical Practice Experiences (SCPEs) vary in start times, duration, completion times, and call requirements. Students are expected to be present during *all days and times a scheduled rotation is open*, or as outlined by the preceptor. Students must attain at least one hundred seventy-five (175) hours of clinical time for each five (5) week SCPE.

Students should never decline to work outside of normal work times, weekends, nights, and on-call if that is an expectation of the rotation. *There is no maximum number of hours a PA student may work during a SCPE.*

Students may be required to attend non-clinical activities during SCPEs. This may include grand rounds, M&M rounds, educational activities, conferences, and other events typically attended by personnel on the rotation. These may occur after normal working hours.

There are no defined holidays during SCPEs. If the facility to which the student is assigned is open, the student is expected to be at the site.

Students do not have set hours and are never expected to request to leave “on-time” or early from an SCPE.

If the primary preceptor is not at work, the student should arrange to work with an alternative preceptor during their absence.

*Students are prohibited from requesting time off from preceptors during any SCPE.* In the event a student will be absent from a program activity, they must notify the Director of Clinical Education (DCE) by e-mail prior to the start of the program activity. The program will review all events of student absence and the reason for the requested absence to determine whether the absence will be excused.

Students who accrue more than three (3) excused absences in the clinical phase will be referred to the APPC. Violation of this policy will be documented, sent to the student, and placed in the student’s permanent record. If the student has satisfactory academic and professional performance, they will make up the missed work as required to meet program expectations and program competencies. Students who do not have satisfactory academic or professional performance, in addition to making up the missed work as required to meet program expectations and program competencies, will be placed on appropriate probation and should further absences occur, be recommended for deceleration or dismissal.

Examples of excused absences may include, but are not limited to, serious illness or a family emergency. Examples of absences that will not be considered excused are weddings, graduations, vacations, family reunions, etc.

The program does not recognize “personal days,” and individuals without an authorized absence will be counseled on any missed class. Missed class material, whether due to excused or unexcused absences, is the responsibility of the student.

Students are highly encouraged to schedule routine appointments outside of designated rotation time to ensure that there is no conflict between learning and personal affairs.

Unexcused absences will be documented in the student record and the student may be subjected to discipline, including, but not limited to, remediation, grade reduction, non-academic probation, deceleration, or dismissal from the program. Unexcused absences reflect poorly on the student’s professionalism and often

suggest a potential lack of commitment. Violations of the attendance policy will be subject to discipline up to and including dismissal under the Professionalism Policy.

*If a student fails to meet the attendance requirements of the rotation, including accruing the appropriate number of hours, the student will be required to repeat the entire rotation.*

The program sanctions the following activities:

- [American Academy of PAs](#) Annual Conference
- [PA Week](#)
  - PAs on the Plaza
- School Sponsored Community Service
- [Massachusetts Association of Physician Assistants \(MAPA\)](#) Annual Conference and Challenge Bowl

Call Back Days: Students are required to attend all Call-Back Days, regardless of the need to complete an end of rotation examination.

### Examinations and Assessments

Students are expected to be present for *every* examination and assessment. Missing an examination or assessment is a serious event.

If a student is absent on the day of an examination or assessment, the student must contact the program before the start of the scheduled event. Students granted an excused absence will be allowed to make up missed exams or activities promptly upon return. The make-up exam will cover the same content as the original exam; however, it may contain different questions and/or question formats.

Students who have an unexcused absence are required to complete the missed exam; however, regardless of the score earned, the highest grade they can earn on that exam is 75%, without the possibility of a grade replacement. Students who fail to notify the program regarding the absence before the start of the exam are required to complete the missed exam; however, they will receive a grade of 0% without the possibility of a grade replacement. Students arriving late for an examination, including those granted extra time, will only be allotted the time remaining in the class period to complete their exam. Quizzes will not be made up regardless of the reason for absence.

In all cases, the PA Program will determine the timing for any make-up examinations or other activities.

### Participation

Active participation in all classes, SCPEs, and required events is expected. Students should be fully engaged in all program-related activities and not otherwise distracted. If a student is using electronic devices during a classroom, lab, or SCPE, it must be for evaluating content directly related to the *current* learning experience. Students using material unrelated to the course content will be subject to the loss of ability to use computers, phones, or tablets in the classroom, non-academic probation, or further disciplinary action. Violations of this policy will be subject to discipline up to and including dismissal from the program.

### Special Events

Students may be excused from program activities to participate in events that represent the program or the profession. All events must be sanctioned by the program and may not be coordinated without consideration of the Associate Program Director. Events may not interfere with the critical requirements of the program (e.g., trauma weekend, summative exams, final exams, ACLS, PALS).

### Sequencing

The program sequence is designed to build upon knowledge attained in each prior course and term. Students shall not request to alter the program or examination schedule. Emergent requests should be directed to the Director of Didactic Education.

## Classroom Etiquette

The purpose of classroom lectures is to complement and augment student learning of the required material and provide a real-life perspective on the practice of medicine. Throughout the practice of medicine, there are many perspectives on the appropriate history, physical examination, diagnosis, and treatment of patients that cannot be learned from a textbook.

Students are expected to display professional behavior. Exceptional classroom behavior is especially important as many of the program's lecturers are Professors of the University of Massachusetts Medical School, preceptors, or noteworthy physicians practicing in the state. One's classroom behavior represents not only the individual but also the entire program, the PA profession, and Assumption University.

The following are the minimum standards of behavior expected in the classroom:

1. Students must be on time for all lectures and activities. This includes returning from breaks.
2. Student attention should not be directed to anything other than the lecture.
3. Aside from the appropriate use of the electronic device (laptop, tablet, etc.), the use of any other electronic devices is prohibited in the classroom during lectures. This includes, but is not limited to, texting, e-mailing, calling, and web browsing.
4. The electronic device (laptop, tablet, etc.) is used to follow a presenter's lecture or slides. It may be used to look up material pertinent to the current lecture but may not be used for other non-classroom-related purposes.
5. Students may not study for other classes/exams during lecture time.
6. Students are expected to interact with the lecturer. A lack of participation displays a lack of interest in the subject and/or the lecturer.

### Interactions with Lecturers

Students may not request medical advice from any visiting faculty member or guest lecturer. This represents an ethical dilemma for the lecturer.

### Recording of Lectures and Classroom Discussions

The express permission of any lecturer, faculty member, or staff member is *required* to record any classroom activity or any activity occurring on the Assumption University Campus.

Massachusetts law *prohibits* the recording, interception, use, or disclosure of *any* conversation, whether in person or over the telephone, without the permission of *all the parties*. The state requires all parties to a conversation to give consent before one can record any in-person conversation.

Illegally eavesdropping or recording an in-person or telephone conversation is punishable by a fine of up to \$10,000 and a *jail sentence of up to five years*. Disclosing or using the contents of such communications is a misdemeanor punishable with a fine of up to \$5,000 and *imprisonment for up to two years*. [Mass. Ann. Laws ch. 272, § 99\(C\)](#)

Students are solely responsible for complying with all applicable laws when recording on campus. Students in the PA Program consent to being recorded during all classroom, laboratory, and program-related activities.

### **Food and Drink in the Classroom**

Non-alcoholic beverages may be consumed in the classrooms. Drinking containers should be covered or sealed when not in use to prevent spills. Spilled drinks should be cleaned immediately (if not disruptive to classroom activities) or as soon as possible after the occurrence. The program coordinator should be notified of any spills.

Snacks can be consumed in the classroom, if not disruptive to the class. Meals should be consumed in the break areas of the PA Program floor and not in the classroom. Students are responsible for keeping the classroom clean and neat. The room should be presentable to guest faculty.

Violations of any of the above standards may lead to disciplinary action including, but not limited to, grade reduction, class failure, removal from the class, and dismissal from the program.



## Dress Code

Students attending the Assumption University PA Program represent the program, the University, and the PA profession. Assumption University PA students are expected to dress appropriately in both the didactic setting and at clinical sites.

### Didactic Phase

Students shall wear [business casual attire](#) while attending classes, participating in University-related activities, and at any time while representing the program.

All attire, including short white coats, is to be kept clean and pressed.

### Classroom

Examples of appropriate attire include:

- Slacks, knee length or longer skirts, collared shirts or blouses, dresses, belts
- Blazers and ties are optional
- Closed-toe shoes are required

Examples of clothing not permitted include:

- Sneakers, open-toed shoes, or flip-flops
- Sweatsuits, gym attire, pajamas, beachwear, or shorts
- Outfits resulting in bare midriffs
- T-shirts and tank tops
- Hats, unless worn as part of medical treatment, religious, or cultural observation
- Jeans or leggings

### Dress Down Days

Faculty may authorize “dress-down” days (relaxed attire). This should only occur to reward excellent performance, fundraising, or special occasions (holidays). Requests for such events should be forwarded to the faculty through the class leadership. Dress-down attire should remain professional.

### Laboratory Activities

During didactic activities in the clinical laboratory space or the simulation center, the faculty may authorize Assumption University scrubs and white coats. Guidelines are as follows:

- When worn, scrubs must be worn as a complete outfit.
- Students may wear sneakers or medical clogs with scrubs.
- Students may NOT substitute t-shirts or other attire in the place of a scrub top.
- Assumption University PA Program fleece jackets are authorized for wear with scrubs.
- No outside scrub attire is authorized while attending Assumption PA Program functions unless prior authorization is obtained.

### Supervised Clinical Practice Experiences (SCPEs)

Students must follow the Dress Code Policy; however, SCPE or site-specific policies regarding dress, attire, and identification may supersede those contained in this policy. The following policies may not be superseded by SCPE or site-specific policies:

- All students in the clinical setting must be clearly identified as PA students and must wear the Assumption University PA Program-issued name tag. (*ARC-PA Standard A3.06*)

- Students must wear designated hospital-issued identification badges at appropriate sites. Students should not wear hospital-issued or other University/facility-issued identification badges when not at the designated site.
- University-issued short white coats emblazoned with the Assumption University PA Program logo should be worn at all times unless specifically prohibited/discouraged by the clinical site.
- Students should wear Assumption University PA Program-issued scrubs when scrubs are allowed or required.
- During general surgery rotations, students should wear hospital-issued scrubs. When leaving the OR, scrubs must be removed or covered with the Assumption University white coat.
- Students must return all hospital-issued scrubs and property prior to departing the rotation.
- Acrylic and gel fingernails/polishes are prohibited on clinical rotations.
- Fragrances are prohibited on clinical rotations.

Any SCPE site-specific policy regarding dress code must be followed during assignment to that facility.

Any questions about the appropriate application should be directed to the Director of Clinical Education. Departures from conventional dress or personal grooming are not permitted.

### **General**

Students must follow basic hygiene practices as follows:

- Hair must be neat and clean.
- Students must shower and be odor-free.
- Facial hair must be neat, clean, and well-trimmed.
- Visible piercings should be limited to the earlobe and not distract from the professional environment. Any clinical site policy regarding jewelry must be adhered to during clinical rotations.
- Students must maintain a professional appearance representing the PA profession and Assumption University. Visible tattoos are acceptable but may not promote violence, racism, hate, or be explicit. Questionable ink will be reviewed by the Academic Performance and Professionalism Committee. During clinical rotations, any site policy regarding tattoos must be adhered to.

Students who fail to meet these standards may be denied access to didactic and clinical settings.

### **Smoking**

Smoking and the use of electronic smoking devices is strictly prohibited when representing the Assumption University PA Program. This includes while on campus, assigned to SCPEs, or when performing volunteer service as part of the program. Smoking and the use of electronic smoking devices is never permitted when wearing PA Program scrubs, white coats, or informal clothing bearing the PA Program logo.

### **Assumption University ID Card**

All students must carry a valid Assumption ID card and present the ID card at once when requested by any University official. All students must maintain a University ID throughout their tenure at Assumption University. If a student's ID card is stolen, lost, or damaged, it should be reported to Campus Police immediately. A new ID card will be issued for a fee.

The utilization or possession of false identification will result in disciplinary action and possible criminal prosecution. Similarly, students who fail to identify themselves properly to a University official may be subject

to disciplinary action. All students withdrawing from the University for any reason must return their ID card to Campus Police before their final departure from campus.

## Identification

1. Assumption University PA students must be identifiable at ALL TIMES (didactic and clinical) by:
  - a. Wearing a short white laboratory coat with the Assumption University emblem.
  - b. Wearing the Assumption University name tag visibly seen on the outermost garment worn.
  - c. Wearing appropriate hospital or clinic-provided badges, lanyards, and name tags.  
(ARC-PA Standard A3.06)
2. Students must always clearly identify themselves to both patients and staff as a PA student.
  - a. Students should introduce themselves as PA student (Last Name) from the Assumption University PA Program working with (Preceptor Title and Name).
3. Students must not wear the identification badge from a school or hospital not directly related to their current SCPE.
4. Students must not use titles, certifications, or honorifics other than PA-S while matriculated as a student in the PA Program.

## Peer Physical Examination

Students must participate in regular hands-on practice of the physical examination with their classmates. Mastery of the examination of the healthy, sick, and the injured patient is a cornerstone of the practice of medicine and critical to the successful completion of the PA Program. Student and practitioner skills and competence will be evaluated by how well they can accomplish an adequate physical examination and how accurately they can elicit a correct finding or diagnosis.

During classroom time, students will be shown correct techniques, as well as clinical pearls, for completing a physical examination. Practice time will be incorporated into the class, but it is essential that students continue to practice skills outside of lab time and throughout the remainder of the didactic year. Upon entering the clinical phase of training, students will be expected to have mastered the basic physical examination, and a good working knowledge of specialty exams.

### Appropriate Disrobing

Students should perform all aspects of the physical examination as if their peers were actual patients. No part of the examination should be simulated, abbreviated, or done without purpose.

Students will be asked to examine the head, neck, chest, abdomen, and limbs using appropriate peer physical examination techniques. Abdominal examination will expose skin from the costal margin to somewhere between the umbilicus and pubic ramus, depending on the comfort of the surrogate patient. Under no circumstances will a student be examined with exposed breasts. Examination of the breasts, inguinal, genital, and rectal areas will never occur through the peer physical examination process.

### Chaperones

Students may request a peer or faculty member act as a chaperone during any aspect of the examination.

### Competency

Students will be evaluated during several formative written and practical examinations during the course of the physical examination, by a summative examination at the completion of didactic training, and frequently throughout the Clinical Decision Making courses.

### Confidentiality

All discussions regarding student health, all physical examination findings, and/or any laboratory results are considered confidential medical information. Care provided in the laboratory or classroom should be given the same degree of confidentiality provided to actual patients.

### Discrepancies

Clinical providers have adapted their physical examination skills to their practice and experience. Variations in technique are common. If there is a conflict between faculty regarding technique, or if there are any questions regarding proper performance of an exam, the textbook of record should be considered the definitive answer.

[Bickley, L. \*Bate's Guide to Physical Examination and History Taking\*, Wolters Kluwer, 13<sup>th</sup> Ed.](#)

### Dress During Clinical Laboratory Experiences

All students should wear the scrubs, white coats, and name tags issued by the Assumption University PA Program while acting as the provider. Students acting as patients should wear sports shorts and easily

removable shoes without socks. Females should wear a modest sports bra. Patients should be provided gowns or drapes as appropriate.

### **Faculty as Medical Providers**

The PA Program faculty, including instructional faculty, are prohibited from being involved in any aspect of student healthcare, except in an emergency.

1. Students should refrain from requesting or obtaining care or health advice from faculty, lecturers, or preceptors involved in the PA Program.
2. Receiving care from faculty can create a possible ethical dilemma and violates ARC-PA Standards.
3. Faculty may provide immediate assistance in the case of a medical emergency.

Students have health insurance, student health services, as well as access to local primary, urgent, and emergent care for all their health needs.

### **Incidental Findings**

It is common for faculty and students acting as providers during the physical examination to find normal variations in anatomy and physiology, but also to elicit abnormal incidental findings.

1. In the event of a concerning or abnormal finding on a student:
  - a. The student has the absolute right to confidentiality. The student should be notified of the finding. It is up to the student to bring these findings to the faculty or to their health care provider.
  - b. If the student has concerns, they should approach the Director of Didactic Education (DDE). The DDE may confirm the finding and direct the student to the appropriate medical resource. The DDE will complete the [FORM: Medical Incidental Finding](#).

Abnormal findings should never be discussed with anyone other than those directly involved. Failure to adhere to this policy, even if unintentional, can lead to disciplinary measures by the program including, but not limited to, inability to participate in SCPEs. Failure to adhere to this policy could also result in legal action being pursued against a student.

### **Lab Incidents**

Any unexpected incident in the lab (e.g., injury, exposure, violation of policy) shall be reported immediately to the faculty member present in the lab. A [FORM: Program Incident](#) shall be completed and routed to the DDE and the Associate Program Director.

Prior to participating in any physical examination or procedure, students must complete the [FORM: Participation as Human Subject](#).

### **Professional Behavior**

The physical examination involves close contact with patients, is frequently uncomfortable, and is often performed on patients during their most vulnerable times. Absolute professionalism is always expected in the program, but extra effort should be made during lab experiences. If at any time a student feels uncomfortable with an examination, a peer, or a faculty member, they should remove themselves from the situation and report to the DDE.

### **Sensitive Physical Examinations**

No examination of the breasts, genitals, or anorectal region are permitted between peers. Non-peer human patient models will be utilized for training in these aspects of the physical examination.

The internet has created the ability for PA students to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar internet opportunities can support PA students' personal expression, enable individual PA students to have a professional presence online, foster collegiality and camaraderie within the profession, and provide an opportunity to disseminate public health messages and other health communication widely. Social networks, blogs, and other forms of communication online also create new challenges to the patient-provider relationship.

### Considerations

PA students should weigh many considerations when maintaining a presence online, including the following:

1. PA students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information online.
2. When using the internet for social networking, PA students should use privacy settings to safeguard personal information and content to the extent possible but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, PA students should routinely monitor their internet presence to ensure that the personal and professional information on their sites and, to the extent possible, content posted about them by others is accurate and appropriate.
3. If students interact with patients on the internet, they must maintain appropriate boundaries of the patient-provider relationship, following professional, ethical guidelines just as they would in any other context.
4. To maintain appropriate professional boundaries, PA students should consider separating personal and professional content online.
5. When PA students see content posted by colleagues that appears unprofessional, they have a responsibility to bring that content to the individual's attention so that he or she can remove it and/or take other appropriate action(s). If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the PA student should report the matter to the Associate Program Director.
6. PA students must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers (particularly for PA students), and can undermine public trust in the medical profession.

### Professional Expectations

As a representative of Assumption University, the PA Program, and the PA profession, students are expected to:

1. **Take Responsibility and Use Good Judgment.** You are responsible for the material you post on personal blogs or other social media. Be courteous, respectful, and thoughtful about how other personnel may perceive or be affected by postings. Incomplete, inaccurate, inappropriate, threatening, harassing, or poorly worded postings may be harmful to others. They may damage relationships, undermine Assumption University's Brand or reputation, discourage teamwork, and negatively impact its commitment to patient care, education, research, and community service.
2. **Think Before You Post.** Anything you post is highly likely to be permanently connected to you and your reputation through the Internet and e-mail archives. Future employers often have access to this information and may use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.

3. **Protect Patient Privacy.** Disclosing information about patients without written permission, including photographs or potentially identifiable information, is strictly prohibited. These rules also apply to deceased patients and to posts in the secure section of your Facebook page that is accessible by approved friends only.
4. **Protect Your Own Privacy.** Make sure you understand how the privacy policies and security features work on the sites where you are posting material.
5. **Respect Work Commitments.** Ensure that your blogging, social networking, and other external media activities do not interfere with your work commitments.
6. **Identify Yourself.** If you communicate on social media about your institution, disclose your connection and your role. Use good judgment and strive for accuracy in your communications. False and unsubstantiated claims and inaccurate or inflammatory postings may create liability.
7. **Use a Disclaimer.** Where your connection to your institution is apparent, make it clear that you are speaking for yourself and not on behalf of any organization. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of the Assumption University PA Program," may be appropriate.
8. **Respect Copyright and Fair Use Laws.** For your institution's protection and your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including your institution's copyrights and brands.
9. **Protect Proprietary Information.** Do not share confidential or proprietary information that may compromise business practices or security. Similarly, do not share information in violation of any laws or regulations.
10. **Seek Expert Guidance.** Consult with the program faculty if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information has been publicly disclosed before you disclose it publicly.

Failure to abide by PA Program policies may lead to disciplinary action, including dismissal from the program.

Adapted from the [American Medical Association Council on Ethical & Judicial Affairs \(CEJA\) Report on Professionalism in the Use of Social Media](#)

### **Program Expectations**

1. The Assumption University PA Program does not routinely monitor student social media accounts; however, the Program considers posting negative commentary regarding the Program, faculty, staff, or fellow students in a public forum to violate the professional expectations for students. If inappropriate program-related content from a student's social media account is brought to the Program's attention, the matter will be reviewed by the program faculty and the Academic Performance and Professionalism Committee (APPC). They shall seek the guidance of the University administration and General Counsel. In addition, if the content posted violates guidelines set by HIPAA or FERPA, a student may face dismissal from the program and HIPAA-mandated fines and criminal consequences from outside agencies.
2. *Assumption University PA Program faculty (including instructional faculty) and staff members must not connect with any student on social media nor extend or accept "friend requests" to/from students.* Connecting on LinkedIn is encouraged to help foster the professional presence of the student.
3. The use of social media during didactic classroom time and SCPEs is prohibited. This action clearly shows a lack of respect for the lecturer/preceptor and reflects poorly on the program. Infractions of this policy may result in discipline, including but not limited to a reduction in the professionalism component of the class/rotation grade.

4. Assumption University PA Program materials, including PowerPoint presentations, tests, assignments, and quizzes, are considered the intellectual property of the University and the professor/lecturer, and must not be shared outside of the current class in any form, including posting on social media or publicly available websites or file sharing sites. Violation of this policy will result in discipline up to and including dismissal from the program.
5. Patient privacy must be protected.
6. Students should not share any identifiable patient or clinical information via social media. HIPAA laws apply to all social networking sites.
7. Students should ensure accuracy regarding statements made about the Assumption University PA Program and its community members. Students should not provide false, intentionally inaccurate, or inflammatory comments.
8. All laws governing copyright and fair use of intellectual property must be followed.
9. Students should recognize that one's professional reputation can be affected through social networking and therefore be judicious when posting content.

#### **Program Controlled Social Media Sites**

- [Facebook](#)
- [Instagram](#)
- [X](#)
- LinkedIn (pending)
- [LinkPop](#)

#### **PA Program Student Society Controlled Social Media Sites**

- Instagram (pending)

Adapted from: "[Mount Sinai Medical Center Social Media Guideline](#)" Mount Sinai School of Medicine.



## Advocacy, Demonstration, and Protest

### Advocacy

The PA Program at Assumption University values advocacy on the part of the PA Profession. PA students are encouraged to actively promote the PA profession at the local, state, and national levels. Students will receive formal advocacy instruction and be mentored by faculty in the legislative process. All students in the PA Program will be enrolled as members of the American Academy of PAs and the Massachusetts Association of PAs. They will be strongly encouraged to join PA state-level organizations representing their home states or states where they intend to practice.

The program cannot support advocacy efforts inconsistent with the United States Conference of Catholic Bishops Ethical and Religious Directives for Catholic Health Care Services (Sixth Edition).

### Demonstrations

#### On-Campus

The University, including the PA Program, values the reasoned exchange of opinions in civil discourse.

Demonstrations must be registered at least forty-eight (48) hours before the event with the Office of Student Affairs. To register a demonstration, students will need to fill out a [Demonstration Application Form](#).

The University will then decide whether to approve the application. Those participating in the demonstration must be current members of the Assumption University campus community. All demonstrations must be peaceful, orderly, and conducted so as not to disrupt the operation of the University. The University administration will always consider safety the top priority in approving or handling ongoing demonstrations.

There is zero tolerance for violent behavior or speech that incites violence or hatred. Demonstrations or other forms of expression such as, but not limited to, rallies, protests, marches, picketing, and sit-ins may not compromise the rights of other members of the Assumption University community or interfere with the operation of the University. Free speech is a cherished foundation of academia. However, forms of expression may not demean or degrade individuals based on any legally protected category, including but not limited to, religion, national origin, ethnicity, sexual orientation, gender, or disability.

Violations of the Demonstration Policy may result in student conduct proceedings. Those who organize the demonstration must not only comply with this policy and the Student Handbook but must also comply with all federal, state, and local laws and regulations.

To ensure the safety of those in the Assumption Community and the ongoing operation of the University, the University reserves the right to determine the time, place, and manner of the proposed demonstration.

#### Off-Campus

PA students may participate in off-campus demonstrations but are fully responsible for their behavior. They must remember that they represent Assumption University, the School of Health Professions, the PA Program, and the PA profession. All actions should be legal, professional, non-violent, and peaceful. Behavior that is reported to the PA Program leadership will be evaluated by the Academic Performance and Professionalism Committee (APPC). Behavior that is found to be contrary to the mission, vision, and goals of the PA Program or that does not meet the professional expectations of the program may lead to disciplinary action. If a student is arrested or detained and misses class time, this will be considered an unexcused absence.

## Protests

Protests that involve threats, violence, rioting, damage to private or public property, or defamation will not be tolerated. Students must remain professional in all advocacy efforts and demonstrations. Violations of this policy will be immediately referred to the APPC for consideration of non-academic probation or dismissal.

Boundaries are mutually understood, unspoken physical and emotional limits of the professional relationship between the patient and the provider or student, or supervisor and student. When these limits change, what is allowed in the relationship becomes ambiguous, and unethical conduct and other unprofessional behavior may occur.

### Addressing Faculty and Staff

Unless explicitly instructed otherwise by the individual, all students must address faculty, staff, and other university or clinical personnel by their appropriate honorific or title (Dr., PA, Dean, Professor, Mr., Mrs., Ms.).

### Alcohol Use

Students should be responsible about alcohol use at all times, especially when attending events sponsored by or supported by the PA Program. Students are expected to maintain professional boundaries at PA Program social events.

### Pharma and Industry Events

Students may attend events sponsored by pharmaceutical companies, the medical device industry, or their representatives, but should be aware of the implications of attendance and should avoid accepting gifts or services. Students may receive lunch or snacks if they are generally provided on campus, in the hospital or clinic setting, or if part of a sponsored Continuing Medical Education (CME) event.

### Administrator-Faculty or Staff-Supervisor Relationships

Assumption University policy strongly discourages romantic or sexual relationships between administrators and faculty or between a supervisor and his or her staff, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others of favoritism or bias in employment decisions affecting the employee.

### Student-Faculty/Preceptor Relationships

The PA Program *explicitly prohibits* romantic relationships between students and faculty, preceptors, or program staff. Students are responsible for avoiding situations that could lead to the existence or appearance of a romantic relationship with faculty or staff and are expected to retain strict professional boundaries with faculty and staff at all times. Students should not interact with faculty, preceptors, or staff on social media. Students should not participate in social events where faculty, preceptors, or staff are present unless this is a program or site-sanctioned event.

### Student-Patient Relationships

Romantic or sexual interactions between providers and patients that occur concurrently with or originate from the patient-provider relationship are unethical and strictly prohibited. Such interactions detract from the goals of the patient-provider relationship and may exploit the vulnerability of the patient, compromise the provider's ability to make objective judgments about the patient's health care, and, ultimately, be detrimental to the patient's well-being.

## Timely Access to Student Services

Assumption University, the School of Health Professions, and the PA Program take student success very seriously and provide all the resources necessary to assure students are supported in their efforts to become PAs who endeavor to live consistent with our mission, vision, and goals. The program will provide timely access to and/or referral for services to address personal issues which may impact their progress, and ultimate success in the program. (ARC-PA Standard A1.04) (ARC-PA Standard A3.10)

### Academic Support Services

The PA curriculum is rigorous and intense. It can challenge even the most academically prepared students. Students who find themselves having academic challenges should notify the Director of Admissions, Assessment, and Academic Success (DAAAS) to determine a successful strategy for overcoming the difficulties before they lead to academic failure or probation. The DAAAS can provide PA curriculum-specific study and time management strategies. The DAAAS can also arrange for tutoring focused on topic-specific areas of need.

PA students may engage with the [Academic Support Center](#) for *non-PA-specific* academic challenges, specifically for reading, writing, and general study skills.

### Mental Health Services

Students studying in the Assumption University PA Program are undertaking a very rigorous course of study with an aggressive academic schedule and may experience or be exposed to academic struggles, personal issues, failure, loss, grief, interpersonal conflicts, and patient illness and death. These factors can lead to mental health issues that may be beyond student self-care.

In the event a student needs non-emergent help, they can self-refer to [Counseling Services](#):

- During normal school hours (0830-1630, M-F), students may contact [Counseling Services](#) in Fuller Hall or call the office at [\(508\) 767-7329](#).
- After school hours, students must utilize their health insurance to access mental health services available in the community. Referrals can also be made through [Counseling Services](#), [Health Services](#), or the student's primary care provider (PCP).

In an acute situation, students can be referred urgently to [Counseling Services](#) through a peer or faculty member.

- During normal school hours (0830-1630, M-F), students may be escorted to [Counseling Services](#) in Fuller Hall.
- After school hours, students or classmates should contact the Associate Program Director, stay with the student, and escort them to mental health services available in the community.

In an emergent situation (i.e., the student is at risk of self-harm or harming others), a peer, bystander, or faculty member should intervene only to stabilize the situation or protect the student from self-harm.

- During normal school hours (0830-1630, M-F), anyone available should contact the [Department of Public Safety](#) emergency line at [\(508\) 767-7777](#) or extension [7777](#).
- After school hours or if needed, the student or anyone available should call [911](#).

To the maximum extent permitted by applicable law, all mental health services, both on and off campus, are confidential. Unless the student is considered a danger to themselves or the community, no reports are made

to the University or the PA Program, and matters of mental health counseling are never part of the student education records.

### **CARE Team**

Formerly called Deans' Council, this group has existed at Assumption for almost 40 years, but the name was changed to better reflect the work of the group. The purpose of the CARE Team is to provide a safety net for students who may be experiencing problems in several areas of academic and/or student life through early detection and coordinated outreach. The CARE Team meets regarding students in need of additional support or who may be in crisis. Crisis situations may be personal, physical, emotional, psychological, interpersonal, academic, or spiritual in nature.

The CARE Team meets weekly on Tuesday mornings and is facilitated by the Vice President for Student Success. It is comprised of the following members:

- Director of Counseling Services
- Associate Vice President of Academic Affairs for Undergraduate Studies
- Assistant Vice President of Academic Affairs for Undergraduate Studies
- Dean of Students
- Director of Residential Life
- Associate Director of Residential Life
- Director of Public Safety
- Director of Health Services
- Director of Campus Ministry
- Director of Student Accessibility Services
- Associate Director of Athletics /Senior Women's Administrator

### **CARE Team Reporting**

To submit a CARE Team report, go onto your Assumption University myPortal and click on the "Reporting Forms" drop-down menu in the upper right-hand corner. There you will see links to various reporting forms—click on the one that says "[CARE Team Reporting Form](#)" and you will be brought to a webpage where you can submit information to the team.

If a situation requires immediate intervention, an individual should contact the Department of Public Safety's emergency number at [\(508\)767-7777](tel:508767-7777).

### **Enforced Medical Withdrawal**

The University reserves the right to suspend a student temporarily from the institution, or any affiliated Supervised Clinical Practice Experience, for a psychological or medical condition where there is reason to believe they are a risk to themselves, or others, or may disrupt the community. This action will be taken by the University Provost. As this policy is designed to protect the public, it supersedes all other policies and procedures regarding student rights, responsibilities, and disciplinary procedures.

### **Online Mental Health Services**

[betterhelp](#)

[Brightside Health](#)

[headspace](#)

[Talkspace](#)

**Suicide and Crisis Lifeline: [988](tel:988)**

## **Spiritual Services**

Assumption University promotes a vibrant campus worshipping community centered around the Eucharist, the source and summit of the Christian life. Additional opportunities include Mass, Morning Prayer, Evening Prayer, Reconciliation, Charismatic Praise, Candlelight Prayer, and Adoration.

## **Campus Ministry**

The staff of Campus Ministry includes Catholic and Protestant ministers. Campus ministers connect students from other churches and faith traditions with nearby worshipping communities in Worcester. The Interfaith Alliance brings students from various religious traditions together for dialogue and opportunities.

## **Worship**

Chapel of the Holy Spirit: One of the most beautiful and beloved spots on campus, the Chapel is home to most prayer and worship opportunities at Assumption. It is also a favorite place for students to visit for quiet prayer and reflection.

Interfaith Prayer Room: This peaceful room in the Tinsley Campus Ministry Center is available for quiet prayer, reflection, and meditation. The space includes meditation cushions, prayer rugs, and readings from a variety of religious and spiritual traditions.

## **Student Services**

Support is available for those of all races, cultures, backgrounds, and sexual orientations. Campus services supporting [Diversity and Inclusion](#) are supported by the Vice President for Student Success and the Director of Campus Ministry

1. [ALANA](#): African American, Latino American, Asian American, and Native American Identities
2. AU Allies
3. Black Diaspora Student Union
4. [Cross-Cultural Center](#)
5. [International Student Success Center](#)
6. PALMS: Positively Achieving Leadership by Men in Society
7. WINGS: Women Interested in Networking, Gathering, and Solidarity

## **Student Wellness Resources**

Assumption University Emmanuel d'Alzon Library offers [Mindfulness Resources](#) for all students

Mindfulness is a practice in which a person learns to spot, identify, manage, and perhaps eventually mitigate certain emotions. While mindfulness will unlikely completely remove these "overwhelming" feelings, with practice, they may become more acceptable and easier to control.

1. [Everyday Mindfulness Techniques](#)
2. [Mindfulness Books](#)
3. [Mindfulness and Meditation Videos](#)
4. [Mindfulness Apps and Resources](#)
5. [Obtain a Certificate in Mindfulness](#)



### Veteran's Services

Assumption University recognizes that servicemen and women demonstrate great courage and make tremendous sacrifices in service to the nation and its people and that Veterans pursuing a degree may have unique needs beyond their education; needs that the Assumption University community is prepared to meet.

The University has several programs and services in place to assist veterans, active duty, and reserve members throughout their educational journey at Assumption, from the application process through graduation. These programs and services include the following:

1. Veteran Faculty trained on how to best advise service members, veterans, and dependents.
2. Veteran Financial Aid and Benefits Assistance
  - a. [Post 9/11 GI Bill](#)
  - b. [Marine Gunnery Sergeant John David Fry Scholarship](#)
3. Veterans Liaison – [Michael H. Rubino](#), J.D., Veteran USMC
4. School Certifying Official – [Mary Malone](#)
5. Veterans Success Committee
6. [Military Friendly School](#)
7. [Military Friendly Spouse School](#)
8. Veteran's Lounge

### Additional Campus Resources

### Student Health Services

#### **Faculty as Health Care Providers**

The Assumption University PA Program faculty, including instructional faculty, are prohibited from being involved in any aspect of student health care except in an emergency.

- Students must refrain from requesting or obtaining care or health advice from faculty, lecturers, or preceptors involved in the PA Program.
- Receiving care from faculty can create a possible ethical dilemma and violates ARC-PA Standards.
- Faculty may provide immediate assistance in the case of a medical emergency.

*(ARC-PA Standard A3.09)*

Students must have health insurance and may seek care at Student Health Services or at local primary, urgent, and emergent care facilities for their health needs.

### Local Health Care Facilities

#### **Medical Emergencies**

In the event of a medical emergency in the PA Program, students will notify faculty and staff, as well as call [x7777](#) from any University phone or [\(508\) 767-7777](#) from a cellular phone. This will alert Public Safety, who will provide an EMS response to the location. Faculty and an EMT from Public Safety will manage the emergent needs of the patient until Worcester EMS arrives. If possible, a faculty member will accompany the student to the hospital. The [FORM: Program Incident](#) shall be completed and maintained in the student record.

#### **Health Insurance**

The Commonwealth of Massachusetts requires that all full-time college and university students maintain health insurance coverage at all times while enrolled. Proof of such coverage must be provided to the University before matriculation. Should a student become disenrolled in health insurance, they must notify the program immediately and may not attend any classes or SCPEs until insurance coverage is restored. If the University fails to receive proof of coverage, the student will automatically be enrolled in and billed for the University's Health Insurance Plan. Students who do not wish to participate in this plan due to appropriate coverage must submit the online Health Insurance Waiver Form available in the student account section of the [Assumption University myPortal](#). Information on student insurance may be found at on the [Student Accounts Web Page](#).

#### **Medical Records**

Student health records are maintained by Health Services. PA Program faculty and staff do not have access to student health records (except for immunization records and TB testing). Records will be reviewed by health services personnel and determine that all PA Program requirements are met. They will provide a memo to the PA Program documenting the completion of a physical examination, immunizations, and ability to physically and mentally meet the technical standards of the program.



### **American Samoa**

Students may utilize the LBJ TMC for healthcare for acute issues that evolve during their SCPE or stay in American Samoa. The cost of care is the responsibility of the student. If the condition cannot be handled by the facilities on the island, the student will work with the program to return to the US for further evaluation and treatment at the student's own expense.

Assumption University, the School of Health Professions, and the PA Program are committed to ensuring the safety, health, and wellness of students. The following policy outlines the steps the program takes to provide appropriate security and personal safety measures for PA students in all locations where instruction occurs. (ARC-PA Standard A1.02g)

### On-Campus

#### Department of Public Safety

The Department of Public Safety/Campus Police provides a comprehensive program of police, security, crime prevention, fire safety, and emergency medical services to help ensure that the University community remains a safe and pleasant place to live, work, and study.

The Department of Public Safety is in the lower level of the Kennedy Memorial Hall and is staffed 24 hours a day, 365 days a year by sworn police officers and civilian personnel. The Campus Police are responsible for enforcing the laws of the Commonwealth along with University rules and regulations. They are empowered to investigate crimes and make arrests, where warranted, for a criminal offense(s) committed on-campus.

Emergency Number: [\(508\) 767-7777](tel:(508)767-7777) (x7777 on campus)

Emergency “Blue” Phones

Non-Emergency Number: [\(508\) 767-7225](tel:(508)767-7225)

#### Rave Guardian App

The RAVE Guardian App provides an extensive array of safety and security functions, including instant notification of police providing personal details, vehicle details, location, and video. It will provide location-specific warnings to include active shooters, fires, floods, natural disasters, etc. Students can set safety timers that track position and arrival times during walks or rides. Students can also provide tips to police regarding suspicious activity, ongoing events, or active investigations. Students can add additional emergency contacts and police departments based on their current didactic or clinical location.

#### Assumption University Campus Safety

Matters of safety and security, including campus security, preventative measures, emergency medical services, safety alerts, natural disasters, drug and alcohol policies, sexual assault prevention and reporting, as well as fire safety and response are covered in the 2023 Annual Security & Fire Safety Report. All students are required to read and adhere to all policies in the following document.

- [2024 Annual Security & Fire Safety Report](#)

### Off-Campus

#### Supervised Clinical Practice Experiences (SCPEs)

All clinical sites are evaluated for policies and procedures regarding safety and security during site visits, and this evaluation is documented on each Evaluation of Clinical Site form. Students are also required to complete a Clinical Site Evaluation after completion of each SCPE, which asks about site safety and security.

Students will be oriented to security and personal safety measures for clinical sites during the clinical orientation meeting prior to starting SCPEs and reminded during Call Back Days before starting each rotation. Students will also receive a briefing from their preceptor either before the SCPE starts or during the first day of the rotation.

Each clinical site is evaluated for compliance with the following:

- Policies and procedures regarding security and personal safety for PA students and faculty (including preceptors) are in place at the clinical site, and students are made aware of these policies and procedures before starting the SCPE.
- Policies and procedures regarding student exposure to infectious and environmental hazards are in place at the clinical site, and students are made aware of these policies and procedures before starting the SCPE. Each clinical site is also aware of Program policies regarding student exposure to infectious and environmental hazards.

Students who encounter an issue with safety, security, or exposure to infectious or environmental hazards during a SCPE, in addition to following all applicable site-specific policies, should immediately notify the Director of Clinical Education at Assumption University. All students are required to carry active health insurance that covers the student for exposure, illness, or injury that may occur during any SCPE.

### **UMass Chan Medical School**

The [UMass Chan Medical School](#) in Worcester, MA is the academic partner of UMass Memorial Health and is the commonwealth's first and only public academic health sciences center.

Policies and procedures regarding security and personal safety for PA students and faculty are in place at this facility, and students are made aware of these policies and procedures during orientation to the [UMass Chan Medical School](#).

Students who encounter an issue with safety or security at [UMass Chan Medical School](#) should follow all applicable facility specific policies and immediately notify the Director of Didactic Education at the Assumption University PA Program. All students are required to carry active health insurance that covers the student for exposure, illness, or injury that may occur during the PA Program.

Policies and procedures regarding student exposure to infectious and environmental hazards are in place at this facility, and students are made aware of these policies and procedures prior to visiting [UMass Chan Medical School](#). [UMass Chan Medical School](#) is also made aware of Program policies regarding student exposure to infectious and environmental hazards.

### **Program Sponsored Events and Travel**

Assumption University PA students are expected to follow all local, state, and federal laws when attending events or traveling within the US and US territories. International travel may add special considerations.

The most important person responsible for safety is the traveler. The traveler is responsible for reviewing the safety information provided by Assumption University, a program or tour provider, travel agent, faculty, or other responsible party administering the travel experience. Furthermore, it is critical to heed the advice provided by local resources about how to stay safe abroad, particularly when traveling alone.

## Personal Safety

Off-campus situations may vary widely. Assumption University PA students should follow these guidelines:

- Always walk in well-lit areas.
- When walking at night, remember the buddy system and walk with a friend or group.
- Keep your residence and vehicle locked at all times.
- Keep drapes/shades drawn in the evening and at other appropriate times.
- In the event of any safety concern off campus, dial 911 immediately for any emergency or urgent concern. Otherwise, call the appropriate local/state police, fire, and/or EMS as indicated.
- Immediately notify the program of any concerns.

## City of Worcester and Surrounding Areas

Worcester is New England's second-largest city and an exciting, metropolitan location in which to live, learn and discover. Students may visit the [City of Worcester Web Site](#) or the [Central Massachusetts Convention and Visitors Bureau Site](#) to get a feel for what's happening in and around the city, find accommodations and restaurants, or learn about places to visit in the area.

Greater Worcester is a college town with about 30,000 students living here during the academic year. Assumption participates in the [Higher Education Consortium of Central Massachusetts](#) (HECCMA) along with 12 other area colleges and universities. Just 45 miles from Boston and Providence, travel to and from Worcester is very convenient. The [MBTA](#) Commuter Rail runs several times each day and there is also regular bus service to both cities. Boston's [Logan International Airport](#), Providence's [T.F. Green Airport](#), and Hartford's [Bradley International Airport](#) are all just about an hour away.

The west side of Worcester, where Assumption is located, is a beautiful, residential neighborhood. Assumption students can take advantage of the many excellent shopping, dining, cultural, and recreational opportunities that are located just minutes from campus. In addition, because Worcester is an important manufacturing, insurance, biotechnology research and transportation center, there are numerous internships and employment opportunities.

Located in the heart of New England, the city continually plays host to countless favored events, such as sporting events and concerts by nationally acclaimed artists at the [DCU Center](#). With Shrewsbury Street's fine dining and fun restaurants, Highland Street's hangouts, Water Street's entertainment district, Lake Quinsigamond's crew races, the Hanover Theatre, and a downtown undergoing a \$1 Billion makeover...Worcester is on the move.

The Greater Worcester Land Trust is a small non-profit organization created to purchase, hold, advocate for, preserve or transfer, critical open space parcels in the Greater Worcester area. For those wishing to walk or hike the area's beautiful trails please visit [The Greater Worcester Land Trust's](#) Website.

Furthermore, the diverse natural beauties of New England are just a short drive away, with mountains to the north and the Atlantic Ocean to the east, both within an hour's drive. Also located within an hour to the east is the world-class city of Boston.

## Police

### [Worcester Police Department](#)

911 Lincoln Square

Worcester, MA 01608

[911](#) (Emergency or Ongoing Incident)

[\(508\) 799-8606](#) (Non-Emergency Complaint Line)

[\(508\) 799-8600](#) (Police Department Divisions and Administrative Offices)

*SCPEs will occur throughout the region and beyond. Assumption University PA students are responsible for knowing local emergency procedures in addition to contact information for local police, fire, and EMS.*

## Exposure to Infectious Diseases and Environmental Hazards

### Methods of Prevention

During orientation to the program, students will receive instruction on the risk of exposure to environmental hazards, infectious diseases, and bloodborne pathogens. This training will be completed before any potential exposure, including participation in the Human Gross Anatomy Lab. Students will review the University Exposure Control Plan, Bloodborne Pathogen Instruction, and Respiratory Protection Plan. They will undergo instruction in the prevention of exposure and address procedures for care and treatment after exposure. They will discuss mandatory health care insurance requirements and understand the financial responsibility as outlined in this policy. (ARC-PA Standard A3.08a)

### Blood Borne Pathogen Training

All PA students will receive training on Bloodborne Pathogens, Needlestick Injuries, Environmental Hazards, and Personal Protective Equipment (PPE).

### Personal Protective Equipment (PPE)

1. Personal protective equipment will be provided by the program or clinical sites for any activities that involve potential exposure to infectious disease, environmental exposure, or needle stick injuries.
2. Students must follow published guidance at all times where required.

Students are required to follow all [United States Department of Labor, Occupational Safety and Health Administration \(OSHA\)](#) guidelines on [Bloodborne Pathogens](#), [Personal Protective Equipment](#), [Infectious Diseases](#), and [Workplace Violence](#).

### UMass Chan Medical School and Human Gross Anatomy

The Human Gross Anatomy Lab occurs at the UMass Chan Medical School.

### Precautionary Measures for Pregnant Students

Students taking any course or elective that requires attendance in the Human Gross Anatomy Lab who are pregnant or could be pregnant must notify the Director of Didactic Education immediately so that precautionary measures can be explained and provided. These students will be required to review and sign a [FORM: Acknowledgment of Risk](#) before being permitted access to the lab. Students are responsible for making up any time and assignments that may have been missed while precautionary measures are being determined. It is the student's responsibility, in consultation with their personal physician, to determine what precautions should be taken.

### Accidental Eye Contact by Tissue and Embalming Fluid

Upon entering the Human Gross Anatomy Lab, students should locate the eye-wash station.

When a student receives an ocular or oral exposure to human tissue or embalming fluid in the Human Gross Anatomy Lab, it is the responsibility of the student to follow the steps below and then fill out a [FORM: Program Incident Form](#).

When accidental eye splash or contact occurs, the student shall:

1. Immediately notify the anatomy faculty.
2. Locate the closest eye-wash station and flush the eye for 15-20 minutes. If the student still feels that the eye is affected, continue flushing the eye.

3. Fill out a Physical Examination Lab Incident Form and submit to the Director of Didactic Education within 24 hours of the incident.

If the injury is such that medical attention is necessary or the student chooses to be seen by a provider, the student may do so.

### **Skin Cuts**

All PA students are required to have an updated tetanus booster before acceptance into the program.

When a student receives a cut or puncture in the Human Gross Anatomy Lab, it is the responsibility of the student to clean and bandage the wound and fill out a [FORM: Program Incident Form](#).

First aid materials will be available at the UMass Chan Medical School Human Gross Anatomy Lab.

Unless immediate medical attention is required (in which case it should be obtained), when cut, the student shall:

1. Locate the first aid materials.
2. Run the cut under running water.
3. Clean the cut with antiseptic soap.
4. Dress the wound with topical antibiotic ointment/cream.
5. Place a Band-Aid over the wound.
6. A Program Incident Form must be filled out and submitted to the Director of Didactic Education within 24 hours of the incident.

If the injury is such that medical attention is necessary or the student chooses to be seen by a medical provider, the student may do so.

## **PA Program Physical Examination Suite/Simulation Center**

### **Methods of Prevention**

During the Clinical Procedures and Clinical Decision Making class, students will perform clinical skills that have a potential for exposure to environmental hazards, respiratory pathogens, infectious diseases, body fluid, and bloodborne pathogen exposure, including but not limited to a possibility of a needle stick injury. Before any potential exposure, students will complete appropriate training on identifying potential biohazards, the methods of prevention of exposure, and the proper procedures for care and treatment after exposure. Proper personal protective equipment (PPE) will be utilized in all lab activities with the potential risk of exposure. All “sharps” will be disposed of in proper receptacles.

### **Procedures for Care and Treatment after Exposure**

If a student is exposed to body fluid or other bloodborne pathogens, they should immediately wash the affected area with soap and water, then notify the faculty member in charge of the lab.

## **Supervised Clinical Practice Experiences (SCPEs)**

### **Methods of Prevention**

During initial clinical site visits, all facilities are evaluated for students’ safety and security. This is re-evaluated regularly during ongoing site visits. Compliance with this requirement is documented on the Assumption University PA Program Site Visit Form.

### **Procedures for Care and Treatment after Exposure**

While on SPCEs, students exposed to body fluid or other bloodborne pathogens should immediately notify their preceptor and follow the procedures set in place by the specific clinical site. After immediate care and treatment, the student should notify the [Director of Clinical Education](#) of the exposure. The DCE shall document the exposure on the [FORM: Program Incident Form](#).

### **COVID-19**

COVID-9 is a novel coronavirus that represents a risk to immunocompromised individuals. The program will provide or arrange appropriate training, resources, testing, vaccination, and personal protective equipment to students in the program who have the potential for exposure to the virus. Students must be aware that the risk of COVID is a potential risk of taking care of patients. Students will be placed on SCPEs where patients have many infectious diseases and must be willing to participate in the care of all patients despite the risk. Students who become ill should follow up with their primary care provider, an urgent care, or an emergency room for appropriate care. The student should notify the program of any complications and requirements for isolation or quarantine. Any missed work must be made up upon return to the program.

### **Financial Responsibility**

Students are financially responsible for all costs associated with their health care, including any potential exposure or exposure related disease process. The University is available to assist the student in navigating health care needs related to the exposure and determine the impact the exposure will have on the ability to continue in the PA Program.

*(ARC-PA Standard A3.08c)*

### **Liability Insurance**

Most major medical plans cover needle stick injuries and environmental exposures for students. Students are required by the State of Massachusetts and the University to maintain health insurance coverage throughout enrollment in the PA Program. Students should inquire with the provider of their health insurance to determine if evaluation and treatment for exposure to infectious diseases, emerging pathogens, needle stick injuries, and illnesses that occur as a result of being a student in a PA program are covered by their plan. If not, students are encouraged to seek alternative or additional coverage.



## Mandatory Health Care Related Training

Federal, state, local, University, and Supervised Clinical Practice Experience (SCPE) facility regulations vary but may mandate a specific training, certification, or clearances before participating in training or education. All students must participate in and complete all mandated training sessions, which may be offered in-person or online. Failure to maintain or complete the required training may lead to a delay in completing the PA Program, or if a student fails to comply after an appropriate warning, they may be dismissed from the program.

The following list of activities is required during the program. This list is non-exhaustive and may be altered or updated at any time, with or without notice, to reflect new and/or changing requirements.

[Basic Life Support \(BLS\)](#) from the [American Heart Association \(AHA\)](#) is an admission requirement, and proof of completion must be sent to the program before matriculation. Students are required to maintain certification throughout the program.

[Advanced Cardiac Life Support \(ACLS\)](#) from the [American Heart Association \(AHA\)](#) is taught during the third term of the didactic phase of the program and is counted as part of the ECG course.

[Pediatric Advanced Life Support \(PALS\)](#) from the [American Heart Association \(AHA\)](#) is taught during the fourth term of the didactic phase and is counted as part of the Pediatrics course.

[The Tactical Emergency Casualty Care \(TECC\)](#) course, based on the course taught to military medical providers ([TCCC](#)) and supported by the [National Association of Emergency Medical Technicians \(NAEMT\)](#), is taught by members of the [Massachusetts Army National Guard](#) on a weekend during the fourth term of the didactic phase and is counted as part of the General Surgery course.

The program will coordinate Respiratory Protection Training for all students prior to starting SCPEs or any time a student will be required to treat patients or wear an N95 or alternative respirator. All students will be fit tested for an appropriate N95 and receive a certificate as to which respirator they should wear during patient care experiences.

Health Insurance Portability and Accountability Act (HIPAA) of 1996 training will be completed during the didactic phase of the program. This training will be completed online through [CORE Higher Education Group](#). Certificates must be provided to the program.

OSHA Blood Borne Pathogens training will be completed during the didactic phase of the program. This training will be completed online through [CORE Higher Education Group](#). Certificates must be provided to the program.

Operating Room Etiquette and Surgical Dress Training will be conducted by the program prior to students engaging in any SCPE that involves time or potential time in the OR. This training will typically occur in the evening.

Human Models: Students will learn to perform breast, pelvic, genital, rectal, and hernia exams on human volunteer patients who are specially trained in teaching students these critical skills.

Pelvic and Prostate Exams: At no time should an Assumption PA Program student perform, or assist in performing, pelvic, breast, rectal, or prostate exams on anesthetized patients without the patient's express written permission to perform such an exam.

Institutional Review Board (IRB): The IRB and the following trainings are pertinent only for students performing or intending to perform human research.

[Protecting Human Research Participants' Online Training & Certification](#)

The mission of PHRP Online Training is to provide current and accessible training to ensure ethical and safe practices whenever research is being conducted with human participants.

[The Collaborative Institutional Training Initiative \(CITI Program\)](#)

The CITI program is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

## Student Grievances

### General Student Grievance Policy

The following process should be used for complaints that fall outside the areas of academics, Title IX, harassment, and discrimination, which are addressed by separate policies within this Handbook. This grievance procedure must be preceded by a sincere attempt on the part of the complainant to resolve the issue informally with the individual(s) involved. If the student is not satisfied with the results of the informal discussion, the student may submit a signed, written complaint to the University Provost.

The Grievance must include the following information:

- Name, address, and contact information (email, phone number, etc.) of the student making the grievance complaint;
- Information regarding the individual(s) the grievance complaint is about, including their name and title;
- A detailed statement outlining all facts relating to the incident(s), including date, time, and location;
- The names of any individual(s) who witnessed the incident or who may have pertinent information regarding the incident(s), if applicable;
- Details regarding all steps taken to resolve the grievance;
- A statement of the relief sought by the complainant; and
- A list of all documents supporting the Grievance, which shall be attached to the Grievance.

Upon receipt of a Grievance, the University Provost shall review the Grievance. He/she shall request a written response from the individual(s) involved and immediately begin a full, fair, and impartial investigation into the Grievance. If needed, meetings will be scheduled individually or jointly with the student and the faculty/staff member/individual that is the subject of the complaint. Witnesses may be asked to provide a written statement or meet during the investigation. The investigation will be kept confidential to the extent possible. Upon completion of the investigation the University Provost will issue a decision regarding the Grievance. Both the student and faculty/staff member/individual will be notified in writing regarding the decision.

**Anti-Retaliation Statement.** Retaliation of any kind against anyone filing a grievance is prohibited. Initiating a complaint will not affect a student's grades, class selection, or any other matter pertaining to student status.

### Campus Resources Related to Title IX, Bias, Student Mistreatment, Harassment, and Grievances

The University offers a number of other resources for grievances and conflict resolution. Students who are unsure of which category a grievance falls under should speak with their advisor.

[CARE Team Reporting Form](#) (Concern for Safety of a Student)

[Clery Act Reporting Form](#) (Reporting Criminal Activity)

[Incident Reporting Form](#) (Code of Conduct Violations)

[Title IX Reporting Form](#) (Sexual Assault, Sexual Exploitation, Sexual Harassment, Relationship Violence, and Stalking)

## Non-Academic Appeals

Students who do not agree with the decisions of the Academic Performance and Professionalism Committee (APPC) regarding non-academic issues may appeal those decisions in the following manner:

The student may submit a written appeal to the APPC for further evaluation. The APPC will forward recommendations to the Associate Program Director (APD).

The APD will review the case, discuss any pertinent facts with the APPC, and forward a recommended decision to the Program Director. The Program Director will make a final determination.

For non-academic grievances, the final authority for dismissal falls under the authority of the University Provost. Any student being dismissed from the program may request that their grievance be forwarded to the University Provost for final review.

## Harassment and Discrimination Policy

### University Notice of Nondiscrimination

St. John Paul II wrote: “Man’s creation by God ‘in his own image’ confers upon every human person an eminent dignity; it also postulates the fundamental equality of all human beings.” Assumption University recognizes the essential contribution of a diverse community of students, staff, and faculty. Accordingly, Assumption University commits itself to maintaining a welcoming environment for all people and to comply with all state and federal laws prohibiting discrimination in employment and its educational programs on the basis of race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, gender identity, gender expression, genetic information or family medical history, military or veteran status, immigration status, or other legally protected status. We intend this list to be inclusive, not exclusive.

Assumption University rejects and condemns all forms of harassment, discrimination, and disrespect. It has developed procedures to respond to incidents of harassment whatever the basis or circumstance. Assumption University has designated its Associate Vice President for Human Resources/CHRO to coordinate its efforts to comply with and carry out its responsibilities to prevent discrimination in accordance with state and federal laws, including Title VI, Section 504 and the ADA. Any applicant for admission or employment, and all students, staff and faculty members are welcome to raise any questions regarding this notice with the Office of Human Resources:

Assumption University  
Office for Human Resources  
Associate Vice President for Human Resources and CHRO  
500 Salisbury Street  
Alumni Hall – 109  
Worcester, MA 01609  
Phone: 508-767-7599

### [Bias Incident Reporting Form](#)

Any person who believes that an act of unlawful discrimination has occurred at Assumption University may raise this issue with the Assistant Secretary for Civil Rights of the United States Department of Education.

[File online](#) or using the contact information below:

### Office for Civil Rights

Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: [\(617\) 289-0111](tel:6172890111)  
Facsimile: [\(617\) 289-0150](tel:6172890150)  
E-mail: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

This Notice of Nondiscrimination is located in the [Assumption University Student Handbook 2023-2024](#) in Appendix X.

## **Institutional Policy on Discrimination and Harassment**

This section highlights portions of the Assumption University Institutional Policy on Discrimination and Harassment. Students should read and familiarize themselves with this policy and refer to it for additional information regarding the University's policies and procedures regarding harassment and discrimination. This Institutional Policy on Discrimination and Harassment is located in the [Assumption University Student Handbook 2023-2024](#) in Appendix I. Students should also refer to the [Assumption University Sexual Misconduct Policy](#) for additional information regarding complaints of sexual harassment or other sexual misconduct.

The educational process at the University is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the University is to function as a center of academic freedom and intellectual advancement. In addition, the University has a compelling interest in assuring the provision of an environment in which learning, and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one which encourages expression of all points of view.

The University recognizes that the academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material. Assertions regarding any of the characteristics listed above, however, shall be related to the exchange of ideas, ideologies, or philosophies. Any such assertions in the teaching context that are persistent, pervasive, and not germane to the subject matter may constitute sexual or another form of harassment and will not be tolerated.

It is the policy of Assumption University that all our students should be able to enjoy an environment free of discrimination and harassment. This policy refers to, but is not limited to, harassment in the following areas (referred to as protected classes): race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status is prohibited.

Harassment includes display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or other protected class; and verbal abuse or insults directed at or made in the presence of members of a protected class.

## **Complaint Procedures**

Individuals who believe they have been subjected to harassment should make it clear to the offender that such behavior is offensive to them and unwelcome, and should immediately bring the matter to the attention of the Offices below:

Individuals who believe they have been subjected to harassment from either a co-worker or a supervisor should make it clear to the offender that such behavior is offensive to them and unwelcome, and should immediately bring the matter to the attention of the appropriate office(s) below:

Director of Human Resources (in the case of a staff or administrative member charged with harassment)  
(508) 767-7599

The Office of the Provost (in the case of a member of the faculty charged with harassment)

(508) 767-7312

Dean of Students (in the case of a student charged with harassment)  
(508) 767-7325

An independent inquiry will be made into any allegations. All allegations of harassment will be immediately investigated. It is important for employees who feel that they have been harassed to report incidents to management. Anyone found to have engaged in harassment shall be subject to discipline, up to and including discharge.

### **Harassment Investigation**

When the University receives notice (verbal or written) of conduct which appears to be harassment, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in accordance with the University's customary procedures and in such a way as to maintain confidentiality to the extent practicable under the circumstances and permissible by law.

### **Investigation Process**

Allegations of harassment or discrimination are to be made to the Director of Human Resources, the Provost, or the Vice President of Student Affairs/Dean of Students within 180 calendar days of the allegedly harassing or discriminatory event. The allegation should include the following information:

- name, address, and telephone number of the complainant;
- the nature of the complaint;
- date(s) and location(s) of the alleged occurrences(s);
- evidence on which the complaint is based; and
- the redress sought by the complainant.

The Director of Human Resources will promptly investigate the complaint in a fair and expeditious manner. The Director of Human Resources may act as investigator or may arrange for another individual to act as investigator in the matter. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed unlawful harassment will be interviewed. When the investigation has been completed, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct, of the results of that investigation. If it is determined that inappropriate conduct has occurred, Assumption University will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

### **Appropriate Response/Disciplinary Action**

If it is determined, after an investigation, that an employee has been engaged in inappropriate conduct, appropriate action will be taken immediately, using the University's established procedures, to fulfill its obligations under the law to promote a workplace that is free of harassment. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action as appropriate under the University's procedures.

### **Anti-Retaliation Statement**

Retaliation of any kind against anyone filing an allegation of harassment or discrimination is prohibited. Initiating an allegation of harassment or discrimination will not affect a complainant's employment, compensation, or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

*Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding the complaint was in bad faith.*

### **Hostile Work Environment**

If the University has notice – either direct or indirect – of possible discrimination or harassment of a member of its community because of its status as a protected class (race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status) it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment and/or discrimination, eliminate a hostile environment if one has been created, and prevent harassment and/or discrimination from occurring again.

### **State and Federal Remedies**

In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the following government agencies:

The United States Equal Opportunity Commission  
One Congress Street  
10th Floor, Room 1001  
Boston, MA 02114  
[\(617\) 565-3200](tel:6175653200)

Massachusetts Commission Against Discrimination  
424 Dwight Street  
Springfield, MA 01103  
[\(413\) 739-2145](tel:4137392145)  
or  
One Ashburton Place, Room 601  
Boston, MA  
[\(617\) 727-3990](tel:6177273990)



## Sexual Misconduct

Assumption University is committed to maintaining a safe and respectful learning, living, and working environment for all members of the University community, free from gender-based discrimination and Sexual Misconduct including, but not limited to, Sexual Harassment, Sexual Assault, Sexual Exploitation, Relationship Violence, and Stalking.

**This section highlights portions of the [Assumption University Sexual Misconduct Policy](#). Students should read and familiarize themselves with this policy and refer to it for additional information regarding the University's policies and procedures regarding Sexual Misconduct.**

Sexual Misconduct is antithetical to the mission and values of the University and will not be tolerated. The University will respond to reports and formal complaints of Sexual Misconduct and will take prompt action to eliminate such conduct, prevent its recurrence, and remedy the adverse effects of such conduct in the University's programs and activities.

The University strongly encourages anyone who experiences, witnesses, or becomes aware of Sexual Misconduct to report such conduct immediately. No Community Member may retaliate against an individual for reporting incidents of potential Sexual Misconduct.

The University provides multiple avenues for reporting, a full description of which can be found in the University's Sexual Misconduct Policy. In general individuals may choose to make a report to the University, to law enforcement for potential criminal prosecution, to both, or neither. Complaints made to the University and law enforcement can be pursued simultaneously.

**In the event of an incident, you may wish to engage in all or some of the following steps:**

1. Ensure Your Physical Safety
2. Immediately get to a safe place and call someone you trust.
3. Notify Law Enforcement
  - Campus Police: [\(508\) 767-7777](#)
  - Worcester Police Department Sexual Assault Unit:
    - Emergency: [911](#)
    - 0800-2359: [\(508\) 799-8661](#)
    - 0000-0759: [\(508\) 799-8600](#)
4. Seek Medical Assistance and Treatment
  - [St. Vincent Hospital](#) (emergency department)  
123 Summer Street Worcester, MA 01608  
[\(508\) 363-5000](#)
  - [UMass Memorial Medical Center Memorial Campus](#) (emergency department)  
119 Belmont Street, Worcester, MA 01605  
[\(508\) 334-1000](#)

[UMass Memorial Medical Center University Campus](#) (emergency department)

55 Lake Avenue North Worcester, MA 01655

[\(508\) 334-1000](#)

5. Obtain Emotional Support

[Pathways for Change](#)

24-hour hotline: (800) 870-5905

Office: (508) 852-7600

588 Main Street

Worcester MA 01608

[Assumption University Counseling Services](#)

[\(508\) 767-7409](#)

Fuller Hall 105-108

6. Obtain Information / Report Misconduct

[Sex Offence / Title IX Reporting Form](#)

**Confidential Campus Reporting Resources**

[Assumption University Counseling Services](#)

[\(508\) 767-7409](#)

Fuller Hall 105-108

[Assumption University Student Health Services](#)

[\(508\) 767-7329](#)

Armanet House (located across from the Moquin Townhouses)

[Campus Ministry](#)

[\(508\) 767-7419](#)

Tinsley Campus Ministry Center

Campus Advocate

Marie Vazquez

[\(508\) 767-7641](#)

[advocate@assumption.edu](mailto:advocate@assumption.edu)

Athletic Trainers

Athletic Trainers who are licensed by the Commonwealth of Massachusetts and employed by the University to provide first aid and treatment to student-athletes can provide confidential care, support, and guidance to student victims of sexual misconduct.

Employee Assistance Program

[E4 Wellness](#)

[\(508\) 842-2780](#)

[\(800\) 828-6025](#) (24 hours a day, 7 days a week)

## Non-Confidential Reporting Resources

Title IX Coordinator  
Christina Graziano, Esq.  
[\(508\) 767-7321](tel:(508)767-7321)  
[TitleIX@assumption.edu](mailto:TitleIX@assumption.edu)  
La Maison, Office of the President

### [Campus Police Department](#)

[\(508\) 767-7777](tel:(508)767-7777) (emergency line)  
[\(508\) 767-7225](tel:(508)767-7225)  
Kennedy Hall, Lower Level  
Campus Police Officers are available 24 hours a day, seven days a week

Office of the Dean of Students  
[\(508\) 767-7325](tel:(508)767-7325)  
Salisbury Hall  
Office staff are available from 8:30 a.m. to 4:30 p.m., Monday through Friday

Resident Assistant (RA) or Residential Life Staff Member  
An RA or Residential Life staff member can provide immediate support and referrals for further care.

### Background Investigation

All successfully admitted students must undergo a criminal background investigation in accordance with applicable law. The Assumption PA Program will provide the accepted student access to the necessary criminal background investigation process. A conviction may prevent the student from completing clinical rotations at program-affiliated healthcare organizations and, therefore, *may* prevent admission to the PA Program. Some convictions may also prevent students from gaining certification, licensure, or credentialing as a healthcare provider. In the event of such a conviction, the Program will contact the applicant to discuss the matter before matriculation.

Failure to disclose lawfully requested information may lead to a finding of “falsifying admission materials” and prevent an applicant from matriculating into the program. *If a student is already matriculated, and the program becomes aware that any part of the application is false or there were undisclosed incidents, the student will be immediately dismissed from the program.*

A second background investigation will be performed before beginning Supervised Clinical Practice Experiences (SCPEs). Additional screenings will be completed based on SCPE requirements, to fulfill program needs, or based on information received by the program.

The University, the PA program, and its personnel are not responsible for ensuring that an applicant will be eligible for NCCPA certification, state licensure, or credentialing at any healthcare facility. Applicants with a criminal history are responsible for investigating the laws, regulations, and statutes applicable to the state and facility in which they intend to practice.

All background investigations will be maintained in the student’s permanent file. Results will be provided by the program to all clinical sites where a student will, or is expected to, perform any program-related experience. This includes all SCPEs, facilities where pre-clinical experiences may occur, or any other facility to which a student may be assigned.

Applicants or students who feel that the criminal background investigation is inaccurate, or is in error, may contact the contracted organization performing the investigation and follow their policies and procedures to resolve the situation. Applicants or students are responsible for any costs associated with this review.

### Criminal Charges

Charges against or convictions of, a student while enrolled in the PA Program must be brought to the attention of the Associate Program Director immediately. Student completion of the program will be at the sole discretion of the PA Program. Students who fail to notify the program of an offense will be considered in violation of the PA Program Honor Code and will be dismissed from the program.

### Screening for Drugs of Abuse and Use of Non-Prescribed Medications

In accordance with applicable law, students must submit to a mandatory urine drug screen performed by a University-contracted provider before starting clinical rotations. Students may be required to submit to additional drug screening at any time during the program in accordance with applicable law.

Affiliated healthcare facilities require negative drug screening prior to starting clinical rotations.

A positive drug screen for any substance *not legally prescribed to the student* will result in dismissal from the PA Program. Students who refuse to submit to a drug screen will likewise be dismissed. Students who screen positive for drug use during clinical rotations may be subject to criminal charges as required by the state or institution.

Sharing of controlled substances that are legally prescribed to a student, including stimulants for ADHD, violates federal law. If a student is found to have shared a controlled substance, they will be immediately dismissed from the program.

Potential and current students should realize that, as medical professionals, they are held to a higher standard than the public at large. As many of the program's clinical sites and the student's future employers receive federal funding (Medicare/Medicaid payments), if permitted by applicable law, a positive drug test for marijuana may preclude students from participating in SCPEs. Students who test positive for marijuana, regardless of its legality at the state level, will be dismissed from the program.

### **Appeal**

*The requirements in this policy are non-appealable.* If students cannot be placed at clinical rotations affiliated with the program, the student cannot meet the requirements necessary to graduate from the program and, thus, will be subject to dismissal without appeal.

## Medical Screening, Immunization, COVID 19, and Tuberculosis Screening

All applicants to the Assumption University PA Program must provide a medical screening form to the Health Services Department at Assumption University. This screening form will ensure that applicants are qualified to attend the PA Program, meet the technical standards for enrollment in the program, and are appropriately vaccinated for qualification to participate in classroom activities and patient care. (*ARC-PA Standard A3.07a*)

### Mandated Vaccinations – Assumption University

Vaccine requirements follow the latest guidance provided by the [Centers for Disease Control and Prevention \(CDC\)](#) and [the State of Massachusetts Department of Public Health](#).

The following vaccinations (and documented immunity where noted) are *required* prior to enrollment at Assumption University:

1. **Hepatitis B**: Accepted students must have completed a primary vaccination series for hepatitis B *and* demonstrate *quantitative* proof of immunity. Students who cannot produce evidence of a primary vaccinations series and documented serologic proof of immunity must receive a primary vaccination series for hepatitis B.
  - a. Every student should have a quantitative titer six (6) to eight (8) weeks after the series to determine immunity. If the serologic titer (anti-HBs) is less than ten (10) mIU/ml, the student will be required to repeat a vaccination series for hepatitis B and quantitative titer six (6) to eight (8) weeks following completion of the series.
  - b. If the titer is positive after the second series, the student will be considered immune for the remainder of the program. If the titer remains less than ten (10) mIU/ml, the student will be considered a “non-responder”. Non-responders will meet with the Director of Clinical Education to be counselled about the risk for Hepatitis B, serum testing for Hepatitis B infection, and completion of the [FORM: Hepatitis B Vaccine Non-Responder](#).
2. **Measles (Rubeola), Mumps, Rubella (MMR)**: Accepted students must have documentation of at least two (2) doses of a live attenuated MMR vaccine after one year of age *or* serologic proof of immunity. Individual measles, mumps, and rubella vaccines may be substituted for the MMR vaccine provided they are administered in the following manner:
  - a. **Measles (Rubeola)**: At least two (2) doses of a live attenuated vaccine after one (1) year of age or serologic proof of immunity.
  - b. **Mumps**: At least two (2) doses of a live attenuated vaccine after one (1) year of age or serologic proof of immunity.
  - c. **Rubella**: At least one (1) dose of a live attenuated vaccine after one (1) year of age or serologic proof of immunity.
3. **Tetanus, Diphtheria, and Acellular Pertussis (TDaP)**: Accepted students must have proof of a completed childhood series. Every student must have a booster within seven (7) years of program matriculation.
4. **Varicella**: Accepted students must have documentation of two (2) doses of a live varicella vaccine *or* serologic proof of immunity. A history of prior infection is *not* sufficient for meeting this requirement.

## Mandated Vaccinations – PA Program

The following vaccination is *required* by the PA Program:

1. **Influenza:** All currently enrolled Assumption University PA Program students must receive the current annual influenza vaccine to attend classes, participate in pre-clinical patient care experiences, and participate in any Supervised Clinical Practice Experiences (SCPEs). Annual influenza vaccines will be administered by the PA Program. Students must receive their annual influenza vaccine and TB test at the PA Program.

Students are required to abide by all vaccination requirements established by clinical sites to which they are assigned, which may require vaccination in excess of those vaccinations stated above.

## Recommended Vaccinations

The following vaccinations are strongly *recommended* for all students enrolled in the Assumption University PA Program:

1. **Hepatitis A:** Vaccination series
2. **Human Papilloma Virus (HPV):** Vaccination series
3. **Meningococcal (meningitis):** Vaccination series
4. **COVID-19:** SARS-CoV-2 (COVID-19) vaccination is recommended but is not currently required by the university or PA Program. However, vaccination may become a requirement pending updated guidance. The program maintains the right to change the COVID-19 vaccine requirement as new information becomes available from the Centers for Disease Control and Prevention, the Massachusetts Department of Health, or clinical site credentialing requirements. This may include an initial vaccination series and additional mandatory booster vaccines.

Enrolled students *must* comply with all COVID-19 testing requirements as established by the Federal Government, the State of Massachusetts, the City of Worcester, Assumption University, and any clinical sites that provide Supervised Clinical Site Experiences (SCPEs) for Assumption University students. Failure to comply with testing requirements will lead to dismissal from the program.

Willingness to cause potential harm to classmates, patients, and the community is contrary to the ideals of the program and the PA profession.

## Tuberculosis Screening

**Tuberculosis Screening:** A Two-Step TB Screening: All students must obtain **TWO** negative PPD skin tests within three (3) months of the program start date. The two PPDs must be performed between 7 and 21 days of each other. A negative QuantiFERON-TB Gold may be substituted for the two-step PPD if PPD testing is not clinically indicated or contraindicated. Students with a history of latent or active TB must show documentation of evaluation and treatment. A negative chest radiograph must be documented after the completion of therapy.

Although the [CDC](#) has removed the recommendation for annual TB screening, many clinical sites affiliated with the PA program still require this screening. To mitigate delays in clinical placement and credentialing, the program will continue with an annual screening of all PA students. Annual screening for TB via [Tuberculin Skin Testing \(PPD\)](#) or [QuantiFERON-TB Gold Plus](#) will be completed by the PA Program.

## Overseas, International, Department of Defense, and Department of Public Health Rotations

(ARC-PA Standard A3.07b)

### American Samoa

Students traveling to American Samoa will complete the Assumption University Global Health SCPE Application. Those selected to participate in this rotation will receive additional screening and training before departure as recommended by the [CDC Yellow Book](#) for travel to [American Samoa](#). They will travel with faculty members who are well-versed in the health threats on the island. Students will receive the following vaccinations in addition to those above:

1. [Hepatitis A](#): This vaccine series will be required for travel to American Samoa.
2. [Typhoid](#): Oral or IM vaccination against typhoid must occur at least two weeks prior to departure to American Samoa.

Students will complete training on local non-vaccine preventable disease threats and the prevention of such conditions. These include, but are not limited to:

1. [Dengue Fever](#)
2. [Hansen's Disease \(Leprosy\)](#)
3. [Hantavirus](#)
4. [Leptospirosis](#)
5. [Lymphatic Filariasis](#): [Additional information](#) can be found at the [NIH National Library of Medicine](#)
6. [Zika Virus](#)

### International, Department of Defense, or Department of Public Health sponsored Supervised Clinical Practice Experiences

Students participating in these rotations will be screened prior to being accepted on any rotation occurring in a foreign country, with the DOD, or with the DOPH for any additional recommendations for screenings, vaccinations, or prophylactic treatments. Such recommendations will be documented in the student's health record and on the [FORM: Medical Compliance Certificate and Permanent Immunization Record](#).

### Compliance

Sites where Supervised Clinical Practice Experiences (SCPEs) occur require the PA Program to validate immunizations before PA students can complete rotations. Students who are not in compliance *will not* be allowed to participate in rotations or any health care services. All students will complete an [Authorization for Release of Information Form](#) that will allow the Program and Health Services to release immunization information regarding compliance to clinical affiliates. Students who fail to complete immunization updates will be removed from class or clinical rotations until such requirements are completed. Lost time will be the responsibility of the student and may result in delay or dismissal from the program.

### Vaccine Exemptions

Applicants to the program with *medical or religious* reasons preventing them from receiving any *required* vaccines or testing should promptly notify the program. Applicants may be required to supply a letter from their primary care provider explaining the exemption and the medical reason for the exemption to the program. Applicants will be made aware of the program policies and the potential difficulty in obtaining SCPEs that will accommodate unvaccinated individuals. Current students in the program who require a medical or religious exception should promptly notify the Director of Clinical Education (DCE) to allow early resolution and prevent a delay in starting rotations.



### **Massachusetts State Law**

State law does not allow for a philosophical exemption and the Assumption University PA Program *does not allow* for personal exemptions for vaccinations or TB surveillance. Clinical sites are not obligated to accept students and may not accept reasons for non-compliance. This will prevent students from completing required clinical rotations and lead to an inability to complete the program's requirements. The program is not responsible for finding sites that will accommodate non-vaccinated students without medical and/or religious exemptions.

### **Screening Tests for Admission or SCPE**

All PA students must agree to be tested for Hepatitis B, Hepatitis C, HIV, TB, and any other infectious disease as required by a SCPE facility should that student be involved in an exposure incident or be identified as a source patient. If a student is aware that they are positive for a transmissible disease, they should make the ethical choice to notify the appropriate individuals:

1. For all didactic-related concerns, the student shall notify the Director of Didactic Education before participating in clinical skills and procedures at the PA Program.
2. For all SCPE-related concerns, the student will notify the Director of Clinical Education of their status and agree not to take part in high-risk procedures as defined by the facility where they are completing their training.

### **HEALTH ATTESTATION FORM**

Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with federal and state law.

## PA Facility Use

PA students are afforded the privilege of studying in a state-of-the-art facility dedicated to PA education and which provides exceptional facilities, equipment, faculty, and staff who will ensure students will be prepared for clinical practice as a PA. (*ARC-PA Standard A1.08*)

### Alcohol

Students may not consume alcohol in the Health Sciences Building unless it is formally approved by the Associate Program Director in advance of a planned event.

### Anatomage Suite

The room that houses the [Anatomage Table](#) will be kept locked during non-classroom hours. Students may request the key to the room for use after hours. No food or drink is allowed in the space at any time. No software or other files may be added to the Anatomage computer without the approval of the program.

### Cardiac Physiology Suite

The Cardiology Physiology Suite is a dedicated space used to demonstrate and practice advanced cardiac testing to include:

1. [Ambulatory Blood Pressure Monitoring](#)
2. [Ankle Brachial Index Testing](#)
3. [Cardiac Ultrasound](#)
4. [Event Monitoring](#)
5. [Holter Monitoring](#)
6. [Quinton Q-Stress Cardia Stress Testing System](#)
7. [VO2 Max](#)

A crash cart, defibrillator, AED, oxygen, and other resuscitation equipment are available in the suite.

### Common Areas

Common areas are for use by all members of the PA Program. Areas should be kept neat and clean. Personal items should not be left in the common areas of the PA Program.

### Conference Room

The PA Program Conference Room is reserved for the program faculty and staff. It is not to be used by PA students and will not regularly be scheduled for use by those outside of the program. The Conference Room generally includes:

- 16 Seats
- AV
  - Apple TV
  - Inbound and Outbound Conferencing (Zoom, Teams)
- Refrigerator
- Coffee
- Water

## Study Rooms

Due to the rigor of the program, the continuous nature of the program schedule, and the limited availability of private study space, study rooms are limited to use by PA students, faculty, and staff. These areas must be kept neat and clean by all students. Boards should be erased and cleaned at the end of a study session. The electronic display should be powered off. Any trash should be removed from the rooms and placed in proper receptacles. Feet and bags should not be placed on the furniture. Study rooms are for academic purposes only and are not to be used for social purposes. Students should be considerate of their classmates and not talk loudly, play music, talk on cell phones, or interrupt study sessions.

## Faculty Offices

Faculty maintain regular office hours, and professional engagement between faculty and students is encouraged. An “open-door” policy is typically in effect throughout the PA Program; however, students should be respectful of faculty time. No student may enter the faculty suites or any faculty office if the faculty is not present. Entering the office of a faculty member or removing any item from a faculty office is a violation of the Honor Code and will be referred to the Academic Performance and Professionalism Committee.

## Harvey Training Room

The room that houses the [Laerdal Next Generation Harvey Cardiopulmonary Patient Simulator](#) will be kept locked during non-classroom hours. Students may request the key to the room for use after hours. No food or drink is allowed in the space at any time. No software or other files may be added to the Harvey computer without the approval of the program.

## High Fidelity Simulators

The program strives to maintain the latest technology in our state-of-the-art simulation center. The simulators are operated, maintained, and deployed by the Simulation and Facility Manager (LSC). Students should not attempt to utilize the simulators without the explicit permission of the LSC.

## Kitchen Area

The kitchen area, including the refrigerator, microwave, and coffee machine, is for use by the PA faculty, staff, and students. Every individual is responsible for keeping the area clean and well maintained.

- **Refrigerator:** No food should be left in the refrigerator over the weekend. Food or personal items placed in the refrigerator should be removed or disposed of before leaving the campus on Fridays. Food left after the close of business on Friday (including containers) will be removed by the program staff and disposed of properly. Common items (milk, cream, condiments, etc.) should be removed when they are past expiration or no longer suitable for consumption.
- **Coffee Maker (Keurig):** The coffee in the cupboard above the Keurig is for PA program faculty and staff only. Students may bring K Cups to the program and store them in the kitchen area. The coffee machine should be filled using filtered water from the bottle filling station located by the kitchen. The machine should be kept clean and used K Cups should be removed after coffee has been made.
- **Microwave Oven:** Malodorous foods should not be prepared in the microwave. All foods prepared or heated in the microwave must be in appropriate containers and covered. The unit should be wiped down or cleaned after each use.
- **Water Filling Station:** Filtered water is available for all students in the kitchen area. Students must avoid touching water bottles or cups to the filling station or water fountain spouts.

## Laboratory Suite

The Laboratory Suite is for use by PA students during practical courses and during examinations. The area will be kept locked when not in use during normal program hours. The following rules for lab use must be adhered to at all times.

1. No eating, drinking, application of cosmetics, or touching of contact lenses is permitted in the laboratory.
2. Students may not perform any invasive procedures without a faculty member present.
3. No University-owned property may be removed from the laboratory or simulation center by a student without the written permission of the LSC.
4. Additional laboratory rules are available here: [Laboratory Rules & Regulations](#)

The Laboratory Suite has multiple laboratory analyzers that are used for educational purposes. The following units should not be utilized by students for diagnostic purposes and should not be operated outside of normal operating hours.

1. [Abbott Affinion 2 Analyzer](#)
2. [Abbott Point of Care i-Stat Handheld Blood Analyzer](#)
3. [Abbott Point of Care Piccolo Xpress Chemistry Analyzer](#)
4. [Biosys Labs UriScan Optima Microalbumin Creatinine Urine Analyzer](#)
5. [Cepheid GeneXpert Xpress](#)
6. [Horizon Scientific 23 Cubic Foot Refrigerator](#)
7. [Siemens Clinitek Status+ Urine Analyzer](#)
8. [Sysmex XN-330 Hematology Analyzer](#)

## Lockers

All students in the didactic phase of the program will be issued a locker outside of the Simulation Center. Students will be given a combination for their locker. This combination should not be shared with anyone else. If a student forgets their combination, they should contact the Program Coordinator. They must provide their student identification card to obtain the combination. Students should not keep food or perishable items in their lockers. It is prohibited to keep alcohol or other illicit items in lockers. At the end of the didactic phase, students must remove all contents from their lockers before departing on holiday break. Items left in the lockers during break will be removed and disposed of.

## PA Program Display

The PA Program maintains public display devices throughout the facility. Up-to-date information will be displayed on the monitors. Students may request program and class-related content be displayed via this display system. Examples of appropriate content include:

- Content related to the University, program, or class
- Special events

## Recycling in the PA Program

There are recycling containers at both ends of the main PA hallway. Students should dispose of all recyclable material in these bins.

## Simulation Center

Access to the Simulation Center is limited. Students may enter the Simulation Center only during authorized events or as allowed by the LSC. All equipment in the Simulation Center is the property of the PA Program and should not be removed. Many pieces of equipment are sensitive, fragile, or dangerous and should not be used when there is no faculty present, such as defibrillators, ultrasound machines, nasopharyngoscope, etc.

## Smoking

Smoking or the use of electronic cigarettes or vaping devices is strictly prohibited in the Health Sciences Building.

Per [Human Resources Policy](#), Assumption University supports a smoke-free and vape-free environment. Not only is smoking prohibited in all campus facilities but vaping in all forms is also prohibited in all campus facilities. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices, such as e-cigarettes, e-pipes, e-hookahs, and e-cigars. Electronic nicotine delivery systems and electronic smoking devices are prohibited in campus buildings. Use of such items must remain at least 100 feet from all building entrances. By state law, the use of tobacco products may not occur where there is a possibility that the smoke may enter a building through doors, windows, or any means. Violation of this policy may result in disciplinary action up to and including dismissal with or without warning.

## Technology

The following types of technology are available for PA students to utilize:

- Display Screens
- Remote Controls
- Device Display Convertors
- Electronic Markers

Remote control devices, electronic markers and pens, laser pointers, and device display convertors (dongles) may be obtained from the Program Coordinator for use during study sessions. They must be returned at the completion of a study session. Lost or damaged items should be immediately reported to the Program Coordinator.

## Parking

### On-Campus

All vehicles brought on campus must be registered with [Public Safety](#) located in Kennedy Memorial Hall.

Parking permits for graduate students may be obtained from Public Safety free of charge, with proof of course registration and vehicle registration. Graduate students will be issued *Red Parking Permits* allowing them to park in the Faculty, Staff, and Graduate Student (RED) lots.

Parking in designated areas is on a “first-come-first-served” basis. Unless otherwise specified, all walkways and roadways are fire lanes. Parking in a fire lane or at a fire chain will result in a fine and may necessitate towing at the owner’s expense.

Public Safety may impose a ban on parking in the event of severe snow conditions. During the ban, parking is allowed only in designated areas.

Parking policies and procedures can be found on the [Public Safety website](#). PA students must abide by all published campus parking policies and be responsible for all fines incurred because of parking violations.

### Handicap Parking

Designated handicapped parking shall only be used by a vehicle displaying a properly issued handicapped parking permit issued by the Commonwealth of Massachusetts and/or a temporary disability permit issued by Assumption Public Safety. Unauthorized parking in a designated handicapped area will result in a fine and may result in towing. The University reserves the right to revoke the privilege of operating a motor vehicle on the campus from any students who fail to abide by parking regulations.

### Parking Violations

The responsibility for finding a legal parking space rests on the vehicle's operator/person with the parking permit. Lack of space, mechanical problems, and inclement weather are not considered valid excuses for the violation of parking regulations. Violation of parking regulations is subject to a citation. Possession or use of a lost, stolen, forged or altered parking permit or temporary permit will result in a fine equal to the amount to the value of the permit and may result in additional discipline, including but not limited to, revocation of parking privileges.

Parking tickets can be appealed at the Public Safety within seven days of the violation. Appeals received after this time period will not be accepted. Parking ticket fines are to be paid at the Cashier’s Office located in the lower level of Alumni Hall.

Students who receive 10 tickets in one academic year will lose their privilege to have and operate a car on campus for at least one term. Failure to pay fines may result in loss of campus parking privileges. All parking-related fines must be paid in full prior to eligibility for degree conferral.

## Off-Campus

### Public Transportation

The [Worcester Regional Transit Authority](#) (WRTA) is a regional transit system that services the City of Worcester and the surrounding 36 communities in the central Massachusetts area with a bus fleet that includes all-electric buses as well as many diesel-electric hybrid buses.



[Schedules and Bus Tracker App](#) are available online.

The second largest regional transit authority in Massachusetts, the WRTA offers reliable, comfortable, and safe transportation for traveling to work, shopping, school, medical appointments, and leisure activities.

### Worcester

Students should obey all local parking laws. The city of Worcester provides excellent guidance on parking in the city.

1. [City of Worcester Parking](#)
2. [On Street Parking in Worcester](#)
3. [Passport Parking App](#)

### Supervised Clinical Practice Experiences (SCPEs)

Student parking while at SCPEs is determined by the specific clinical site and is “at your own risk.” Students should follow all applicable policies established by the hospital, clinic, or practice where they are participating in their SCPE. All costs associated with parking while at SCPEs are the responsibility of the student. Parking or towing fines assessed for illegal parking are also the responsibility of the student.

## School Closure and Class Cancellation

Classes may be canceled due to Acts of God, weather emergencies, faculty illnesses, clinical schedules, or other unanticipated factors. Students should remain flexible in their schedules to accommodate such changes, including the need to reschedule or make up missed classes. The program will strive to provide as much notification time as possible when altering the schedule.

In most circumstances, if Assumption University closes, the PA Program will also close. Exceptions will be relayed to the students as promptly as possible. Students on clinical rotations must adhere to the schedule of the clinical site, regardless of any University announcements.

Notification of school closures and delays will be provided via the [AU Mobile App](#). The App is the first medium through which the community will receive information relative to a change in campus operations. Students may download the app on the [Apple App Store](#) or [Google Play](#).

Notifications of school closures and delays will be provided via Rave Text Alert. Students will sign up for these alerts during orientation. Students may also check the University website or call the cancellation line at [\(508\) 767-7220](#). Students will also receive an e-mail by 0700.



## Student Employment

Students attending the Assumption University PA Program are expected to dedicate their time and efforts to learning and improving their patient care knowledge and skills. Students should not let external factors diminish their educational pursuits.

### Employment During Didactic and Clinical Phases

Student employment during the program, while not prohibited, is strongly discouraged.

- During the didactic year, educational activities are scheduled Monday through Friday, 8 am to 5 pm, and may include additional evenings and weekends. It is expected that most students will require several hours of studying daily in addition to classroom time.
- The schedule during Supervised Clinical Practice Experiences (SCPEs) can exceed 80 hours per week, and schedules often include nights and weekends. Rotations may also include call.

### Consequences of Employment

Absences related to outside work are not considered excused.

- Unexcused absences are considered unprofessional behavior and may result in discipline, including but not limited to, grade penalties and potential deceleration or dismissal if professional and academic standards are not met.

### Working in a Clinical Role

Clinical employment *may not* be performed while enrolled in the Assumption University PA Program. Clinical employment includes, but is not limited to, any work that would qualify as patient care experience for admission to the PA Program.

### Volunteer Work

Students may participate in volunteer work performed as part of the program or related to Student Society activities. Students should use discretion and not let such activities take precedence over academic success. Activities must not interfere with scheduled program requirements unless authorized by the APPC.

### Probation

Students placed on academic or non-academic probation are prohibited from working during their time on probation. Volunteering must be authorized by the APPC. This approval must be documented in the student record.

- Non-adherence to this policy will result in discipline up to and including immediate dismissal.

### Program Employment and Faculty Roles

Students shall not be required to work for the PA program. *(ARC-PA Standard A3.04)*

- Students may volunteer to assist with tasks, be assigned student leadership positions, and participate in program activities.

Students must not substitute for or function as instructional faculty. *(ARC-PA Standard A3.05a)*

- Students with specific knowledge, experiences, and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills. They must not be assigned as faculty or instructors in any course.

Students must not substitute for or function as clinical or administrative staff. *(ARC-PA Standard A3.05b)*

## Student Records

### Admission Records

All admission records are maintained in CASPA and in the student file in the PA Program permanent student records.

### Advising Records

Faculty will maintain copies of all advising notes and records for their own recall of all advising and counselling sessions occurring between the faculty member and the PA student. The faculty will use discretion in including copies of advising and counseling records in the student file in the PA Program permanent student records.

### E-Mail Correspondence

All e-mail correspondence to, from, or about students in the PA Program will be maintained in the University's email archives per the institution's email retention policy. A copy of any email correspondence may be permanently maintained in the PA Program student record as indicated.

### Written Correspondence

A copy of any official written correspondence to, from, or about students in the PA Program, including, but not limited to, registered mail and any letters of recommendation for the student or graduated student written by program personnel will be permanently maintained in the PA Program student record.

### Emergency Contact Information

The PA Program Coordinator maintains a master student file that contains contact information for students, including name, permanent address, current address, mobile phone number, permanent e-mail address, and emergency contact information. Students are required to keep the program informed of any change in this information.

### Permanent Academic Records

Permanent academic records, including grades, transcripts, and completion of program requirements, are maintained by the program in the student file in the PA Program permanent student records. Student records are accessible to authorized program personnel, including the Program Director, the Associate Program Director, the Medical Director, Principal Faculty, and Faculty Advisors. (*ARC-PA Standard A3.17*)

Records of academic and nonacademic performance: All professional records and documentation are maintained by the program in the student file in the PA Program permanent student records. These records include, but are not limited to:

- Record of meeting published admission criteria (*ARC-PA Standard A3.17a*)
- Record of meeting Assumption University Health Screening and Immunization Requirements (*ARC-PA Standard A3.17b*)
- Records of academic performance (*ARC-PA Standard A3.17c*)
- Records of non-academic performance (*ARC-PA Standard A3.17c*)
- Record of remediation efforts and outcomes (*ARC-PA Standard A3.17d*)
- Records of disciplinary action, probation, deceleration, and dismissal (*ARC-PA Standard A3.17e*)
- Record of meeting Assumption University requirements for program completion (*ARC-PA Standard A3.17f*)
- SCPE portfolios
- SCPE preceptor evaluations

- Grades
- Permanent final transcript

PA students, PA staff, and non-PA faculty shall not have access to PA student records, or any other confidential student information. (*ARC-PA Standard A3.18*)

PA students shall not have access to any faculty records, program records, or other confidential program material. (*ARC-PA Standard A3.18*)

### **Privacy of Records – FERPA**

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) protects the privacy of student records, ensuring that the University will not release a transcript or personal information about a student to a third party without the student's knowledge and written consent. Only those data items that have been defined by the University as directory information can be released without prior student consent.

The University defines directory information as a student's:

- Name
- Local (mailing) Address
- Home Address
- E-mail address
- Declared Major or Course of Study
- Local Telephone Number
- Date and Place of Birth
- Participation in Officially Recognized Activities and Sports
- Dates of Attendance
- Degrees
- Certificates
- Awards Received
- Most Recent Previous Educational Institution Attended by the Student

Students and parents who wish that the University not make public some or all this information must *specifically* request in writing that the University not disclose directory information about them, including which information they wish to not have disclosed. The University will consider such requests upon submission, to the maximum extent permitted by applicable law. Requests by individual students to suppress from public distribution the information mentioned above are to be made annually to the PA Program and the University Registrar. Except in a few specific circumstances specified by law, third parties (e.g., parents, spouses, employers) may be given access to student education records only with the signed and dated written permission of the student. The office releasing the information should keep a copy of the consent.

In addition, this Act provides each student with the right to view their academic file and all materials contained within (except for certain letters of recommendation to which the student has previously waived their right of access). According to FERPA legislation, the University has up to 45 days to comply with a request to review a file. Files are kept in the PA Program office. Material cannot be removed from the file; however, if there are any disputed documents, the student may request that a written statement, giving the student's point of view, also be included in the file. Students who request to view their file must submit a written and signed request and provide proper identification. An arrangement to view one's file can then be made with the PA Program Director of Didactic Education.

Students whose parents are paying their tuition may be required to share performance data with their parents in accordance with applicable law. Students who wish to provide permission for parents to receive grade and record data from the registrar should fill out the [FERPA Release Form](#).

#### [FORM: Prohibition on the Release of Personal Information](#)

Log Book: Review of Student Records (signatures)

#### **Requests for Letters of Recommendation and Credentialling Requests**

Program personnel, including the Program Director, Medical Director, principal faculty, instructional faculty (to include preceptors), and staff *are not required* to provide letters of recommendation, nor complete credentialling forms that require providing personal opinions of a student's performance, professionalism, or abilities. Permission should be sought before having a request for such letters sent to the program. Faculty that receive requests for letters of recommendation or credentialling requests will provide a personal, complete, and candid review of the student.

#### **Requests for Proof of Attendance and Program Completion**

Current PA students, former PA students, and alumni may request proof of current attendance or proof of program completion by e-mailing a request to the program at [pa.program@assumption.edu](mailto:pa.program@assumption.edu).

#### **Student Health Records**

Student health records are maintained by Assumption University Student Health Services. These records are confidential and are not accessible to or reviewed by PA program personnel, principal or instructional faculty. A memorandum documenting completion of health screening and immunization completion will be forwarded to the program for inclusion in the student's permanent academic record. The program will maintain a record of immunizations, TB testing, and compliance with respirator fit testing. [ARC-PA Standard A3.19]

#### **Transcripts**

Transcripts will be maintained by the PA Program and the University Registrar. Students may order official transcripts using the [Parchment Transcript Service](#). For more information and a [Short Instructional Video](#), students should visit the [Registrar's Page](#) on the [Assumption University website](#). Current students may access unofficial transcripts through their portal accounts in WebAdvisor, under "My Progress."

## Teach-Out Plan

The ARC-PA has granted **Accreditation-Provisional** status to the **Assumption University Physician Assistant Program** sponsored by **Assumption University**.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA *Standards* or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the *Standards* as it prepares for the graduation of the first class (cohort) of students.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-assumption-university/>.

In the event the University can no longer sustain operations, or if an existing University academic program closes, sunsets, or loses external accreditation, a plan for teaching out currently matriculated students will be determined in accordance with NECHE policies and federal law and will be provided to the affected students. *(ARC-PA Standard A1.02h)*

Should a closure of Assumption University occur for any reason, the University will follow the [Policy on Teach-Out Plans and Teach-Out Agreements](#) published by the [New England Commission of Higher Education](#).

Should the PA program enroll students and then fail to attain or maintain ARC-PA accreditation, Assumption University, the School of Health Professions, and the PA Program will teach out any currently enrolled students. They will not recruit, enroll, or matriculate any further students into the program during a loss of accreditation.

### **PA Program Promulgated**

Critical program information and correspondence will be sent via electronic mail. All correspondence from the program, program faculty, and program staff will only be sent to a student's official Assumption University assigned e-mail address. Students shall address all correspondence to the program, program faculty, and program staff to official Assumption e-mail addresses. Students must send all program-related e-mails from their Assumption e-mail account.

Students must check their e-mail regularly, but at least once daily to ensure timely receipt of important program information.

PA Program faculty and staff typically respond to e-mails only between the hours of 0800 and 1600 daily. In the case of an emergency, PA Program students should contact faculty or staff in person during regular program hours, or via the emergency PA Program cellular numbers provided during orientation if outside of normal hours.

### **PA Program Provided Audience Response System**

The program provides each student with an [Echo360](#) Audience Response System account. Students must use their electronic device (laptop, tablet, smart phone with camera, etc.) to utilize Echo360.

### **University Promulgated Policies**

PA students are required to adhere to the [Assumption University Acceptable Use Policy](#) in regard to all computer use on campus, or when using campus intranet resources including remote library resources.

PA students are required to adhere to the [Assumption University Computer, Network, and Electronic Communications Policy](#). These policies apply to both University-owned resources as well as personal devices while utilizing the University network.

PA students are required to adhere to the [Assumption University Electronic Mail Policy](#). Assumption University provides electronic mail to faculty, staff, and students, and to other individuals, including official visitors. The use of Assumption's e-mail services must be consistent with the institution's educational goals and comply with local, state, and federal laws and University policies.

## Use of Human Subjects in Research

[Assumption University's Institutional Review Board \(IRB\)](#) monitors all research conducted at the University that uses human subjects. The IRB is an oversight Board mandated by the federal government. Students and faculty who will be conducting research on human subjects must get clearance to begin their projects. Researchers should take every reasonable precaution when designing their studies to ensure the protection of human subjects. PA Program faculty and students wishing to perform research utilizing human subjects should read the [Institutional Review Board Assumption University Guidelines for Review of Research Involving Human Subjects](#).

Questions about how to begin the authorization process can be referred to the [Chair of the IRB Board](#).

All students who wish to perform research on human subjects must complete training in the ethical performance of human research and protecting human research participants.

### [Protecting Human Research Participants' Online Training & Certification](#)

The mission of PHRP Online Training is to provide current and accessible training to ensure ethical and safe practices whenever research is being conducted with human participants.

### [The Collaborative Institutional Training Initiative \(CITI Program\)](#)

The CITI program is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

## Use of Likeliness, Photographs, Videos, Audio Recordings, and Personal Information

Assumption University and the Assumption University PA Program maintain an active marketing campaign, a website, and social media presence. This is beneficial to the program and helps keep clinical partners actively aware of the program's operations. As part of this practice, material relevant to the program is frequently collected for publication. Such materials may involve images of faculty, staff, and students.

As part of the day-to-day operation of the PA Program, students may be recorded in photographs, audio, or video. These recordings may be shared as part of the general marketing of the program. As part of attendance in the program, students grant Assumption University, the PA Program, its directors, officers, employees, agents, and designees (collectively "the PA Program") non-revocable permission to capture recordings, images, and likenesses in photographs, videotapes, motion pictures, recordings, or any other media (collectively "recordings").

Students acknowledge that the PA Program will own such recordings and further grant the PA Program permission to copyright, display, publish, distribute, use, modify, print, and reprint such recordings in any manner whatsoever related to University or PA Program business, including without limitation, publications, advertisements, brochures, web sites, or other electronic displays and transmissions thereof. Students waive any right to inspect or approve the use of recordings by the PA Program before use. Students forever release and hold the PA Program harmless from all liability arising out of the use of the recordings in any manner or media whatsoever and waive all claims and causes of action relating to the use of the recordings, including, without limitation, claims for invasion of privacy rights or publicity.

Students may decline to share this information by submitting a negative response on the [FORM: Consent for use of Likeness, Photographs, Videos, Audio Recordings, and Personal Information](#) during orientation to the program. Once a student opts out, the University will strive to ensure that no recordings of that student will appear in any material related to the PA Program. The opt-out request will be placed in the student's permanent academic record (folder) maintained by the PA Program.



## Precedence of Policies

Policies related to students published by the University, or the PA Program apply to all PA students regardless of location.

Policies related to faculty published by the University, or the PA Program apply to all PA faculty regardless of location.

Due to the nature of the program and the wide variation in Supervised Clinical Practice Experiences, students are required to follow all policies and procedures required of clinical sites as provided during site orientation. If a specific site policy conflicts with a PA Program policy, the policy of the clinical site will supersede that of the University and the PA Program unless specifically disallowed by a written Assumption PA policy.

PA Program students are accountable to policies published by the University that relate to all University students, including graduate students and PA students.

*When there is a specific instruction defined or published by the PA Program, that policy will supersede any related University policy that is not specific to the PA Program.*

All Assumption University PA Program policies and procedures are subject to change at any time, with or without notice. The latest policies will be published and updated on the [PA Program website](#).

### **Associated Assumption University Policies Applicable to PA Students**

[IT Policies and Procedures](#) (intranet page – behind firewall). Policy Tab is in dropdown on right of page.

[Assumption University Student Handbook](#)

[Assumption University Conduct Policies and Procedures](#)

## Campus Resources

In addition to the resources identified in the Policy: Timely Access to Student Services section of this handbook, the following campus resources are available to all Assumption University students. (ARC-PA Standard A1.04)

### [Academic Support Center](#)

### [Bookstore](#)

### [Campus Ministry](#)

- Chapel of the Holy Spirit
- Interfaith Prayer Room – Tinsley Family Campus Ministry Center

### [Career Development & Internship Center \(CDIC\)](#)

### [Counseling Services \(Fuller Hall\)](#)

### [Cross Cultural Center](#)

### [Dining Facilities](#)

- [Taylor Dining Hall](#)
- [Charlie's Snack Bar](#)
- [Hagan Café](#)

### [Emmanuel d'Alzon Library](#)

- [Library Study Rooms \(Book Online\)](#)

### [Information Technology, Media Services, and Help Desk](#)

### [Mailroom](#)

### [Printing](#)

- [HoundPrint](#)
- [Mobile Print Guide](#)

### [Saint Luke's Society](#)

### [Student Accessibility Services](#)

### [Student Health Services \(Armanet House\)](#)

### [The Plourde Recreation Center \(Gym\)](#)

Veteran's Lounge - The Veterans Lounge is in the Information Technology Center, Room 125 and 126

### **Educational Resources for Students**

The Emmanuel d'Alzon Library provides a comprehensive medical library that is available 24/7 for PA students both on and off campus. Resource librarians are available to assist PA students in accessing the resources below. A formal orientation to the resources, searching medical literature, and access to point-of-care databases will take place during program orientation. *(ARC-PA Standard A1.04) (ARC-PA Standard A1.09)*

### **Program Software**

[ExamSoft](#)

### **Point of Care and Clinical Resources**

[Access Medicine](#)

[APA Psychiatry Online](#)

[Clinical Key](#)

[DynaMed](#)

[Epocrates](#)

[UpToDate](#)

### **Journal Access Resources**

[Annals of Internal Medicine](#)

[British Medical Journal](#)

[JAMA](#)

[Journal of the Academy of Family Physicians](#)

[Medical Economics](#)

[NEJM](#)

### **Supervised Clinical Practice Experiences Material**

[Aquifer](#)

[CORE ELMS](#)

[PAEA End of Rotation Exams](#)

### **Research Tools**

[CINAHL](#)

[Cochrane](#)

[Medline EBSCO](#)

[PubMed](#)

### **Question Banks**

[New England Journal of Medicine \(NEJM+\) PANCE Exam Review](#)

[Rosh Review](#)

[U World Medical](#)

**PANCE Exam**

[Content Blueprint for the Physician Assistant National Certifying Examination \(PANCE\)](#)

[NCCPA PANCE Resources](#)

[Policies and Procedures for Examination Accommodations \(PANCE\)](#)

[Sample PANCE Questions](#)

**State and National Organizations Representing PAs**

[Accreditation Review Commission on Education for the Physician Assistant \(ARC-PA\)](#)

[American Academy of Physician Assistants \(AAPA\)](#)

[Massachusetts Association of PAs \(MAPA\)](#)

[National Commission on Certification of Physician Assistants \(NCCPA\)](#)

[NCCPA Health Foundation](#)

[PA Foundation](#)

[PA History Society](#)

[PA's Go Beyond](#)

[Physician Assistant Education Association \(PAEA\)](#)

[Student Academy of the AAPA \(SAAAPA\)](#)

[Veteran's Caucus of the AAPA](#)

All services available to Assumption University students remain available to PA students while they are participating in the Human Gross Anatomy course and while on Supervised Clinical Practice Experiences (SCPEs). Full access to all library resources remains available. (*ARC-PA Standard A1.05*)



# Form Pack

## FORM: Student Handbook Acknowledgement



**By applying my signature, I am attesting:**

1. That I understand all the information provided in this manual and on the attached forms.
2. That I am confirming that I have been made aware of the Program Policies and Procedures.
3. That I agree to abide by all Assumption University, Graduate School, School of Health Professions, and PA Program Policies and Procedures.
4. That I will routinely review the most up-to-date copy of this manual posted on Brightspace.
5. That I am aware of the repercussions of not following these policies, including reasons for dismissal from the program and the University.
6. That I have been afforded the opportunity to ask questions regarding any policies of which I am unclear.
7. That I understand that ignorance of a policy does not excuse any violation of such policies.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed



Formaldehyde is a chemical used in the preservation of human tissue. It is a regulated chemical by the Federal Occupational Safety and Health Administration (OSHA) at [29 CFR 1910.1048](#). The cadavers used in Bio-Skills Lab during the Human Gross Anatomy course have been preserved in formalin (37% formaldehyde inhibited with 6-12% methyl alcohol).

As a PA student, I am responsible for completing and adhering to all required training regarding exposure and personal protective equipment as well as undergoing respirator fit testing during program orientation.

Formaldehyde and solutions containing the chemicals are potential human carcinogens, irritants, and chemical sensitizers.

- Inhalation: Concentrations as low as 0.1 parts per million (ppm) in air can cause irritation to the mouth, nose, and throat. Exposure above 25 ppm can cause pulmonary edema (fluid in lungs) which may lead to death. Exposure greater than 100 ppm is immediately dangerous to life and health. If sensitized, inhalation exposure at any concentration may cause allergic respiratory reactions such as asthma, bronchitis, wheezing, and chest tightness.
- Oral: Ingestion can cause severe irritation of the mouth, throat, and stomach, nausea, vomiting, convulsions, coma, and death. An oral dose of 30 to 100 ml formalin can be fatal in humans.
- Skin: Formalin is a severe skin irritant and sensitizer. Repeated dermal contact may result in sensitization, resulting in allergic dermatitis at relatively low concentrations. Contact causes white discoloration, a burning sensation, drying and scaling of the skin.
- Eyes: Concentrations of 3 to 5 ppm may result in severe eye irritation. Direct contact with the eyes and skin may also cause severe burns, blurry vision, and loss of vision. Burns to eyes and skin may have a delayed effect, not appearing for hours after initial contact. An eyewash is available in the Bio-Skills Lab.
- Chronic exposure: Formaldehyde and its solutions are potential human carcinogens and have been associated with cancers of the lung and nasal passageways.

The Occupational Safety and Health Administration (OSHA) permissible exposure limit (PEL) is 0.75 ppm as a time-weighted average for an eight-hour shift. The OSHA short-term exposure limit (STEL) is 2 ppm for a 15-minute period.

### Limiting Exposure and Personal Protection

- Limit physical contact with the cadaver and released liquids. Wear gloves, scrubs, and safety glasses to prevent contamination of skin or clothing. Wash your hands at end of class.
- Avoid contamination of personal items. Store bags, purses, and other personal items in the lockers provided. Do not bring food or drink into the lab. Keep electronic devices in large zip-lock bags.

- The bio-skills lab has a ventilation system designed to reduce your exposure to formaldehyde. To ensure optimal performance of the ventilation system, you should not move dissection tables or open windows in the suite. The doors to the lab suite should remain closed.
- Suction excess fluids from the chest cavity with the supplied device. Do not allow formaldehyde-containing liquids to puddle on the floor. Absorb puddles with paper towels. Dispose of paper towels in a lidded trash container. Make sure the lid of the drain bucket located under the dissection table is closed.
- Properly cover the cadaver after you finish. This will reduce the release of formaldehyde into the classroom.

Students who are pregnant, breastfeeding, or have other health conditions that may be affected by working in the bio-skills lab should contact the Director of Didactic Education (DDE) and discuss accommodations and options including, but not limited to, additional PPE.

[3M™ Rugged Comfort Quick Latch Half Facepiece Reusable Respirator 6502QL](#)

[3M™ Formaldehyde/Organic Vapor Cartridge 6005](#)

[3M™ Respirator Cleaning Wipe 504](#)

[3M™ Qualitative Fit Test Apparatus FT-30 Bitter](#)

[3M™ Qualitative Fit Test Apparatus FT-10 Sweet](#)

[3M™ Scott™ Fleece Facepiece Bag](#)

[3M™ Reusable Nylon Respirator Bag FF-400-25](#)

[Centers for Disease Control & Prevention \(CDC\) – Agency for Toxic Substance & Disease Registry \(ATSDR\) – Toxic Substances Portal – Medical Management Guidelines for Formaldehyde](#)

**By applying my signature, I am attesting:**

1. That I have participated in training regarding exposure to formaldehyde.
2. That I understand the risks associated with exposure to formaldehyde.
3. That I agree to participate in the Human Gross Anatomy Course.
4. That I will always wear appropriate personal protective equipment while in the Bio-Skills Lab.
5. That I will follow all rules and regulations of the UMass Chan Medical School and the direction of faculty who are coordinating the course.
6. That I have been afforded the opportunity to ask questions regarding any part of this policy which is unclear.
7. That if I am pregnant, breastfeeding, or should become pregnant that I will notify the Director of Didactic Education before returning to the lab.
8. I understand the effects formaldehyde exposure and handling of preserved human tissue may have on my health and on any possible pregnancy.
9. That I assume all risks associated with participation in Human Gross Anatomy and that UMass Chan Medical School, Assumption University, the Assumption University PA Program, and the University, the program, and all program personnel are absolved of all responsibility related to participation.

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Student Printed Name

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Student Signature

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Date Signed



## FORM: Annual Attestation Regarding Technical Standards



The technical standards of the PA Program specify attributes necessary for completing PA didactic training, SCPEs, and eventually clinical practice. These standards describe the essential functions students must meet to fulfill the requirements of PA Education, and thus, are pre-requisites for entrance, continuation, advancement, retention, and graduation from the PA Program. Deficiencies in meeting these technical standards may jeopardize the student's academic standing or compromise the provision of high-quality patient care and, as such, may be grounds for dismissal from the Program.

I have read and understand the Assumption University PA Program Technical Standards. I attest that I can fulfill all Technical Standards with or without reasonable accommodations.

### **Orientation (January 2025)**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

### **At completion of didactic education and the start of SCPEs (January 2026)**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

### **At the start of the final year of the program (January 2027)**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## FORM: Authorization for Release of Information



I hereby authorize the Assumption University PA Program to release the following information to Supervised Clinical Practice Experience Sites to facilitate the credentialing process:

1. Basic Demographic Information to include name, e-mail address, and telephone number
2. Immunization Records
3. Background Investigation Results
4. Current academic and non-academic probation status
5. Limited health information necessary to place student on appropriate services and assure patient safety

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Student Printed Name

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Student Signature

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Date Signed

## FORM: Consent for use of Likeness, Photographs, Videos, Audio Recordings, and Personal Information



I attest that I have read and understood the Assumption University PA Program Policy: Use of Likeness, Photographs, Videos, Audio Recordings, and Personal Information.

☐ I agree to allow Assumption University, the School of Health Professions, and the PA Program to use my likeness, photographs, videos, audio recordings, and personal information in any and all program related correspondence, marketing material, or published program related material. I acknowledge that the University may also use my name in combination with the publication and/or use of any likeness, photographs, videos, and/or audio recordings.

☐ I request that Assumption University, the School of Health Professions, and the PA Program refrain from using my likeness, photographs, videos, audio recordings, and personal information in any and all program related correspondence, marketing material, or published program related material.

*I understand that even if I select this box, the University may nonetheless use my likeness, photograph, video, and/or audio recording when I am photographed/recorded in a public space or at public events where there is no reasonable expectation of privacy (including general "campus scene" photos), where the primary focus of the photograph is taken in a non-public environment and I am not recognizable (e.g., when a silhouette, rear view, or out of focus shot is taken), when I am invited to attend a group activity/event and chose to participate of my free will, and in a classroom or lab environment where the photography has been requested by the faculty member, department, college, or other appropriate agent of the university.*

By my signature:

1. I am stating that I understand the information provided on this form.
2. I understand that if I agree that such likenesses of me may be placed on the Internet.
3. I understand that if I agree that I may be identified by name and/or title in printed, internet or broadcast information that might accompany photographs or recordings of me.
4. I understand that I may rescind this approval at any time by submitting a written request to the Associate Program Director of the PA Program.

---

Student Printed Name

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Student Signature

---

Date Signed

# FORM: Occupational Exposure to Environmental Hazards, Infectious Diseases, and Bloodborne Pathogens



PA Training is associated with the potential for occupational exposure to environmental hazards, infectious diseases, and bloodborne pathogens. Students who participate in training understand and accept these risks as an inherent part of the practice of medicine.

By signing this form, I agree that:

- ☐ I have received training on the prevention of exposure to environmental hazards, infectious diseases, and bloodborne pathogens, to include universal precaution and safe handling of sharps.
- ☐ I have received OSHA training on bloodborne pathogens, formaldehyde, ionizing radiation safety, personal protective equipment, and respiratory protection.
- ☐ That I have been fit tested for a respirator
- ☐ That the program has provided Personal Protective Equipment at no cost to me.
- ☐ That I will follow all program policies and procedure related to environmental hazards, infectious disease, and bloodborne pathogens.
- ☐ That in the event of an exposure during didactic education, I will notify the Director of Didactic Education and Simulation and Facility Manager, follow published procedures for post exposure treatment, and complete a [FORM: Program Incident](#).
- ☐ That in the event of an exposure during a SCPE, I will notify my preceptor and the Director of Clinical Education, follow published procedures for post exposure treatment, and complete a [FORM: Program Incident](#).
- ☐ That should I be the source patient in a needlestick, sharps, or mucosal blood and body fluid exposure, that I will agree to cooperate with the University and complete all necessary testing to ensure my safety and the safety of others in the Program, including testing for HIV and Hepatitis Viruses.
- ☐ That I will maintain medical insurance coverage during my entire enrollment in the PA Program, confirm that my insurance plan will cover diseases, illnesses, and injuries sustained while performing care as a PA Student.
- ☐ I understand that I am financially responsible for covering the cost of medical care for conditions sustained as part of my training, and not covered by my medical plan.

☐ The PA Program will assist me in navigating the health care system related to any exposures, and to determine what, if any, impact the exposure will have on my ability to continue in the Assumption University PA Program.

☐ I agree that I have had the opportunity to discuss this document and have any questions answered.

☐ I, on behalf of myself, heirs, next of kin, spouse, and legal representatives, do hereby absolutely, fully, and forever, release, relieve, waive, relinquish, and discharge Assumption University, The PA Program, any faculty member, fellow student, administrator, or any of their respective directors, officers, employees, volunteers, agents, contractors, and representatives, of and from any and all actions or causes of action, actual or alleged claims, of any kind or undiscovered, accrued or un-accrued, suspected or unsuspected, which I may now have, claim to have, or which may at any time hereafter accrue, arising out of, in connection with, in consequence of, in any way involving, or related to the procedures performed. I also agree that I, my heirs, next of kin, spouse, and legal representatives will not make a claim against, sue, or assign blame in any manner because of any exposure.

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Student Printed Name

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Student Signature

---

Date Signed



PA Students enrolled in the Assumption University PA Program have an ethical and moral obligation to protect the health of their patients.

Assumption University is committed to a policy of non-discrimination and protecting the legal rights and privacy of students infected with blood-borne pathogens while also protecting the health of the public. A student who is infected may attend the Assumption University PA Program; however, certain restrictions may be imposed on the scope of the infected student's training. Actual recommendations and advice to the student will depend on current medical findings and standards of practice.

All matriculated Assumption University PA Program students will have their Hepatitis B immunity status confirmed as part of the program's immunization policy. Although testing for hepatitis C and human immunodeficiency virus (HIV) is not required for attendance, it is the professional responsibility of any student who has risk factors for these diseases to make arrangements for serologic testing.

Students who are aware that they are infected with a blood-borne pathogen [including but not limited to Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency virus (HIV)], if not currently under the care of a personal physician, are strongly urged to contact their primary care provider (PCP) so that appropriate medical treatment may be instituted or continued.

Students infected with a blood-borne pathogen must avoid circumstances in which they could potentially transmit their infection to others. They are required, therefore, to disclose their infection status to the Associate Program Director to arrange any necessary adjustments to their educational program. Such notification is considered a professional responsibility of the student, and failure to disclose blood-borne pathogen infection status will be grounds for disciplinary action, up to and including dismissal from the PA Program.

The Assumption University PA Program reserves the right to restrict students who may transmit blood-borne pathogens from situations that place others at risk. Reasonable adjustments will be made for any student who has tested positive for a blood-borne pathogen to be able to continue their PA education. Restrictions and adjustments will be determined on a case-by-case basis by the Associate Program Director, in consultation with an infectious disease consultant. In addition, the Associate Program Director will provide counselling regarding SCPE participation and potential impacts on future employment to all students who have a blood-borne pathogen infection. Every reasonable effort shall be made to maintain confidentiality regarding the blood-borne pathogen status of students. Nevertheless, before an infected student begins SCPE; the preceptor of that SCPE may be informed on a need-to-know-basis of limitations imposed on the student's activities.

Students infected with blood-borne pathogens should be aware that, based on current medical knowledge and practice, they may be restricted from some SCPEs, or from performing certain functions during a SCPE. This may also impact future employment in specialties that require the performance of invasive procedures.

A student infected with HBV, HCV, or HIV may continue in the PA program if they are able to carry out the physical and intellectual activities of all students as outlined in the program Technical Standards.

Demonstrated competence on Standard Precautions is required of all students in PA Program. In addition to any policies of the Assumption University PA Program, students participating in SCPEs are also subject to the blood-borne pathogen disease policies for health care workers at those individual host sites.

In compliance with the American with Disabilities Act Amendments Act of 2008 (ADAAA) students living with blood-borne diseases will not be discriminated against when considering admission and retention in the PA Program.

Once it has been determined what if any adjustments or restrictions need to be imposed on an individual student, reasonable accommodations will be developed. All PA Program students must meet the PA Program technical standards.

**By applying my signature, I am attesting:**

1. I understand the importance of recognizing personal medical conditions that might potentially endanger the health of patients or others with whom I interact.
2. I will consistently utilize Universal Precautions in all educational and health care environments for both my protection, and that of those for whom I am providing care.
3. I am willing to be tested for communicable diseases in the event I am the source person in an infectious disease exposure.
4. I will promptly seek medical care for any condition that could potentially endanger patients or others with whom I interact.
5. That in the event I suspect, or have been confirmed to be positive for a transmissible illness, I will avoid situations where I may endanger patients or others with whom I interact. I agree to notify the Associate Program Director of the PA Program of my condition and abide by any program or SCPE restrictions placed on my participation.

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Student Printed Name

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Student Signature

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Date Signed

## FORM: Participation as Human Subject



Statement: Functional anatomy and physical diagnosis are best learned by studying living subjects. The Assumption University PA Program may require the participation of students as living subjects, as well as examiners, interchangeably during selected courses of the didactic phase of the program.

Students are expected to willingly participate in all aspects of physical examination training professionally and cooperatively.

Students will be asked to wear clothing that will easily allow physical examinations by other students and observation by participating faculty.

- Females will be asked to wear shorts and a modest sports bra
- Males will be asked to wear shorts.

PA education requires the application of physical examination, clinical skills, and therapeutic and diagnostic procedures during the following courses:

- Physical Diagnosis & Clinical Decision Making
- Clinical Procedures and Clinical Decision Making
- Clinical Decision Making
- Tactical Combat Casualty Care

Students will act as both a provider performing such skills and procedures on classmates and as a patient recipient of these same procedures. To make this an equitable process, those students wishing to participate in performing skills must agree to be the recipient of those same skills.

The following rules apply to skills and procedures:

1. All procedures are voluntary. Volunteering involves consenting to the inherent risks involved in both performing and receiving such procedures.
2. If you perform a procedure on a classmate, you consent to have that classmate perform the same procedure on you.
3. You agree that all procedures will be performed in the presence of a faculty member and that you will follow all verbal, posted, and implied instructions.
4. You will report any injury immediately, including needle stick or exposure to bodily fluids, to the faculty member present.
5. In the case of a needle stick injury, you agree to have your blood drawn and tested for communicable diseases, including, but not limited to, HIV and Hepatitis.
6. In the case of an exposure, you will be offered counseling and Post Exposure Prophylaxis (PEP) if indicated.



7. You will understand the risk(s) of each procedure you perform and receive and are willing to accept the risk associated with each procedure. If you are not aware of the risks or are unwilling to accept these risks, you agree not to perform or receive any procedure until all risks are fully explained and you are fully willing to accept such risks.
8. You are aware that other unforeseeable complications may occur. You do not expect faculty to anticipate or explain all possible risks or complications that could occur.
9. You have the right to consent to or refuse any procedure at any time.

**By applying my signature, I am attesting:**

1. I am stating that I understand all the information provided on this form.
2. That I consent to participate in all physical examinations, procedures, and clinical skills and act as a willing recipient allowing classmates and faculty to perform appropriate physical examinations, procedures, and skills on me.
3. That my participation in clinical procedures is voluntary, but not agreeing to participate as a patient prevents me from performing procedures on fellow classmates, thus limiting my educational experience, and placing me at a distinct disadvantage upon starting clinical rotations.
4. I agree that I have had the opportunity to discuss this document and have any questions answered.
5. I, on behalf of myself, heirs, next of kin, spouse, and legal representatives, do hereby absolutely, fully, and forever, release, relieve, waive, relinquish, and discharge Assumption University, The PA Program, any faculty member, fellow student, administrator, or any of their respective directors, officers, employees, volunteers, agents, contractors, and representatives, of and from any and all actions or causes of action, actual or alleged claims, of any kind or undiscovered, accrued or un-accrued, suspected or unsuspected, which any Releasing Party may now have, claim to have, or which may at any time hereafter accrue, arising out of, in connection with, in consequence of, in any way involving, or related to the procedures performed. I also agree that I, my heirs, next of kin, spouse, and legal representatives will not make a claim against, sue, or assign blame in any manner because of performed procedures.

---

Student Printed Name

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Student Signature

---

Date Signed

# FORM: Medical Compliance Certificate and Permanent Immunization Record



Assumption University  
School of Health Professions  
PA Program

Student Name:

Student Date of Birth:

## Tuberculosis Screening ID

<input type="checkbox"/> PPD #1	Planted:	Read:	Result: mm	<input type="checkbox"/> +	<input type="checkbox"/> PPD #3	Planted:	Read:	Result: mm	<input type="checkbox"/> +
<input type="checkbox"/> PPD #2	Planted:	Read:	Result: mm	<input type="checkbox"/> +	<input type="checkbox"/> PPD #4	Planted:	Read:	Result: mm	<input type="checkbox"/> +
<input type="checkbox"/> QuantiFERON-TB Gold Assay	Date:		Result: Negative	<input type="checkbox"/> +	<input type="checkbox"/> QuantiFERON-TB Gold Assay	Date:		Result: Negative	<input type="checkbox"/> +

Students with a positive PPD or QuantiFERON-TB Gold Assay require documentation of a chest radiograph and completion of chemoprophylaxis

Chest Radiograph Date: Result:

Completion of Chemoprophylaxis Date: ☐ Documentation Reviewed

## Tetanus, Diphtheria, acellular Pertussis (Tdap) IM

☐ EXEMPT

☐ Tdap #1 Date: (Within 7 years of program start)

☐ Tdap #2 Date: (If required for injury)

## Varicella SQ-LIVE

☐ EXEMPT

☐ Varicella #1 Date:

☐ Varicella #2 Date:

Varicella Titer Date: Result: Status: Immune

## Measle, Mumps, Rubella (MMR) SQ-LIVE

☐ EXEMPT

MMR #1 Date: M: M: R:

MMR #2 Date: M: M: R:

Measles Titer Date: Result: Status: Immune

Mumps Titer Date: Result: Status: Immune

Rubella Titer Date: Result: Status: Immune

## COVID 19 IM

☐ EXEMPT

COVID 19 #1 Date: Manufacturer: SELECT ONE

COVID 19 #2 Date: Manufacturer: SELECT ONE

COVID 19 B1 Date: Manufacturer: SELECT ONE

COVID 19 B2 Date: Manufacturer: SELECT ONE

COVID 19 B3 Date: Manufacturer: SELECT ONE

COVID 19 B4 Date: Manufacturer: SELECT ONE

## Hepatitis B IM

☐ EXEMPT

If anti-BBs <10mIU/ml

Hepatitis B #1 Date: Hepatitis B #4 Date:

Hepatitis B #2 Date: Hepatitis B #5 Date:

Hepatitis B #3 Date: Hepatitis B #6 Date:

Titer (Series 1) Date: Result: mIU/ml Status: Immune

Titer (Series 2) Date: Result: mIU/ml Status: Immune

☐ Non-Responder

## Annual Influenza IM

☐ EXEMPT

☐ 2024 Influenza Date:

☐ 2025 Influenza Date:

☐ 2026 Influenza Date:

☐ 2027 Influenza Date:

## Inactivated Polio IM

☐ Adult Polio Booster Date:

## Typhoid IM/Oral

☐ EXEMPT

☐ Typhoid Inj Date:

☐ Typhoid Oral ☐ #1 ☐ #2 ☐ #3 ☐ #4 Date:

## Hepatitis A IM

☐ EXEMPT

Hepatitis A #1 Date:

Hepatitis A #2 Date:

N95 Respirator Fit Test Date: Result: Passed

Provider Name:

Signature:

Date:

## AT WILL FORMS



# At Will Forms

## FORM: Formative Assessment Failure Appeal



Date:

I am submitting this form to the Director of Admission, Assessment, and Academic Success to appeal  
Choose One

Provide a narrative requesting an appeal:

The written appeal must include:

1. Evidence that the assessment was not an accurate measure of the student's performance, did not measure a course objective, learning outcome, or program-required competency, or was on material not required to be covered in the course. Appeals may not include factors that include student failure to prepare for an assessment unless there are genuinely extenuating factors.
2. A detailed statement of why the program should reconsider the outcome of the assessment.
3. A detailed strategy for the student to accomplish understanding of the material not successfully understood on the formative assessment and how they plan to succeed on future assessments.

This form must be submitted to the Academic Performance and Professionalism Committee (APPC) within three (3) days of notification of the failure.

I attest that this is a true and accurate statement.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

**Program Action**

Narrative

**Academic Performance and Professionalism Committee**

Appeal ☐ Approved. ☐ Denied

**Director of Didactic Education**

Appeal ☐ Approved. ☐ Denied

---

☐ Filed in Student Record

## FORM: Hepatitis B Vaccine Non-Responder Form



A hepatitis B vaccine "non-responder" refers to a person who does not develop protective surface antibodies after completing two full series of the hepatitis B vaccine and for whom an acute or chronic hepatitis B infection has been ruled out. Once declared as a non-responder, this individual will not be required to receive any more Hepatitis B vaccine or HBsAb titers.

### Non-Responder Student

- ☐ I have been notified by the Assumption University PA Program that I am a Hepatitis B Vaccine Non-Responder.
- ☐ I have been counselled that I am considered susceptible to HBV Infection.
- ☐ I have been counselled about precautions to prevent HBV infection.
- ☐ I understand the need to obtain HBIG Prophylaxis in the event of a known or probable exposure to HBsAg positive blood or body fluids.
- ☐ I agree to contact the Director of Clinical Education in the event of a possible exposure and to seek medical treatment as recommended by the program.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

### Director of Clinical Education

- ☐ I have provided the individual listed above counselling regarding their status as a Hepatitis B Vaccine Non-Responder.
- ☐ I have counselled the student about their susceptibility to HBV infection, precautions to prevent exposure, actions to take in the event of an exposure, and resources for more information.

Director of Clinical Education: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Resources for Hepatitis B Non-Responders

[The Hepatitis B Foundation](#)

[Centers for Disease Control & Prevention \(CDC\) Hepatitis B Vaccination for Healthcare Workers](#)

☐ Filed in Student Record

## FORM: Global Health SCPE Application



1. You are required to write a personal statement regarding your interest in Global Health through the completion of SCPEs in American Samoa. Please address, at a minimum, the following topics in your statement. This will also be included as part of your credentialing process at the LBJ Tropical Medical Center.

Describe your goals for completing clinical rotations in American Samoa. Include how you believe you will represent your class, the Assumption University PA Program, and the PA Profession while functioning abroad as an Assumption PA Student.

Outline your achievements regarding service to the community since beginning the PA Program. Outline your achievements regarding service to Assumption University and the Assumption University PA Program since beginning the PA Program.

2. You will not be able to choose which trip you take to American Samoa. If there is one trip you absolutely cannot make, please specify by trip number and provide your reason(s).
3. You will not be able to specify which SCPEs you complete at the LBJ Tropical Medical Center. However, if you have a particular interest, please discuss why you would prefer to complete that SCPE in American Samoa.

### **Checklist:**

- ☐ Current CV
- ☐ Passport (expiration date >6 months after graduation date)
- ☐ Current BLS Card    ☐ Current ACLS Card
- ☐ LBJ Tropical Medical Center Delineation of Clinical Privileges (DA Form 5440-23, Feb 2004)
- ☐ Medical Staff Attestation Form
- ☐ American Samoa Government Health Services Regulatory Board Application for Licensure
- ☐ LBJ Tropical Medical Center Department of Human Resources Background Search Authorization
- ☐ LBJ Notification and Authorization to Release Criminal Information for Employment Purposes
- ☐ LBJ Authorization for Release of General Information
- ☐ LBJ Authorization for Release of Malpractice Information
- ☐ LBJ Application Medical Staff Appointment and Clinical Privileges
- ☐ TB Risk Assessment and Screening Form
- ☐ Medical History and Physical Examination
- ☐ Diploma
- ☐ Liability Insurance
- ☐ Letter of Good Standing
- ☐ Letters of Recommendation
- ☐ Filed in Student Record

## FORM: Medical Incidental Finding



This form is to be completed by the Associate Program Director.

During the routine performance of a Peer-to-Peer physical examination, the following suspicious or concerning finding was identified.

- ☐ Student has been notified of the condition
- ☐ Confidentiality has been discussed with all faculty and students involved in the examination or aware of the findings
- ☐ Results were confirmed by a faculty member
- ☐ Student was given an opportunity to ask questions and discuss the impact the findings may have on participation in the program

Action taken by the Associate Program Director

Select Action

Student Name:

Date:

Student Signature: \_\_\_\_\_

Associate Program Director:

Date:

Signature: \_\_\_\_\_

☐ Filed in Student Record



## FORM: Program Incident



This form is to be completed with 24 hours of any incident, as required by the policies and procedures in this manual, or as directed by any faculty member. It shall be scanned and e-mailed to the program manager at [kn.wiita@assumption.edu](mailto:kn.wiita@assumption.edu). A hard copy must be provided to the student's advisor and will be filed in the student's permanent record.

### Type of incident: Select

#### Completed by the Student

Student Name:

Date of Incident:

Time of Incident:

Location of Incident:

Description of the Incident:

Witnesses or Other Students Involved:

Were Emergency Services Involved?

No

☐ Campus Police

☐ Police

☐ EMS

☐ Other

Transportation to the Hospital?

No

Hospital:

Program Notified: Date:

Time:

Whom Notified:

Advisor Notified: Date:

Time:

Treatment Provided:

\_\_\_\_\_  
Student Printed Name

**Completed by Advisor**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

Action Taken by the Program:

☐ Blood Drawn from Source

☐ Blood Provided as Source

Post Exposure Prophylaxis Recommended: No ☐ Accepted ☐ Declined

---

Advisor Printed Name

---

Advisor Signature

---

Date Signed

☐ Filed in Student Record

## FORM: Prohibition on the Release of Personal Information



The [Family Educational Rights and Privacy Act](#) (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Schools may disclose, without consent, "directory information". Information that may be released includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, class schedules and individual student photographs and the most recent previous education agency or institution attended by the student.

Assumption University PA Program students wishing to have no personal and/or biographical data information released must complete this form and present it to the Program Director. The withholding of such information will remain in effect until authorization, in writing, is received from the student.

I request that Assumption University, the School of Health Professions, and the PA Program not release any directory information about me or my attendance at Assumption University. I understand that by signing this form, no "directory information" about me will be released to the maximum extent permitted by applicable law. My name will not appear in University Publications, to include commencement programs, program newsletters, press releases, or social media posts.

---

Student Printed Name

---

Student Signature

---

Date Signed

☐ Filed in Student Record

## FORM: Summative Examination Failure Appeal



Date:

I am submitting this form to the Director of Admission, Assessment, and Academic Success to appeal  
Choose One.

Provide a narrative requesting an appeal:

The written appeal must include:

1. Evidence that the assessment was not an accurate measure of the student's performance, did not measure a course objective, learning outcome, or program-required competency, or was on material not required to be covered in the course. Appeals may not include factors that include student failure to prepare for an assessment unless there are genuinely extenuating factors.
2. A detailed statement of why the program should consider the student's request to remain in the program.
3. A detailed strategy for the student to accomplish understanding of the material not successfully understood on the summative assessment and how they plan to succeed in the remainder of the program.

This form must be submitted to the [Academic Performance and Professionalism Committee](#) within three (3) days of notification of the failure.

I attest that this is a true and accurate statement.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## Program Action

Narrative

### [Academic Performance and Professionalism Committee](#)

Appeal ☐ Approved. ☐ Denied

### [Director of Didactic Education](#) / [Director of Clinical Education](#)

Appeal ☐ Approved. ☐ Denied

### [Associate Program Director](#)

Appeal ☐ Approved. ☐ Denied

### [Program Director](#)

Appeal ☐ Approved. ☐ Denied

## Student Outcome

☐ Appeal Approved – Retained in Current Cohort

☐ Appeal Denied – Decelerated

☐ Appeal Denied – Dismissed

☐ Filed in Student Record

## FORM: Violation of Honor Code and Breach of Professionalism Report



Name of Person Filing Report:

Date of Report:

Role of Person Filing Report: Please Choose

Type of Report: Please Choose Level of Severity: Please Choose

Please Describe the Incident:

Please Submit Form to the [PA Program](#)

### Program Actions

☐ Referred to the [Academic Performance and Professionalism Committee](#)

Academic Performance and Professionalism Committee

☐ Dismissed ☐ Referred to the Associate Program Director – Recommend: Please Choose

Associate Program Director

☐ Concur with Recommendation ☐ Do not Concur with Recommendation – Recommend: Please Choose

☐ Remediation

☐ Non-Academic Probation

☐ Documentation in Student File

☐ Serious or Repeat Offense – Referred to the Dean, School of Health Professions – Recommend Dismissal

Program Director

☐ Concur with Recommendation ☐ Do not Concur with Recommendation – Recommend: Please Choose

☐ Dismissal

☐ Appeal to Provost



# Program Forms

## Admission Requirements

- |  |  |
|--|--|
| <input type="checkbox"/> Application                                       | <input type="checkbox"/> College Transcripts                                     |
| <input type="checkbox"/> Supplemental Application                          | <input type="checkbox"/> Three Letters of Recommendation                         |
| <input type="checkbox"/> Curriculum Vitae                                  | <input type="checkbox"/> Personal Reference                                      |
| <input type="checkbox"/> Baccalaureate Degree                              | <input type="checkbox"/> Background Investigation                                |
| <br>   |  |
| <input type="checkbox"/> Biology – 8 Hours                                 | <input type="checkbox"/> Chemistry – 8 Hours                                     |
| <input type="checkbox"/> Human Anatomy – 4 Hours                           | <input type="checkbox"/> Human Physiology – 4 Hours                              |
| <input type="checkbox"/> Microbiology – 3 Hours                            |  |
| <input type="checkbox"/> Psychology – 3 Hours                              | <input type="checkbox"/> Organic Chemistry, Cell Biology, Biochemistry – 3 Hours |
| <br>   |  |
| <input type="checkbox"/> Meets Technical Standards                         | <input type="checkbox"/> 1,500 Hours of Direct Patient Care                      |
| <br>   |  |
| <input type="checkbox"/> Overall GPA $\geq 3.0$                            | <input type="checkbox"/> Prerequisite GPA $\geq 3.0$                             |
|  | <input type="checkbox"/> No Grade Less Than C                                    |
| <br>   |  |
| <input type="checkbox"/> Health Screening Forms at Student Health Services | <input type="checkbox"/> Immunization Records/Titers/TB Testing                  |
| <br>   |  |
| <input type="checkbox"/> AHA Basic Life Support Certification              | <input type="checkbox"/> Student Form Pack                                       |
| <br>   |  |
| <input type="checkbox"/> TOEFL (as needed)                                 |  |



## Program Requirements

- |   |  |
|---|--|
| <input type="checkbox"/> Student Identification                                   | <input type="checkbox"/> Parking Pass  |
| <input type="checkbox"/> Student Handbook Attestation                             | <input type="checkbox"/> Form Pack Signed and Returned   |
| <input type="checkbox"/> Advising: Program Orientation                            | <input type="checkbox"/> Annual Technical Standards Review Didactic  |
| <input type="checkbox"/> Advising: At Completion of Term One                      | <input type="checkbox"/> Annual Technical Standards Review Clinical  |
| <input type="checkbox"/> Advising: At Completion of Didactic Phase                | <input type="checkbox"/> Annual Technical Standards Review Final   |
| <input type="checkbox"/> Advising: At Completion of First SCPE                    |  |
| <input type="checkbox"/> Advising: Prior to Final Summative Examination           |  |
| <input type="checkbox"/> Advising: Prior to Graduation                            |  |
| <input type="checkbox"/> Successful Completion of All Requirements for Term One   | <input type="checkbox"/> Successful Completion of All Requirements for Term Two                            |
| <input type="checkbox"/> Successful Completion of All Requirements for Term Three | <input type="checkbox"/> Successful Completion of All Requirements for Term Four                           |
| <input type="checkbox"/> Successful Completion of Didactic Summative Examination  | <input type="checkbox"/> No Professional Issues Affecting Progression in the Didactic Phase of the Program |
| <input type="checkbox"/> Clinical Phase Background Investigation                  | <input type="checkbox"/> Clinical Phase Drug Testing   |
| <input type="checkbox"/> Clinical Phase Clinical Education                        | <input type="checkbox"/> GPA $\geq 3.0$ at Completion of Didactic Phase                                    |
| <input type="checkbox"/> Successful Completion of PAS 600                         | <input type="checkbox"/> Successful Completion of PAS 610  |
| <input type="checkbox"/> Successful Completion of PAS 611                         | <input type="checkbox"/> Successful Completion of PAS 612  |
| <input type="checkbox"/> Successful Completion of PAS 613                         | <input type="checkbox"/> Successful Completion of PAS 614  |
| <input type="checkbox"/> Successful Completion of PAS 615                         | <input type="checkbox"/> Successful Completion of PAS 616  |
| <input type="checkbox"/> Successful Completion of PAS 617                         | <input type="checkbox"/> Successful Completion of PAS 618  |
| <input type="checkbox"/> Successful Completion of PAS 619                         | <input type="checkbox"/> Successful Completion of PAS 620  |
| <input type="checkbox"/> Successful Completion of PAS 621                         |  |
| <input type="checkbox"/> Successful Completion of Final Summative Examination     | <input type="checkbox"/> No Professional Issues Affecting Progression in the Didactic Phase of the Program |

## Graduation Requirements

- |  |   |
|--|---|
| <input type="checkbox"/> Overall GPA $\geq 3.0$  | <input type="checkbox"/> Passed all Didactic Classes ( $\geq 75\%$ )                  |
| <input type="checkbox"/> Passed a Didactic Summative Examination                                   | <input type="checkbox"/> Passed all SCPEs ( $\geq 83\%$ )                             |
| <input type="checkbox"/> Passed a Final Summative Examination within Four (4) Months of Graduation |   |
| <input type="checkbox"/> Met Program Defined Competencies  | <input type="checkbox"/> Satisfactory professional behavior as determined by the APPC |
| <input type="checkbox"/> Student has met all financial obligations to the University               | <input type="checkbox"/> Student has returned all program equipment                   |
| <input type="checkbox"/> All preceptor evaluations are completed                                   | <input type="checkbox"/> All student evaluations are completed                        |
| <input type="checkbox"/> Completed graduate survey and exit interview                              |   |

## Permanent Record/Board Notification Requirements

- ☐ Student Placed on Academic Probation During Didactic Phase of Program
- ☐ Student Placed on Non-Academic Probation During Didactic Phase of Program
- ☐ Student took Leave of Absence During Didactic Phase of the Program
- ☐ Student Decelerated During Didactic Phase of Program
- ☐ Student Dismissed from Program During Didactic Phase of the Program

- ☐ Student Placed on Academic Probation During Clinical Phase of Program
- ☐ Student Placed on Non-Academic Probation During Clinical Phase of Program
- ☐ Student took Leave of Absence During Clinical Phase of the Program
- ☐ Student Decelerated During Clinical Phase of Program
- ☐ Student Dismissed from Program During Clinical Phase of the Program

## Graduation

- ☐ Student Has Met All Requirements for Graduation
- ☐ Honors
- ☐ NCCPA Portal
- ☐ Distinctions

Student Name: \_\_\_\_\_

I certify that the above-named student has achieved all program competencies and has met all requirements for program completion and graduation.

A copy of this Student Record Compliance Checklist will be maintained in the student record.

Program Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Post Graduation

- ☐ Post Graduate Survey (1 Year)
- ☐ Post Graduate Employer Survey (1 year)
- ☐ Alumni Engagement
- ☐ Post Graduate Survey (5 years)



**VISITING SUPERVISED CLINICAL PRACTICE EXPERIENCE (SCPE) AGREEMENT**  
**Assumption University School of Health Professions**  
**PA Program**

This Supervised Clinical Practice Experience (SCPE) Agreement "Agreement" is made between ASSUMPTION UNIVERSITY "Assumption" located in Worcester, MA, on behalf of its School of Health Sciences "School", and its Physician Assistant Program "PA Program" and , located in "Participating Institution" (each a "Party", together the "Parties") who will collaborate with respect to Supervised Clinical Practice Experiences.

**WITNESSETH**

WHEREAS Participating Institution wishes to broaden the clinical experience provided to its Physician Assistant students ("Visiting PA Students") in its training program.

WHEREAS Assumption wishes to assist the Participating Institution in achieving this goal by accepting Visiting PA Students for a Supervised Clinical Practice Experience (SCPE).

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

1. **Term.** This Agreement is effective as of 01 January 2026 (Effective Date) and continues for 5 years through 01 January 2031 (Termination Date) unless terminated by giving not less than two (2) months' notice of such intent in writing to the other Party. In the event termination takes effect during a period in which the Visiting PA Students have commenced a SCPE, the Parties shall continue to fulfill their obligations hereunder until the completion of the relevant SCPE.
2. **Program.** Participating Institution will notify Assumption when one or more Visiting PA Students wish to participate in a SCPE at Assumption. Assumption agrees to accept, when possible, and at the sole discretion of the Assumption Director of Clinical Education (DCE), one or more students for the purpose of providing a SCPE acceptable to the Participating Institution. After a discussion between representatives of each Party about a proposed SCPE, Participating Institution will provide Assumption with a SCPE Syllabus including the goals and objectives of the SCPE and other sufficient information as may be required under the Participating Institution guidelines to ensure a successful training experience for the Visiting PA Student.
3. **Supervision.** The SCPE preceptor shall be an adjunct faculty member of the PA Program in the SCPE agreed upon by the Parties ("Preceptor"). The Preceptor is responsible for the primary educational and clinical supervision of the Visiting PA Student(s). The Preceptor is responsible for monitoring the adherence of the SCPE to the educational goals of the Participating Institution.

4. Facilities and Equipment. Assumption shall provide to the Visiting PA Student(s), to the extent available, the use of facilities, supplies, and equipment for educational purposes. The use of Assumption facilities, supplies, and equipment for such educational purposes shall be under the direction of the Assumption PA Director of Clinical Education and the Preceptor. Assumption will provide access to sources of information necessary for training and to promote appropriate learning experience (reference material, SCPE orientation). Assumption will provide all appropriate personal protective equipment (PPE) as may be required for each Visiting PA Student(s) during the SCPE.
5. Withdrawal of Visiting PA Student(s). Participating Institution may terminate a Visiting PA Student's involvement in a SCPE at any time by mailing or electronically delivering to Assumption a written notice stating that it does thereby withdraw the Visiting PA Student(s) and stating the effective date of such withdrawal. Assumption may terminate a Visiting PA Student SCPE by a notice in writing mailed or electronically delivered to the Participating Institution requesting such withdrawal and stating the effective date of the withdrawal. It is understood, without limiting the discretionary authority of Assumption and the Participating Institution under this paragraph, that the Participating Institution expects not to withdraw a Visiting PA Student unless Participating Institution determines that the welfare of the Participating Institution or of the student requires such withdrawal and that Assumption expects not to require the withdrawal of a student unless the academic performance or behavior of the Visiting PA Student(s) is unsatisfactory to Assumption or the SCPE Site or Preceptor. If the discipline of a Visiting PA Student is necessary, the Visiting PA Student will be subject to the grievance and discipline procedure of the Participating Institution.
6. Professional liability insurance. Participating Institution will provide professional liability insurance for the Visiting PA Student(s) during the SCPE, a copy of which will be provided to Assumption following the execution of this Agreement and before the Visiting PA Student(s) commence their participation in the SCPE.
7. Indemnification and Limitation of Liability.
  - a. Indemnification. To the fullest extent allowed by law, each Party shall hold harmless and indemnify the other against any claims, lawsuits, damages, settlements, fines, expenses, and reasonable attorneys' fees incurred as a result of either Party's negligence or intentional misconduct. Further, The University shall be indemnified by the Site to the maximum extent permitted by law. The University shall have the right to indemnification, including reasonable attorneys' fees, for any action arising from allegations against the University if the University or its employees are named as a defendant, or called or identified as a witness or deponent, including a government investigation, and/or a right to coverage under applicable insurance policies. Notwithstanding the foregoing, this provision shall not apply to any adverse proceeding between Site and the University. The provisions of this Section shall survive the termination and/or expiration of this Agreement.
  - b. Limitation of Liability. Neither Party shall be liable for any special, incidental, indirect or consequential damages or for lost profit or revenue in connection with performing its or their duties and obligations under this Agreement. The provisions of this Section shall survive the termination and/or expiration of this Agreement.
8. Compliance with Policies and Procedures. During the SCPE, the Visiting PA Student(s) will be

obligated to comply with the policies and procedures of Assumption University and PA Program. The Preceptor will review applicable policies and procedures with the Visiting PA Student(s) at the beginning of the SCPE and will provide the Visiting PA Student(s) with a copy of any written policies and procedures governing their activities or performance. In the event of a conflict between the policies and procedures of the Parties, the Parties shall work to resolve such conflict and escalate it accordingly within their institution.

9. Notices. All official notices regarding this Agreement shall be directed to the authorized representatives of each party as follows:

If to Assumption:

Jeffery Giarnese, PA-C  
Director of Clinical Education  
Assumption University  
School of Health Professions  
PA Program  
500 Salisbury Street  
Worcester, MA 01609  
[jj.giarnese@assumption.edu](mailto:jj.giarnese@assumption.edu)  
[\(508\) 767-7138](tel:(508)767-7138)

Copy to:

Christopher Ferreira, PA-C  
Director, PA Program  
[ca.ferreira@assumption.edu](mailto:ca.ferreira@assumption.edu)

If to Participating Institution:

10. Compliance with Laws and Policies. Each Party acknowledges its obligation to comply with all relevant laws, ordinances, rules, and regulations of the United States. Each Party hereby represents and warrants that the SCPE and the participation of the Visiting PA Student(s) in the SCPE(s) comply with all local laws and regulations.

11. General Provisions

- a. Amendments and Assignment. The terms and provisions of this Agreement may be modified or amended only by the written consent of both Parties.
- b. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be considered an original, and all such counterparts, together, shall constitute one and the same legal instrument.
- c. Force Majeure. Force Majeure shall mean earthquake, typhoon, pandemic, labor disturbance, flood, fire, war, and any other force majeure events arising after the signing of this Agreement that prevent total or partial performance of the Agreement, and which are unforeseen, or if foreseen, unavoidable, and beyond the control of such Party. A Party shall be excused from its obligations hereunder if prevented by force majeure if the Party asserting force majeure provides the other Party as prompt notice as reasonably possible of the occurrence of such an event and of the extent to which the Party asserting force majeure believes the obligations of this Agreement must be suspended or canceled.
- d. Relationship of the Parties. This Agreement is not intended, nor should anything herein be construed, to create the relationship of partners, joint venturers, principal and agent, employer and employee, or other fiduciary relationship between the Parties hereto.
- e. Entire Agreement. This Agreement constitutes the entire, integrated agreement of the Parties about the subject matter of this Agreement, and any previous agreements, understandings, and negotiations on that subject cease to have any effect.
- f. Non-Exclusive. Nothing herein is intended nor shall be construed as creating an exclusive arrangement between Assumption and Participating Institution.
- g. Use of Name. Neither Party shall use the name or marks of the other in any press materials or web-based or other publication without the prior written permission of the other Party.

12. Disputes and Choice of Law. In case of any dispute, the Parties agree to attempt to resolve such dispute amicably and shall escalate within their respective organizations any such dispute. This Agreement shall be governed and construed according to the laws of the Commonwealth of Massachusetts without regard to its choice of law rules. The forum for any disputes shall be the courts of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties have signed this Agreement, effective as of the date set forth above.

**PARTICIPATING INSTITUTION**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ASSUMPTION UNIVERSITY**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



### Assumption University PA Program Visiting Physician Assistant Student Application

The PA Program at Assumption University is willing to host PA students from other Physician Assistant Programs that have:

1. Successfully completed the didactic requirements of their home PA program.
2. Are in good academic and professional standing at their home PA program.

Visiting students who are approved to complete a visiting Supervised Clinical Practice Experience (SCPE) at Assumption University will be allowed to enroll in a single five (5) week SCPE. Enrollment in didactic or pre-clinical courses is not available to visiting PA students.

Students who wish to complete a SCPE at an Assumption University PA Program Established clinical site should have their Director of Clinical Education/Clinical Coordinator contact the Director of Clinical Education (DCE) at Assumption University to determine which SCPE specialties and locations are available during the requested time frame.

Assumption University PA Program students have priority at all AU SCPE Sites. Visiting students wishing to complete a SCPE at an Assumption University PA Program site should apply at least fifteen (15) weeks in advance. Applications that are not received at least fifteen weeks before the requested SCPE may not be honored. Acceptance as a visiting student is always at the discretion of the Assumption University DCE and dependent on the availability of the requested SCPE.

All students accepted as visiting PA Students are expected to adhere to the Rules, Regulations, Professionalism, and Technical Standards required of Assumption University PA Students.

All Visiting Physician Assistant Student Applications must be submitted via e-mail to the Assumption University PA Program Director of Clinical Education.

Jeffrey Giarnese, PA-C  
Director of Clinical Education  
Assumption University  
Health Sciences Building, Room 308F  
500 Salisbury Street, Worcester, MA 01609  
[jj.giarnese@assumption.edu](mailto:jj.giarnese@assumption.edu)  
[\(508\) 767-7138](tel:(508)767-7138)





## Assumption University PA Program Visiting Physician Assistant Student Application

Last Name, First Name, Middle Initial	Date
Mailing Address	Cellular Phone Number
Date of Birth	School E-Mail Address
Last Four Digits of SSN	Country of Citizenship
Sponsoring PA Program	Sponsoring PA Program Director of Clinical Education
Sponsoring PA Program Mailing Address	Sponsoring PA Program Telephone Number
Director of Clinical Education E-Mail Address	Director of Clinical Education Phone Number
Signature of Visiting PA Student	Signature of Director of Clinical Education

Requested SCPE	Dates Requested
PAS 610 Family Medicine (5 Weeks)	

### Checklist

- ☐ Signed affiliation agreement.
- ☐ Completed Application.
- ☐ Proof of professional liability insurance coverage from home program (1,000,000/3,000,000).
- ☐ Letter of good academic & professional standing from home program.
- ☐ Confirmation of background investigation and negative drug test.
- ☐ Certificate of completion of HIPAA, Bloodborne Pathogen, OSHA, Universal Precautions training.
- ☐ Confirmation of scrub training if student is seeking a surgical rotation (General Surgery, Orthopedic Surgery, OB/Gyn, Dermatology).
- ☐ A copy of immunization record and current TB testing.
- ☐ A copy of student's current health insurance coverage.
- ☐ Copy of current BLS and ACLS cards.

# Assumption University PA Program Physical Examination Laboratory Rules and Regulations



Keep the laboratory clean and organized at all times

Re-stock supplies at the end of each laboratory session

Practice Universal Precautions when appropriate

Use appropriate caution when handling sharps, and do not re-cap needles under any circumstances

Practice hand hygiene after each patient encounter

No food or drink in the lab at any time

No invasive procedures when faculty are not present

Return equipment to proper locations

Turn off all laboratory testing equipment

Maintain a professional demeanor during all examinations

No examination of the breast, genital, inguinal, and/or rectal areas.

Students should be in Assumption University Scrubs while in the laboratory

### Applicant Responsibilities

Applicants to the physician assistant profession are expected and required to take full responsibility for their application throughout the admissions process. Please review these responsibilities outlined below.

Furthermore, all applicants to the physician assistant profession are expected and required to abide by the [PAEA CASPA Policy Regarding Investigations and Violations](#).

CASPA applicants will:

- Be responsible for researching the application procedures, admission requirements, and deadline requirements for each designated physician assistant program and adhering to those requirements.
- Complete and submit their CASPA application, payments, and submit all supporting documentation to CASPA at least four weeks before the earliest deadline of the programs to which they are applying.
- Use the Transcript Request Form (available to applicants on the CASPA portal after they have listed their colleges attended) to submit transcripts to CASPA. To allow for timely processing, it is recommended that transcripts arrive at CASPA at least four weeks prior to the deadline of the earliest program to which the applicant is applying.
- *Provide honest, accurate, and complete application information.*
- Report to CASPA any changes in contact information (mailing address, e-mail, phone number) throughout the admissions cycle. It is recommended applicants provide the same updates directly to the programs to which they have applied.
- Monitor their application's status and the submission and receipt of all application materials to CASPA, including all transcripts and letters of recommendation. The status of the application and supporting documents can be monitored at any time within the applicant portal.
- Follow up on any incomplete or undelivered application statuses and/or missing materials, such as transcripts, letters of recommendation, or payments, with CASPA staff and facilitate the submission or re-submission of those materials to CASPA. If letters of recommendation are missing, the applicant should contact the individual reference to make sure the request was received and encourage timely submission. Please note that CASPA is not responsible for documents which are lost in the mail. These items must be re-submitted to CASPA in a timely manner.
- Respond immediately to ALL notices and questions received from CASPA staff and physician assistant programs. Applicants are responsible for checking their CASPA application inbox available on the applicant portal, as well as their personal e-mail and voicemail for these important notices and questions.
- Print a hard copy of the completed CASPA application to save for their files.
- Communicate and initiate all contact in a professional manner when interacting with CASPA staff and admissions staff of designated programs. CASPA will not communicate with parents, spouses, friends and or other individuals in regard to an application.
- Accept or decline all interview invitations and offers of acceptance in a timely and considerate manner.
- Log off the CASPA web application after the completion of each entry or review session to protect against unauthorized access of application information.

## CASPA Responsibilities

CASPA will facilitate through each of its participating programs a professional and equitable application process. Established protocols will provide applicants with a fair and complete initial review process of all application materials and support each program's autonomy in further evaluating, selecting, and matriculating qualified students.

CASPA will:

- Provide fair and equitable treatment throughout the application process.
- Collect and collate all application materials submitted by applicants. CASPA is further responsible for verifying all academic transcripts and degrees and disseminating completed application files to all programs designated by applicants in a timely and efficient manner. A completed application includes an application submitted by a program's deadline, all fees paid, receipt of official transcripts for all schools reported as attended, and receipt of two of the three required references.
- Provide quality customer service. CASPA's professional staff will maintain ongoing and responsive communications with programs and applicants, including training sessions and webcasts for new participating programs each year.
- Ensure customer confidentiality and data integrity by maintaining a reliable and secure Internet service and program of quality assurance.
- Report year-end data to each participating program and providing an annual report of aggregate applicant data to the Physician Assistant Education Association.
- Support the Applicant Portal (web application), Admission Portal for participating programs, and Advisor Portal for health professions advisors via the web.

## Symbolism of the Assumption University Seal



The Assumption College seal was designed by Brother Gerard Brassard, A.A. in 1954 when the College and the Assumption Preparatory School became separate, distinct entities. The elements of the official Assumption College seal each have symbolic meaning and tell the story of the College's rich history and goals.

The seal's blue and white coloring and the crowned "M" in the upper left-hand section of the shield both signify the Blessed Virgin Mary, the Patron of the Augustinians of the Assumption.

A fleur-de-lis cross quarters the shield, its presence a representation of the College's faith and its styling an acknowledgment of its location within the Roman Catholic Diocese of Worcester, which employs a similar style of cross in its coat of arms.

On the cross is an open book: it represents the Gospel, which is the foundation of teaching at a Catholic institution of higher learning, as well as a more general signifier of knowledge and wisdom. Written on the book are the letters ART, a shortened form of "Adveniat Regnum Tuum" (Thy Kingdom Come), a phrase from the Lord's Prayer that serves as the motto of the Assumptionists.

In the lower right corner, the fleur-de-lis is a reminder of the French origin of the College's founding religious order.

Together, these components of the seal remind us of what it means to be a member of the Assumption College community and how we are all inheritors of a proud tradition.

Light the way.

### Manual Reviewed by Principal Faculty

- ☐ Director of Admissions, Assessment, and Academic Success
- ☐ Director of Clinical Education
- ☐ Director of Didactic Education

### Manual Reviewed by Program Leadership

- ☐ Associate Program Director
- ☐ Medical Director
- ☐ Program Director

### University Leadership

- ☐ Assumption University Provost
- ☐ Assumption University President

### University Legal Counsel

- ☐ Christina Graziano, Esq.

### Manual Approved

- ☐ PA Program Director