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PRESBYTERIAN COLLEGE

**2025-2026**  
**PHYSICIAN ASSISTANT STUDIES**  
**ACADEMIC BULLETIN, 145<sup>TH</sup> ACADEMIC YEAR**



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# General Information

## **Program Faculty and Staff**

Amanda Stevenson-Cali, MPH, PA-C  
Program Director

Lincoln McGinnis, MD  
Medical Director

Mary Jean Leonardi, MAT, MMS, PA-C  
Academic Director

Janet Leahy Wilson, MSPAS, PA-C  
Clinical Director

Tamika Lang, DMSc, MHS, PA-C  
Admissions Director

Kristen Koch, MSPAS, PA-C  
Associate Clinical Director

Dionne Tavenner  
Quality and Metrics Analyst

Bryce Karlek  
Administrative Assistant

## **Degree Offered**

The program offers the Master of Physician Assistant Studies (MPAS) degree. This bulletin lists the graduation requirements.

## **Website**

This bulletin contains several references to the Presbyterian PA Program website. The website can be found here:

[www.presby.edu/academics/graduate-professional/physician-assistant-program/](http://www.presby.edu/academics/graduate-professional/physician-assistant-program/)

Please ask any faculty member for assistance in locating the information needed.

## **Changes to the Bulletin**

The program reserves the right to change policies and procedures at any time. Students will be notified of changes in writing, and an updated bulletin will be posted on the website.

# Accreditation

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

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September 2033. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

[The program's accreditation history can be viewed on the ARC-PA website at https://www.arc-pa.org/accreditation-history-presbyterian-college/.](https://www.arc-pa.org/accreditation-history-presbyterian-college/)

Additionally, students are periodically encouraged to visit the ARC-PA website and maintain familiarity with the accreditation standards and guidelines throughout their professional program. The link to the website may be found at <http://www.arc-pa.org>.

Presbyterian College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees. Presbyterian College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Presbyterian College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## Scope of Policies and Disclaimer

Policies apply to all students, faculty, and staff, regardless of the location of the individual. The policies outlined by the program and located within the student bulletin govern the educational environment for students. Nothing contained herein is to be construed as representing contractual obligations of the Presbyterian College Physician Assistant Studies program, which reserves the right to change its courses of instruction, fees, policies, and general academic regulations without notice. If a student has not maintained continuous enrollment and fails to graduate with their entering class, the graduation requirements in effect at the time of re-enrollment in the program will apply.

The information presented throughout the program prepares students to take the physician assistant national certifying examination. The program, faculty, and college do not make any guarantee that any student will pass the PANCE. Each student is wholly responsible for their success in the program and on the PANCE examination. The information referenced and provided represents the information needed to pass the PANCE and is not intended to cover all possible diseases or treatments. Each patient is unique, and every clinician is ultimately responsible for their patient's care and safety. Students in the program are neither fully trained nor licensed to practice medicine. Students can practice medicine once fully certified, licensed, and credentialed.

# Mission, Vision, and Values

## **Mission**

The compelling purpose of the Presbyterian College Physician Assistant Studies Program, as part of a church-related college, is to develop within the framework of Christian faith the medical, mental, moral, physical, and spiritual capacities of each student in preparation for a lifetime of service to our patients and those in need in our society.

## **Vision**

Our vision is to be a national leader in physician assistant education, scholarship, and service. Our faculty and graduates will be recognized as servant leaders in their communities.

## **Values**

- quality education
- culture of service
- commitment to scholarship
- integrity
- teamwork

## **Program Goals**

- The program will maintain a level of physician assistant national certifying exam (PANCE) pass rate above the national average.
- The program will maintain a 90% or better graduation rate for entering PA program students.
- The deceleration rates for PA program students will be 10% or less.
- Among those actively seeking employment, the employment rate for graduates of the PA program will be 90% or greater 12 months after graduation.
- Through its student society, fosters service and leadership in the community and the profession.



# Admissions

The program website has the most up-to-date admission requirements.

## General Admission Requirements

- Students seeking to enroll in the program must possess a baccalaureate degree from a college or university regionally accredited in the United States. Students seeking admission must also have completed their baccalaureate degree with a minimum 3.2 overall GPA and 3.2 science GPA on a 4.0 scale. Students must have earned a grade of B- or better in all prerequisite coursework, except for organic chemistry, in which students must have earned a grade of C or better.
- Advanced coursework will be considered as a part of the admissions process. Students can list classes they intend to complete within their application, and these courses will also be reviewed.
- Due to federal regulations, all international students entering the United States on an F1 visa must prepay their tuition before registering for classes. International students are not eligible for time payment plans.
- The following academic courses must be completed within seven years of admission to the program:
  - Anatomy and Physiology I and II with labs (minimum of eight semester hours)
  - Organic Chemistry I with lab or Biochemistry with lab (minimum four semester hours)
  - Psychology (minimum three semester hours)
  - Microbiology with lab (minimum three semester hours)
  - Genetics (minimum three semester hours, lab optional)
- The following academic courses must be completed within ten years of application to the program (courses must be intended for science majors):
  - General chemistry one and two with labs (minimum eight semester hours)
  - Biology one and two with labs (mammalian, cell, or human; minimum eight semester hours)
- The following academic courses must be completed before applying to the program:
  - English (minimum of six semester hours)
  - Statistics, algebra, calculus, finite math, or other equivalent advanced mathematics (minimum six semester hours)
  - Humanities and social sciences (minimum of 6 semester hours)
  - Medical terminology (one semester hour)
  - Students applying to the program must have completed the graduate record examination within five years before applying to the program.

## Healthcare Experience Requirements

Before enrollment, applicants must complete at least a minimum of 200 hours within the past 5 years in a paid or unpaid position that requires the applicant's participation in the delivery of healthcare in a clinical environment. Shadowing hours to meet this requirement are not accepted. They must also shadow a PA for a minimum of 50 hours within the last 5 years.

### **Advanced Placement**

All students enrolled in the PA Program must satisfactorily complete the entire PA Program curriculum at Presbyterian College to be eligible for graduation. The PA Program does not grant advanced placement, which the ARC-PA defines as “a waiver of required coursework included in the PA curriculum for applicants to the program and/or a waiver of required coursework included in the PA curriculum for currently enrolled students in the program which results in the student advancing in the curriculum without completing required curriculum components at the sponsoring institution.”

Prospective students who previously attended an ARC-PA-accredited graduate program must submit their transcripts through CASPA for consideration for admission. They must also submit a letter from their previous PA Program Director attesting to the student’s good academic and professional standing. Students should also submit the course number, title, catalog description, and course syllabus for each course for which transfer credit is requested to the Admissions Director in writing. Credits from previously attended PA Programs will be evaluated for transfer by the Admissions Director, Director of Graduate Admissions, and Physician Assistant Admissions Committee. Per ARC-PA standard B2.01, although the program requires specific courses as prerequisites for enrollment, these prerequisites do not substitute for more advanced applied content within the professional component of the program.

### **Matriculated Elsewhere, Deposited, and Waitlisted Candidates**

Admission to the PC PA program is very competitive and it is important that if you choose to go elsewhere that you promptly notify the PC PA program of your decision. As stated in the CASPA application disclosures, CASPA provides matriculation and enrollment information to the PC PA program. In accordance with CASPA guidelines, you are required to notify the PC PA program within five (5) calendar days of enrolling in another PA program indicating that you no longer wish to be considered for admission..

If the PC PA program receives matriculation or enrollment information from CASPA, you will be notified via email and given 72 hours to respond. Failure to respond, or confirmation that you have matriculated elsewhere within the same application cycle, will result in the revocation of your admission to the PC PA program, including the automatic forfeiture of any deposit paid (if applicable) and/or withdrawal of your application from consideration.

If discrepancies are identified in CASPA records, the PC PA program may request official documentation from another institution to verify non-matriculation.

### **References**

Applicants must submit three references from sources familiar with the candidate's qualifications. References from relatives, even if they are healthcare professionals, are inappropriate and discouraged. One reference is required from each of the following categories:

- A person holding any of the following designations: PA-C, MD, or DO and maintaining a current license to practice under that designation.
- A college or university professor holding a doctoral degree in any discipline who has taught the applicant OR a second reference from someone with the above designations.
- A reference of the applicant's choice from someone who knows the applicant's work ethic, academic record, volunteer work, or other activities that can comment on the applicant's ability to succeed in the program.

## **Disclosure of Admissions Practices**

Per college policy and federal and state law, the college does not discriminate against any individual in admission, educational programs, or employment based on that individual's handicap or disability. It will make good faith efforts to provide reasonable accommodations as required.

Admissions decisions are based on a holistic view of each candidate. Areas of consideration include, but are not limited to:

- overall GPA
- science GPA
- healthcare experience within the last five years
- GRE score
- CASPA essay
- letters of recommendation
- prior advanced degrees
- community service within the last five years
- PA shadowing within the past five years
- prior work experience
- personal interview

## **Presbyterian College Graduates**

All prospective students who have graduated or are expected to graduate from Presbyterian College and meet the minimum requirements will be granted an interview. The program encourages all applicants with diverse life experiences to apply. Attributes beyond the minimum requirements will be considered during the interview process. However, being granted an interview does not guarantee acceptance into the program.

For applicants who are not Presbyterian College graduates, meeting the minimum admissions requirements does not guarantee an interview.

The program will evaluate the applicant's characteristics that affect the student's capacity to interact safely and effectively, treat patients, and work effectively with coworkers as part of the healthcare team.

## **Conditional Offers of Admission**

The PA program faculty make admissions decisions. Official admissions decisions are communicated in writing from the program and must also be accepted in writing by the applicant. Conditional offers of admission are contingent upon the following being completed by a deadline set by the Admissions Director:

- completion of all outstanding prerequisite coursework
- maintenance of GPA at or above the minimum GPA requirement
- a successful criminal background check, drug screening, and health assessment
- completion of pre-matriculation immunization requirements
- other requirements communicated in writing by the program

## Pre-Matriculation

Students conditionally admitted to the program must complete all the following before starting classes. Information will be stored confidentially in a secure database with Castlebranch, a health records maintenance vendor.

### Immunizations

- Measles, Mumps, Rubella (MMR): 2 live vaccinations must have been administered after January 1, 1957, and after the age of 12 months. If MMR documentation is unavailable, students must be vaccinated for measles, mumps, and rubella before enrollment (two doses, four weeks apart per CDC guidelines). Please note that some hospitals may require additional measles, mumps, and rubella titer(s) before practice experiences can be completed at their sites.
- Tuberculosis Screen: An intradermal Mantoux tuberculin skin test (TST) preceding matriculation/orientation. Students with a history of a positive TST or BCG vaccination must have a clinical assessment by a healthcare practitioner that includes patient history, TB symptom check, and a TST or interferon-gamma release assay (IGRA) blood test or chest X-ray, as appropriate.
- Diphtheria, Pertussis, and Tetanus: Students must provide documentation of Tdap vaccination as an adult within the past eight years. Tetanus vaccinations are valid for a maximum of 10 years, and students must demonstrate immunity through their anticipated graduation date before enrollment.
- Varicella: Documented administration of two doses of varicella vaccine OR laboratory evidence of immunity OR diagnosis of either chicken pox or shingles based on documented verification by a healthcare provider is required.
- Hepatitis B: Proof of immunity must be demonstrated via hepatitis B titer. If the titer is negative, students must receive the 3-dose (Engerix-B or Recombivax HB) hepatitis B vaccination series followed by serologic testing 1 – 2 months after the last dose.
- Documentation of the completed 3-dose series must show initiation at least three months before matriculation, with the final dose scheduled within three months of starting the program.
- Covid-19: Currently, the Covid 19 vaccine is not required for the PA program. However, Presbyterian College strongly encourages all students to be fully vaccinated against the COVID-19 virus, including corresponding booster vaccinations. Be aware that this requirement may change at any time, and students may be required to receive the vaccine and corresponding boosters in the future.

Most organizations that provide clinical experiential opportunities require students to show proof of all vaccinations to participate in clinical experiences at their sites. These organizations are not obligated to honor or accept an exemption. This could delay or even prevent graduation from the program. Note that a few sites may allow for medical or religious exemptions; however, the College makes no guarantee or promise that a student will receive any exemption. Each site has its process for submitting a request; there is no approval guarantee. If a student seeks an exemption, the student is FULLY responsible for requesting the exemption from a clinical site by the deadlines set forth by the program and the site. Neither the College nor the PA program

will submit exemption requests for students. Students are strongly advised that failure to receive vaccinations may result in the student's inability to complete the program successfully.

Vaccination records must be certified by a licensed healthcare provider or public health agency. The student is responsible for the cost of obtaining vaccinations, titers, and records.

### **Health Screening**

The student health screening form, located at the back of this bulletin, should be completed by a licensed healthcare provider. The student should mail the form directly to the address listed on the form rather than directly to the program. This ensures that student health information will be kept confidential.

### **Criminal Background Check**

All prospective students must disclose any unsealed criminal records. The criminal background check is mandatory for matriculation, and matriculation is contingent upon a successful criminal background check. The criminal background check is not a component of the application or interview process and is not conducted or reviewed until the applicant is conditionally accepted into the program. However, students must truthfully disclose any previous academic, felony, misdemeanor, or licensure infractions in their application to the program. Background checks will be performed by the South Carolina Law Enforcement Division (SLED) and Castlebranch, a national vendor for background screening. The program reserves the right to deny enrollment based on previous convictions or false information. Falsifying any application materials will be grounds for denying admission to or expulsion from the program. Students who believe their criminal background check contains an error may file a grievance per Castlebranch procedures.

### **Drug Screening**

Matriculation is contingent upon completing a drug screening before beginning classes. Castlebranch will perform the drug screening. Instructions will be sent to deposited students. A positive drug screening before matriculation may result in the retraction of a student's conditional offer of admission or may cause a delay in allowing the conditionally accepted applicant to begin classes until the vendor provides clearance documentation to the program. Deposited students should follow all instructions/procedures provided by Castlebranch to ensure a verified and acceptable screening.

# Financial Information

## Summary of Estimated Expenses

The summary of expenses and tuition information for the program is located on the PC PA website and is subject to change. Items included in the program tuition and fees include:

- all required textbooks and journals
- lab coat with embroidered logo
- two pairs of scrubs with an embroidered logo
- use of medical instruments in the lab
- drug screening costs
- parking fee
- graduation fee
- use of Microsoft Office 360 while a PC student
- AAPA student membership
- SCAPA student membership
- CMDA student membership (optional)
- Student certifications
  - BLS
  - ACLS
  - PALS (optional)
  - NIH Stroke Certification
- all training required for supervised clinical practice experiences
- all required standardized testing fees
- PANCE board review
- laptop privacy screen
- clinical tracking software
- exam software
- all library resources
- student professional liability insurance (does not cover non-program activities)

## Additional Expenses Not Covered within Tuition and Fees

- Students are required to maintain their health insurance
- Students are required to have a laptop with Microsoft Office software
- Student laptops must meet the minimum requirements for Examsoft (tablets cannot be used to take exams)
- Costs associated with immunizations/titers/health screenings
- Student housing, transportation, room, board, and all other living expenses, including expenses related to clinical rotations at geographically distant sites.

## Housing and Transportation

Students are responsible for obtaining their housing. There are several townhouse-style units available to graduate students on campus. Information for applying to graduate housing will be given to accepted students. They are also responsible for securing housing at rotations outside driving distance from their housing. Students are responsible for obtaining and maintaining reliable transportation to campus and rotation sites.

## **Laptops and Student Technology**

Students enrolled in the Program must provide their own properly working laptop to function with the Program's software. Students will be held financially responsible for any damage due to misuse or abuse of any school property or property leased by the Program and issued to the student. Loaned technology must be returned to the Program upon withdrawal or deceleration. All students must also provide a web-enabled mobile device of their choice.

Students must download examination software from ExamSoft. Tablet devices (e.g., iPad, Google Fire, Android tablet) are not supported.

The technical requirements for the laptop are located at the following website:  
<https://examsoft.com/resources/examplify-minimum-system-requirements/>

## **Payment of Tuition and Fees**

Accepted students must make a \$1,500 nonrefundable tuition deposit to indicate their intent to enroll in the program by the deadline stated in their acceptance letter. This deposit will be credited to the first semester's tuition.

All charges are due and payable on the schedule published by the business office. Circumstances that prevent a student from adhering to these dates may be discussed with the business office. Students attending school under grants, loans, or the GI Bill must confer with the business office concerning fee payment. Failure to make proper payments, unless otherwise cleared with the business office, will result in dismissal from the college. The college will only issue grades, grant degrees, or furnish academic transcripts once all financial obligations have been satisfied and all college property returned.

## **Tuition Refund Schedule**

Students should consult with the business office regarding tuition refunds if the need arises. If a student withdraws, all books and equipment must be returned. Per college policies, tuition will be refunded on a pro-rated schedule.

A student's account will be credited only after the proper withdrawal forms have been filed with the registrar and an exit interview has been completed. Tuition refunds will be prorated according to college policy based on the portion of the class completed. Students who discontinue class attendance without officially completing the withdrawal procedure will be responsible for the full tuition and fees. All active courses will be graded based on the syllabi, whereas uncompleted assessments will receive a grade of zero.

## **Financial Aid**

Please refer to the financial aid website for the physician assistant studies program. The program does not offer scholarships.

## **Veterans Benefits**

Certain armed service veterans and dependents who qualify under federal laws administered by the US Department of Veterans Affairs are eligible for educational benefits. Information about these programs may be obtained by visiting [www.benefits.va.gov/GIbill](http://www.benefits.va.gov/GIbill).

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using the U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require students to secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- However, to qualify for this provision, such students may be required to:
- Provide Chapter Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
- Provide a written request to be certified;
- Provide additional information needed to certify enrollment as other institutional policies describe

#Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VR&E case manager issues it to the school.



# Technical and Professional Standards

## Technical Standards

The Presbyterian College Master of Physician Assistant Studies (MPAS) degree signifies that the graduate is prepared for entry into the practice of medicine. Therefore, the graduating student must possess the skills and knowledge to function effectively in various autonomous clinical settings. Technical standards establish the attributes necessary for satisfactory completion of the program and entry into the profession. Candidates for the program and the MPAS degree must meet these standards without exception. Students must fulfill these technical standards to be allowed to progress within the program. Reasonable accommodations will be made in compliance with the Americans with Disabilities Act, as determined by the Office of Academic Success.

The following are the technical skills required for Physician Assistants:

- Intellectual attributes: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving and critical skills demanded of physician assistants require all these abilities. The candidate must also be able to comprehend 3-dimensional relationships and understand structures' spatial relationships.
- Behavioral and social attributes: A candidate must possess the emotional health and individual maturity required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are critical to the performance of a physician assistant and are required of every student.
- Communication attributes: A candidate must be able to speak, hear, and observe patients to elicit information, perceive nonverbal communication, and describe changes in mood, activity, and posture. A candidate must be able to communicate effectively and sensitively with patients. Communication includes speech, body language, reading, and writing. Communication in oral and written form with the healthcare team must be effective and efficient.
- Observational attributes: The candidate must be able to observe demonstrations and experiments in the basic sciences, visual presentations, lectures, and laboratories, laboratory evidence and microbiologic cultures, microscopic studies of microorganisms and tissues, and normal and pathologic states. A candidate must be able to observe a patient wholly and accurately from a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation and is enhanced by the sense of smell.
- Motor skills: Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate must be able to carry out basic laboratory tests, diagnostic and therapeutic procedures, and read EKGs and X-rays. Candidates must have sufficient motor function to execute motor movements to provide patients with general care and emergency treatment. Examples of emergency treatment required are cardiopulmonary resuscitation, administering intravenous medications, applying pressure to arrest bleeding, opening

obstructed Airways, suturing superficial wounds, and performing simple obstetrical maneuvers. Such skills require coordination of gross and fine muscular movements, equilibrium, and functional use of touch and vision.

- Physical Demands: Candidates must be physically able to learn and implement the various technical skills required by the program. Candidates must possess an adequate range of body motion and mobility, with or without accommodation, to perform the following essential functions: sitting, bending and stooping, lifting to 10 pounds, exerting 10 pounds of force, and the ability to push or pull objects, including the human body. Candidates must tolerate physically taxing workloads and function effectively under stress. They must also adapt to changing environments, display flexibility, and learn to function in the face of uncertainty inherent in many patients' clinical problems.
- Capacity to practice medicine: candidates must demonstrate the capacity to practice Medicine, which includes the following:
  - The cognitive ability to make appropriate clinical diagnoses, exercise reasonable medical judgments, and learn and keep abreast of medical developments
  - The psychological fortitude and maturity to experience failure without decompensation and to embrace failure as part of the learning process.
  - The emotional ability and stability to cope with stress and pressure, self-imposed or artificially introduced by faculty to simulate real-world environments
  - The ability to communicate those judgments and medical information to patients and other healthcare providers, with or without the use of aids or devices
  - The physical capability to perform medical tasks such as physical examination and surgical procedures with or without the use of aids or devices.

In addition to the technical standards listed above,

- Students must also attend various clinical observational sessions involving some patient interaction. These include mandatory early clinical experiences, community service, lunch and learn sessions, and off-site sessions. These sessions are scheduled at various times and days, not limited to 8:00 a.m. to 4:00 p.m., Monday through Friday. Students must be available to meet when sessions are available for the mastery of the curriculum objectives. This may include evening and weekend obligations. Rotations may require extended hours, including early morning, evening, night, and weekend shifts during the clinical year.
- Surgical rotations also necessitate specific physical requirements, particularly concerning operating room or suite responsibilities. Many surgical procedures essential to training may last for three or more hours. Students may be required to stand in a relatively fixed position for the entirety of the procedure with minimal rest or breaks.
- On hospital rotations, students may be required to cover large areas. They must be able to transport themselves from one location to another promptly to facilitate patient care responsibilities and receive educational training, such as during morning rounds.

- In emergencies, patients may need to be moved, turned, or resuscitated, and the student may be in situations that necessitate short periods of bending, lifting or partial lifting, reaching, squatting, or straining.

## **Ethical Standards**

The Program subscribes to the ethical and professional value system described in the governing documents of the Physician Assistant Profession titled ***Guidelines for Ethical Conduct for the Physician Assistant Profession*** and the Physician Assistant Oath. These documents are the foundation of physician assistants' ethical and professional value system and guide students concerning the profession's expectations. The Program's Code of Ethical and Professional Conduct applies to behavior in the classroom, on campus, in clinical education, in other patient care settings, and whenever representing the Program. All students sign a pledge of ethics and professionalism embodied within the Physician Assistant Oath during orientation and agree to abide by the Program Code of Ethical and Professional Conduct, indicating that they will:

### Demonstrate Concern for the Welfare of Patients

- Recognize when one's ability to function effectively is compromised; continuing without assistance could harm the patient. In such cases, one must seek relief or help.
- Recognize the limits of student involvement in the medical care of a patient.
- Act within the legal scope of practice for a physician assistant student and their training in providing information or care.
- Act under the supervision of a licensed practitioner and seek supervision whenever necessary.
- Do not use alcohol or other drugs in a manner that could compromise themselves or patient care.
- Do not promote oneself at the expense of the patient.

### Show Respect for the Rights of Others

- Comply with all aspects of HIPAA privacy regulations.
- Treat patients and their families with respect and dignity in their presence and discussions with others.
- Maintain confidentiality of patient information.
- Respect the patient's dignity and privacy.
- Deal respectfully with faculty, preceptors, staff, peers, and healthcare team members.
- Treat all persons encountered in a professional capacity equally and with respect regardless of ability, age, race, ethnicity, religion, gender, sexual preference, or socioeconomic status.

### Exhibit Trustworthiness

- Be truthful in all communication. Failure to comply shall be considered lying as defined in the Honor Code.
- Admit errors promptly and do not knowingly mislead others.
- Do not misrepresent yourself as a physician, physician assistant, or health professional.
- Accurately acknowledge the source of all information reported. Failure to comply shall be considered plagiarism as defined in the Honor Code.

### Act Responsibly with a Sense of Duty

- Participate responsibly in the patient's care to the best of their ability and with appropriate supervision. Undertake clinical duties as requested, complete such duties to the best of one's ability, and seek help when needed.
- Follow through on commitments. This includes being present, prepared, and prompt for classroom, clinical, service, and professional duties or meetings.
- Notify the responsible person if something interferes with their ability to perform clinical or academic tasks effectively.

### Maintain a Professional Demeanor

- Maintain a neat and clean appearance, and dress in attire that is accepted as professional by following the Professional Attire Policy.
- Be thoughtful and respectful when interacting with patients and families.
- Strive to maintain composure during fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.

### **Competencies for the Physician Assistant Profession**

The PA profession defines the specific abilities requisite for physician assistants to succeed—“Competencies for the Physician Assistant Profession” (<https://www.aapa.org/career-central/employer-resources/employing-a-pa/competencies-physician-associate-profession/>). This document serves as a map for the individual PA, the physician-PA team, and organizations committed to promoting, developing, and maintaining professional competencies among physician assistants.

Professional competencies for physician assistants include the effective and appropriate application of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice.

Beyond the general competencies, the Presbyterian College Physician Assistant program further refined the competencies for the PA student entering clinical practice.

The PC PA Program guides students through the acquisition of crucial program competencies. These competencies represent the Clinical and Technical Skills, Clinical Reasoning and Problem-Solving Skills, Interpersonal Skills, Medical Knowledge, and Professional Behaviors necessary for students to enter clinical practice.

The Faculty for the PC PA Program and the Academic, Clinical, and Steering Committees' approval have reviewed and approved these Program Competencies. This process ensures that the curriculum and assessments are aligned and that the Program Competencies represent the most current standards of medical education, medical care, and student learning acquisition.

## **PC PA Student Competencies**

### Competency Domain: Clinical and Technical Skills (CTS)

CTS1: Adapt approach to patient care based on the acute, chronic, preventative, or emergent setting

CTS2: Adapt approach to patient care based on differences in age across the lifespan

CTS3: Elicit medical histories, perform physical examinations, and develop patient-centered management plans

CTS4: Perform common technical skills and procedures in a safe and effective manner

CTS5: Determine clinical situations that require referral or consultation

### Competency Domain: Clinical Reasoning and Problem Solving (CP)

CP1: Locate, appraise, and integrate evidence from scientific studies to improve the care of patients

CP2: Apply scientific principles to diagnostic and therapeutic clinical decision-making

CP3: Discern normal and abnormal health states and develop plans to follow patients' conditions in an appropriate longitudinal manner

CP4: Apply the ability to form clinical questions and retrieve evidence to advance patient care

### Competency Domain: Interpersonal Skills (IP)

IP1: Utilize communication skills for the effective exchange of information with patients and their families

IP2: Apply principles of interprofessional practice to work in collaborative healthcare teams

IP3: Utilize compassion and understanding when discussing sensitive topics with patients and their families

IP4: Compose accurate and thorough documentation of patient encounters

### Competency Domain: Medical Knowledge (K)

K1: Apply the basic concepts of medical science to the clinical evaluation and management of patients

K2: Distinguish signs and symptoms of common medical and surgical conditions

K3: Select and interpret appropriate routine laboratory and diagnostic tests, including appropriate preventative screening, including costs, and coding for services performed

K4: Formulate differential diagnoses based on historical, physical exam, and diagnostic information

K5: Implement appropriate pharmacologic and nonpharmacologic clinical management strategies for the care of common patient conditions

K6: Provide patient-centered education that addresses lifestyle modification, treatment compliance, and patient coping

### Competency Domain: Interprofessional Behaviors (PB)

PB1: Demonstrate the principles of honesty, integrity, accountability, and respect, and abide by ethical and professional standards

PB2: Demonstrate respect for patient privacy by maintaining confidentiality

PB3: Demonstrate knowledge of the PA profession, its development and trends, and the laws and regulations governing professional practice

PB4: Identify gaps in any medical knowledge or skills and respond positively to criticism or feedback

<b>Procedural Skills</b>	<b>Course Series</b>	<b>Demonstration</b>	<b>Sim/ Manikin</b>	<b>Sign-off</b>
<b>Vital Signs</b>	PE	✓	✓	✓
<b>Local Anesthesia</b>	PE	✓	✓	✓
<b>Digital Block</b>	PE	✓	✓	
<b>Biopsies (punch, shave, excisional)</b>	PE	✓	✓	
<b>Nail Removal</b>	PE	✓		
<b>Cryotherapy</b>	PE	✓		
<b>Fish hook removal</b>	PE	✓		
<b>Subungual hematoma trephination</b>	PE	✓	✓	
<b>Incision and drainage</b>	PE	✓	✓	✓
<b>Wound Irrigation</b>	PE	✓	✓	
<b>Wound Culture</b>	PE	✓	✓	
<b>PPD Testing</b>	PE	✓	✓	
<b>Ear FB Removal</b>	PE	✓		
<b>Fluorescein staining</b>	PE	✓	✓	
<b>Nasal packing</b>	PE	✓	✓	
<b>Slit lamp exam</b>	PE	✓		
<b>Nasal cannulation</b>	PE	✓	✓	
<b>Spirometry</b>	PE	✓		
<b>Bag mask ventilation</b>	PE	✓	✓	
<b>Endotracheal intubation</b>	PE	✓	✓	
<b>Interpret chest x-ray</b>	CLDM	✓	✓	✓
<b>Cardioversion</b>	ACLS	✓	✓	
<b>Stress testing</b>	CLDM	✓		
<b>ECG placement /Interpretation</b>	CLDM	✓	✓	✓

<b>BLS+/ACLS+</b>	BLS/ACLS	✓	✓	
<b>Venipuncture</b>	PE	✓	✓	
<b>Intradermal Injection</b>	PE	✓	✓	
<b>Subcutaneous</b>	PE	✓	✓	
<b>Intramuscular</b>	PE	✓	✓	✓
<b>Intraarticular</b>	PE	✓		
<b>Intravenous Access</b>	PE	✓	✓	✓
<b>Arterial Blood Gas</b>	PE	✓		
<b>Nasogastric tubing</b>	PE	✓	✓	
<b>Digital Rectal Exam</b>	PE	✓	✓	
<b>Stool guaiac testing</b>	CLDM	✓		
<b>Urinary catheterization</b>	PE	✓	✓	
<b>Fracture splinting</b>	PE	✓	✓	✓
<b>Fracture casting</b>	PE	✓	✓	
<b>Fracture reduction</b>	PE	✓		
<b>Joint relocation</b>	PE	✓		
<b>Lumbar puncture</b>	PE	✓	✓	
<b>Monofilament skin testing</b>	PE	✓	✓	

- The check mark denotes REQUIRED minimum skills/check-offs. Students are expected to perform as many of these skills as possible during the clinical year.

Clinical Skills	OSCE	Clinical Sign-off
Elicit medical history and perform a physical exam and provide an oral presentation of an encounter	✓	✓
Mental Health Screening (GAD-7, PHQ-9)	✓	✓
Preoperative Care (preop evaluation, clearance, informed consent)	✓	✓
Intraoperative Care (Scrub, gown/glove, prepping, draping, positioning)	✓	✓
Postoperative Care (wound management, complication evaluation, discharge instructions, follow up)	✓	✓
Conduct Inpatient Rounding	✓	✓
Provide Discharge Instruction	✓	✓
Care for infants	✓	✓
Care for children	✓	✓
Care for adolescents	✓	✓
Care for adults	✓	✓
Care for the elderly	✓	✓
Care for acute conditions	✓	✓
Care for chronic conditions	✓	✓
Care for emergent conditions	✓	✓
Preventative Care	✓	✓
Provide patient education (modifying behavior to more healthful patterns)	✓	✓
Provide patient education (adherence to treatment)	✓	✓
Prenatal evaluation	✓	✓



<b>Rotation</b>	<b>Required Setting</b>	<b>Required Acutities</b>	<b>Required Ages</b>	<b>Procedures/Skills</b>
<b>Family Medicine</b>	Outpatient	Acute Chronic Preventative	Infant Child Adolescent Adult Elderly	Patient education: behavior modification Patient education: adherence to treatment
<b>Emergency Medicine</b>	Emergency Room	Acute Urgent Emergent	Child Adolescent Adult Elderly	Local anesthesia I&D Peripheral IV access Fracture splinting Laceration repair
<b>Internal Medicine</b>	Inpatient	Acute Chronic Preventative	Adult Elderly	Interpret ECG Vital Signs Interpret chest x-ray Inpatient rounds Discharge instructions
<b>Surgery</b>	Operating Room	Acute Chronic Urgent Emergent	Adult Elderly	Surgery 1 <sup>st</sup> assist Wound closure Preoperative care Intraoperative care Postoperative care
<b>Pediatrics</b>	Outpatient	Acute Chronic Preventative	Infant Child Adolescent	Anticipatory guidance Intramuscular injection
<b>Women's Health</b>	Outpatient	Acute Chronic Preventative	Adolescent Adult Elderly	Pelvic exam Breast exam Prenatal evaluation
<b>Behavioral Health</b>	Outpatient	Acute Chronic	Adult Elderly	Mental health screening

# Student Conduct

Students are expected to conduct all aspects of their lives with great intention, honor, respect, and integrity. This includes responsible actions towards themselves, others (fellow and future colleagues, faculty, staff, patients, and the College community), and the profession. Professionalism encompasses interpersonal, behavioral, and academic/scholastic expectations. Students are always expected to conduct themselves professionally, on or off campus.

The Physician Assistant Studies community promotes attitudes, behaviors, and actions consistent with personal and professional growth, responsibility, and accountability. The code of conduct and expectations of members of the Program are designed to provide all students with an environment that embraces the professional value system and is conducive to the student's personal and professional growth and development. Enrollment in the Program obligates the student to performance, behavior, attitude, and demeanor, both on and off campus, that reflects a professional.

## **Academic Integrity**

Presbyterian College is proud of its strong community of students, faculty, staff, administration, alumni, and friends. As vital members of this community, students are expected to balance their autonomy with regard to other members and their responsibility and respect for the college's policies and procedures. These policies and procedures are intended to preserve community and foster civility and an environment conducive to the college's educational mission.

As part of the college's community, physician assistant students are expected to familiarize themselves with and abide by the policies and procedures of the college. In addition to the college's policies, students are expected to comply with the ethical and professional value system described in the Guidelines for Ethical Conduct for the Physician Assistant Profession and the Physician Assistant Oath.

The Physician Assistant Studies community promotes attitudes, behaviors, and actions consistent with personal and professional growth, responsibility, and accountability. The code of conduct and expectations of members of the Program are designed to provide all students with an environment that embraces the professional value system and is conducive to the student's personal and professional growth and development. Enrollment in the Program obligates the student to performance, behavior, attitude, and demeanor, both on and off campus, which reflects a professional.

## **Honor Code**

Each student enrolled in the Program at Presbyterian College is expected to be academically honest in their learning and presentation of information to Program faculty members and their peers. The expectation of honesty includes all aspects of academic work, including but not limited to completing written and oral examinations, assignments, and presentations. Appropriate references and citations must be supplied for all content not the student's original

work – including evaluation, interpretation, or summary of prior work done by another.

Presbyterian College students pledge to abstain from all deceit and dishonorable conduct. Though many acts may sometimes be considered deceitful or dishonorable, students at Presbyterian College agree that lying, cheating, plagiarism, stealing, and failure to enforce the Honor Code are dishonorable and are, therefore, always in violation of the Honor Code.

#### Honor Code Violations

- Lying is any attempt to deceive, falsify, or misrepresent the truth. Lying includes but is not limited to:
  - Falsifying or altering academic records.
  - Falsifying or altering any documentation submitted to the program (for example, immunization records, requests for academic accommodations)
  - Falsifying or altering clinical reports and other patient-related notations.
  - Submission of modified or changed tests, answer sheets, or assignments.
- Cheating is the employment or rendering of any unacknowledged or unallowed aid in any assigned work. Cheating includes but is not limited to:
  - Unapproved or unauthorized sharing/collaboration or use of external information during graded assessments (e.g., tests, quizzes, etc.).
  - Obtaining or gaining access to items that provide an unfair advantage in a graded experience and/or requirement.
  - Falsely distributing, obtaining, using, or receiving previously graded academic materials (e.g., tests, cases).
  - Unauthorized or improper use of an electronic device(s) during an examination. Electronic devices include but are not limited to programmable calculators, PDAs, computers, computer programs, mobile phones, iPods, etc.
  - Misusing, defacing, or tampering with academic resources or materials.
- Plagiarism is defined as the presentation of the words or ideas of another person as one's own without proper citation. Plagiarism includes but is not limited to:
  - The use of any commercial term paper preparation service.
  - Copying internet or electronic database sources for term papers, journal clubs, or case presentations.
  - Submission of another person's work or group work as one's effort.
  - Revision of a prior submission submitted for a different assessment
  - Plagiarism includes course lectures, PowerPoint, class notes, and examination questions. This information is copyrighted materials belonging to the College and the Faculty member(s).
  - Submission of assignments created by Artificial Intelligence (ChatGPT, for example)
  - In addition, the PA Program identifies plagiarism as submitting another person's work for credit (a preceptor, for example) or resubmitting previously graded work for a different assignment.
- Stealing is defined as the appropriation of money or property belonging to another person, organization, or College or the borrowing of such property without the knowledge and permission of the owner.

\*Failure to enforce the Honor Code is defined as any act of omission that permits violations of the Honor Code to occur or to go unreported and is, of itself, a violation of the Honor Code.

All students enrolling at Presbyterian College are bound to abstain from the above and report such acts committed by fellow students. When events of a questionable nature occur, each student must promptly communicate that information to the Academic Director. The Academic and Curriculum Committee is responsible for determining whether a violation of the Honor Code has occurred. Failing to report such events amounts to tolerating dishonor in the community and shall be considered a violation of the Honor Code.

### Pledged Work

All academic work at Presbyterian College falls under the Honor Code. Quizzes, tests, examinations, projects, and papers to be graded are governed by the pledge: "On my honor, I pledge that I have neither given nor received any unacknowledged aid on this assignment."

### **Classroom Etiquette**

Students are expected to be considerate of their classmates by arriving on time, staying until the end of class, and refraining from using cell phones during class. While in the classroom, students should act respectfully towards their classmates, professors, and guest lecturers by focusing on the lecture or task at hand. Instructors reserve the right to ask anyone who is disruptive to leave.

Laptops are only permitted for class-related activities (e.g., note-taking and accessing slides). Using wireless access for other things during lecture time will result in a loss of this privilege.

Using any other form of personal electronic device (i.e., cell phone, pager, PDA, iPod, digital camera, etc.) in a manner that is disruptive to other students or the instructor is prohibited. A student will be warned for the first offense and asked to leave for the second offense, resulting in an unexcused absence. A third violation will be treated as academic misconduct. Furthermore, usage of these devices, in any way, during an exam or quiz will automatically be treated as academic misconduct, resulting in a zero for that exam/quiz and possibly other, more severe consequences.

The student must adhere to professional standards for behavior when communicating with faculty and fellow students in the classroom:

- Address faculty members by title: "Professor" or "Doctor" in all school-related activities on and off-campus.
- Be respectful in all communications with everyone.
- Be seated and ready to learn at the start of class. Students who arrive late must ask permission to enter the classroom. Faculty have the right to refuse entrance until classes break to avoid disruption.
- Students may eat or drink in class at the discretion of the instructor. Avoid foods with strong odors.
- Students may only bring guests, pets, or children to the classroom with prior approval from the faculty.

- Anecdotes about your personal experiences should be pertinent to the discussion at hand, add value to the discussion for all students, and should be kept to a minimum. Faculty have the right to limit or forbid these discussions due to the quantity of material that must be reviewed for the benefit of all students and the tendency for interruptions to derail the classroom rhythm.

### **Virtual Meeting Etiquette**

Etiquette for virtual meetings is vital to maintaining the professional environment expected from every medical professional. Below are some specific items to consider:

- The virtual classroom is a professional environment that should mimic the traditional classroom as much as possible to provide a stable teaching environment for learners.
- Adhere to the program's dress code.
- Be seated for class at a desk, table, or surface conducive to work.
- Ensure your face is visible on the camera and the room is well-lighted.
- Avoid 'active backgrounds' such as moving in a vehicle, ceiling fans, and other people or animals walking through the frame as much as possible.
- Consider using virtual backgrounds to minimize distraction, avoiding virtual backgrounds that include movement.
- Avoid talking to others on the phone or in the room. Even on mute, this is distracting and would not be allowed in the classroom.

### **Substance Misuse/Abuse**

The Program seeks to provide a safe and drug-free professional environment for our students, faculty, and staff. As healthcare community members, we are responsible for delivering high-quality care. The understanding of and compliance with the following policy on drugs and alcohol is essential for every member of the Program to ensure that individuals who may require assistance for the inappropriate or dangerous use of substances that may obstruct the ability to provide high-quality health care are identified and able to receive appropriate and professional assistance. The program expressly prohibits:

- The use, possession, solicitation, or sale of narcotics or other illegal drugs or prescription medication without a prescription.
- The use, possession, solicitation, or sale of alcohol on college premises and while performing or representing the Program officially. *Please note that the responsible possession and consumption of alcohol by persons of legal age at college-sponsored activities/events where alcohol is allowed or served is acceptable.*
- Being impaired or under the influence of legal or illegal drugs or alcohol while on college premises and while representing the Program in an official capacity, particularly if such impairment or influence of drugs or alcohol affects work performance, the safety of others, or puts at risk the program's reputation.
- Possession, use, solicitation of, or sale of illegal drugs or alcohol away from the College premises, if such activity or involvement adversely affects the academic or work performance, the safety of the College members or others, or if such activity or involvement puts the program's reputation at risk.
- The presence of any detectable amount of prohibited substances in a student's system at

work, on College premises, or while performing or representing the Program in an official capacity. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken following a prescription's written and official instructions.

### **Drug Screening Policy**

The Program requires drug screenings on its students before matriculation and at least annually after that. Drug screenings may also be performed randomly with or without cause. The initial drug screen must be completed by matriculation; annual drug screens for returning students must be completed by the deadline specified by faculty. Failure to comply with the required drug screen will delay progression or prevent a student from completing the program. Students notified that a drug/alcohol screen is required (random or "for cause") must report for drug/alcohol screening within a 4-hour window unless other arrangements are made. Failure to report for drug/alcohol testing later than four hours from notification will result in the equivalency of a positive drug/alcohol screen. The program has the authority to conduct drug/alcohol testing for the following circumstances:

- **REQUIRED TESTING:** The Program must certify to clinical sites that students are negative for certain illicit substances before being placed in rotations; therefore, illicit substance screening will be conducted before matriculation and annually after that. Clinical sites may also require scheduled or random drug and/or alcohol testing. Students must comply with the request to complete the illicit substance test before or during placement at a clinical site. If a clinical site's requirements for an illicit substance test differ from the program's policies, more stringent requirements will be followed.
- **FOR-CAUSE TESTING:** The program may ask any student to submit to an illicit substance test when there is reasonable cause to suspect that the student appears impaired for unknown reasons or under the influence of drugs or alcohol.
- **POST-ACCIDENT TESTING:** Any student involved in an on-the-premises accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug/alcohol test. "Involved in an on-the-job accident or injury" means the one who was injured and any person who contributed to the accident or injury event in any way.
- **RANDOM TESTING:** The program reserves the right to order random illicit substance testing without cause.

### **Positive drug/alcohol screening**

- Any enrolled student with a positive drug/alcohol screening may be suspended for the remainder of the semester, administratively withdrawn from all courses, and suspended for the following semester. Students may re-enroll at the discretion of the Academic and Curriculum Committee, provided the student has completed any requirements set forth by the committee.
- Any student with a positive drug/alcohol screen who is enrolled by the South Carolina Recovering Professionals Program (SCRPP) for a chemical or alcohol dependency will
- be allowed to continue in the program if they meet professional and academic criteria for progression and fully comply with the South Carolina Recovering Professionals Program. Noncompliance with SCRPP will result in dismissal from the program.
- Any student who has a second positive drug/alcohol screening while enrolled in the program will be dismissed from the program.

- Information obtained will be used per state and federal laws. Drug/alcohol screening reports and all records of the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act [FERPA] regulations.

### **Alcohol Policy for Sponsored Events**

No alcoholic beverages are allowed at student organization-sponsored events except for those events approved by the Program Director. Organizations and individuals hosting an event on or off campus where alcohol will be present may be held responsible for the actions and well-being of their members and guests. The event's location must have an alcohol license deemed appropriate by Presbyterian College. Off-campus locations must be approved accordingly by the Program Director. Events serving alcoholic beverages conducted on campus must use PC Dining Services, the vendor Presbyterian College contracted for bartending services. BYOB is not allowed at on-campus events.

The College expects any group of students, either formally or informally organized, to conform to the laws of South Carolina. Presbyterian College expects students under the age of 21 to refuse an alcoholic beverage if one is offered. Only those persons of legal age are expected to bring alcohol to off-campus BYOB events. Students and guests must show photo identification to the designated monitor at any organization-sponsored social event and comply with all event policies.

If alcoholic beverages are present, non-salty food items and non-alcoholic beverages must be available throughout the event. Social events may not include any form of “drinking contests” in their activities or promotions. Common containers of alcohol may not be used (e.g. kegs). No alcoholic beverages may be awarded as prizes or incentives. Advertisements, posters, or invitations from student groups that are intended for public viewing may not mention or depict alcohol or use terms referring to alcohol, such as beer or happy hour.

To promote personal responsibility and self-governance, organizations that sponsor social events shall be responsible for enforcing these guidelines. The sponsoring student organization shall designate at least two students to monitor the event. The monitors must not consume alcoholic beverages before or during the event. Monitors must “ID”, comply with event policies, issue wristbands to those of age, and register the organizational members and their guests at the entrance, and they shall assist those responsible for the event. Hosts and monitors are responsible for assisting in planning for the safety of those who appear to be impaired. Campus safety officers and staff members may visit registered events periodically to check with the persons responsible for the event, primarily to offer assistance. If a violation of the law or College policy is observed, the officer will issue a violation and report the incident to the appropriate College official.

### **Tobacco Use, Smoking, and Vaping**

Presbyterian College is a tobacco-free and other smoking and vaping products-free college. All tobacco use, smoking, and vaping are prohibited in college buildings, enclosed areas owned by the college, and on college property. Students requiring assistance in stopping nicotine products must talk with their primary care physician.

## **Requirement to Inform Faculty of Adverse Actions**

Every student must inform her/his faculty advisor of any adverse action within 48 hours of the occurrence of the adverse action. “Adverse action,” for the purposes of this document, is defined as “the receipt of a citation (ticket) for any infraction by any law enforcement officer, any incarceration, or any arrest.” Upon notification by the student to his/her faculty advisor, the advisor will discuss the issue with the program director and provide feedback to the student within 72 hours regarding the occurrence. Professional conduct within the Program and/or on College property, at assigned clinical assignments, at program and/or College-sponsored events/activities, and at curricular and co-curricular activities are expected to maintain a healthcare professional's expectations, attitude, behavior, performance, and demeanor. If students fail to do so, they are subject to disciplinary action. Additionally, disciplinary action may result if personal and professional conduct is deemed unbecoming and incompatible with the program's mission, value system, or expectations of a future physician assistant at other off-campus locations.

## **Social Media**

Maintaining professionalism is of the utmost importance when using social media. Students should assume all postings are visible to program faculty, future employers, rotation sites, and patients.

Each student is responsible for his or her postings on the internet and all social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Internet or social media postings deemed inappropriate by the faculty will be considered unprofessional conduct by the student. Students responsible for such postings are subject to the same disciplinary process as any other unprofessional behavior occurring outside the academic setting.

Students of the Program are urged to consider the following before posting any comments, videos, pictures, or essays to the internet or a social media site:

- There must be no presumption of security or anonymity on the internet or social media. Where the student's connection to the College is apparent, it must be made clear that the student is speaking for him/herself and not on behalf of the College.
- Internet activities may be permanently linked to the author, and inappropriate behavior on the Internet may hamper future employment.
- Making postings “private” does not preclude others from copying and pasting comments on public websites. “Private” postings that become public are still subject to sanctions.

For the College's and the student's protection, the student must show proper respect for the laws governing intellectual property, copyright, and fair use of copyrighted material owned by others, including the College's own copyrights and brands. Curricular materials developed by the College faculty and staff or faculty/staff of other schools or educational institutions must not be distributed or redistributed without written permission from the author. When in doubt, students must seek permission and guidance regarding the appropriate use of such materials.



- Do not share confidential or proprietary information that may compromise the College's research reputation, business practices, or security.
- It is strictly prohibited to discuss patient-related matters and to take photographs of patients or biological specimens (including in the operating room), even if the photographs are de-identified of patient information. Similarly, posting diagnostic images or any patient data on any social media platform or the internet is strictly prohibited.
- Communicating in any form (social media or otherwise) regarding tests, quizzes, or other assessments is forbidden and may be grounds for dismissal.
- Posting on social media about program personnel and fellow students is strictly prohibited.
- Requesting social media connection with preceptors, faculty, staff, and supervisors while currently a student is prohibited.

Students must be diligent in ensuring that their electronic communication or postings on social media sites do not violate patient or student privacy laws, including the Health Insurance Portability and Affordability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA). HIPAA and FERPA regulations apply to all comments made on social media sites, and violators are subject to the same prosecution as with other HIPAA or FERPA violations.

### **Nondiscrimination Policy**

Presbyterian College is an Equal Opportunity Employer and is an educational institution affiliated with the Presbyterian Church (USA). Consistent with this adherence to its Christian affiliation, the College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, or disability as provided by the college's policy or in any other fashion prohibited by law.

The Program has a policy on student services, including admissions and progression, that ensures nondiscrimination, as defined by state and federal laws and regulations, such as on the basis of race, religion, gender, national origin, or disability.

### **Discrimination and Harassment Policy**

Any faculty, staff, student, student group, or student organization found to have committed, attempted to commit, encouraged others to commit, or aided others in committing any of the following acts is subject to the disciplinary sanctions set forth by Presbyterian College Professional Code of Conduct and students may also be subject to disciplinary actions.

- Discriminating or engaging in harassment with respect to any member of the College community based on legally protected characteristics, including race, national origin, religion, creed, ancestry, citizenship, age, gender, sexual orientation, physical or mental disability, genetic information, or past or present service in the military.
- Engaging in harassment with respect to any member of the College community.  
"Harassment" means unwelcome conduct that is severe and/or pervasive enough to

interfere with the ability of the target to work, learn, live in the community, perform assigned functions, or otherwise participate normally in the College's programs and life.

Presbyterian College is committed to maintaining an atmosphere free from invidious discrimination based on protected characteristics and harassment of members of the College community. Any faculty, staff, student, or other community member who believes that he/she is the victim of discrimination or harassment or has witnessed discrimination or harassment is encouraged to report the conduct to the Vice President for Human Resources and Title IX. This includes harassment and/or discrimination by any community member, including staff and faculty, and is not limited to conduct by students. Retaliation against any person making such a report in good faith is prohibited.

A single incident or even a few incidents may not necessarily rise to the level of pervasiveness required to constitute harassment, but even a single severe incident can constitute harassment.

If sufficiently severe or pervasive, the following types of conduct can constitute harassment: lascivious or insulting jokes, degrading comments or gestures, inappropriate touching, display or transmission of offensive images. This list is illustrative only; other conduct may also constitute harassment.

The prohibition on harassment is designed to protect faculty, staff, and students from discrimination, not to regulate the content of speech. The offensiveness of a particular expression, as perceived by some College community members, standing alone, is insufficient to constitute harassment.

The foregoing definitions and comments apply to sexual discrimination, sexual harassment, and sexual violence – collectively, “Sexual Misconduct.” However, because of its concern for the issue and in compliance with federal law, Presbyterian College has additional policies and procedures concerning Sexual Misconduct, which are set forth under the heading “Sexual Misconduct” below. Any incidents that may constitute Sexual Misconduct can and must be reported to the Vice President for Human Resources and Title IX. Further resources from the College related to Title IX may be located at <https://www.presby.edu/about/offices-services/human-resources/title-ix/>

### **Sexual Misconduct Policy**

Any faculty member, staff member, student, student group, or student organization found to have committed, to have attempted to commit, to have encouraged others to commit, or to have aided others in committing any of the following acts is subject to the disciplinary sanctions set forth in the Presbyterian College Code of Responsibility located at (<https://www.presby.edu/doc/hr/SexualMisconductPolicy.pdf>).

- Engaging in any form of discrimination, harassment, or violence of a sexual nature, or on the basis of sex or gender.
- Conditioning any form of College-related benefit, including any academic or workplace decision, on submission to or rejection of sexual advances or requests

of a sexual nature (“Quid pro quo harassment”).

The general prohibitions in the Presbyterian College Code of Responsibility, including those prohibiting (and defining) discrimination, harassment, stalking, and harm to persons, apply to conduct of a sexual nature or that is motivated by sex or gender. However, because of the College’s concern for sexual misconduct in all forms, and because of the application of federal law, specifically Title IX of the Education Amendments of 1972, the College has a separate express prohibition of such sexual misconduct, and separate procedures for the handling of any disciplinary proceeding that involves an allegation of sexual misconduct.

The College’s prohibition on Sexual Misconduct extends beyond students to cover misconduct by all members of the College community, including faculty and staff. Anyone who believes they have been a victim of or a witness to Sexual Misconduct – including improper conduct by visitors to College premises or vendors – must report this to the Title IX Coordinator, who is the College’s Vice President of Human Resources. Any person who receives a report of Sexual Misconduct must relay this report to the Title IX Coordinator.

“Quid pro quo harassment” must also be reported to the Title IX coordinator. An example of quid pro quo harassment would be a promise to a student of a good grade in exchange for sexual favors.

If the Title IX Coordinator determines that an allegation of a violation of the Code of Responsibility located in the Garnet Book (<https://www.presby.edu/doc/GarnetBook.pdf>) involves alleged Sexual Misconduct, that allegation will be subject to the special procedures for Sexual Misconduct set forth in the Presbyterian College Code of Responsibility.

# Student Services

## On Campus Student Services

The college website provides information about the following services and other services provided to all students. Students are encouraged to utilize these services as needed and may request more information and referrals from their Faculty Advisor. The following resources are subject to change based on availability:

### Counseling and Wellness Services

<https://www.presby.edu/campus-life/counseling-services/>

### Student Health Services

<http://www.presby.edu/campus-life/counseling-wellness/student-health-services>

### Office of Accessible Education

<https://www.presby.edu/academics/academics/academic-resources-support/accommodations-for-disabilities/>

### Office of Spiritual Life

<https://www.presby.edu/campus-life/spiritual-life/>

### Campus Police

<http://www.presby.edu/campus-life/campus-police/>

**ON CAMPUS EMERGENCY: Dial 864.833.3949**

### Financial Aid Office

<http://www.presby.edu/admissions/tuition-aid/>

### Dining Hall Services

<http://pcdining.campusdish.com/>

### Library Services

<http://lib.presby.edu/home>

### The Writing Center

<https://www.presby.edu/academics/academic-resources-support/writing-center/>

## Counseling and Wellness

Any student or faculty member who believes s/he or another student or faculty member is in immediate danger from medical or psychological problems must dial 911 immediately. Some students are affected by personal crises, while others experience stress or face issues such as alcohol and substance dependency. For more information on this and other counseling services, please schedule an appointment with the Presbyterian College counseling services at <https://www.presby.edu/campus-life/counseling-services/>. The phone number is (864)833-8263.

A student may also contact the Gateway Counseling Center for substance use or dependency information. The phone number is (864)833-6500.

A student who is reasonably believed to pose a danger to him/herself or others for any reason, including but not limited to physical or psychological difficulties, may be required to obtain

professional evaluation and treatment. Failure to comply with this requirement can result in contact by the program with the student's emergency contact (spouse, parent, etc.), disciplinary action, suspension, enforced leave, and/or mandatory withdrawal from the College. Medical leave may be imposed if the dangerous behavior is not corrected promptly and efficiently.

### **Safety and Security**

The safety and security of students, faculty, and staff is of utmost concern to the College and the Program. While on campus, the Program abides by the College's safety and security policies and procedures. General safety information regarding emergency procedures, crime prevention, victim support, facility access, parking information, and forms is located at

<https://www.presby.edu/campus-life/campus-police/>

Clinical sites undergo a safety check before students being assigned to that site. Students will be made aware of safety information for each site. Information includes but is not limited to who to call in an emergency, how to get an escort to their car, parking lot safety, alert systems, and local police/sheriff departments. Any questions or concerns regarding site safety should be directed to the Clinical Director.

Laboratory safety and standard precaution information will be posted on Brightspace under the applicable courses.

### **Emergency Alert System**

Student safety is a top priority. In the event of a potential or actual disaster, criminal activity, or other emergency, students will be alerted quickly as part of the Presbyterian College community. Alerts are sent out via the Rave Guardian app. Students can download the app in the app store and register with their presby.edu email address.

### **Office of Accessible Education**

Candidates or students are not obligated to self-disclose their disability to the Office of Accessible Education, staff members, or faculty. Students with disabilities who wish to obtain accommodations, auxiliary aids, and services must, however, self-disclose that disability and direct their request(s) for accommodation(s) to the Office of Accessible Education.

<https://www.presby.edu/academics/academic-resources-support/accommodations-for-disabilities/>

While students can disclose a disability and request an accommodation at any time during their enrollment, students are encouraged to disclose the need for accommodation(s) as soon as possible. Documentation review and accommodation arrangement may take several weeks. Accommodations are not retroactive. While the Program works with the Office of Accessible Education to coordinate reasonable accommodations, disability documentation, and student diagnosis remain confidential.

Students with approved accommodations must provide documentation from the Office of Accessible of Education to the Academic Director and each course director. Documentation

should be provided at least 48 hours before the first time a student wishes to use the accommodations.

### **Temporary Disabilities (Illness & Injury)**

Students must be aware that the College is not obligated to provide accommodations for students with temporary disabilities, illnesses, or injuries but will attempt to do so when feasible. For example, if a student misses a week of classes due to the flu, students are responsible for all materials during this time of missed classes.

As a courtesy, the Office of Accessible Education will attempt to provide services allowing students to access the physical campus and the academic curriculum to students who experience acute illness or injury. This may include elevator access or other temporary physical accommodations. If the injury or illness necessitates handicapped parking accessibility and/or campus transportation services, the student must contact the Office of Accessible Education for assistance.

### **Student Advising**

Upon matriculation, students will be assigned a faculty advisor and will typically remain with that advisor until graduation. Advisors will meet with their advisees at regular intervals. Students may also choose to meet with their faculty advisors if they would like to discuss an issue at any time by appointment.

*The purpose of the student advising program is to:*

- Assist the student in effectively progressing through the professional curriculum;
- Provide the student with resources to reinforce the requirements, expectations, and standards of the professional program;
- Guide the student in meeting the curricular and co-curricular requirements necessary for student progression and graduation and
- Provide the student with resources regarding the profession.

*Student advisees are expected to:*

- Be proactive in communicating with his/her advisor.
- Schedule a meeting with his/her advisor within one week if placed on academic or professional-focused review.
- Seek immediate assistance from his/her advisor if experiencing academic difficulties or any other issues.
- Make and keep appointments to meet with his/her faculty advisor regarding academic ability and progress.
- Actively participate in all advising meetings.

*Faculty advisors are expected to:*

- Meet with advisees near or at the end of every semester.
- Meet with students experiencing academic or professional difficulties or on academic

- or professional-focused review/probation.
- Communicate necessary information and updates to advisees periodically.
- Guide advisees to help each student succeed in the program.

Students are not permitted to change faculty advisors except in extreme circumstances. Should a student experience an irreconcilable conflict with his/her faculty advisor and wish to change faculty advisors, the student should contact the Program Director.

### **Academic Success Program**

The Academic Success Program, housed within the Physician Assistant Program, is designed to assist all students in meeting the challenges of the rigorous, fast-paced, intense course of study in the PA Program. All students will participate in workshops scheduled during the didactic year and conducted by the Academic Success Program coordinator, faculty, and outside guest speakers. Workshops will focus on areas that promote academic success, such as effective study strategies, test-taking strategies, feedback, and evaluation.

The Academic Success Program coordinator will work with students individually during the didactic and clinical years. The first time students score less than 80% on an exam, they will meet with the Academic Success Coordinator. Any student scoring significantly lower than the cohort average on an exam, even if 80% or higher, will also be considered for referral. Any student at risk academically may also be referred by a course director or the student's adviser.

Upon referral, the Academic Success Program coordinator will meet with the student individually to identify areas of concern and develop a plan to address those areas. The student and the coordinator will work together on the plan's implementation, and the coordinator will assess when the plan has been completed.

### **Student Identification Cards**

Each student is provided a Program identification card. Identification cards are valid through the graduation date. Identification cards validate authorization for access to athletic events, dining hall, College facilities, etc., and must be presented when requested by appropriate College personnel.

Failure to present a valid card is sufficient to deny access to a facility or service, including dining services. Allowing others to use an identification card violates college policy and will result in appropriate disciplinary action. Students who require a new card because of loss, mutilation, or a status change must immediately contact the Campus Police Department at 833-8301. A charge will be made for the replacement of an identification card. Duplicate cards are issued on weekdays between 9:00 – 11:00 a.m. and 1:00 – 4:30 p.m.

### **Vehicle Registrations**

The Campus Police Department disseminates rules, restrictions, and limitations on vehicles. State and city violations are heard in city or magistrate courts. Vehicle registration is included in the tuition and fees for students; all vehicles parked on Program or Presbyterian College

premises must be registered with the Campus Police Department.

### **Student Organizations**

Student organizations provide students with opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the activities and initiatives of the Program. Anticipated outcomes of professional organizations are the sharing of ideas, values, activities, and cultures among faculty, staff, and students. Active participation in student organizations ultimately benefits the Program, the student, and the profession. Membership and active participation in professional organizations are expected of the students enrolled in the program.

#### **Student Organizations Purpose Statement**

- Advocate for the profession as a unified group;
- Serve and educate the community;
- Develop students as professionals and leaders;
- Represent the Program;
- Provide networking and collaborative opportunities for students while exposing them to a variety of practice and career opportunities

#### **Recognized Student Organizations**

The program recognizes the following student organizations:

- American Academy of Physician Assistants (required), AAPA
- South Carolina Association of Physician Assistants (required), SCAPA
- Christian Medical and Dental Association (optional), CMDA
- Presbyterian College Physician Assistant Studies Program Student Society (elected)
- Presbyterian College Pre-Physician Assistant Club (optional)
- Pi Alpha National Society for Physician Assistants (nominated)



# Program Policies

## Procedures for Reporting Student Concerns

Students who have individual concerns involving a course director, professor, or instructor must speak directly to the course director. If unable to resolve the concerns, the student must bring the concerns to the Academic Director. If the matter cannot be resolved at this level, or if the student feels that it was not handled satisfactorily, the matter must be taken to the Program Director. The Program Director will review the matter for final determination.

Concerns regarding a fellow student should be addressed professionally with that student unless there is an urgent circumstance affecting safety, class integrity, or violations of professionalism or the honor code.

In addition to the direct mechanism listed above, class officers may also bring matters to the attention of the Program Director. If an issue cannot be satisfactorily resolved by either this direct mechanism or through the Program Director, a formal written complaint may be filed with the Office of the Provost.

## Attendance and Absences

Promptness is one of several traits that healthcare professionals must display. Students are expected to be at all class meetings, activities, etc. **on time**.

Tardiness disturbs both the learner and the lecturer; repeated violations will be considered improper professional behavior and may result in disciplinary and/or academic action, such as dismissal from the program. It is also unacceptable to arrive late for examinations. It is the instructor's discretion whether a student may be allowed to take the examination should the student arrive late. If the instructor allows the student to take the examination, the student must comply with all accommodations the instructor places for testing. This may include sitting in a certain location with no additional testing time allotted or an automatic grade reduction for the examination. ***The instructor may also opt to provide a grade of zero if a student is late or absent for an examination.***

**Students are required to attend all mandatory program activities, even those that occur outside of regular class time. Unexcused absences are not permitted.** Unexcused absences or excessive excused absences may result in the student being placed on professional-focused review or professional probation.

Granting excused absences is at the sole discretion of the Academic Director (didactic year) and Clinical Director (clinical year). If possible, students should notify the Academic Director/Clinical Director before the planned absence. Students must provide documentation for the absence within 48 hours of return to campus.

Absences on days where there are no planned graded activities (i.e. examinations, problem-based learning, objective structured clinical examinations [OSCE's] etc.) may be excused for the

following reasons. They may require documentation: job interviews (during clinical year), medical emergencies, sickness, or death in the immediate family (as defined by the College). Weddings, births, milestone birthdays, deployment of a family member, or other personal events/travel will be evaluated on a case-by-case basis and must be requested in advance. In general, these situations will only be excused for extraordinary circumstances and must be discussed in advance with the Academic Director (didactic year) or Clinical Director (clinical year).

Absences on days with planned graded activities may require documentation and are excused for the following reasons: job interviews (during clinical year), medical emergencies, sickness, or death in the immediate family (as defined by the College).

When requested, students must provide documentation for the absence within 48 hours of return to campus. Without documentation, the absence is considered an unexcused absence and may result in professional-focused review or professional probation.

In all classes, laboratories, and other program-sponsored student activities, each student is responsible for all lectures, information, and course materials whether s/he is in attendance. Materials are the students' responsibility, and it is not the instructor's responsibility to provide individual lectures, copies of notes, or personal tutoring.

### **Absences as a Result of Religious Holidays**

Absences due to a major religious holiday will be excused when the student presents the request ten days before the absence to the Academic Director.

Students are advised to scan their syllabi and the Academic and Course calendars at the beginning of each course to detect potential conflicts with their religious observances. Please note that this applies only to holy days that necessitate absence from class and/or whose religious requirements clearly conflict with aspects of academic performance.

The intent and spirit of this policy is to allow students to attend religious ceremonies on the day of the observance. Major religious holidays are those days that are traditionally celebrated within each of the world's major religions.

Retreats, conferences, revivals, or other functions specific to a denomination or congregation are not eligible for an excused absence within this policy. Students are responsible for all materials missed during the excused time.

### **Assignments Other Than Tests**

Late assignments will not be accepted. Any student not completing and turning in an assignment on time will be subject to remediation for that assignment.

### **Professional Attire**

Appropriate professional development requires creating and maintaining a professional environment within the Program and is the responsibility of all community members. The

Program subscribes to a model where all students must wear college-provided scrubs during all aspects of the didactic curriculum unless otherwise directed by a faculty member or Program Director.

For the Patient Evaluation Labs, students are required to wear appropriate undergarments. Females must be in a sports bra or similar undergarments. Students must be prepared to remove t-shirts for thoracic, cardiac, and abdominal examinations.

The following attire is considered **unacceptable** while remaining in the PA Suite:

- Hats or caps of any type (except headgear considered part of religious or cultural dress and pre-approved by the Academic Director).
- Denim pants of any color
- Shorts, culottes, or other pants above the knee (students may change into shorts as needed for the Patient Evaluation Lab)
- Skirts shorter than 1" above the knee when standing
- Sweatpants, spandex, leggings, or other athletic wear, except as required for physical exam labs
- Revealing clothing (e.g., tank tops, halter tops, midriffs, tube tops, swim tops, etc.)
- Casual sandals (e.g., "Flip-Flops," "Birkenstocks," beach shoes, etc.), shoes with extremely high heels (> 3 inches)
- Buttons, large jewelry, or accessories that could interfere with patient care or safety
- Exposed underwear or lack of appropriate undergarments
- Sunglasses worn indoors (except for medical reasons and pre-approved by the Academic Director)

Adequate precautions must be taken to maintain good personal hygiene. These precautions include regular bathing, use of deodorants, and regular dental hygiene. Personal care considerations include:

- Hair must be clean, neat, and styled out of the eyes. Hair may not be dyed in unnatural hair colors. If close contact with patients occurs (e.g., physical assessment procedures), hair longer than shoulder length must be secured. Beards and mustaches must be clean and well-groomed.
- Cologne, perfume, or aftershave is not recommended in the patient care setting due to patient allergies and sensitivities.
- Cosmetics must be used in moderation.
- Nails must be well-groomed, manicured, and of short to medium length to facilitate patient care activities. Artificial fingernails are prohibited on rotations where direct patient care is involved, as they have been linked to infectious disease transmission.
- Jewelry and accessories must be non-distracting.
- Piercings and tattoos are subject to the rules/regulations of clinical sites.

Students must wear appropriate professional dress for all rotations and professional activities. This includes wearing a clean, neatly pressed, long-sleeved waist-length white lab coat with the Program badge, student name tag, closed-toe professional shoes, and clean, professionally styled

clothing (i.e., dresses or skirts of medium length, non-denim tailored slacks, and appropriate tops for females and collared dress shirts with an appropriately knotted/secured necktie for males).

Students may be required to wear scrubs during surgical clinical rotations. The hospital or institution may provide scrubs. Scrubs are the hospital's property and are only worn in designated patient care areas. Scrubs are NOT to be worn outside of the hospital, taken home, altered in any way, or re-worn without washing. Any personal protective equipment (e.g., masks, hats, booties) must be removed and discarded upon leaving the operating room or procedural areas.

Students are expected to follow the clinical rotation site's dress code policy of the clinical rotation site. Students must adhere to the Program's professional dress and identification policy if a site does not specify a dress policy. Program-sponsored scrubs may be worn if approved by the clinical site but may not be worn in operating rooms.

### **Professional Liability Insurance Policy**

Students will be provided malpractice liability coverage during their time as students in the program. Accepting payment or gifts can result in the loss of malpractice liability coverage for the student. Students are only permitted to operate within the confines of the defined clinical rotation. They are not to accept any type of additional work (paid or unpaid) or any other type of opportunity with the preceptor or any future/previous preceptors. Please note that this coverage does not extend to outside employment, summer internships, or internships independent of coursework.

The student must perform inside the scope of the clinical rotation to avoid potential conflicts with malpractice liability and to avoid disciplinary action within the program, including dismissal from the program. A student's malpractice liability coverage is only in effect on assigned clinical rotations provided by the Program, and students must abide by the policies and practices of the Program and College as well as the clinical site. Student coverage is immediately terminated upon graduation or dismissal from the program. After graduation, students may opt to purchase tail coverage on their own.

### **Lecture Recording**

Technologies for audio and video recording of lectures and other classroom activities are allowed only with the instructor's express permission. In cases where recordings are allowed, such content is restricted to personal use only unless permission is expressly granted in writing by the instructor and by other classroom participants, including other students.

Personal use is defined as use by an individual student for the purpose of studying or completing course assignments. When students have permission for personal use of recordings, they must still obtain written permission from the instructor to share recordings with others. For students registered with Academic Success and who have been approved for audio and/or video recording of lectures and other classroom activities as a reasonable accommodation, applicable federal law requires instructors to permit those recordings. Such recordings are also limited to personal use, except with permission from the instructor and other students.

Recordings should not be shared with anyone outside the program. Recordings should not be posted online or on social media. Improper use of recordings will be considered a violation of the honor code. Students will sign an attestation stating that they understand and will abide by these policies.

Students are responsible for their own recordings. Recorders may be placed on the lecture podium at the front of the classroom before the start of the lecture. Students should not disrupt class to start/stop recordings. The program reserves the right to change this policy at any time.

### **Other Recording**

At no time is any student permitted to record any (video or audio) conversations between students, between faculty members, between faculty member(s) and student(s), or any other conversations that occur on the Presbyterian College campus or at any other location where an activity of the College is occurring for any purpose with or without permission. Any student found to have broken this rule will be subject to the Program's disciplinary policy. The exception to this rule is that students may record conversations and interactions that are recorded in the fulfillment of specific assignments where a faculty member expressly requests video/audio recording privilege in fulfillment of that assignment. Students are never required to be recorded in fulfillment of an assignment.

The College reserves the right to photograph, audio, and video record all classrooms during the curriculum, especially during examinations. The student understands this information may be reviewed and used in the case of suspected violation of the Honor Code.

### **Inclement Weather Policy**

When Presbyterian College or the Program has canceled or delayed classes due to weather, announcements are made over local television and radio stations.

Students should also check the college website. Students may also elect to receive text messages on a mobile phone or email messages of emergencies and weather closings. To register your mobile phone and/or email, please visit <https://www.getrave.com/login/presby>.

The program will hold online classes if the college is closed for inclement weather. Check your email for the most up-to-date schedule information from program faculty.

If inclement weather occurs when a student is to report to a clinical practice site and the site is closed, the student is excused from clinical activities for that day only. However, the student must immediately notify the Clinical Director via email about the closure.

The Academic Director will determine mandatory make-up class time or additional work. Typically, class will be made up during normal gaps between classes. Students are expected to be present for make-up classes, even if outside of normal class hours, and are responsible for any make-up work.

### **Students Working for the Program**

Teamwork and collaboration are a vital part of the learning experience. Students are neither required nor permitted to work for the program. In addition, students are not to substitute for instructional faculty (e.g. providing formal classroom lectures or clinical experiences). Additionally, students are not to provide administrative support to the program. Students must report any potential conflicts to the Program Director or the Provost.

### **Student Employment While Enrolled in the Program**

Students are strongly cautioned against being employed while enrolled the program. This is a very rigorous program requiring a full-time commitment to academic achievement. Therefore, students attempting employment while enrolled in the program are at an increased risk of failure.

### **Student Shadowing Outside Program-Sponsored Rotations**

Student shadowing or participation in any clinical activities during Program breaks (e.g., December holidays) or while the program is ongoing is neither recommended nor supported by the Program in any way and is an unsanctioned endeavor by the student. Any student who elects to pursue shadowing while in the Program or during Program breaks must understand the following:

- that s/he is, in no way, supported by the program in this endeavor.
- that s/he will not be covered by the Program's malpractice policies, benefits, and privileges related to matriculation at the College or the Program.
- that s/he is expressly forbidden from
  - wearing any article of clothing (e.g., scrubs, white coat), nametag, or other item identifying the student as a Program or College student.
  - introducing him/herself as a physician assistant student.
  - otherwise representing him/herself as a physician assistant student.
  - representing in any way that s/he is affiliated with the College during this unsanctioned shadowing.

### **Student Travel**

The Program encourages students to actively participate in local, state, regional, and national professional organizations. The College will enroll each student in the American Academy of Physician Assistants (AAPA) and the South Carolina Academy of Physician Assistants (SCAPA) at no cost to the student. Students are also encouraged to attend the national AAPA conference (with prior approval from the Academic Director). Students are responsible, however, for the material covered in all syllabi and their own expenses for the conferences and external activities. Students are responsible for arranging their own housing accommodations, transportation, and any expenses associated with travel to and from campus, to and from clinical rotation experiences, and travel expenses for conferences.

Students may be excused from clinical rotations to attend the national AAPA (American Academy of Physician Assistants) conference. Students need proof of conference attendance for approval. Any change to the policy remains at the discretion of the Program Director.

## **Student Grievances**

Any student filing a complaint or grievance (excluding complaints concerning sexual misconduct or where a student feels threatened) should first attempt to resolve the issue by consulting with the involved faculty or staff member.

Students who have individual concerns involving a teacher or course that are not of general interest to the class must speak directly to the course director. If the concern might involve more than one individual in the course/class, the concern must be taken to the relevant student class officer(s) so that they might sample class opinion to determine whether the issue is a concern of the majority of the class.

If, in the opinion of the class officer, the concern is valid, the class representative must bring the matter to the attention of the course director with the objective of resolving the issue at that level. If the matter is unable to be resolved at this level, the concern must be taken to the Academic Director or, in the case of clinical learning, to the Clinical Director. If the solution proves unsatisfactory, the Program Director must be contacted concerning the matter. The matter will be reviewed, and a recommendation and final determination will be made.

If there is still a concern, the student or class officer can contact the Office of the Provost directly.

Complaints concerning sexual misconduct must be reported immediately in accordance with the Sexual Misconduct Policy.

# Academic Policies

## Evaluation Methodologies

During the didactic phase of the curriculum, students are evaluated by written exams, case presentations, graded lab work, and practical exams, such as objective structured clinical examinations (OSCE). Evaluations may also be based on class participation and class presentations. It is the prerogative of the instructor to select the specific methods of evaluation used in a course. Course syllabi are provided to and reviewed with students during the first week of a course. Course syllabi contain detailed completion deadlines/requirements related to courses.

## Re-grading and Challenging Examination Questions Policy

All efforts will be made by faculty to create high-quality examinations. Each examination will be peer-reviewed by a primary faculty member. In some circumstances, a question may have been coded incorrectly, or a student may disagree with the answer.

Difficulties with assessment items on examinations must be communicated in writing to the examiner after the examination has been graded and within 24 hours of receiving the grade for the examination. Requests for reconsideration of a question must be supported by appropriate justification. The decision of the course director is final.

## Grading Policy

The grading policy for didactic, laboratory, and clinical courses is below. Some courses are graded pass-fail using a “satisfactory/unsatisfactory scale.”

A+	97-100	4.0
A	93-96.99	4.0
A-	90-92.99	3.7
B+	87-89.99	3.3
B	83-86.99	3.0
B-	80-82.99	2.7
C+	77-79.99	2.3
C	73-79.99	2.0
C-	70-72.99	1.7
F	Below 70	0.0

- I: Incomplete (becomes F if not removed during first 4 weeks of the following semester)
- S: Satisfactory
- U: Unsatisfactory

Note: Rounding will be applied to the hundredth place for any assignment, quiz, examination, or final grade. Students must successfully complete all the didactic coursework of the curriculum and other required experiences before progression to the clinical phase of the program.



If a student repeats a course, the original grade and the repeat grade are calculated into the student's final GPA.

### **Course Grades**

- A final course grade of B- or higher (or "S" when pass/fail is applied) and a cumulative GPA of 3.0 or higher must be earned in all didactic and clinical year courses to remain in good academic standing.
- A student whose cumulative GPA falls below 3.0 or who receives below a B- in any course will be placed on Academic Probation.
- Students can only receive one final course grade below a B- in each program year. Any student who receives two course grades below a B- in the same year will be referred to the Academic and Clinical Committee for potential dismissal from the program.

### **Remediations**

- Any student who receives a score <80% on an assessment (excluding quizzes) must complete a remediation process.
- Remediation assignments are at the discretion of the course director. They may include assigned readings/videos, review of lecture material, attendance at office hours, completion of review questions, or other activities deemed appropriate for remediation.
- After completing the remediation process, the student must repeat the assessment and score 80% or higher.
- Remediation and reassessment should be completed within two weeks of the original exam date. It is the responsibility of the student to meet the remediation deadlines.
- Failure to successfully complete the remediation process will result in the student being placed on Academic Probation.
- The original assessment grade is used when calculating the final course grade.

### **Academic Probation**

- For any student placed on Academic Probation, the faculty will meet to discuss the student's performance and determine an appropriate plan for the student to return to good academic standing.
- Possible requirements may include formal learning assessments, sessions with the Academic Success Coordinator, required supplemental coursework, repeating a clinical rotation, additional instruction in test-taking strategies, or other appropriate interventions.
- The student will be responsible for any cost associated with any requirements imposed on the student to return to good academic standing and remain in the program.

### **Didactic Year Academic Progression**

Every effort will be made to give each student ample opportunity to demonstrate competency in

each area of the program. Demonstration of competency is required for the student to progress in the program.

#### Good Standing

- At the end of each didactic term, a student will be in “good standing” regarding academic progression and will progress to the following term when:
  - A grade of B- or higher (or “S” when pass/fail is applied) is earned in all courses taken and
  - A faculty member or advisor has not recommended a focused review for any competency and
  - Cumulative GPA of 3.0 or higher

Students in good standing demonstrate a satisfactory progression in achieving competencies and professionalism commensurate with their stage of education.

#### Academic Focused Review

- A student who does not meet the requirements for Academic Probation but is having difficulty meeting the program's requirements or has a sudden drop in academic performance may be placed on Academic Focused Review. The student's academic advisor, the Academic Director, and the Academic Success Coordinator will develop an individualized plan for the student to remain in good academic standing. The student may be removed from Academic Focused Review at the faculty's discretion if performance improvements are seen or may be placed on Academic Probation if the student meets one of the benchmarks below.

#### Academic Probation

- Didactic-year students who meet any of the following will be placed on Academic Probation:
  - Three or more remediations within the same course during each block
  - More than five total remediations during the didactic year.

#### Dismissal

- Students with more than eight total remediations in the didactic year will be referred to the Academic and Curriculum Committee for potential dismissal from the program.
- The decision to dismiss a student from the program will be made on a case-by-case basis.

### **Clinical Year Academic Progression**

#### Good Standing

- At the end of each clinical term, a student will be considered to be in “good standing” regarding academic progression and will progress to the following

term when

- A grade of B- or higher (or “S” when pass/fail is applied) is earned in all courses taken and
- A faculty member or advisor has not recommended a focused review for any competency and
- Cumulative GPA of 3.0 or higher

Students in good standing demonstrate a satisfactory progression in achieving competencies and demonstrate professionalism commensurate with their stage of education.

#### Academic Focused Review

- A student who does not meet the requirements for Academic Probation but is having difficulty meeting the program's requirements or has a sudden drop in academic performance may be placed on Academic Focused Review. The student's academic advisor, the Clinical Director, and the Academic Success Coordinator will develop an individualized plan for the student to remain in good academic standing. The student may be removed from Academic Focused Review at the faculty's discretion if performance improvements are seen or may be placed on Academic Probation if the student meets one of the benchmarks below.

#### Academic Probation

- Clinical year students who meet any of the following will be placed on Academic Probation:
  - Two remediations for end-of-rotation examinations
  - Two remediations for OSCE examinations
  - Remediation of both the end-of-rotation exam and OSCE for the same rotation
  - A total score <80% on the preceptor evaluation of the student
- Students who do not successfully remediate an end-of-rotation examination and/or OSCE will be required to repeat the rotation at the end of the clinical year. This will delay graduation by approximately seven weeks. The repeat rotation is at the student's expense. Students may not repeat more than ONE rotation.

#### Dismissal

- Students who meet any of the following will be referred to the Academic and Clinical Committee for potential dismissal from the program:
  - Three remediations on EORs or OSCEs or some combination thereof
  - A total score <80% on two preceptor evaluations
  - The decision to dismiss a student from the program will be evaluated on a case-by-case basis

#### **Professionalism Progression**

In addition to academic progression, the program carefully monitors each student's professional growth. Student professionalism is measured through the faculty advisor's Professional

Performance Evaluation (after every block) and the preceptor's evaluation of professional behavior in clinical practice experiences. Students are in good standing if, at the end of every block, they receive satisfactory scores on their PPE and at least 80% on preceptor evaluations of professionalism. Students not progressing satisfactorily may be placed on Professional Focused Review or Professional Probation.

#### Professional Focused Review

A student may be placed on Professional Focused Review for:

- Attendance or timeliness problems reported by faculty, instructors, or preceptors
- Failure to meet with their advisor as scheduled
- Participation in professional activities is below expected standards
- Consistent violation of the dress code
- Notification of unprofessionalism in a clinical or professional setting
- Violation of any program policies
- Any other professionalism issues identified by the faculty

Students placed on Professional Focused Review will meet with their faculty advisor to develop an individualized plan for professional development. Students on Professional Focused Review will be re-evaluated at the end of each block. They may remain in focused review, be taken off focused review, or be placed on Professional Probation.

#### Professional Probation

A student may be subject to professional probation if ANY of the following occur:

- A positive drug or alcohol screen during the program
- Failure to adhere to a professional development plan
- Continued unexcused absences or tardiness to classes, clinical practice experiences, or professional activities after being placed on professional-focused review
- Disruptive behavior in class, during clinical practice experiences, during a professional activity, or in the Program building after being issued a professional-focused review
- Other behavioral or professional concerns at the discretion of the PA Faculty

#### Professional Dismissal

A student may be subject to professional dismissal if ANY of the following occur:

- Continued unprofessional behavior despite being placed on Professional Probation
- Violation of the Code of Ethical and Professional Conduct within the Physician Assistant Program
- Other behavioral or professional concerns at the discretion of the PA Faculty

Students being considered for Professional Dismissal will be presented to the Academic and Curriculum Committee, which will make a final recommendation on dismissal.

## **Actions Subject to Appeal and Appeal Procedures**

The following *actions* are subject to appeal under the Program's Appeal Procedures. Note: *In extenuating circumstances, the Provost may adjust these procedures to ensure a fair and impartial review.*

### Appeal of a *final* letter grade for a course

- Students must first seek a final letter grade appeal directly with their course director. These can often be resolved directly by talking with the course director. However, if the student is unsatisfied with the resolution, they may appeal their final course grade using the following process.
- Within seven days of the end of the block, the student must submit a Notice of Appeal in writing to the Program Director. This Notice should include the circumstances of the appeal and any supporting documentation. The Program Director will convene a review panel consisting of all program faculty. The faculty will make a final determination of the course grade after careful review.

### Appeal of dismissal from the program

- Any student who meets the criteria for dismissal from the program will be referred to the Academic and Curriculum Committee. Each student is reviewed on a case-by-case basis, and the committee will consider the student's academic record, professional record, and personal circumstances.
- The Program Director will notify the student of the committee's decision within 14 days. Should the student wish to appeal the committee's decision, they should follow the Final Appeals procedure below within seven days of notification of the Academic and Curriculum Committee's decision.
- At the discretion of the program director, students may be pulled from courses, rotations, or other program activities during the appeals process. This will be decided on a case-by-case basis.

## **Final Appeals**

Final Appeals are referred to a five-member Final Appeal Review Panel consisting of:

- Provost (Panel Chair)
- Four additional Graduate Faculty, appointed by the Provost
- Non-Voting/Non-panel participant to record meeting minutes: Program Administrative Assistant
- Non-voting/Non-panel participant to gather, organize, and distribute information and evidence to voting members: Academic Director

The Provost may modify any of the Final Appeals procedures in order to ensure a fair and impartial process.

No person shall be included on the Final Appeal Review Panel if they have a conflict of interest, which may include:

- participation in the event that triggered the action,
- has a self-declared conflict of interest in the case

- In the event of a conflict of interest or the inability of a panel member to fulfill their obligation, the Provost will select an alternate panel participant.

The Program Director (or designee) shall forward to each Final Appeal Review Panel member the student's written **Notice of Final Appeal** information provided to the Program. In addition, the Program Director will convene a Final Appeal Review Panel meeting within fourteen days. There will be **no** audio or video recordings of the session. The student may present to the review panel (in person or virtually) during the final appeal meeting. The panel may ask the student follow-up questions. The student may have legal representation present.

The Final Appeal Review Panel will determine whether the action was taken following the Program's policies and procedures. The Final Appeal Review Panel may need to consult with other PA faculty, legal counsel, and administrative officials regarding policy issues and precedent. The Final Appeal Review Panel will submit their votes to the panel chair via email within 48 hours of the meeting. A majority vote will be required to proceed with dismissal. The student will be notified of the Final Appeal Review Panel decision by the Program Director within forty-five calendar days of the initial student submission of the **Notice of Final Appeal**. The decision of the Final Appeal Review Panel is final, and there is no recourse beyond this panel's decision.

## Deceleration

Deceleration is a serious condition that must be avoided. If a student requests a deceleration, she/he is to request it in writing to the Program Director. The Academic Director, Program Director, and faculty advisor will meet with the student. After evaluation by this group, the case will be presented to the Academic and Curriculum Committee, who will make the final determination if deceleration is permitted. If approved, conditions and deadlines will be created by this group. The Program Director, in conjunction with the faculty, will draft a deceleration plan to include the successful completion of current and future work along with a newly set graduation date. The deceleration plan will be signed by the student in a face-to-face meeting. A copy of the deceleration plan will become part of the student file.

Guidelines include:

- A student may not elect to decelerate for solely academic reasons.
- If a student needs to decelerate more than once, then she/he will be formally reviewed for dismissal from the program.
- If, due to deceleration, the student misses the deadlines for graduation, the student will graduate upon completion of all requirements.
- All requirements must be met within a 36-month window following the start of the program, regardless of deceleration. If the student does not meet the requirements within the 36-month window the student will be dismissed from the program.
  - Students must meet all conditions and deadlines of deceleration.
  - Absence without approval will result in program dismissal.
- Financial consequences resulting from remediation, probation, deceleration, repeating courses, or withdrawal will be solely the student's responsibility.

**Withdrawal**

Withdrawal from the program has significant consequences. A student may request withdrawal from the program at any time. In addition, the program reserves the right to require withdrawal of a student at any time it is deemed necessary to safeguard the standards of orderly operation, scholarship, and conduct. Students may not withdraw from individual courses or clinical experiences in the program curriculum but instead must withdraw from the entire program. A grade of “W” will be posted to the student’s transcript for all courses within the withdrawal semester.

# Clinical Year Policies

## Supervised Clinical Practice Experiences (SCPE)

Each student will complete seven core SCPEs and one elective SCPE. Each SCPE will expose students to different practice environments and patient populations. The Learning Outcomes and Instructional Objectives for each SCPE are in the corresponding syllabus. Students should familiarize themselves with the requirements for EACH SCPE and ask the rotation advisor for clarification if needed.

## Clinical Year Work Environments

Clinical education occurs in off-campus healthcare facilities. These may include inpatient, outpatient, and emergency departments. These environments may expose students to chemicals, body fluids, communicable diseases, and other potentially dangerous substances. Students with concerns about any aspect of the work environment during the clinical year must contact the Clinical Director immediately.

Students with allergies, chemical sensitivities, disease states, pregnancy, or other circumstances concerned about participating in any educational activity during clinical rotations must notify the Clinical Director. Students may require evaluation by a credentialed healthcare professional at their own expense. Documentation will be required for any medical accommodations.

Clinical Site Selection: Although every attempt is made to arrange clinical rotations locally, this is **not** guaranteed. Students will be assigned clinical sites as they are available locally or nationally. Students need to expect distant rotations, which may be required for one or more rotations, and the student needs to plan accordingly to accommodate travel to and from these sites. As noted in other sections of this bulletin, students are responsible for arranging their housing accommodations, transportation, and any associated expenses related to the clinical rotation experiences. Students can request clinical sites; however, the Clinical Director will decide on student placement. **Students are not required or allowed to arrange their own clinical sites.** If a student desires a specific clinical site, this must be provided in writing to the Clinical Director before clinical rotations have been arranged. The program cannot guarantee that students will be placed at a requested site. The academic needs of the cohort represent the highest priority in making decisions for clinical placement.

Travel Time for Distant Rotations: Students who do rotations that require air travel or other extensive travel plans are not guaranteed additional time from a previous or subsequent clinical rotation to accommodate such travel. Students must notify the Clinical Director before finalizing any travel plans that cannot be changed without penalty. The Program is not responsible for reimbursement to the student for any penalties incurred when schedules are made without coordination with and approval by the Clinical Director. Early departure or late arrival at any clinical site due to travel issues could be considered an unexcused absence.

Removal from Site: The Clinical Director will investigate any situation that may result. in a



student being removed from a clinical site. This investigation may conclude that a student acted in a manner that justified removal from the site or may conclude that the student's behavior was justified. The Clinical Director has the right to remove a student from a site after consultation with the preceptor or other appropriate party for any reason. Reasons may include failure to complete pre-rotation requirements, unprofessional behavior, request by the site to remove the student, etc. Such removal may result in a non-passing grade for that course or dismissal from the program. If the investigation found no wrongdoing on the part of the student, the student may be reassigned to a different clinical site without penalty.

Students as staff: Students must refrain from substituting for clinical or administrative staff during supervised clinical practical experiences. Students must report potential conflicts to the Clinical Director, Program Director, or Office of the Provost.

### **Clinical Site Safety**

Clinical sites undergo a safety check before students are assigned to that site. Students will be made aware of safety information for each site. Information includes but is not limited to who to call in an emergency, how to get an escort to their car, parking lot safety, alert systems, and local police/sheriff departments. Any questions or concerns regarding site safety should be directed to the Clinical Director.

### **Clinical Year Assessments**

The following objective measurements are in place during the clinical year to assess that students meet the program expectations and acquire the competencies needed for clinical practice. Students who receive a score of <80% on an assessment will be subject to the remediation policy.

#### Preceptor Evaluations

- Mechanism of Assessment: Direct Observation

#### End of Rotation Examinations (EOR)

- Mechanism of Assessment: Multiple Choice Examinations
- Students are required to successfully complete the PAEA End of Rotation (EOR) written examinations at the end of each core rotation. Students must achieve a passing grade via a standardized scaled scoring system that will be explained at the time of testing. For the elective rotation, in place of the PAEA EOR Exam, students will take a program-generated exam based on the PANCE blueprint.

#### Objective Structured Clinical Examination (OSCE) Mechanism of Assessment:

- Direct Observation / Simulation / Oral Examination
- OSCEs will simulate a patient encounter specific to the rotation.

#### Written Notes (Patient Documentation)

- Mechanism of Assessment: Evaluation of Documentation
- At least one written note must be turned in during each rotation. Notes are

specific to each rotation and defined in the syllabus. Notes will be graded on the given rubric(s).

#### Article Appraisal Paper

- Mechanism of Assessment: Evaluation of article appraisal
- For each rotation, students must submit an article appraisal as defined in each rotation syllabus. Submissions will be graded based on the given rubric(s).

#### Reflection Paper

- Mechanism of Assessment: Evaluation of reflection
- For each rotation, students must submit a written reflection paper as defined in each rotation syllabus. Submissions will be graded based on the given rubric(s).

\*\* Students are reminded that the use of Artificial Intelligence software (ChatGPT, for example) is prohibited for all written assignments, including the clinical year assessments listed above. Using AI to generate work violates the honor code and will be dealt with accordingly.

#### **Attendance at Clinical Practice Experiences**

Students must adhere to the Program's attendance policy during the clinical year. In addition, students are expected to be present at their SCPE site as assigned by their preceptor. This may include days, evenings, nights, and weekends. Students should notify the Clinical Director and preceptor of absence due to illness, injury, or emergency. Students must contact the Clinical Director to request an excused absence for any reason other than the above, and these absences will be granted on a case-by-case basis. A student who does not complete the required number of days for any rotation could receive a failing grade for that rotation and be required to remediate that entire course.

Holidays: Students in the clinical year are not eligible for school holidays but must adhere to the site's holiday policy.

#### **Student Identification in Clinical Settings**

PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students, and other health profession students and graduates. All students must wear a short white lab coat with the program logo. They must also wear their Presbyterian College student ID and any ID provided by the clinical site in a clearly visible fashion. Students must also always identify themselves as a physician assistant student. Students must never misrepresent themselves and may not use previously earned titles such as RN, MD, PhD, DC, or any other credential except as "physician assistant student." When charting, students must sign their documentation as Student Name, PA Student.

#### **Universal Precautions Policy**

The full Universal Precautions policy is available on Brightspace. All students must follow

Universal Precautions in the Patient Evaluation Lab and outside healthcare facilities.

## **Incident Reporting**

- The student must immediately report any injury or incident to the preceptor and the Program. The student must follow the protocol established at the clinical site, which usually involves:
- Decontaminate – vigorous flushing of mucous membranes, eyes, and thorough washing of hands or the affected area.
- Immediately seek medical attention for treatment of the injury. The student is responsible for seeking immediate treatment and the cost of all such treatments.
- The student must immediately notify their preceptor (or designee).
- The student must also immediately (within 24 hours) notify the program Clinical Director via email using the incident reporting form.
- The student must notify their preceptor (or designee). The student must immediately (within 24 hours) fill out the Incident Reporting Form for personal use during follow-up with a health care provider during a post-exposure evaluation. The student is to notify the Clinical Director of the incident so the clinical director can make necessary arrangements with the clinical site. The Clinical Director cannot provide post-exposure care to the student but will assist the student in maintaining follow-up and reintegration to the clinical rotation.
- Students wanting additional information may contact:
  - Clinician's Post Exposure Prophylaxis Hotline – 1- 800-448-4911 or <https://www.cdc.gov/sharpssafety/>

Financial responsibility for treatment following an incident is solely the student's responsibility. This document defines financial responsibility as “the burden of compensation to all individuals and organizations that provided goods or services.” For healthcare services, this may be through the student’s insurance or another compensation arrangement between the student and the provider of goods or services.

## Clinical Site Evaluations

To ensure students are prepared for clinical practice, a key element is the quality of the learning environment during clinical rotations. The program evaluates each clinical site's and preceptor's ability to provide the experiences needed to meet learning outcomes.

In addition to programmatic evaluation of clinical sites and preceptors, students must submit evaluations for each rotation. These evaluations allow students to comment on their clinical experiences, rotation sites, and preceptors. These evaluations aid the program in evaluating clinical sites. These evaluations are detailed in each clinical rotation syllabus and are as follows:

- **Student Mid-Rotation Self-Evaluation:** Students reflect on their performance and learning at the midpoint of each clinical rotation. Students also have an opportunity to comment on their clinical experience, the clinical site, and the preceptor.
- **End of Rotation Student Evaluation of Site and Preceptor:** Students will evaluate the clinical site and preceptor on several criteria. Students can offer praise, criticism, suggestions, and other feedback concerning their clinical experiences.

Program faculty will conduct frequent on-site check-ins with the student and preceptor during the ongoing evaluation process. This will allow for early identification of problems with the student, the preceptor, or the clinical site. During this visit, the faculty member will interview the student and the preceptor and complete a visit form to be submitted to the Clinical Director. If the faculty member feels there is a concern, the faculty member will contact the Clinical Director to address the issue personally. Students must be aware that they can contact the program faculty or Clinical Director at any time if they are experiencing any problems with the preceptor or clinical site or if the student feel the rotation experience is not providing adequate achievement of learning outcomes.

## Graduation and Completion Deadlines and Requirements

Students who have satisfactorily completed all academic requirements (as indicated by the successful completion of the Program curriculum) and who have been recommended by the Program faculty may be awarded the Master of Physician Assistant Studies degree if they have met the following standards. They must:

- Maintain at least an overall 3.0 GPA.
- Complete all courses in the didactic and clinical phases with a "B-" or above.
- Exception: ONE and only one grade can be lower than a B- in each year of the program
- Adhere to all behavioral, ethical, and procedural requirements outlined in the Program Student Bulletin.
- All students must complete the program within three years regardless of personal leaves extended by the program and institution.

## Appendix A: Code for Ethical and Professional Conduct

### Demonstrate Concern for the Welfare of Patients

- Recognize when one's ability to function effectively is compromised, and continuing without assistance could potentially cause permanent harm. In such cases, one must get relief or help.
- Recognize the limits of student involvement in the medical care of a patient.
- Act within the legal scope of practice for a physician assistant student and his/her training in the provision of information or care.
- Act under the supervision of a licensed practitioner and seek supervision whenever necessary.
- Do not use alcohol or other drugs in a manner that could compromise himself/herself or patient care.
- Do not promote one's self at the expense of the patient.

### Show Respect for the Rights of Others

- Comply with all aspects of HIPAA privacy regulations including, but not limited to:
- Treat patients and their families with respect and dignity both in their presence and in discussions with others.
- Maintain confidentiality of patient information.
- Respect the patient's dignity and privacy.
- Deal with faculty, preceptors, staff, peers, and any members of a health care team in a respectful manner.
- Treat all persons encountered in a professional capacity equally and with respect regardless of ability, age, race, ethnicity, religion, gender, sexual preference, or socioeconomic status.

### Exhibit Trustworthiness

- Be truthful in all communication. Failure to comply shall be considered lying as defined in the Honor Code.
- Admit errors in a timely manner and do not knowingly mislead others.
- Do not misrepresent him/herself as a physician, physician assistant, or other health professional.
- Accurately acknowledge the source of all information reported. Failure to comply shall be considered plagiarism, as defined in the Honor Code.

### Act Responsibly with a Sense of Duty

- Participate responsibly in the care of the patient to the best of his/her ability and with appropriate supervision.
- Undertake clinical duties as requested, complete such duties to the best of one's ability, and seek help when needed.
- Follow through on commitments. This includes being present, prepared, and prompt for classroom, clinical, service, and professional duties or meetings.

## Appendix B: PA Professional Oath Form

- I pledge to perform the following duties with honesty and dedication:
- I will hold as my primary responsibility the health, safety, welfare and dignity of all human beings.
- I will uphold the tenets of patient autonomy, beneficence, nonmaleficence, and justice.
- I will recognize and promote the value of diversity.
- I will treat equally all persons who seek my care.
- I will hold in confidence the information shared in the course of practicing medicine.
- I will assess my personal capabilities and limitations, striving always to improve my medical practice.
- I will actively seek to expand my knowledge and skills, keeping abreast of advances in medicine.
- I will work with other members of the health care team to provide compassionate and effective care of patients.
- I will use my knowledge and experience to contribute to an improved community.
- I will respect my professional relationship with the physician.
- I will share and expand knowledge within the profession.
- *These duties are pledged with sincerity and upon my honor.*

## Appendix C: Receipt of Student Bulletin Form

I acknowledge that I have received a copy of the current physician assistant student bulletin. I understand that I am responsible for all the information contained in this handbook, and I will be expected to conform to these guidelines and policies during my entire education. Failure to comply may result in suspension or termination from the Presbyterian College Physician Assistant Program. I understand that some policies are subject to change, and I am subject to the policies of the most current handbooks for Presbyterian College.

## Appendix D: Release of Health Information Form

I hereby grant the Presbyterian College Physician Assistant Program the ability to provide the healthcare training facility (preceptor and administrative personnel) the required health and immunization status from my medical record as stated within the rules, regulations, and contractual affiliation agreement of the facility and Presbyterian College.

I also grant permission for the program, principal, and instructional faculty to review my immunization records and tuberculosis screening results for the sole purpose of establishing compliance with Program requirements related to matriculation and supervised clinical practice experiences.



## Appendix E: Disclosure Form

The Presbyterian College Physician Assistant Program meets the standards set forth by the Accreditation Review Commission on Education of the Physician Assistants (ARC-PA) and SACSCOC.

As a student at the College, I understand and agree to participate in timely surveys on my development as a physician assistant.

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

I hereby grant permission to the College to photograph and/or videotape me. In addition, the college may also photograph, video, and/or audio record me during examinations and these recordings may be used as evidence for any cases of expected violation of any College or Program policies (i.e. Honor Code violations).

I hereby grant permission to the College to submit my immunization records and drug screen results to clinical sites as appropriate.

I also authorize the College to use and/or permit others to use the images/videos for educational, academic integrity, informational, and promotional purposes without compensation.

## Appendix F: Participation of Students as Human Subjects Form

As part of the Physician Assistant (PA) curriculum, students are required to develop strong foundational skills in functional anatomy and physical diagnosis. These skills are best learned through hands-on practice involving real people in a structured, supervised educational environment. Early and active participation helps students build the confidence and competence needed to interact effectively and respectfully with patients in clinical settings.

To support this learning process, students are expected to serve both as examiners and as examination partners (subjects) during designated courses in both the Didactic and Clinical Phases of the program. This peer-based model offers a valuable opportunity to practice physical examination techniques in a realistic and supportive setting under the guidance of experienced instructors.

Students typically work in small groups (2–3 students per group), and all participants are expected to engage professionally and cooperatively to ensure the best possible learning experience for everyone. Students are required to demonstrate competency in performing physical exams on individuals of all genders to meet program requirements.

To facilitate examination of different body systems, appropriate attire is necessary. Students are expected to wear clothing in the lab that allows for easy examination of the system being covered in class.

Note that students are not required to perform breast and genital examinations on each other. These sensitive exams are taught using high fidelity trainers and professional patients.

By signing this form, students acknowledge their understanding of and agreement to participate in the physical examination training activities as described. This includes dressing appropriately and respectfully engaging in hands-on practice with peers under faculty supervision.

## Appendix G: Confidentiality Form

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

## Appendix H: Technical Standards Attestation Form

The Presbyterian College Master of Science in Physician Assistant Studies (MPAS) degree signifies that the graduate is prepared for entry into the practice of medicine.

Therefore, the graduating student must possess the skills and knowledge to effectively function in a variety of clinical roles and have a wide range of responsibilities. Superior patient care is critical, and therefore physician assistants require standards to maintain the integrity of quality patient care.

As part of the admission process, Presbyterian College will evaluate the total student to evaluate his or her ability to function effectively as a physician assistant. Therefore, the College will evaluate the applicant's academic standing, current physical state, emotional status disability status, and any other obstacles that may impair the student's ability to safely and effectively interact and treat patients and to work effectively with co-workers.

In accordance with College policy and as delineated by Federal and state law, Presbyterian College does not discriminate in admission, educational programs, or employment against any individual on the basis of that individual's handicap or disability and will make good faith efforts to providing reasonable accommodation as required.

Candidates for the PA program must possess the ability, attitude, and skills as outlined below:

**Intellectual, Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of PAs, requires all these abilities. The candidate must also be able to comprehend three-dimensional relationships and the spatial relationships of structures.

**Behavioral and Social Attributes:** A candidate should possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients.

Candidates should be able to tolerate physically taxing workloads and function effectively under stress.

Candidates should be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainty inherent in the clinical problems of many patients.

Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admission and education processes.

**Communication:** A candidate should be able to speak, hear and observe patients in order to elicit information, perceive non-verbal communication and describe changes in mood, activity, and posture. A candidate should be able to communicate effectively and sensitively with patients.

Communication includes not only speech but reading and writing as well. Communication in oral

and written form with the healthcare team must be effective and efficient.

**Observational:** The candidate must be able to observe demonstrations and experiments in the basic sciences, visual presentations in lectures and laboratories, laboratory evidence and microbiologic cultures, microscopic studies of microorganisms, and tissues in normal and pathologic states. A candidate should be able to observe a patient accurately and completely at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation and is enhanced by a sense of smell.

**Motor:** Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should be able to carry out basic laboratory tests (urinalysis, CBC, wet mount, gram stain, etc.), carry out diagnostic and therapeutic procedures (phlebotomy, venipuncture, placement of catheters and tubes) and read ECGs and X-rays. A candidate should have sufficient motor function to execute motor movements that are reasonably required to provide general care and emergency treatment for patients. Examples of emergency treatment reasonably required of a physician assistant are cardiopulmonary resuscitation, the administration of intravenous medications, the application of pressure to arrest bleeding, the opening of obstructed airways, the suturing of simple wounds and the performance of simple obstetrical maneuvers. Such skills require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. Candidates must have sufficient motor function capabilities to meet the demands of the PA program and the demands of total patient care. They must be able to complete the didactic and clinical curriculum in its entirety.

**Physical Demands:** The PA student must possess the physical ability to learn and implement the various technical skills required by the program. The PA student must possess an adequate range of body motion and mobility, with or without accommodation, to perform the following essential functions: prolonged periods of sitting, occasional bending and stooping, and the ability to lift and carry books and other items such as medical instruments weighing up to ten (10) pounds, with or without accommodation. They must be able to exert up to ten (10) pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push or pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

**Capacity to Practice Medicine:** The PA student must demonstrate the ability to practice medicine. The capacity to practice medicine is to be construed to include all of the following: The cognitive capacity to make appropriate clinical diagnoses and exercise reasonable medical judgments and to learn and keep abreast of medical developments; The ability to communicate those judgments and medical information to patients and other healthcare providers, with or without the use of aids or devices, such as a voice amplifier; and the physical capability to perform medical tasks such as physical examination and surgical procedures, with or without the use of aids or devices, such as corrective lenses or hearing aid.

## Appendix I: Remediation Form

Student Name:

Course Director:

Date:

Item	Description	Notes / Plan
Characterize the lapse or performance improvement need (circle all that apply)	<ul style="list-style-type: none"> <li>- Preexisting academic issue (disability)</li> <li>- Specific testing issue (anxiety)</li> <li>- Insufficient working knowledge</li> <li>- Insufficient clinical examination skills</li> <li>- Insufficient clinical reasoning</li> <li>- Poor organization/time management</li> <li>- Attitudinal/behavioral issues</li> <li>- Other (describe)</li> </ul>	
Goal(s)	Describe in terms of specific competency(ies) that need to be developed based on the characterization of the lapse(s) described above.	
Plans:	<ul style="list-style-type: none"> <li>- Refer to Student Counseling</li> <li>- Refer to private PA tutor/consultant</li> <li>- 1x1 faculty coaching</li> <li>- Assigned reading/videos (Dynamed, Osmosis, Access Medicine, etc.)</li> <li>- Other (describe)</li> <li>- Retesting</li> </ul>	



## Appendix J: Incident Reporting Form

Student Name:

Advisors Name:

Date:

- Report any incident, including injury, property damage, or other concern.
- Immediately following the incident, call the Clinical Director
- Follow up by immediately completing and faxing or emailing this form to [paprogram@presby.edu](mailto:paprogram@presby.edu).
- PLEASE TYPE OR PRINT CLEARLY

INFORMATION ON PERSON SUBMITTING THE REPORT		
Name:		
Address:		
Home:	Work:	
Cell:	E-Mail:	
INFORMATION ON THE INCIDENT		
Nature of the activity:		
Place of the activity:		
Date of the incident:	Time of the incident:	
Exact location of the incident:		
Name of Leader in charge at the time:		
Description of incident:		
Witness Name:	Cell Phone:	Work Phone:
Witness Name:	Cell Phone:	Work Phone:
COMPLETE ONLY IF THIS INCIDENT WAS REPORTED TO THE POLICE		
Police Station Name, Number:		
Police Station Address:		
Name and Phone Number of Officer in Charge:		



INFORMATION ON INJURED PERSON		
Name:		Birth date:
Address:		
Phone Numbers:	Home:	Work:
<p>Please describe nature of injury or property damage (use a separate sheet if necessary)</p> <p>Be sure to include information on:</p> <ul style="list-style-type: none"> <li>• Nature of the injury – punctures, scratch, bite, etc.</li> <li>• Extent of injury – depth, amount of blood or fluid potentially injected or on exposed surface</li> <li>• Name and medical record number of patients whose blood or fluid the student was exposed to and any pertinent information known about the patient; if the source is HIV+, the stage of disease, viral load, and antiretroviral resistance information, if known and if permitted to disclose.</li> <li>• Personal protective equipment worn at the time of the exposure</li> <li>• Decontamination/ first aid provided at time of incident</li> </ul>		
Complete if applicable	Name of doctor consulted:	Phone:
Complete if applicable	Name and address of hospital or clinic:	Phone:

## Appendix K: Advising and PPE form

Student Name:

Advisor's Name:

Date:

Item	Description	Notes / Plan
Characterization of the nature of the meeting (check all that apply)	Routine Performance Issue Professional Issue Personal Issue Other	
<u>Routine Advising Checklist:</u>  Faculty Advisor to cover all items in this section with the student for routine advising appointments.	Academic Record Grades to date Clinical Skills Attendance / Punctuality Interpersonal / Team Skills Leadership Dependability Professionalism Initiative Ask student if they have improvement suggestions Ask student what they enjoy about the program	
Action Items from Meeting	None Initiate Remediation Plan Other (specify to the right)	

1 = Unsatisfactory				2 = Needs Improvement	3 = Satisfactory	4 = Outstanding
1	2	3	4			
				<b>Reliability and Responsibility</b>		
				Strives for the highest standards of competence in skills and knowledge		
				Takes personal responsibility for own learning		
				Fulfills course/clerkship responsibilities in a reliable manner		
				Fulfills administrative responsibilities in a reliable manner, e.g., submitting course evaluation and patient logging		
				Assumes personal responsibility for choices		
				Is on time for learning activities		
				Submits assignments on time and in professional format		
				Maintains confidentiality standards and is HIPAA compliant		
				Ethical, e.g., identifies/reports unprofessional behavior, truthful		
				Committed to ethical principles of the PA profession		
				Adheres to institutional policies and procedures		
				Adheres to negotiated decisions		
				Uses professional language and is mindful of the environment		
				<b>Self-Improvement and Adaptability</b>		
				Able to accept and offer constructive criticism		
				Incorporates feedback to make positive behavioral change		
				Recognizes limitations of own knowledge and seeks help when necessary		
				Asks questions in a constructive manner		
				Demonstrates respect, empathy and compassion for patients and colleagues		
				Adapts well to change		
				Maintains professional appearance and hygiene		
				Maintains composure during adverse interactions or situations		
				Committed to ongoing professional development		
				<b>Relationships with Students, Faculty, Staff and Patients</b>		
				Able to effectively relate to patients, peers, and colleagues		

				Honors the choices and rights of others
				Respects faculty and their teaching endeavors
				Understands and respects cultural differences
				Uses appropriate verbal and non-verbal communication
				Resolves conflicts in a manner that respects the dignity of every person involved
				Listens attentively
				Responds to the needs of others without regard to self-interest
				Exhibits the attributes of a team player
				Contributes to creating an atmosphere conducive to learning and the practice of medicine

Comments:

Faculty Advisor Signature:

Student Signature:

## Appendix L: Disciplinary Action Form

Student Name:

Date:

Advisor Name:

Item	Alleged Activity (Circle)	Description of Alleged Activity
Characterization of alleged activity prompting disciplinary action	<ul style="list-style-type: none"> <li>• Lying</li> <li>• Cheating</li> <li>• Stealing</li> <li>• Plagiarism</li> <li>• Receiving unacknowledged aid</li> <li>• Failure to enforce Honor Code</li> <li>• Discourteous behavior toward student or faculty/staff</li> <li>• Behavior issue</li> <li>• Other</li> </ul>	
Referral	<ul style="list-style-type: none"> <li>• PC Honor Council</li> <li>• PC Campus Police</li> <li>• Other</li> </ul>	
Behavior Change	Specific, Objective, Measurable	
Monitoring	Who, frequency, expectations, follow-up	
Consequences	Describe including probation, dismissal, other	

I have read and understood the content and terms of this advisement plan. I understand what is expected of me and what I need to accomplish in order to successfully complete it.

Student Signature:

Advisor Signature:

Program Director Signature:

## Appendix M: Program Completion Form

Student Name:

Graduation Date:

Criteria	Yes	No	Notes
Academic Advisor worked with the student to apply for Graduation through the Office of the Registrar			
Student maintained at least an overall 3.0 GPA			
Successfully complete all courses in the didactic and clinical phase with a "B-" or above. (Exception: ONE and only one grade can be a "C+, C, or C-")			
Student successfully completed the clinical summative examination with 80.00% or higher			
Student successfully completed the clinical summative as explained in MPAS 6100 Clinical Summative syllabus			
Student adhered to all behavioral, ethical, and procedural requirements outlined in the Program Student Bulletin.			
Student completed the program within a period of 3 years regardless of academic or personal leaves that were extended by the program and institution			
Approved for graduation and eligible to take PANCE?			

Comments:

Academic Director Signature:

Program Director Signature:

## Appendix N: Student Health Screening Form

TO BE COMPLETED BY THE STUDENT:

Full Name (Last, Middle, First): \_\_\_\_\_

Date of Birth: / \_\_\_\_ / \_\_\_\_

Sex/Gender: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Information in the event of an emergency or  
serious illness:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Family Healthcare Provider Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Submit this **completed** form confidentially to:

Presbyterian College Health Services Office

Attention: PA Student Health Forms

503 South Broad St.

Clinton, SC, 29325

**DO NOT send this form to anyone at the PA Program for any reason.**

Student Name/DOB:

TO THE EXAMINING CLINICIAN: The information supplied will not affect the student's status at Presbyterian College; it will be used only by the student if s/he needs a physical examination for purposes of her/his education. The information will not be available to any faculty or staff member.

Height

Weight

BP

Pulse

Systems	Normal	Explanation
Head, Ears, Nose, Throat		
Respiratory		
Cardiovascular		
Gastrointestinal		
Hernia		
Eyes		
Genitourinary		
Musculoskeletal		
Metabolic/Endocrine		
Neuropsychiatric		
Skin		
Other findings		

**Please answer the following:**

Any explanations or general comments may be listed below or attach a sheet with further information.

Recommendations for physical activity: Limited \_\_\_\_\_

Unlimited

Explanations or Comments:

HEALTH CARE PROVIDER SIGNATURE OR STAMP REQUIRED.

Clinician's Name (please print): \_\_\_\_\_

Address:

Phone Number:

Signature of Clinician: \_\_\_\_\_

Date:



## Appendix O: Review of Clinical Policies Form

I acknowledge and confirm that I have attended the review of the Clinical Policies session. In addition, I understand that I am responsible for all the information presented in the session as well as all information located in the Presbyterian College Physician Assistant Bulletin located at: <http://www.presby.edu/doc/pa/PCPA-StudentBulletin.pdf>

I also certify I understand the Presbyterian College Preceptor Orientation Handbook located at: <https://www.presby.edu/doc/pa/Preceptor-Handbook-PC.pdf>.

Failure to comply may result in suspension or termination from the Presbyterian College Physician Assistant Program. I understand that some policies are subsequent to change and I am subject to the policies of the most current bulletins for Presbyterian College.