



MARJORIE K. UNTERBERG SCHOOL OF
NURSING AND HEALTH STUDIES
PHYSICIAN ASSISTANT PROGRAM
STUDENT HANDBOOK

2019-2020

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Disclaimer: *The information contained in this manual is specific to the PA program and should be used in conjunction with the Monmouth University Student Handbook and Graduate Catalog. In the event of an inconsistency between this manual and the Monmouth University Student Handbook or the Graduate Catalog, the terms and conditions of this manual shall govern. All information in this manual is accurate at the time of publication. The material published in this handbook is for use by prospective and current MU PA students to inform them of current policies and procedures.*

The PA Program reserves the right to make appropriate changes at any time with timely notification to students. The changes may include: changes in the rules and regulations of the program, its academic calendar, admission policies, procedures and standards, degree requirements, and standards necessary for successful completion of the program in its sole discretion. Additionally, change may include, but is not limited to changes in course content, scheduling of courses offered, and canceling of scheduled classes and/or other program related activities.

Important Telephone Numbers

Office/Agency	Phone Number
Local Police/Fire/Ambulance	911/732-229-5000
MU Campus Police	732-571-4444
Bursar	732-571-3454
Bookstore	732-571-3453
Center for Student Success	732-571-3487
Counseling Services	732-571-7517
General Counsel	732-571-3598
Graduate School	732-571-7550
Disability Support Services	732-571-3460
Financial Aid	732-571-3463
Health Services	732-571-3464
Help Desk (email/technology issues)	732-571-3539
Monmouth University Library	732-571-3450
Registrar	732-571-3533
Office of Equity and Diversity	732-571-7577
Office of Judicial Affairs	732-263-5218
PA Program Office	732-923-4505
School of Nursing and Health Studies	732-571-3443

INTRODUCTION

Welcome to Monmouth University's Physician Assistant Program! The PA profession is at a time of abundant growth; as of June 2016, there were more than 115,000 currently certified PAs! As the landscape of health care changes, there are numerous opportunities for PAs. Our program is designed to prepare you to meet current and future healthcare changes while providing high quality patient care. The faculty will prepare you to think critically while using evidence-based medical practices.

This handbook contains many details that you will need during the time you are a student in the program. You should keep this book in a prominent area and refer to it for specific policies when needed. It informs you of program policies and practices

The PA Program resides within the Marjorie K. Unterberg School of Nursing and Health Studies (SONHS). The SONHS has educated nurses for 30 years from the level of BSN to the recent addition of the Doctor of Nursing Practice (DNP) program. The department of health studies offers undergraduate degrees in health studies and physical education.

All policies in this handbook apply to all PA students, principal faculty and the program director regardless of location.

MONMOUTH UNIVERSITY PA PROGRAM

Accreditation

At its March 2017 meeting, the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) placed the Monmouth University Physician Assistant program sponsored by Monmouth University on Accreditation-Probation status until its March 2021 meeting

Probation is a temporary status of accreditation conferred when a program does not meet the Standards and when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, programs that still fail to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and/or risk having their accreditation withdrawn.

Only graduates of PA programs accredited by ARC-PA or its predecessors are eligible to take the Physician Assistant Certifying Examination (PANCE). Graduates who pass the exam become certified and are then eligible for state licensure.

Program Closure

In the event that Monmouth University decides not to continue the PA program or the program loses its accreditation status, the University will either matriculate out the remaining students or assist students in obtaining matriculation at another institution. In the event that the Program will need to matriculate out students, it is the program director's responsibility, with oversight from the Dean of the School of Nursing and Health Studies, to ensure that the students' education is completed.

Mission Statement

The mission of the Monmouth University Physician Assistant Program is to educate physician assistants to provide compassionate, patient-centered quality health care in a variety of settings. Program graduates will possess clinical skills to serve a diverse patient population and have the ability to advance the profession through leadership and research.

April 2012

Vision Statement

Our vision is to become a premier PA program offering our students extensive, high quality education experiences that will allow them to become empathic practitioners and leaders in their community.

August 2012

Program Goals

Our goals are to prepare physician assistants who:

Goal #1

Function as physician assistants providing patient care in a variety of medical or surgical specialties.

Goal #2

Understand the importance of delivering high-value, cost-conscious medical care.

Goal #3

Provide a comprehensive academic program that fosters the development of the knowledge and skills to engage in critical evaluation of the literature to practice evidence based medicine through didactic instruction, clinical experience, and through research and presentations.

Goal #4

Promote opportunities for students to develop cultural sensitivity, interpersonal skills, and effective communication in order to work as collaborative members of the healthcare team.

To see how we achieve these goals please visit our website:

<https://www.monmouth.edu/graduate/ms-physician-assistant/>

NCCPA Code of Ethics for Certified and Certifying PAs*

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

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

Principles of Conduct

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

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

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

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

* Adapted from NCCPA website: <https://www.nccpa.net/>

MU Student and Faculty Code of Ethics

Students enrolled in the Monmouth University Physician Assistant Program are responsible for adhering to the policies outlined in the Monmouth University Student Handbook as well as the Student Code of Ethics.

The MU Student Handbook can be found at:
www.monmouth.edu/student-life/handbook/

The Monmouth University Student and Faculty Code of Ethics can be found at the following website: www.monmouth.edu/general-counsel/code-of-ethics-students-employees/

Academic Dishonesty

Monmouth University encourages students to grow academically and does not tolerate any instances of academic dishonesty. Academic dishonesty may include: cheating on an exam, submitting work that is not your own, or plagiarizing another author's work. Students should familiarize themselves with the Academic Honesty policy contained in the Graduate Catalog.

Students enrolled in the physician assistant program are expected to abide the policy on academic integrity that was recently adopted by the faculty of the School of Nursing and Health Studies:

ACADEMIC INTEGRITY: In order to provide a learning process and academic environment that permits students to pursue their educational goals, you are expected to exhibit honesty in this and every class in which you enroll at Monmouth University. Academic dishonesty includes cheating and plagiarism.

Cheating:

1. Submitting, without prior faculty permission, any work that has been submitted in an identical or similar form in fulfillment of any other academic requirement at any institution.
2. Copying from someone's test.
3. Submitting material for academic evaluation that has been prepared by another individual or by a commercial agency.
4. Unauthorized collaboration with others on assignments, quizzes and examinations in Traditional, Hybrid and/or On-Line courses.

Plagiarism:

Submitting written material without proper acknowledgement of the source, deliberate attribution to or citation of a fictitious source, or submitting data which have been willfully altered or contrived. Students cheating, plagiarizing and/or involved in unauthorized collaboration on any assignment, paper or examination will receive a grade of 'F,' with no opportunity to resubmit for partial credit. As per the Physician Assistant Student Handbook, students can be dismissed for any episodes of academic dishonesty, including but not limited to cheating on exams or plagiarism on any written assignment. Students should refer to the Monmouth University Student Handbook for guidance related to academic honesty and other relevant policies: www.monmouth.edu/student-life/handbook/ (see Discipline Policies) as well as the Monmouth University Faculty Desk Reference: www.monmouth.edu/documents/faculty-desk-handbook.pdf (see Enhancing Academic Honesty).

Competencies of the PA Profession

A physician assistant (PA) is a medical professional who works as part of a team with a physician. A PA is a graduate of an accredited PA educational program who is nationally certified and state-licensed to practice medicine with the supervision of a physician. PAs perform physical examinations, diagnose and treat illnesses, order and interpret lab tests, perform procedures, assist in surgery, provide patient education and counseling and make rounds in hospitals and nursing homes. All 50 states and the District of Columbia allow PAs to practice and prescribe medications. (AAPA, 2012)

Competencies for the PA Profession were defined in 2003 with input from four organizations, American Academy of Physician Assistants (AAPA), Physician Assistant Education Association (PAEA), Accreditation Review Commission for the Education of the Physician Assistant (ARC-PA),

and the National Commission on the Certification of Physician Assistants (NCCPA). The competencies are published in Appendix B of this document.

MU PA Program Graduate Competencies

The educational goals of the MU PA Program are to produce a graduate who will have the requisite skill set to practice in the health care community as a physician assistant. We are providing our students with the training and education to meet our objectives and achieve stated outcomes. To ensure that the program has achieved its goals, students will undergo several evaluation methods throughout the curriculum to confirm that they are competent in the areas listed below. We have developed these competencies by integrating the Competencies of the PA Profession and the competencies defined by ARC-PA (knowledge, interpersonal, clinical and technical skills, professional behaviors, clinical reasoning and problem-solving abilities).

Medical Knowledge

1. Synthesize and apply fundamental knowledge in clinical sciences to patient presentations when developing a differential diagnosis, patient management plan, health maintenance and disease prevention.
2. Obtain, investigate and critically analyze appropriate patient history, physical, and diagnostic findings in order to derive a definite diagnosis.
3. Understand and apply evidence-based guidelines to the care of the patient when recommending patient management plans and screening methods.
4. Demonstrate familiarity with signs, symptoms, diagnosis and management of common conditions seen in the patient, understanding associated etiologies, risk factors, underlying pathologic process, epidemiology, diagnostic criteria and treatment modalities.
5. Determine appropriate management strategies for patients with chronic conditions, and those needing short and long-term rehabilitation, psychiatric intervention, safety measures against abuse and violence or end of life care.

Interpersonal & Communication Skills

1. Maintain ethical and respectful communication skills including verbal, nonverbal, written, and electronic documentation when eliciting and providing information to the patient, patient family, physicians, and health care staff.

2. Maintain ethical, respectful, and appropriate relationships with patients, patient family, physicians, and other health care staff.
3. Demonstrate the ability to maintain accurate patient records and documentation as well as provide accurate, clear, logical, and efficient oral case presentations.
4. Maintain composure and emotional stability and demonstrate adaptability and flexibility when working effectively as a member of a health care team to provide care to the patient.

Patient Care

1. Perform pertinent and accurate history, physical, assessment, and plan demonstrating patient-centered care and use of age appropriate evidence based guidelines and recommendations.
2. Develop and implement patient care plans identifying recommended age appropriate screenings across the lifespan to promote disease prevention and health maintenance.
3. Perform medical and surgical skills and procedures commonly utilized in the patient population.
4. Display empathetic behavior with a diverse patient population while providing sound patient education and recommendations.

Professionalism

1. Demonstrate adherence with legal regulations identifying personal limitations and commitment to continuing medical education and professional growth.
2. Form respectful professional relationships with patients, patient family, physician supervisors, and other health care staff demonstrating sensitivity to culture, age, gender, and sexual identity.
3. Demonstrate initiative and commitment by providing evidence of professional.

Practice-based Learning & Improvement

1. Apply critical analysis of study designs and statistical methods to the appraisal of clinical studies and medical literature to accurately integrate evidence related to diagnostic criteria and therapeutic effectiveness for the care of the patient.
2. Demonstrate appropriate response to feedback and criticism, providing evidence of self-motivation by rectifying gaps in medical knowledge.

3. Utilize common resources, technology, electronic medical records, databases, and evidence-based guidelines to establish current and best patient care practices.

Systems-based Practice

1. Demonstrate an awareness of financial limitations and rising healthcare costs to provide patient centered care that is cost effective but doesn't compromise quality.

2. Advocate for systems-based factors that serve as a barrier to patient care by identifying resources and support to improve patient compliance and outcomes.

3. Develop awareness to concepts of health population and support the socioeconomic status, geographic location, culture, race, age, sexual identity, and disability status of the patient.

4. Identify and respond to the situations, circumstances, and actions that contribute to medical errors to improve patient care.

Functions and Tasks Graduates Should Be Able to Perform

The expected outcomes of the Program is to produce graduates who will possess the knowledge, skills, and abilities necessary to provide those services appropriate to the primary care setting. These outcomes will include, but are not limited to, the following:

- Make an initial approach to a patient of any age group in any setting to elicit an accurate and detailed or problem-oriented history
- Perform an appropriate physical examination
- Record and present pertinent data in a professional and meaningful manner
- Integrate basic sciences in making diagnoses and understanding treatment procedures
- Develop effective communication skills a required for history taking, patient education and counseling, and for conveying pertinent medical information to other members of the health team
- Diagnose health problems objectively through a problem-oriented approach
- Development of moral, ethical, and social attitudes
- Work cooperatively and professionally with other members of the health care team

- Develop technical competency and medical skills in treating individuals and enable graduates to function at a level appropriate to their professional role and capabilities in assisting individuals of all ages in various stages of health
- Initiate requests for imaging studies and analyses of blood, urine, and stool specimens when appropriate
- Collect specimens for, perform, or assist in the performance of routine diagnostic studies as appropriate. In addition, be able to interpret the results of these diagnostic studies. These include but are not limited to:
 - Urinalysis including microscopic analysis, urine culture and sensitivity
 - Complete blood count including indices, differential, sedimentation rate and coagulation tests
 - Examination of stool for ova and parasites and occult blood
 - Culture and sensitivity of various exudates: throat, wound, vaginal, cervical, and sputum
 - Electrocardiography
 - X-ray studies
- Know how to perform routine therapeutic procedures such as:
 - Cardiopulmonary resuscitation
 - Artificial respiratory ventilation
 - Control external hemorrhage; care for and suture wounds
 - Apply and remove splints and plaster casts
 - Insert urinary catheters
 - Assist at surgery
 - Administer medication orally or by injection
 - Administer intravenous fluids
 - Perform visual and auditory screening
- Assist in the formation of therapeutic plans including further diagnostic studies and patient education
- Instruct and counsel patients regarding physical and mental health on matters of diet, disease, therapy, and normal growth and development

- Assist the physician in the hospital setting by making patient rounds, recording patient progress notes, accurately and appropriately transcribing and/or executing standing orders and other specific orders at the direction of the supervising physician, and compiling and recording detailed narrative summaries
- Provide assistance in the delivery of services to patients requiring continuing care (home, nursing home, or other extended care facilities) including review and monitoring of treatment and therapy plans
- Perform independent evaluation and treatment procedures essential to provide an appropriated response to life-threatening emergency situation
- Facilitate physician’s referral of appropriate patients by maintaining an awareness of the community’s various health facilities, agencies, and resources
- Become involved in community service
- Contribute service to the PA Profession
- Recognize limitations of abilities of PAs

TECHNICAL STANDARDS

All prospective and current students must possess essential skills, abilities and aptitudes necessary to complete the program’s curriculum successfully in the following categories:

- Observation
- Communication
- Sensory and Motor
- Intellectual-Conceptual, Integrative and Quantitative Abilities
- Behavioral and Social Attributes

Applicants must attest to their ability to meet these standards with or without reasonable accommodations (See Appendix C).

Observation

Students must have the appropriate skills of observation along with the use other senses (hearing, smell, touch, spatial relationships) in order to participate in classroom, laboratory, and

clinical settings. Students must be able to observe and interpret accurately a patient's verbal and nonverbal signs. Students must be able to observe the patient up close and at a distance.

Communication

Students must possess the ability to effectively communicate in oral and written English. The individual must be able to speak, to hear, and to observe patients in order to elicit information. In addition, students must be able to respond in written and oral exams, interact with peers and instructors during small group discussions, and when needed, write legibly in required documents.

Students must be able to converse with patients with a sense of compassion and empathy. They must be able to communicate information about a patient's condition effectively and succinctly to other members of the health care team.

Sensory and Motor

Students must have adequate gross and fine motor function and coordination along with the use of their senses in order to elicit information from their patients. Many sensory skills are used during physical examination maneuvers of inspection, palpation, percussion, auscultation, and other special techniques. These motor skills are required to perform an adequate examination and patient evaluation as well as using diagnostic instruments. The performance of venipuncture, intravenous catheter placement, suturing and other diagnostic procedures are other examples needing motor function.

Sufficient physical stamina is required such that students can sit for long periods of time during didactic lectures and be able to move through physical environments such as clinics, hospitals, and classroom buildings. Students must have the ability to respond quickly to emergent clinical situations and be able to carry out functions that include bending, lifting, carrying, and running.

Intellectual, Conceptual, Integrated, and Quantitative Abilities

Required skills for PA practice include comprehension, measurement, calculation, reasoning, analysis, and synthesis. Students need to be able to independently interpret medical histories, identify significant findings from the physical examination, and distinguish normal from abnormal laboratory findings. Students must possess these skills in order to successfully meet the demands of didactic and clinical learning.

It is essential that students have the ability to integrate new knowledge into formulating diagnoses and plans when working with fellow students, instructors, and preceptors. Assimilation of new knowledge should additionally occur through reading the medical literature. Students must recognize their own limitations in knowledge and be able to communicate this to others.

Behavioral and Social Attributes

Students must possess the intellectual and emotional fortitude to promptly carry out and complete all assignments and to exercise good judgment. Students must work supportively with their peers in order to maintain a professional atmosphere that encourages active, cooperative learning. It is required that students be emotionally stable in order to withstand stress associated with intensive learning settings and uncertainties associated with the didactic and clinical environments.

Disability Support Services at Monmouth University

Monmouth University recognizes the special needs of students with disabilities who are capable, with appropriate assistance, of excelling in a demanding university environment. Accommodations and a supportive environment contribute to our students' success. Our support services for students with disabilities are specific and individualized. Students with disabilities are enrolled in regular courses and participate fully in the life of the University. Each one's status as a student with a disability is considered confidential. The Department of Disability Services for Students (DDS) is the contact office for students with physical, medical, learning, and psychiatric/psychological disabilities. Adjustments and modifications to a student's program of study are assessed on a case-by-case basis in consultation with the appropriate academic personnel and in consideration of University policy.

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 provide that no otherwise qualified person with a disability (student/employee/applicant) shall by reason of the disability be excluded from participation in or be denied the benefit of any program or activity receiving federal financial assistance. An otherwise qualified individual with respect to post-secondary education is one who meets the essential academic requirements and who, with reasonable academic adjustments, can fully participate in and perform the essential functions of the degree experience. The primary purpose is to provide services that enable students to meet with success at the University, especially in the area of academics. In addition, recognition of the unique emotional needs of students with disabilities and provide support as appropriate is important.

Eligibility for Services

To receive services, students must submit current and adequate documentation of a condition that substantially affects a major life activity to the Department of Disability Services for Students. The documentation must present a diagnosis and provide evidence for the need of particular academic adjustments, or accommodations. The student should contact the DDS for the documentation required. Upon one's decision to attend Monmouth University, documentation should be submitted to the DDS.

More information can be found at the DDS website:

www.monmouth.edu/disability-services/

ACADEMIC POLICIES

Admissions

Please see the following link regarding the PA Program Admissions Policies:

www.monmouth.edu/graduate/ms-physician-assistant/admission-requirements/

Advanced Standing

The program does not award credit for any courses taken outside the program or any experiential work completed prior to admission, thus no advanced standing is given to any student.

Program Curriculum

The program consists of 42 weeks of didactic instruction and 64 weeks of clinical clerkships. The program does not award credit for either any courses taken outside the program or any experiential work completed prior to admission. Thus, no advanced standing is given to any student. All admitted students must complete the curriculum in its entirety. (3.18) Students enrolled at MU PA program will have summer breaks between the first and second year, and between the second and third years. Thus no time off is required during active academic learning. Students will return to campus one day per week during the clinical phase to attend classes and, at the minimum once per month, attend seminar sessions with one of the co-Medical Directors or other guest lecturers.

The table on the following page lists the semester by semester course schedule and credit requirements.

<i>Year/Semester</i>	<i>Credits</i>
<u>Year I - Fall Semester</u>	
PHA-601 Human Anatomy	5
PHA-602 Human Physiology	3
PHA-603 Introduction to Patient Assessment	5
PHA-604 Behavioral Medicine	2
PHA-605 Health Promotion	3
PHA-612 Introduction to PA Profession	1
<i>Semester Total</i>	19
<u>Year I - Spring Semester</u>	
PHA-606 Physical Diagnosis	4
PHA-607 Diagnostic and Clinical Procedures	5
PHA-608 Pharmacology for Physician Assistants	2
PHA-609 Clinical Therapeutics	2
PHA-610 Pathophysiology	3
PHA-611 Neuroscience	3
<i>Semester Total</i>	19
<u>Year II - Fall Semester</u>	
PHA-621 Topics in Clinical Medicine and Surgery	5
PHA-622 Clinical Management	2
PHA-651 Clinical Clerkships I *	5
<i>Semester Total</i>	12
<u>Year II - Spring Semester</u>	
PHA-652 Clinical Clerkships II *	12
PHA-625 Research Methods I	2
PHA-626 Biostatistics for Physician Assistants Research	2
<i>Semester Total</i>	16
<u>Year III - Fall Semester</u>	
PHA-653 Clinical Clerkships III *	10
PHA-632 Biomedical Ethics	2
PHA-633 Epidemiology for Physician Assistants	2
<i>Semester Total</i>	15
<u>Year III - Spring Semester</u>	
PHA-654 Clinical Clerkships IV *	12
PHA-635 Research Methods II	1
PHA-636 Health Care Policy	2
<i>Semester Total</i>	15
TOTAL PROGRAM CREDITS	95

* Students assigned to 4- or 8-week clinical rotations. These rotations include internal medicine, general surgery, pediatrics, psychiatry, women’s health, outpatient medicine, long-term care/geriatrics, emergency medicine, and two elective rotations.

Grading Policy

The following grading system will be used generally for all courses in the PA program. In most courses, grades of 73% or above are needed to successfully pass a course. Some course directors may increase the minimal grade level to achieve a passing grade. Students should review all course syllabi in the event an instructor sets different guidelines.

<u>Percentage</u>	<u>Letter Grade</u>	<u>Quality Points</u>
95% and above	A	4.0
90% - 94%	A-	3.7
87% - 89%	B+	3.3
83% - 86%	B	3.0
80% - 82%	B-	2.7
77% - 79%	C+	2.3
73% - 76%	C	2.0
< 73%	F	0

Any grade less than 73% (“C”) is considered a failing grade.

Examinations and Assessments:

- Students are expected to be present for every exam. Missing an examination is a serious event.
- If a student is absent on the day of an exam or assessment, the student must contact the program prior to the start of the scheduled event. Students granted an excused absence will be allowed to make up missed exams immediately upon their return. The make-up exam will cover the same content as the original exam, however may be comprised of different questions and/or question formats.
- Students arriving late for an exam will not be given additional time to complete the exam.
- Failure to attend a scheduled exam/quiz does not automatically grant the student the right to take the exam at a later date.
- Students are required to be present at exams on the scheduled day and time of the examination. Serious personal illness/injury or the death of an immediate family member is the only excuse for missing an exam. Illness or injury requires a written statement from a licensed physician or health care provider explaining your illness or injury whenever possible prior to the examination session.

- Common upper respiratory infections or pharyngitis may not warrant a medical excuse to miss an exam. Students should contact the course director for an excused absence. Make-up exams are at the discretion of the course director on a case-by-case basis. Make-up exams may be given in a different format than the original exam, eg, essay or oral exam. Unexcused absences may result in an exam score of zero.
- Students are not allowed to ask for an alternate exam time because of personal reasons, eg, weddings, family vacations. Under no circumstances will a student ever be permitted to take an examination before the regularly scheduled exam. Students who need to make travel plans following the final exam periods should consult with the Program Director prior to purchasing tickets or making travel plans.
- Exam proctors may assign students to specific seating during the exam. Students are to remain in their assigned seat during the testing period.
- Cellphones must be turned off and placed in book bags, back packs, or purses during the exam.
- No materials may be present on the desk during the exam except for needed pencils, pens, and answer sheet. Students may not wear hats or hooded clothing during the exam.
- In an emergency, if a student has to leave the room during the exam (restroom break) all testing materials will be left with the exam proctor. Students returning from breaks will not be given additional time to complete the exam.
- Questions about the exam must be limited to questions grammatical in nature that may need clarification. Exam proctors will not answer questions pertaining to exam content.
- If an exam is administered “on-line” through computer technology, students must not have any other “windows” open except that one displaying the exam. In the event of a technologic mishap prior to or during an on-line exam, the program reserves the right to cancel the exam and schedule it for a later date.

Attendance Policy

All scheduled academic and non -academic program activities require mandatory attendance. Part of being a professional involves not only being in the correct place at the correct time, but involves active and engaged participation. Attendance, punctuality, and active participation are all program expectations and will be reflected in the professional components of the class and rotation assessments.

Didactic Phase:

Monmouth University PA Program classes are scheduled Monday through Friday, between the hours of 8 am – 5 pm. Students are expected to be available for all Program activities during these hours. There will be occasions when mandatory activities will be scheduled during evening or weekend hours. Students will be notified regarding such occasions with as much forward notice as possible.

Attendance is mandatory at all Monmouth University PA Program scheduled activities. Unexcused absence from, or late arrival to, a class or event is considered a violation of the program's professionalism expectation for students and will negatively affect the professionalism component of the course grade for each course involved. Students who will miss class will require official documentation regarding the absence for the absence to be excused.

In the event a student will be absence from a program activity they must notify the Program Staff by phone or voicemail as soon as possible. The program will review all events of the student absence to determine whether the absence will be excused.

Students may accrue no more than 3 excused absences during the didactic phase of the program. More than 3 excused absences may result in mandatory remediation, deceleration, or dismissal as determined by the program. Examples of excused absences include acute medical conditions that cannot wait for non-class times (medical emergencies) or death/critical health concerns in an immediate family member. Students are highly encouraged to schedule routine appointments outside of designated class time to ensure that there is no conflict between class and personal affairs. In the case of an excused absence, students will be allowed to make up the exam. The format of the make-up exam may be different than the original exam, eg, oral or essay (see examination policy).

Examples of absences that will not be considered excused are: weddings, graduations, vacations, family reunions etc. The Program does not recognize "personal days," and individuals without an authorized absence will be counseled on missed class. Missed class material, whether due to excused or unexcused absences, is the responsibility of the student.

Unexcused absences will be documented in the student record and the student will be subjected to remediation, professionalism grade reduction, deceleration, or dismissal from the program. Unexcused absence reflect poorly on the student's professionalism and often suggest a potential lack of commitment. Repeated violations of the attendance policy may lead to dismissal under the Professionalism policy.

Clinical Phase:

Supervised Clinical Practice Experiences vary in start times, duration, finishing times, and call requirements. Students are expected to be present during all days and times a scheduled rotation is open, or as outlined by the preceptor.

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

Students are prohibited from requesting time off from preceptors during a rotation. In the event a student will be absent from a program activity, they must notify the DCE by phone or voicemail as soon as possible. The program will review all events of student absence to determine whether the absence will be excused.

Students may accrue no more than 3 excused absences during the clinical phase of the program. More than 3 excused absences will result in mandatory remediation, deceleration, or dismissal as determined by the program. Examples of excused include acute medical conditions that cannot wait for non-rotation times (medical emergencies), or death/critical health concerns in an immediate family member.

Students are highly encouraged to schedule routine appointments outside of designated rotation time to ensure that there is no conflict between learning and personal affairs. Examples of absences that will not be considered excused are weddings, graduations, vacations, family reunions, etc. Accruing excused absences for appointments and personal affairs will not waive this requirement should the student become sick or injured later in the clinical year and each incident will be evaluated individually.

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

Unexcused absences will be documented in the student record and the student will be subjected to remediation, professionalism grade reduction, deceleration, or dismissal from the program.

If the student fails to meet the attendance requirements of the rotation, the students will be required to repeat the entire rotation.

Students who are absent during clinical rotations must call **both** the department secretary and the clinical site. Students who miss time during clinical clerkships will need to check with their preceptor to see if they need to make up any lost time on the service.

Classroom Etiquette:

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

Students are expected to display professional behavior at all times. The classroom is noteworthy as many of our lecturers are preceptors or noteworthy physicians and physician

assistants practicing in the state of New Jersey. Your classroom behavior represents you not only individually, but also our entire program, the PA Profession and Monmouth University.

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

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

Violations of any of the above standards will lead to disciplinary action which may, include grade reduction, class failure, removal from the class, and potential dismissal from the program.

Student Progress

Student progress in the program is related to the student's academic performance and professional behaviors. Academic performance standards are criteria that students must meet each semester in order to move forward in the program. These standards are outlined below. Professional behaviors are assessed yearly or sooner if student exhibits any unprofessional behavior. Repeat offenses of unprofessional behavior can lead to dismissal from the program.

The ***PA Program Student Progress Committee*** which is made up of the full time PA faculty, will monitor the grades of all students throughout the semester and, at the end of the semester, will determine if each student met the requirements to progress to the next semester. Students will advance to the next semester when they satisfactorily complete academic and clinical requirements, and continue to display professional behavior. The Committee reserves the right to recommend that a student be placed on probation, complete additional coursework or specific assignments, be suspended or dismissed from the program when the academic standing, clinical performance, professional conduct, or personal health is interfering with their progress in the program.

No student will be allowed to progress to the next semester if they fail to meet both the academic and professional behavior requirements discussed below.

Program faculty meets regularly throughout each semester and monitors students' academic progress. Any student who has grades that show a trend of potentially not meeting program standards will be referred for remediation (see page 28) and the Center for Student Success (see page 41).

Academic Requirements

Students enrolled in Monmouth University's graduate programs are required to maintain an average of 3.0 or better in all courses in the degree program in which they are enrolled. Students should review the Graduate Catalog for the University's academic policies. However, students should be aware that the PA Program may have requirements that are more rigorous than the University.

Students are subject to review by the Monmouth University's Academic Standards and Review Committee when their GPA falls below 3.0 or accumulate as many as three credits of "B-", "C+", or "C". Under no circumstances will more than 6 credits of "C+", "C" or "F" grades accumulate toward degree credit. Students will not receive their degrees until the policies on the number of "C" grades are met.

To remain in good standing all PA students must maintain a minimum overall cumulative GPA of 3.0. Failure to meet this standard will result in the student being placed on academic probation and given one semester to raise their cumulative GPA equal to 3.0 or greater or risk dismissal from the program.

Students are considered to be in good academic standing when they maintain a GPA of 3.0 and have met the grade criteria described above. The design of the PA Program curriculum is sequenced in such a way that all classes in one semester must be passed in order for a student to progress to the next semester.

Failure of one course may cause the student to decelerate and retake the course even if their GPA is greater than 3.0. Deceleration occurs because the student will have to wait one year before the failed course is offered again (see page 31). In no case may a student who has failed a course be allowed to move forward in the program. Students must obtain a grade of "B" or better in the repeated course in order to progress in the program. Failure to get "B" or better will result in dismissal from the program. Students with a cumulative GPA below 3.0 may not repeat a failed course and thus will be dismissed from the program. Failure of two courses will result in dismissal from the program regardless of the student's GPA.

Evaluation of Student Performance during the Clinical Phase

The Clinical Clerkship courses (I – IV) are assigned a single grade at the end of each semester. The semester grades are dependent upon successful completion of each of the following components:

- Passing grade on the preceptor's evaluation of student performance,
- Achieving 73% or higher on the end-of-clerkship (ECE) exam,
- Completion of Rosh assignments
- Professionalism
- Submitting and receiving passing grades on written assignments, and completing clinical activities documentation in a timely manner.

Each individual clerkship grade will count toward the semester grade by using a calculation that will weigh the number of weeks spent at the activity during the semester. The semester grade is counted in the student's cumulative GPA. More information is provided in the Clinical Handbook distributed prior to starting clinical clerkships.

Professionalism Assessment

Patients not only expect their health care providers to be competent, but also expect them to be empathetic, honest, and behave in a professional manner. Students enrolled in the program are expected to exhibit professional behavior in any of the learning environments – classroom, laboratory, and clinical sites. Students must remember that they are representatives of the PA Program, Monmouth University, and the PA profession and should behave in the manner expected of a professional. These requirements for professional performance have been established to protect the rights of patients and communities, to promote a positive image of the Program and the profession, and to foster the team concept in the delivery of health care. The criteria for evaluating professional performance include, but are not limited to:

- Maintaining acceptable physical appearance
- Displaying respect for instructors, peers, and staff
- Attending class, laboratory, and clinical rotations as required and being on time
- Exhibiting academic integrity
- Demonstrating professional competencies and skills
- Abiding by PA program and University policies
- Displaying sensitivity to the needs of patients and the community
- Demonstrating ability to relate to fellow students, instructors, and other members of the health care team
- Displaying a positive attitude

Professional Dress Code

The MU Physician Assistant Student represents both the Program and the PA profession. Proper dress plays a large role in the student's acceptance by other professionals as well as by patients. Be aware that at faculty discretion, students with inappropriate dress may be sent home to change and expected to return to class/rotation within a time frame established by the faculty. In the event of a second offense the student will be referred for disciplinary action ranging from remediation to being placed on probation. Students must adhere to the following:

For all classroom and didactic experiences

- No hats (men and women)
- No cutoff shorts or pant legs
- No tank, midriff, or halter tops
- No body jewelry/piercing that interferes with class function, especially during laboratory sessions
- No open-toed shoes during lab sessions

When required to be present at clinical sites, students must follow the criteria listed above as well as the guidelines below:

- Only short, white, consultation jackets are to be worn by MU students that must be clean and presentable at all times.
- A nameplate supplied by MU must be visible at all times with the student's name and identifying them as a Physician Assistant Student.
- Body art must be covered and visible piercings (including tongue studs or other oral piercings) must be removed
- No jeans are permitted.
- No shorts of any kind allowed.
- Bare midriffs and tank tops are prohibited.
- No scrubs outside the operating room, delivery room or other prescribed area.
- All attire must be cleaned and pressed.
- Hair/facial hair should be worn neatly trimmed and clean. Long hair must be tied back off the face.
- No sneakers, flip-flops, sandals or other open-toed shoes.
- In addition, for any professional meetings, academic or clinical training sessions, professional attire is required.

At the end of each academic year, students will complete the Professionalism Assessment form and review it with their faculty advisor, who will also make an assessment (Appendix C). In the event that a student displays any unprofessional behavior, the student will meet with their academic advisor and either the Academic Coordinator or Director of Clinical Education. Following that meeting, the program's Student Progress Committee will convene to determine what disciplinary action should be taken. Students may be subject to remediation, program suspension, probation, or dismissal. In the case of students enrolled in Clinical Clerkships, students may be required to repeat a clerkship as part of a remediation plan.

Expectations of students during the didactic year:

- Attend all lectures
- Act professionally at all times
- Arrive on time and ready for class
- Complete all assignments on time
- Pass all courses
- Adhere to the student handbook
- Demonstrate sensitivity to a diverse population
- Check University email daily
- Submit immunization documentation in a timely manner
- Attend all program designated activities
- Do not ask faculty, lecturers or adjunct faculty about personal medical issues
- Include equal participation when completing group assignments and projects
- Be patient with necessary scheduling changes due to lecturer accommodations

Remediation Policy

The process of remediation is available to students who are having difficulty achieving academic competency while attending the physician assistant program. Academic requirements and student progress are outlined in this program handbook and each individual course syllabus. Deficiencies in academic knowledge or clinical skills are identified and addressed as early as possible.

The Student Progress Committee along with the Program Director ensures that each student meet the requirements for advancing into the next semester of the program. If a student's average in a specific course or cumulative semester average drops below 80%, the Student Progress Committee will notify the student's advisor and course instructor. The student's advisor will provide the remediation plan for the student. A student, who fails a course due to academic misconduct, as outlined by the Monmouth University Student Handbook, will not be allowed remediation and will be subject to program dismissal. If a student's course average falls below 65%, the student must meet with the Center for Student Success.

The remediation plan is developed to ensure that students adequately meet program and clinical practice expectations. The plan may take a form that includes but is not limited to one or several of the following methods:

- Focused reading topics
- Focused written topic review
- Specific written course material review
- Focused exam review items

- Focused written problem based learning review
- Written self-evaluation
- Clinical skills review
- Rosh Reviews Questions

Remediation is not “extra credit”. Remediation is not a means for a student to increase an already passing course average or cumulative GPA.

Remediation of a Failed Exam

Students should review each individual course syllabus for exam grading criteria. If a student scores between 65% and 72% on an exam, remediation will be considered. Students should be aware that some courses will not allow remediation of a failed exam. In most courses, final exams will not be remediated. The course instructor and/or the student advisor will meet with the student to review the remediation plan for the exam. The course instructor determines the exam format.

If the exam retake is passed, the minimum pass grade will be applied to the retake exam, regardless of the actual score achieved. Any exam retake must take place within 3 business days.

The Summative Evaluation, which consists of a comprehensive written examination and the clinical skills examination, is scheduled in the last semester, prior to completion of the program. In order to qualify for graduation from the program, students must pass both components. Remediation of either part of the Summative Evaluation may occur one time. However, remediation of any component of the Summative Evaluation may lead to delay of the program completion and graduation. If a student fails the remediation of the Summative Evaluation, they will not graduate from the program.

If a student fails both components of the Summative Evaluation on their first attempt they will be referred to the Graduate Academic Standards and Review Committee. The Committee shall evaluate whether the student should be allowed to retake both portions of the Summative Evaluation or be dismissed from the program based on the recommendations from the Program Director.

Remediation of Failed Course

If a student fails one didactic course, they are allowed to repeat the course if their cumulative GPA is 3.0 or greater. Students must receive a grade of 80% or greater in the repeated course; failure to do so results in dismissal from the program. The remediation of a failed course occurs only once per semester.

Due to the sequenced learning of the curriculum, students must successfully pass all courses in a given semester before becoming eligible to take courses in the subsequent semester. If a course is failed, a student will “decelerate” (see page 30) and must wait one year for the course to be offered again.

Remediation of a Failed Clerkship

Information is provided in the Clinical Handbook.

Time Limitation for Completion of Requirements

The requirements of the PA program must be satisfied commencing from the first day of class within a period of 5 years, not including any period of service in the Armed Forces. Students are expected to complete program requirements in effect at the time of admission and published in the graduate catalog. However, the program may require changes to the curriculum based on either changes in the accreditation standards or the clinical arena. In these cases, students will be notified of the changes and be asked to sign an acknowledgement of the changes in their graduation requirements.

Probation

All graduate students will be placed on academic probation when their cumulative GPA falls below 3.00.

Any student who has a cumulative GPA less than 3.0 will be referred for remediation (see page 28).

Deceleration

A student becomes “decelerated” when they leave the class cohort they entered with and move to the class cohort that entered one year later. Deceleration means that the student’s graduation date is delayed by one year. Deceleration occurs when:

- The student fails a course and must wait until the next academic year to retake the course
- Is approved to take a leave of absence

Dismissal

Students will be dismissed from the program for either academic reasons or exhibiting unprofessional behavior.

Academic dismissal will occur when:

- The student fails to earn in three consecutive semesters a cumulative GPA of at least 3.0
- A student shall become subject to academic dismissal for failure to meet the minimum standards listed below:

**** Minimum Cumulative GPA**

- 3 – 9 Credits 2.25
- 9.5 – 15 Credits 2.50
- 15.5 – 21 Credits 2.75
- 21.5 & higher Credits 3.00

(**Credits completed include all credits not officially withdrawn from)

- Failure of two courses, ie, receiving two grades of “F”
- Failure to receive a grade of “B” or better on retake of a previously failed course.
- Failure of two end-of-clerkship exams (ECE) or two preceptor evaluations during clinical rotations

Dismissal due to unprofessional behavior occurs when:

- The student fails to maintain the professional demeanor expected of PA students, such as: having three or more unexcused absences, excessive tardiness to classes, and/or laboratory sessions, or not handing in clinical assignments.
- The student fails to remediate behavior designated as “unsatisfactory” on the professionalism assessment form
- Any episodes of academic dishonesty, including but not limited to: cheating on exams, plagiarism on any written assignments.
- Any episodes during clinical experiences that led to placing patients in immediate danger.

Students who have been dismissed have the right to appeal that decision in writing to the Academic Standards and Review Committee.

Graduation

In order to graduate from the program, students must:

- Meet academic requirements of maintaining a cumulative GPA of 3.0 and letter grade requirements
- Successfully pass all didactic and clinical courses
- Successfully pass both parts (written exam and clinical skills assessment) of the Summative Evaluation process
- Maintain satisfactory professionalism assessments
- Submit requisite paperwork to University Registrar

Additional information on Graduate Academic Policies can be found in the Monmouth University Graduate Catalog: catalog.monmouth.edu/graduate-catalog/

Academic Advisor

Students will be assigned an academic advisor who will be their mentor during their enrollment in the program. Students will meet with their advisor during each semester during each year of the program to discuss academic progress. Advisors are available to help students with academic issues and give assistance with study habits, time management, and PA career guidance. Students are encouraged to speak to their advisor with questions or if they want referral for any campus student services. It should be noted that students may seek services of tutoring or counseling without referral from a faculty member.

In addition, your academic advisor will mentor you in developing your professional goals and ambitions. You will meet with your advisor after completing the self-assessment and will work together on goals for improved learning. These sessions will guide you into developing a professional portfolio and enhance your skills to become a life-long learner. This will be discussed further at beginning of the first year of the program and throughout the academic year.

Leave of Absence

Occasionally situations arise where students may need to request a leave of absence (LOA) from the program. Students should first speak with their advisor and then the Program Director. The request for LOA must be submitted in writing to the Program Director. Only students who are in good academic standing may request a LOA. The LOA cannot exceed one calendar year. The student may be asked to repeat course work as determined by the faculty prior to re-entry into the program. Students granted a LOA are still expected to complete the program within the requisite time limit, ie, 5 years. Due to curriculum sequencing, students may not take a LOA for only one semester. Students on a LOA are considered “decelerated” and their date of graduation will be delayed one year (see page 25).

Withdrawal from the Program

Students who want to withdraw from the Program must also withdraw from MU. A letter indicating withdrawal from the program must be submitted in writing to the Program Director. Students must also complete “Total Withdraw from the University” e-FORM. Students should review the University’s Academic Calendar and policy on Refunds for Complete Withdrawals to determine if they are due any return of tuition paid.

Program Withdrawal and Refunds

Graduate students who withdraw from one or more courses during the semester while remaining registered for one or more courses are entitled to 100 percent refunds on the courses dropped if the courses are dropped during the first week of the semester or on the day following the first class meeting. **However, students must be registered for all required courses in order to maintain matriculation in the PA program.** Fifty percent refunds will be given if a student withdraws from a course during the second week. Withdrawals after the second week are not eligible for refunds. Further information can be found at the web page: www.monmouth.edu/bursar/refund-policy/

Costs Related to the Program

www.monmouth.edu/graduate/ms-physician-assistant/

UNIVERSITY SERVICES AND POLICIES

The MU PA Program wants you to have a learning environment that is safe and welcoming. The University has a number of policies related to student life. Some of these policies are summarized below; however, students should review the MU Student Handbook in its entirety. It can be found at the following link: www.monmouth.edu/student-life/handbook/

Monmouth University Police Department

Information on campus safety and the Monmouth University Police Department can be found here: www.monmouth.edu/mupd/

Center for Student Success

The Center for Student Success (CSS) is the hub of a comprehensive, integrated advising system that provides academic and career counseling for all students at Monmouth University. Services and programs provided by the CSS include regular workshops, outreach services, and publications. The advising program is structured to assist students from their initial orientation through their entire university experience, helping them make vital connections between educational, career, and life choices. The CSS offers academic, personal, and career services to all Monmouth University students including graduate students. The CSS offers academic, personal, and career workshops each semester. Numerous workshops cover a variety of topics, including time management, study skills, resume writing, alcohol awareness, self-esteem, relationships, depression, and anxiety. The Writing Center is under the auspices of CSS and offers assistance with writing projects. More information on CSS can be found at: www.monmouth.edu/css/

OTHER STUDENT/PROGRAM POLICIES

Clinical Clerkship Sites

Students are not required to solicit clinical sites in order to complete the clinical phase of the program. The program maintains a directory of sites to which students will be assigned during the 2nd and 3rd years of the program. If the student knows of physician or health care facility that is interested in having students at their site, the student should forward the information to the Director of Clinical Education (DCE) for follow-up and review of the appropriateness of the site to deliver quality experiences for our students.

If the student wishes to complete a rotation at a site that may lead to potential postgraduate employment or is a subspecialty that the program does not offer as an elective, the student

must forward the information to the DCE as soon as possible. Students should be aware that it may take as long as 6 months or more in order to process agreements with other institutions. No student may function as a MU PA student at any facility without having an agreement in place signed by MU and the site.

Student Employment

Students are not required to perform any work for the program. Students **must not** substitute for administrative staff on campus nor at any clinical site. Students **must not** substitute for clinical staff at any clinical site during their rotations.

While many students enter the program having a wealth of clinical experiences or basic science knowledge, students must not substitute for a course instructor nor must any student be designated as a course instructor.

Students are discouraged from having outside employment during the academic year and while engaged in clinical clerkships. The program curriculum is rigorous and intensive and requires a good deal of time for study outside the classroom and clinics. Students who have outside employment may compromise their academic standing and thus should consider employment opportunities during the summer breaks. Under no circumstances are students to use “work” as an excuse for performing badly on any academic assignment. If students choose to seek part-time employment they must:

- Ensure that their work schedule does not interfere with the academic schedule or clinical clerkship schedules.
- The outside employment must not be more than 15 hours per week
- If a student who has outside employment is not meeting the academic standards of the program, they will be asked to stop working.

Background Checks

Students are required to complete a background checks prior to matriculation. Most clinical sites require background checks and a background check may be repeated during the clinical phase of the program. If a student cannot complete a clinical clerkship because of negative items contained in a criminal background check, the student will not be able to graduate. Neither MU nor the PA program will be held liable for the student's inability to obtain state licensing. Students will be subject to institutional and MU policies regarding alcohol and drug use.

Student Access to Files

Students have no access to any academic records or other confidential information pertaining to other students, faculty, or staff.

Student Health & Immunizations The program must have an implement a policy on immunization of students and such a policy must be made on current Centers for Disease Control recommendations for health professionals

Prior to matriculation students are expected to submit the following documentation:

- Full medical history and physical examination completed by a physician, physician assistant, or nurse practitioner
- Completed immunization form with documentation of titer levels for: measles, mumps, rubella, varicella, hepatitis B series. One recent dose of Tdap (tetanus, diphtheria and acellular pertussis) must be included.
- Completion of TB skin test (TST); a two-step TST must be done if either the student never had a TST or has not been tested in the past 12 months.

While enrolled in the program, students will need to receive vaccination against influenza and repeat TB skin test each academic year. Students will need to complete the “Authorization to Release Medical Information” form on the Health Services web page and authorize release of immunization information to the program. Clinical sites require that students are up-to-date with their immunizations so that release of this information is required. Appendix D contains a sample form asking for student signature to authorizing the program to release immunization information and background check clearance to clinical sites.

Health Services can be found on the north side of the main campus near the University Library. Health Services are free to all MU students. Students who become ill can go to the clinic without an appointment. Students can use this service if they become ill while on clinical rotations; documentation of your visit must be submitted to your advisor.

The services provided and hours of operation by this department can be found at their web site: www.monmouth.edu/health-services/

Program faculty, including the co-medical directors, are not to perform in the capacity of health care providers for students, except in emergency situations. Students should not expect to get medical advice for themselves or family members from the program faculty. Students should make an appointment with Health Services for any health concerns.

Blood Borne/Bodily Fluids Pathogen Exposure The program must inform students of written policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that would put them at risk.

Prior to any clinical experiences, all students will complete an on-line tutorial about exposure principles and practices as they relate to blood-borne pathogens. Anytime a student is exposed to any health hazard that may compromise or put them at risk due to exposure to blood borne pathogens or pathogens from certain bodily fluid exposures an incident report must be filed in the student's PA Program records. This is an OSHA requirement. A student must report any possible exposure to the preceptor or designee regardless of perceived insignificance. Moreover, the Director of Clinical Education as well as the Director of Compliance must be contacted as soon as possible.

In the event a student is stuck by a used injection or suture needle or is exposed in any manner to blood or bodily fluids in the course of their assigned clinical work an incident report must be generated at the site with a copy of that report any subsequent medical exam reports sent to the PA Program through the office of the Director of Clinical Education. In addition, the student should complete the reports found in the appendices of this document (the same documents can be found in the Student Clerkship Handbook distributed prior to beginning of clerkships). All documents must be faxed to: 732-923-4510. The Director of Compliance shall also receive a copy of all documentation by faxing it to: 732-263-5201.

For any incident the following are the necessary sequential steps to follow:

Upon Exposure:

1. Report immediately to the facility's employee health department or emergency room. A call must be placed by that department's clinician to the **National Clinician's Post-Exposure Prophylaxis Hotline (PEPline) at 888-4884911** (<http://www.nccc.ucsf.edu/>) for immediate post-exposure prophylaxis recommendations. The date, time, and name of the PEPline clinician must be documented as part of the report. For clinical clerkship sites without employee health or an emergency room, the student should go to the nearest emergency room or their private clinician's office after making the PEPline call and documenting the recommendations (see reporting form).
2. As soon as feasibly possible, the student must notify their preceptor as indicated above and the Director of Clinical Education at jmonaco@monmouth.edu. The Director of Clinical Education is responsible for letting the Director of Compliance and Mailroom Operations know of the incident as soon as possible.
3. Complete the clinical site incident report found in Appendix E.
4. Every effort should be made to determine the patient's HIV, hepatitis, or other communicable diseases status. Follow HIPAA and facility guidelines regarding patient information access.

5. Because the student is neither an employee of the facility nor Monmouth University, any costs incurred as a result of this incident are the responsibility of the student and their health insurance carrier.

Post Exposure

1. It is mandatory that the student make an appointment with their private clinician within 5 working days of the exposure incident. The student must obtain counseling with possible (if necessary) treatment plans outlined, usually checking serum for evidence of hepatitis or HIV infection at specific intervals 30, 60, and 180 days. The PEpline clinicians can assist the clinician working in a private office setting with a plan if necessary.
2. If the student has difficulty or is unable to contact a private clinician, the program will provide sufficient referral for the student to access this prescribed care.
3. The cost of this care and prescribed medication is the responsibility of the student and their health insurance carrier.
4. A letter documenting this visit and subsequent follow-up must be forwarded to the Director of Clinical Education for inclusion in the student's file (see Appendix E). This information is considered confidential and is available only to the student, health insurance carrier, and in certain circumstances, anonymously to the Monmouth University Health Services for statistical purposes.

Failure to comply with this protocol will result in the student being withdrawn from clinical clerkships. Non completion of a clinical clerkship(s) may result in a failing grade and subsequent dismissal from the program.

Student Grievances

Procedures for student grievances can be found in the MU Student Handbook. It is expected that students try to resolve any issues first by speaking with the individual to whom the grievance is directed. However, if it is believed that might be an unsafe way to handle the matter students should not approach the other party. If you cannot approach the other party or speaking with them doesn't resolve the issue, you can contact the Office of Judicial Affairs (www.monmouth.edu/judicial-affairs/) to assist you and they will conduct an investigation and determine if the complaint warrants a disciplinary hearing.

Any complaints of discrimination or sexual harassment should be discussed with the Department of Equity and Diversity: www.monmouth.edu/equity-and-diversity/

Classroom Protocols

In formal classroom and clinical situations, students will address MU faculty using the title “Professor”, “Doctor”, or other appropriate form of address.

Under no circumstances are children allowed in classrooms during formal lectures or clinical seminars.

Appointments with Faculty

Faculty members are available to students by appointment and by email. If a student wants to meet with their advisor or another faculty member, the student should either email or telephone the faculty member or the program secretary to schedule an appointment. If a student has an appointment to see a faculty member, he/she must report to the reception area upon arrival to the PA Program offices to be announced. In order to show respect for other students and in order to maintain confidentiality for other students and the academic process, under no circumstance should a student walk directly to the faculty member’s office.

Email

A MU student email account will be issued to each student. The Program will communicate with students through this account. Students should contact faculty and adjunct faculty with this account. Students should check their MU email daily. Students should contact the HELP DESK if any problems should arise with the MU email account. The student’s MU email account is the program’s official email contact address with the student. The program is not obligated to contact students’ personal accounts such as Gmail, Yahoo, etc.

Email is a form of professional communication and must be treated as such. Therefore, students must not use “texting” language or other informal word usage when writing to faculty.

Use of Social Media

Students may not use their smartphone, iPad, or any other device to take photographs or videos of any patient, preceptor, or patient care area of a clinical site. Students are not allowed to mention any clinical site or patient by name in their social media accounts, ie, Facebook, Twitter, SnapChat, Instagram.

Any violation of this policy is considered unprofessional behavior. Students who exhibit any of these behaviors will be called before the Graduate Academic Standards and Review Committee of the Graduate School. The student may be subject to program dismissal for violations. Any other student who knows of any postings should inform the Program Director immediately.

Emergency Phone Calls

If any family members need to contact you during the day because of an emergency situation, they should contact the program secretary at the program phone (732-9234505). A message will be delivered to the student. Cellular telephones must be switched off while in class.

Bereavement Policy

Absence from class or a rotation will be granted for the death of a first degree relative (parent, step-parent, sibling, child or grandparent). The student will be allowed 3 business days for in-state services and 4 days for out-of-state services. The Faculty Advisor should be consulted for all other family related matters.

Emergency Closure

In the event of inclement weather or other unforeseen emergencies, students can determine if there is a delayed opening or the University is closed through the following means:

- Monmouth University Web Site (www.monmouth.edu)
- MU Emergency Information Line: 732-263-5900 (recorded message)
- Various local radio stations: ○ WMCX Monmouth University (88.9 FM) ○ WJLK Monmouth County (94.3 FM) ○ WRAT Point Pleasant (95.9 FM) ○ WJLK Ocean County (98.5 FM) ○ WOR New York (710 AM) ○ WWZY Long Branch (107.1 FM) ○ WKXW Trento (101.5 FM)

Learning Facilities

Students will attend classroom and laboratory sessions in the adjunct campus at Monmouth Park Corporate Center, which is approximately 2 miles from the main campus. Students will have access to a lounge area, microwave, computer lab, and food vendor (Gourmet Dining®). The facility will be open from 8:00 AM to 10:00 PM Monday to Thursday, and until 5 PM on Fridays.

Monmouth University security personnel will patrol the facility at least once per day and a security officer will be on site 7:45 AM to 10:00 PM Monday to Thursday. Upon approval from the Academic Coordinator or Program Director, students may use the laboratory areas for additional practice of clinical skills after lectures are done for the day. Students can also use the Monmouth University Library for studying. Hours for the library are posted on the library's web page (library.monmouth.edu/).

The adjunct campus is shared with other academic departments. PA students must respect others' use of the space and are responsible for cleaning or disposing of trash from any area that they use. Routine cleaning of the facility will be performed by Monmouth Park Corporate Center janitorial staff.

Students are prohibited from using program telephones, photocopy machines, and fax machine unless approved by the Program Director. Students will have access to the computer laboratory which will have a printer available for student use. The university's technology staff will provide support as needed. Students are reminded that MU is "green" and asks that you limit your printing to only those materials that are absolutely necessary for your education.

University Facilities

As a full-time student at Monmouth University you are encouraged to avail yourself for to the services offered by the University.

Rebecca Stafford Student Center: The student center houses many services for students. From the Center for Student Success to the Hawk's Nest convenience store, students can find many amenities that are helpful. A directory of services can be found at www.monmouth.edu/student-activities/student-center/directory/

Wilson Hall: The academic services you will need can be found on the first floor of Wilson Hall including admissions office, financial aid, bursar, and the registrar.

Ocean First Bank Center: the center houses the Fitness Center and Bookstore. Students can use the Fitness Center at no cost. The center has the following equipment: treadmills, stationary bikes, free weights, indoor track, and swimming pool. Students should check the web site each semester for the hours of operations and other pertinent information: monmouthhawks.com/facilities/?id=13

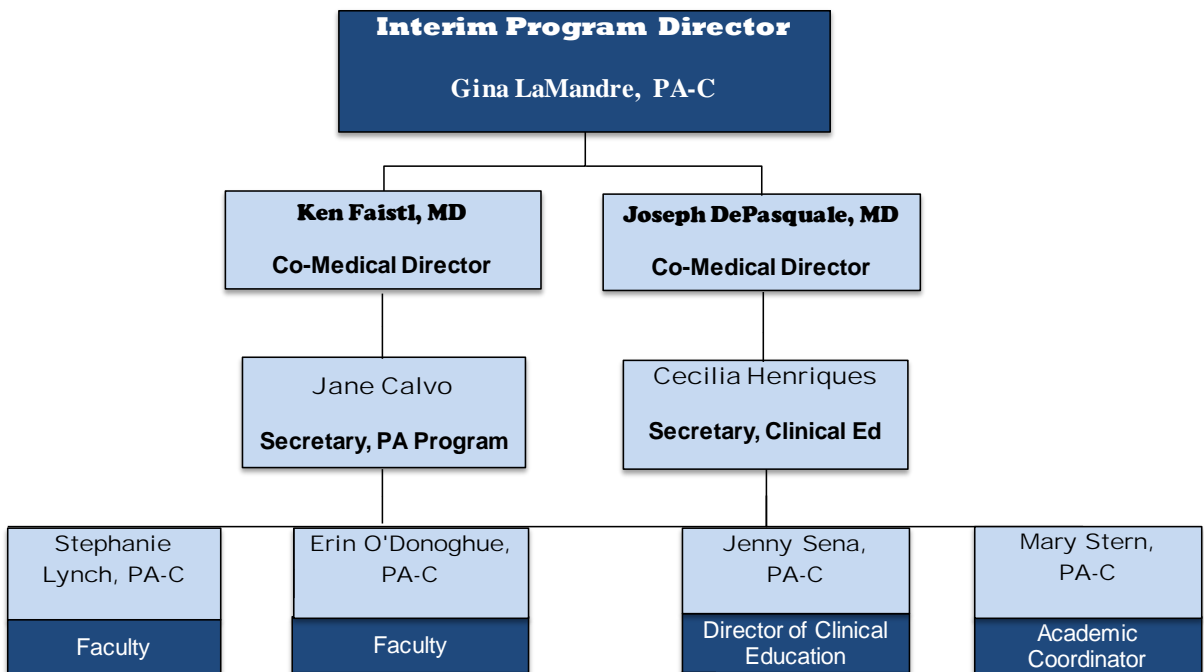
The Center is also host to several concerts each year and students are able to purchase tickets at a discounted price.

Appendix A

PA Program Organizational Chart

MONMOUTH UNIVERSITY
PHYSICIAN ASSISTANT PROGRAM
ORGANIZATIONAL CHART

Physician Assistant Program
Organizational Chart



Appendix B

Physician Assistant Competencies (Adapted from www.nccpa.net)

PHYSICIAN ASSISTANT COMPETENCIES

The PA profession defines the specific knowledge, skills, and attitudes required and provides educational experiences as needed in order for physician assistants to acquire and demonstrate these competencies.

MEDICAL KNOWLEDGE Medical knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigatory and analytic thinking approach to clinical situations. Physician assistants are expected to:

- understand etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- identify signs and symptoms of medical conditions
- select and interpret appropriate diagnostic or lab studies
- manage general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- identify the appropriate site of care for presenting conditions, including identifying emergent cases and those requiring referral or admission • identify appropriate interventions for prevention of conditions
- identify the appropriate methods to detect conditions in an asymptomatic individual • differentiate between the normal and the abnormal in anatomic, physiological, laboratory findings and other diagnostic data
- appropriately use history and physical findings and diagnostic studies to formulate a differential diagnosis
- provide appropriate care to patients with chronic conditions

INTERPERSONAL & COMMUNICATION SKILLS Interpersonal and communication skills encompass verbal, nonverbal and written exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients' families, physicians, professional associates, and the health care system. Physician assistants are expected to:

- create and sustain a therapeutic and ethically sound relationship with patients
- use effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information
- appropriately adapt communication style and messages to the context of the individual patient interaction
- work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- apply an understanding of human behavior

- demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- accurately and adequately document and record information regarding the care process for medical, legal, quality and financial purposes

PATIENT CARE Patient care includes age-appropriate assessment, evaluation and management. Physician assistants must demonstrate care that is effective, patient centered, timely, efficient and equitable for the treatment of health problems and the promotion of wellness. Physician assistants are expected to:

- work effectively with physicians and other health care professionals to provide patient-centered care
- demonstrate caring and respectful behaviors when interacting with patients and their families
- gather essential and accurate information about their patients
- make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- develop and carry out patient management plans
- counsel and educate patients and their families
- competently perform medical and surgical procedures considered essential in the area of practice
- provide health care services and education aimed at preventing health problems or maintaining health

PROFESSIONALISM Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. Physician assistants must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

- understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- professional relationships with physician supervisors and other health care providers
- respect, compassion, and integrity
- responsiveness to the needs of patients and society
- accountability to patients, society, and the profession
- commitment to excellence and on-going professional development
- commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices • sensitivity and responsiveness to patients' culture, age, gender, and disabilities
- self-reflection, critical curiosity and initiative

PRACTICE-BASED LEARNING AND IMPROVEMENT Practice-based learning and improvement includes the processes through which clinicians engage in critical analysis of their own practice experience, medical literature and other information resources for

the purpose of self-improvement. Physician assistants must be able to assess, evaluate and improve their patient care practices. Physician assistants are expected to:

- analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
 - locate, appraise, and integrate evidence from scientific studies related to their patients' health problems
- obtain and apply information about their own population of patients and the larger population from which their patients are drawn
- apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness • apply information technology to manage information, access on-line medical information, and support their own education
- facilitate the learning of students and/or other health care professionals
- recognize and appropriately address gender, cultural, cognitive, emotional and other biases; gaps in medical knowledge; and physical limitations in themselves and others

SYSTEMS-BASED PRACTICE Systems-based practice encompasses the societal, organizational and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value. PAs should work to improve the larger health care system of which their practices are a part. Physician assistants are expected to:

- use information technology to support patient care decisions and patient education
- effectively interact with different types of medical practice and delivery systems • understand the funding sources and payment systems that provide coverage for patient care
- practice cost-effective health care and resource allocation that does not compromise quality of care
- advocate for quality patient care and assist patients in dealing with system complexities
 - partner with supervising physicians, health care managers and other health care providers to assess, coordinate, and improve the delivery of health care and patient outcomes
- accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- apply medical information and clinical data systems to provide more effective, efficient patient care
- use the systems responsible for the appropriate payment of services

Appendix C
Professionalism Assessment Form

	Semester:	Rating						
		5-Consistently, 4 Frequently						
		3- Occasionally, 2-Rarely						
Student Name:	Date:	1- Never, N/A- Not applicable						Comments (as needed)
		1	2	3	4	5		
Follow the University and PA Program policies, rules, and student codes of conduct								
Recognize the student role and limitations in a healthcare setting								
Maintain professional relationships with faculty, staff, guest lecturers, and fellow students								
Exhibit respect for self, faculty, staff, and fellow students, including:								
Arriving on time for all obligations								
Following the dress code and insuring appearance is appropriate to situations								
Functioning without impairment from substance abuse or mental illness								
Display compassion towards faculty, staff, patients, and fellow students, including:								
Being sensitive and responsive to culture, gender, age, disabilities, and ethnicity of others								
Show integrity with faculty, staff, patients, and fellow students, including:								
Being fair and truthful, keep one's word								
Maintaining confidentiality standards								
Not engaging in plagiarism, cheating, manipulating, or falsehoods								
Maintain accountability to self, faculty, staff, patients, and fellow students, including:								
Taking on appropriate share of team work								
Completing assigned tasks on time								
Accepting responsibility for educational challenges and self-learning								
Maintains personal control amidst adverse or trying circumstances								
Takes initiative, perseveres, and is able to prioritize and manage time								
Commit to excellence during academic experience, including:								
Exhibiting the ability to practice a professional development								
Balancing availability to others with care for oneself								
Pursuing one's best effort in learning, retaining, and recalling information encountered in reading assignments, during lectures, and in laboratory sessions								

Appendix D

Acknowledgement Forms



**MONMOUTH
UNIVERSITY**

**PHYSICIAN ASSISTANT PROGRAM
400 CEDAR AVENUE
WEST LONG BRANCH, NJ 07764
732.923.4505**

RECEIPT AND ACKNOWLEDGEMENT OF STUDENT HANDBOOK

Please acknowledge understanding of the Physician Assistant Student Handbook by signing the Receipt & Acknowledgement form distributed by the Program Director. This page is a copy of the form and appears here for your future reference.

I, _____, (Print name) have read the Physician Assistant Program Student Handbook. I agree to abide by the rules and regulations contained therein. I have had an opportunity to have any questions answered with regard to its content and will contact the program if I have any questions about any policies contained in the handbook.

I also acknowledge that I am responsible to abide by the rules and regulations outlined in the Monmouth University Student Handbook.

(Signature)



**MONMOUTH
UNIVERSITY**

**PHYSICIAN ASSISTANT PROGRAM
400 CEDAR AVENUE
WEST LONG BRANCH, NJ 07764
732.923.4505**

ACKNOWLEDGEMENT OF TECHNICAL STANDARDS

This form must be submitted with your application.

I, _____, have read the Monmouth University Physician Assistant Program's Technical Standards and acknowledge that I can meet these standards with or without reasonable accommodation(s). It is my responsibility to contact, in writing, the Department of Disability Services for Students to determine if any specific accommodations may be necessary.

(Signature)

(Date)



**MONMOUTH
UNIVERSITY**

**PHYSICIAN ASSISTANT PROGRAM
400 CEDAR AVENUE
WEST LONG BRANCH, NJ 07764
732.923.4505**

RELEASE OF HEALTH INFORMATION

By signing below, I hereby consent to allow Monmouth University Physician Assistant Program to release information concerning my immunization history to any health care institution or preceptor office where I am scheduled to complete either a didactic learning experience or a clinical clerkship.

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

Student Name: _____
(Please print)

Student Signature: _____

Date: _____



**MONMOUTH
UNIVERSITY**

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732.923.4505**

Participation of Students as Human Subjects

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

Students will not perform physical examination of the genitalia or breast on other students during the laboratory sessions. These physical examination skills will be acquired via model and simulation experiences.

Suitable laboratory attire will be necessary to allow for a productive learning experience. Students should be dressed appropriately at the onset of the laboratory session. Laboratory attire includes: gym shorts and tee shirts for men and women, sports bras or other appropriate tops for women, and an appropriate shirt or lab coat to wear when not in the role of the patient.

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

Student: _____
(Print name)

Student Signature: _____

Date: _____

APPENDIX E

**SAMPLE INCIDENT REPORT AND
POST EXPOSURE TO HAZARDOUS MATERIALS FORMS**

Blood Borne/ Bodily Fluids Pathogens Exposure Form

EXPOSURE INCIDENT REPORT To be completed by student on day of incident

Student _____ Date _____

Home Phone _____ Cell phone: _____

Date of Birth _____

Incident Date: _____ Time: _____ Clerkship
name and

location _____ Nature

of incident: Check appropriate box.

Exposure Type: Blood Chemical Body Fluid Airborne

PEpline contacted (888-488-4911)

Summarize PEpline physician recommendations:

Name of PEpline physician:

Briefly describe incident:

Was Personal Protective Equipment (PPE) worn? Yes No What
type:

Did the PPE fail? Yes No How:

To what bodily fluids were you exposed?

What part of your body was involved?

Was this a puncture wound? Yes No

If yes, what caused the puncture

_____ Where

were you stuck:

Was any fluid injected into your body? Yes No

Approximate amount _____

Where and when did you seek medical attention:

Clinician Name:

Source individual's immunity status if known:

Student Signature _____ Date _____

Preceptor Signature _____ Date _____

**Fax to: Monmouth University Physician Assistant Program 732-923-4510 and to the Director of
Compliance FAX: 732-263-5201.**

Post exposure Follow-up Report

EXPOSURE FOLLOW-UP REPORT

For student use – due back no more than 10 days after incident

Student _____

Clerkship _____

Date of Exposure _____ Date Reported _____

Source Individual Follow-Up:

Request made of: _____ Date _____

Student Follow-Up:

Student's file reviewed by: _____ Date _____

Information given on source individual's blood test results by the appropriate healthcare provider only!

Yes ____ Not obtained ____

PEPline Recommendations (list):

PEPline Recommendations followed? [] Yes [] No If

“No” why not?

Referred to private clinician with required information:

Name of clinician _____

Follow-up required:

By whom _____ Date _____

Student Signature _____ Date _____

Preceptor Signature _____ Date _____

Fax to: Monmouth University Physician Assistant Program 732-923-4510 and to the Director of Compliance FAX: 732-263-5201.