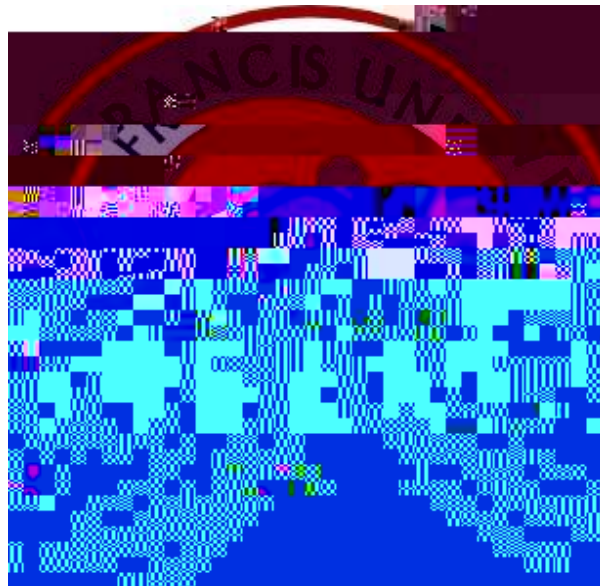


**SAINT FRANCIS UNIVERSITY
SCHOOL OF HEALTH SCIENCES
AND EDUCATION
DEPARTMENT OF PA SCIENCE**



**MASTER OF PA SCIENCE (MPAS) PROGRAM
GENERAL POLICY MANUAL**

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Diagnostic Skills: Identify, perform, order, and/or interpret, at least to the point of recognizing deviations from the norm, common laboratory, radiologic, cardiographic, and other routine diagnostic procedures used to identify pathophysiologic processes.

The student needs to possess:

- accurate visual and auditory acuity for the interpretation of diagnostic procedures
- the ability to reason through a patient's problem in an orderly fashion
- competency in the integration of didactic skills, as demonstrated by written and practical examinations
- ability to record diagnostic and other findings accurately, efficiently, and clearly

Therapeutic Skills: Performing routine procedures such as injections, immunizations, suturing and wound care, managing simple conditions produced by infection or trauma, assisting in the management of more complex illness and injury, and taking initiative in performing evaluation and therapeutic procedures in response to life-threatening situations.

Clinical Competence:

Graduates will have the ability to provide effective patient care that includes assessment, evaluation and management to diverse populations across the life-span in an ethical, compassionate and inter-professionally collaborative manner. Graduates will possess the necessary technical skills as well as clinical reasoning and problem-solving abilities to provide equitable and efficient patient-centered care.

Interpersonal and Communication Skills:

Graduates will possess interpersonal and communication skills including verbal, nonverbal and written that result in effective information exchange with patients, families, physicians, and other health professionals.

Professionalism:

Graduates will be able to demonstrate appropriate academic and professional skills, attributes, attitudes, and behaviors necessary to function as a physician assistant. Graduates will possess an understanding of health policies and delivery systems to promote their participation as health care leaders in identifying solutions to community and professional endeavors, including service to people and communities in need, as expressed through the Franciscan tradition.

*Please refer to
above.*

PROGRAM GRADUATE FUNCTIONS AND TASKS

3. Release of student records by the Program (i.e. to potential employers) is granted only upon completion of a Written Consent for Release of Information by the student.

4. Department faculty, Saint Francis University employees, and others who have direct involvement with the educational process of the student are provided access to student file information as appropriate. Such persons may review student records without written consent of the student at the discretion of the Department Chair.

Standards of Professional Conduct for the Physician Assistant Student

GENERAL AREA: SECTION C: EVALUATION from the Accreditation Standards for Physician Assistant
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A. PA Student/Peer

As a professional colleague, peers will be accorded due respect in interactions taking place in or outside the classroom/clinical setting.

Students are encouraged to utilize their classmates as a resource in surmounting the challenges of the Program. Sharing experiences with their classmates will allow one to realize the range of experiences and common challenges encountered with this type of training. Many physician assistant students have found that studying in small groups has been a valuable adjunct to their normal study patterns. It is expected that upper-class physician assistant students will provide objective feedback to underclass students on the types and nature of their experiences in a particular phase of the Program.

As a PA student, it is natural that you are excited to share developing medical knowledge with other students on campus. However, in your role as a student learner, it is NOT appropriate to provide medical advice to any University student. If a student approaches you about medical complaints or wants your opinion on a diagnosed

The physician assistant student facilitates the interview by adjusting the language to the patient's level of understanding, using attentive postures, verbal and non-verbal language and gestures of understanding. The confidential nature of the information discussed during the interview is recognized by the student.

While performing any physical examination on a patient, the student is careful to explain each step to the patient. The student is constantly alert to verbal and non-verbal cues transmitted by the patient to signal physical or emotional discomfort. The patient's modesty will be maintained at all times, while not compromising exam technique.

As appropriate per setting and preceptor, findings and conclusions are shared by the student with the patient. The patient is encouraged to express any concerns or ask any questions regarding their health status. The student is careful to encourage the patient to take part in the maintenance of their own health and educate the patient as to the best method to accomplish this. The encounter is ended after the patient has a clear sense of what is going to be done and why. The patient is encouraged to contact their health provider at any time if they have questions.

Professionalism in the Didactic and Clinical Years

Since professionalism is an important component in the role of the practicing physician assistant, during the didactic year, students will be evaluated through the use of a professionalism rubric. Each student will be expected to meet or exceed expectations necessary to demonstrate professionalism in the following areas:

Integrity/Academic Honesty

R

FRESHMAN-JUNIOR YEAR HEALTH CARE EXPERIENCE INFORMATION

CONFIDENTIALITY

Training on HIPAA is covered in PA 201: Introduction to Medicine I. Students are NOT to discuss patient identification or information with others. Disclosing who a student saw while shadowing, with what con

DO NOT MEDDLE in the business of the site.

NO FOUL LANGUAGE OR HARASSMENT, to include physical, sexual, verbal, or emotional.

TELEPHONE/E-MAIL ETIQUETTE

Speak/write clearly and identify yourself. Leave a call-back number or other contact information. Inquire politely about shadowing; do not expect or assume the site will assist.

ELECTRONIC DEVICES

Do **NOT** utilize cell phones or other electronics in the clinical setting unless you have received permission from the preceptor.

SOCIAL MEDIA

Do **NOT** post pictures or videos of clinical settings on social media. Do not post pictures of patients or colleagues on social media. Do not post anything that could be considered unprofessional or disrespectful on social media.

DRESS CODE FOR CLINICAL SITES

Students should maintain a professional appearance and dress appropriately whenever they are representing SFU and the PA profession in any off-campus setting. This includes clinical sites, meetings and special events. Being neatly dressed and well-groomed exemplifies a professional appearance.

The following dress code is intended for freshman, sophomore and junior students who are participating in a healthcare experience. Students in the didactic or clinical years of the Program should refer to the policy manual for their respective year for further guidance on appropriate dress in the clinical setting.

CLOTHING: SHOULD NOT BE TIGHT, SHORT, LOW CUT OR EXPOSE THE TRUNK WITH ANY MOVEMENT

Men are to wear dress pants, shirts and ties. Women are to wear dresses, dress pants or skirts, with blouses, dress shirts or sweaters. Students are NOT to wear such items as jeans, leggings, sweatpants, shorts, cut-offs, sweat shirts, hoodies, T-shirts, tank tops, halter tops, off the shoulder or strapless tops or clothing with rips/tears. Hats are not to be worn.

SHOES: Closed-toe, low-heeled shoes with non-slip soles. No flip-flops, sandals, or bare feet.

JEWELRY: Watches, wedding bands and/or engagement rings are permissible as appropriate. No excessive bracelets or necklaces. No other visible body piercings. No ear lobe gauging.

TATTOOS: No visible tattoos (must be covered during work hours).

PERFUME / AFTER-SHAVE: No excessive or heavy perfumes or after-shaves/colognes.

HAIR: Must be a natural color. Hair should be clean and arranged so as not to interfere with patient care.

STUDENT ID: Which identifies you as an SFU student should be worn while at the clinical site.

NO GUM CHEWING OR USE OF TOBACCO PRODUCTS, TO INCLUDE ELECTRONIC CIGARETTES, WILL BE ALLOWED IN THE CLINICAL SETTING.

3. Memorizing and reproducing test items.

within three business days once the written examination or graded evaluation is released. All decisions rendered by the Program in relation to this appeal process are final and binding.

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Three unexcused absences will **result in lowering of the course final grade by one letter grade (A to A-; A- to B+; B+ to B)** for 200 and 300-level PA courses. Further incidents of unexcused absences may result in additional lowering of the course final grade and/or the student appearing before the Performance Review Committee (PRC). Didactic and Clinical Year students will be counseled by their academic advisor or the Academic Coordinator after one unexcused absence. At that time a plan will be developed to ensure there are no further incidents. Repeated incidents may result in the student being required to appear before the Performance Review Committee and subsequent dismissal from the Program. Such lapses in professionalism may also be reflected in Department recommendations of the student or graduate.

Audio or Video Taping of Lectures

Any student who desires to audio or video tape a lecture must ask permission of the instructor that is the prerogative whether to allow any taping of the session that is being presented. Any material that an instructor allows to be recorded is for the express use of the students in that class, and must not be posted or otherwise be made available to those outside of the class unless permission to share it is granted by the instructor.

*Student Grievance and Mi1 2.ident2 reW*nBT/F1 11.04 Tf1 0 0 1 18.958Tm0 g0 C*

3. Contact your advisor. Explain what you have done to that point and what the outcomes were. See if they have other suggestions.
4. In the rare instance where the above actions do not result in an acceptable outcome, contact the Department Chair/MPAS Program Director. The Program Director may be able to suggest other options, however, remember that University policy dictates that the faculty member assigned to the course has final say over issues related to their course.
5. Following the final Departmental decision, any student may also choose to appeal to the Dean of the School of Health Sciences, within five (5) business days of notification of the final decision of the Department.

Appealing a Grade

Vj g'F gr ctvo gpv'hmjy u'vj g'Wpkxgtuk{ a'twgu'ht "cr r gcn'pi "c"i tcf g0"Vj g'uvgr u'pgeguuct { "v"cr r gcn'c"i tcf g"ecp" be found in the University catalog under the Academic Policy section on my.francis.edu.

Student Mistreatment Procedure

Refund of Tuition and Fees

OBJECTIVE: OPERATIONS, STANDARD A1.02k

"The sponsoring institution is responsible for k) defining, publishing, making readily available and consistently applying to uwf gpu'ku'r qn'ku'cpf 'r tqegf wtgu'hqt 't ghwpf u'qh'wkkqp'cpf 'hgguo

Identification and Prevention:

1. Faculty Advisor conference per semester or as needed
2. Discussion and observation by community preceptors
3. Discussion with and observation by Department faculty
4. Regular discussion in Departmental meetings

Treatment Methodology:

1. Individual counseling from the University Counseling Center
2. Student Health Center
3. Use of community resources, such as:
 - UPMC Altoona Center for Behavioral Health. . . .814-889-2141
 - WRO E' Cnqqpc'Ego o wpk{ 'Etkuku'Egpygtí 0 36-889-2279 (800-540-4690)
 - Cambria County Crisis Center814-535-8531 (877-268-9463)

Reviewed/Revised: August 2021