



Marietta College

PHYSICIAN ASSISTANT PROGRAM

STUDENT HANDBOOK

**CLASS of 2024 and CLASS of
2025**

Last Updated March 2023

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I. PA STUDENT HANDBOOK PREFACE (A3.02)

The information contained in the PA student handbook has been created and approved by the program director, medical director, faculty, and staff and developed to assure a healthy and safe learning environment for physician assistant students while providing a high standard of education at Marietta College. Many of these rules, regulations, and guidelines are derived from ARC, AAPA, PAEA, or NCCPA organizations.

The PA student handbook was devised in March 2002 and revised annually by the program director, medical director faculty, and staff in the Master of Science in Physician Assistant Studies Program at Marietta College.

The PA student handbook serves as a guide to important requirements, policies, practices, and procedures that will apply to all students who wish to be accepted into, progress through didactic and clinical phases, and graduate from the Marietta College Physician Assistant (MC PA) ARC accredited program. It is not intended to establish a contract and the MC PA program reserves the right to modify/change/amend the PA student handbook including but not limited to policy and procedures, schedules, and financial charges at any time. In such a case, the MC PA program will make reasonable efforts to notify its students in a timely manner, of any changes. Notification will be made via Marietta College email accounts and in the form of an addendum or new PA student handbook (electronic format). Students will sign an acknowledgment form when presented with the changes and are then under the new/modified material. All revisions apply to all enrolled students at the time of notification.

The PA student handbook is readily accessible on the program website and in the Canvas program PA resource course. Students are encouraged to download a copy for their records as well.

As a member of the MC PA program, you will be expected to read and understand all information included in the PA student handbook, as well as thoroughly adhere to all policies and procedures contained herein. It is expected that each student will refer to this PA student handbook regularly to uphold the duties and responsibilities of a physician assistant student in the MC PA program. If there are questions regarding the PA student handbook, please direct them to the program director for clarification. Each student is required to sign a declaration stating that they have read, understand, and agree to abide by the contents of the PA student handbook prior to beginning the MC PA program. Failure to comply and/or conform to the guidelines, academic requirements, and rules and regulations of the PA student handbook may result in disciplinary action.

The student is expected to maintain good academic standing and to act with honesty and integrity in all academic and professional manners and is responsible for the following policies and procedures of Marietta College and the MC PA program. As a member of the Marietta College community, students are expected to adhere to the policies and procedures outlined in the Marietta College Catalog and Student Handbook which can be found online at <https://marietta.smartcatalogiq.com/en/2022-2023/2022-2023-catalog-and-student-handbook/student-handbook/>

The MC PA program complies with all the policies and practices of the governing sponsoring institution, Marietta College. Program specific policies and procedures administered by the MC PA Program are described in terms of a “standard” to which the program holds as the optimum measure of engagement and/or outcome and justly enforces. As a graduate program responsible for training future health care providers and with acknowledgment of patient and community safety as our priority, the **PA student handbook policies, in some instances, may**

be more stringent and supersede those of Marietta College. These standards, which apply to all enrolled PA students, are clarified below. Policies contained herein are only summaries and are not all-inclusive. The PA student handbook is not to be interpreted as a legal document or contract. Enrollment with Marietta College is at the sole discretion of the College and may be terminated with cause as indicated herein.

Program policies apply to all students (didactic and clinical), principal faculty, and the program director regardless of location. In some instances, a signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site. (A3.01)

II. **WELCOME** 😊

Welcome to the Master of Science in Physician Assistant Studies at Marietta College! As an enrolled student, you will participate in a rigorous educational experience designed to educate future physician assistants to provide quality healthcare (physical, social, and behavioral) to meet the needs of patients in Ohio and throughout the Appalachian region. I encourage you to take full advantage of the unique opportunity to be a student in an academic program dedicated to preparing competent and patient-centered individuals for the rewarding career as a practicing physician assistant.

The MC PA program faculty and I are committed to delivering education of the highest quality in an atmosphere of mutual respect and concern for each other, the community, and society. Our goal is to create a learning environment where students can maximize academic pursuits, develop lifelong learning skills, and gain competency in health care services provided by entry-level physician assistants.

To participate fully in the physician assistant program, please read the PA student handbook carefully and completely. Important information is provided in the PA student handbook to ensure your awareness of and compliance with the academic policies and procedures adopted by the MC PA program and Marietta College.

A statement confirming that you have received and read the PA student handbook is required of every student and is maintained in each student file. ([See Appendix 1 Receipt of PA Program Student Handbook and Declaration of Understanding](#)) While the PA student handbook is discussed during matriculation meetings and orientation, you are always welcome to contact the program director if you have any questions.

On behalf of the MC PA program faculty and staff, I extend our best wishes for success in the program and ultimately in the goal to become one of tomorrow's physician assistants.

Sincerely,



Christi Gierhart, MPAS, PA-C
Program Director
Marietta College
Master of Physician Assistant Studies

III. MARIETTA COLLEGE

A. MARIETTA COLLEGE HISTORY

Marietta College has been providing an education in “the various branches of useful knowledge” since its chartering in 1835. The College is committed to providing a contemporary liberal arts education while preparing its students for graduate school and the world of work. The depth of the intellectual experience is evidenced by the Ohio chapter of Phi Beta Kappa, established at the College in 1860; it was the third chapter in Ohio and the 16th in the nation. As the only private, liberal arts college in Southeast Ohio, Marietta College is uniquely positioned to serve the region as a cultural and intellectual center, while at the same time continuing its long tradition of educating students throughout the United States. Marietta College is accredited by the Higher Learning Commission.

B. MARIETTA COLLEGE MISSION

Marietta College provides a strong foundation for a lifetime of leadership, critical thinking, and problem solving. We achieve this mission by offering undergraduates a contemporary liberal arts education and graduate students an education grounded in advance knowledge and professional practice. Intellectual and creative excellence defines the Marietta experience.

IV. PHYSICIAN ASSISTANT PROGRAM

A. DEFINITION OF PHYSICIAN ASSISTANT

The American Academy of Physician Assistants defines Physician Assistants/Physician Associates (PAs) as “licensed clinicians who practice medicine in every specialty and setting. Trusted, rigorously educated and trained health care professionals, PAs are dedicated to expanding access to care and transforming health and wellness through patient-centered, team-based medical practice.”

In a professional role, PAs can provide medical services under the supervision of a Doctor of Medicine or Doctor of Osteopathy in accordance with the laws of medical practice within each state.

B. MARIETTA COLLEGE PA PROGRAM CAMPUS LOCATION

The Marietta College Physician Assistant program is located at 215 Fifth Street (mailing address) or 208 Third Street (physical building address) in Marietta, Ohio 45750. The building and campus are fully equipped with classrooms, study areas, library resources, computer facilities, faculty offices, conference rooms, a cadaver lab, and a physical diagnostic lab.

C. MARIETTA COLLEGE PA PROGRAM HISTORY

In May 1999, the Marietta College Board of Trustees identified the development of a Master’s level physician assistant program as a goal to serve the needs of the public by providing a health profession educational program to help meet the healthcare provider needs of Ohio and the region. Marietta College established the Physician Assistant program within the Physician Assistant Department in 2002 and graduated its first class of students in 2004. The Marietta College Physician Assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

The Physician Assistant Department offers a 26-month curriculum. Upon successful completion of the program, students graduate with a Master of Science in Physician Assistant Studies (MSPAS). As a graduate of an ARC-PA accredited program, students are eligible to sit for the Physician Assistant National Certifying Examination (PANCE), administered by the National Commission on Certification of Physician Assistants (NCCPA), which is required for licensure.

D. MARIETTA COLLEGE PA PROGRAM MISSION

The Mission of the MC PA program is to educate future physician assistants to provide quality healthcare (physical, social, and behavioral) to meet the needs of patients in Ohio and throughout the Appalachian region. The program accomplishes this by educating individuals who have the academic, clinical, and interpersonal proficiencies necessary to practice as physician assistants.

E. MARIETTA COLLEGE PA PROGRAM ACCREDITATION STATUS (A1.02d, A3.12a)

The MC PA program has been accredited since March 2002. The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Marietta College Physician Assistant Program sponsored by Marietta College. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Continued accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2028. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

F. MARIETTA COLLEGE PA PROGRAM GOALS and OUTCOMES (A3.12b)

1. To deliver an academic and clinical curriculum that prepares students to successfully pass the Physician Assistant National Certifying Examination (PANCE) and to obtain first time PANCE pass rates at or above the national average.

Class	# of FTT*	Prog. FTT* Pass Rate	National FTT* Pass Rate
Class of 2018	35	100%	98%
Class of 2019	37	92%	93%
Class of 2020	34	97%	95%
Class of 2021	37	95%	93%
Class of 2022	35	100%	92%

*Five Year National First Time Take Average: 94%; Program Five Year: 97%

2. To provide the student support necessary to maintain a graduation rate of 94% or above.
 - Graduation rate for Class of 2022 - 97%
 - Overall graduation rate as of 2022 - 98.4%
3. To cultivate competent and gainfully employed physician assistants with 50% providing care to patients in Ohio and the Appalachian region.
 - Overall percentage of graduates practicing in Ohio and the Appalachian region - 70%
 - 100% overall PANCE pass rate for all Marietta College PA program graduates
4. To foster critical thinking skills necessary for successful clinical practice.
 - All students obtain 4 credit hours of research courses (PASP 590 and PASP 591) and are required to complete a Capstone Project (PASP 694) prior to graduation
 - 64+ student/faculty journal or online publications
 - Didactic students participate in case based clinical scenarios each semester
 - Didactic and clinical students perform problem-oriented complaints on acute and chronic conditions throughout the program

- Clinical students perform objective structured clinical exams (OSCE) throughout the clinical phase and as part of the summative evaluation.
- 30+ contact hours of radiology training including x-ray and CT interpretation and hands-on ultrasound imaging.

G. ANNUAL NCCPA PANCE EXAM PERFORMANCE 5 YEAR SUMMARY REPORT (A3.12c)

Class*	Class Graduation Year	Number of First Time Takers	Program First Time Taker Pass Rate
Class of 2018	2018	35	100%
Class of 2019	2019	37	92%
Class of 2020	2020	34	97%
Class of 2021	2021	37	95%
Class of 2022	2022	35	100%

*Five-Year First-Time Taker Average Pass Rate for Program: 97%

H. ANNUAL STUDENT ATTRITION (A3.12i)

	Graduated Classes		
	Class of 2020	Class of 2021	Class of 2022
Maximum entering class size (as approved by ARC-PA)	36	36	36
Entering class size	36	37	36
Graduates	34	37	35
* Attrition rate	5.5%	0.0%	2.7%
**Graduation rate	94.4%	102.7%	97.2%

I. TECHNICAL STANDARDS OF PERFORMANCE FOR CANDIDATES and STUDENTS (A3.13e)

Matriculated and enrolled students (both didactically and clinically) are expected to perform and be competent in many functions and tasks, which signify they are prepared for entry-level employment as a physician assistant.

While it is notable that academic standards be defined, understood, and accomplished, technical demands for graduation from Marietta College Master of Science in Physician Assistant Studies program also must be assumed.

The PA must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Accommodations can be made for some technical standards, but a candidate/student should be able to perform in a reasonably independent manner and not alter the learning outcomes and standards of the profession. They must be able to integrate all information received by whatever sense(s) employed, consistently, quickly, and accurately, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

Technical standards are those standards that refer to the holistic physical, cognitive, and behavioral abilities required for satisfactory completion of the curriculum. These will differ from those identified as exclusively academic, possessing components that are considered: general health, general abilities, observation abilities, communication abilities, physical (motor/sensory) abilities, intellectual (conceptual, integrative and quantitative) abilities, interpersonal abilities, mental health and behavioral/social abilities, technology abilities, professional and ethical abilities.

Such technical standards are considered within the program, in each course, preparing students for student learning outcomes, and framed within the professional competencies. All students must meet the technical standards throughout their training.

General Health

The candidate/student must possess and maintain the general physical health necessary for performing the duties of a physician assistant student without endangering the lives of patients and/or colleagues with whom the student might have contact, with the understanding of the potential for exposure to body fluids and communicable diseases. Any candidate/student whose performance is impaired by abuse of alcohol or other substances is not suitable for admission, continuation, promotion, or graduation. (See Substance Use Policy)

Furthermore, the candidate/student must have the physical and emotional stamina and capacity to function in a competent manner, and consistent with these standards, in the classroom as well as clinical and laboratory settings, including settings that may involve heavy full-time workloads, long hours, and stressful situations necessary to function under the demands of the program and the profession.

The candidate/student must take standard preventive health measures such as receiving required immunizations; being medically cleared for enrollment during their entire training; and maintaining health insurance coverage throughout the entire program. (See Matriculation and Pre-Clinical Requirements and Training Policy)

General Abilities

The candidate/student is expected to possess functional use of the senses of vision, touch, hearing, and smell in order to perform, interpret, and elicit, necessary skills for physical examination and clinical procedures throughout their entire PA training. All data received by the senses must be integrated, analyzed, and synthesized consistently and accurately. In addition, the individual is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium, and movement.

Observational Abilities

The candidate/student is expected to observe the patient accurately, at a distance and close at hand, and accurately assess health/illness alteration in order to elicit information, describe changes in mood, activity, and postures, and perceive nonverbal communications. Inherent in this observation process is the use of the senses and sufficient motor capability to carry out the necessary assessment activities.

The candidate/student must be able to acquire information in all didactic and clinical settings through a variety of sources including, but not limited to oral presentation, written material, visual media, and live presentations/demonstrations.

Communication Abilities

The candidate/student is expected to be able to communicate effectively, both verbally and non-verbally, with patients and other professionals, in oral and written formats. This requires the ability to read, write, and effectively utilize the English language. Effectiveness often depends on using appropriate grammar, spelling, and vocabulary, as well as timeliness. The student/candidate is expected to comprehend and immediately respond to auditory instructions or requests, think clearly, and act appropriately, professionally, and calmly within stressful situations. The student/candidate is expected to work cooperatively while preserving relationships with other members of the education and healthcare team. The candidate/student is expected to participate in educational activities including examinations, demonstrations, simulations, presentations, evaluations, and labs.

Physical (Motor/Sensory) Abilities

The candidate/student is expected to be able to perform gross and fine motor movements required to perform a complete physical examination (including genital examination). The candidate/student is expected to have the psychomotor skills necessary to perform or assist with procedures, treatments, administration of medication, managing equipment, and emergency intervention. The candidate/student is expected to be able to maintain consciousness, equilibrium, and stamina to perform satisfactorily in the classroom and clinical experiences; this includes but is not limited to frequent, prolonged patient interactions and essential activities that include more than 8 hours of sitting, standing, walking and performing procedures for prolonged periods, as seen in surgical services or inpatient medicine.

The candidate/student should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The candidate/student must be able to perform laboratory tests, work with scientific and other instruments and machinery, and perform essential skills and emergent treatment to patients. This includes, but is not limited to, cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, patient movement or transfer, and simple obstetrical maneuvers.

Intellectual (Conceptual, Integrative and Quantitative) Abilities

The candidate/student is expected to have the ability to develop and refine problem-solving and critical thinking skills with sound judgment, emotional stability, maturity, empathy, and physical and mental stamina. This includes the ability to learn and function in a wide variety of didactic and clinical settings, displaying the ability to measure, process, retain, comprehend, conceptualize, integrate, calculate, analyze, synthesize objective and subjective data, and apply large volumes of material related to higher order art, practice, and science of medicine, including those that are legal, ethical, and moral in nature. The candidate/student is expected to have the ability to make decisions that reflect consistent and thoughtful deliberation and clinical judgment. In addition, the candidate/student should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

Interpersonal Abilities

The candidate/student is expected to have the emotional stability required to exercise sound judgment and complete assessment and intervention activities. The candidate/student is expected to establish rapport and maintain sensitive, interpersonal relationships with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. The candidate/student is expected to have the flexibility to function effectively under stress. Concern for others, integrity, accountability, interest and motivation are necessary personal qualities.

Mental Health and Behavioral/Social Abilities

The candidate/student must have the mental health and emotional stability to effectively handle stressful and emotionally charged situations, to overcome interpersonal challenges; to perceive one's own emotional state and the emotional state of others; and to receive constructive criticism. This often requires a commitment to long hours of class, physical exams and procedure skill competency evaluations, clinical and self-directed study situations and environments.

The candidate/student must display flexibility in learning and be able to adapt to a rapidly changing environment. They must accept responsibility for learning, exercise good judgment and promptly complete all responsibilities during their academic training, as well as the responsibility attendant to the diagnosis and care of patients. The candidate/student must be able to work effectively, respectfully, and professionally as part of the educational and healthcare team, and to interact with instructors and peers, patients, patient families, and healthcare personnel in a courteous, professional, and respectful manner.

Technology Abilities

The candidate/student must be able to utilize computer technology to access and manage online medical information, access learning management systems, participate in computerized testing, conduct research, access and utilize virtual learning platforms and recordings, prepare multimedia presentations, and manage computerized patient records.

Professional and Ethical Abilities

The candidate/student must be able to understand the general, legal, and ethical standards of the medical profession. Students must possess attributes such as deportment, compassion, empathy, altruism, integrity, responsibility, and tolerance. Students must be able to recognize limitations in their knowledge, skills, and abilities and seek appropriate assistance from their preceptor. The student must consistently display honesty, excellence, initiative, resilience, accountability, integrity, and respect for self and others. They must maintain confidentiality and be dedicated to serving their preceptors, patients, peers, PA faculty and staff, Marietta College faculty and staff, the community, and the PA profession at all times.

J. PROGRAM REQUIRED COMPETENCIES (A3.12g)

Relationship to the Conceptual Framework: Courses are designed, in part, to satisfy the curricular goals and Standards cited below in the current edition (5th) of the *Accreditation Review Commission on Education for the Physician Assistant, Inc., Accreditation Standards for Physician Assistant Education*.

PA Competencies

The PA competencies were originally developed in response to the growing demand for accountability and assessment in clinical practice and reflected similar efforts conducted by other healthcare professions. In 2005, a collaborative effort among four national PA organizations produced the first Competencies for the Physician Assistant Profession. These organizations are the National Commission on Certification of Physician Assistants, the Accreditation Review Commission on Education for the Physician Assistant, the American Academy of PAs, and the Physician Assistant Education Association (PAEA, formerly the Association of Physician Assistant Programs). The same four organizations updated and approved this document in 2012.

The MC PA program competencies are reflective of the 2021 amended document *Competencies for the Physician Assistant (PA) Profession*. The document includes competencies that a PA gains following their formal PA education. The document is a way to

communicate to the public a set of competencies that all PAs, regardless of specialty or setting, are expected to acquire and maintain throughout their careers. It serves as a map for the individual PA, the physician-PA team and organizations that are committed to promoting the development, maintenance and future advancements of professional competencies among PAs.

The document defines the specific knowledge, skills, and attitudes that physician assistants (PA) in all clinical specialties and settings in the United States should be able to demonstrate throughout their careers. This set of competencies is designed to serve as a roadmap for the individual PA, for teams of clinicians, for healthcare systems, and other organizations committed to promoting the development and maintenance of professional competencies among PAs. While some competencies are acquired during the PA education program, others are developed and mastered as PAs progress through their careers. The PA professional competencies include seven competency domains that capture the breadth and complexity of modern PA practice. These are: (1) knowledge for practice, (2) interpersonal and communication skills, (3) person-centered care, (4) interprofessional collaboration, (5) professionalism and ethics, (6) practice-based learning and quality improvement, and (7) society and population health. The PA competencies reflect the well-documented need for medical practice to focus on surveillance, patient education, prevention, and population health. These revised competencies reflect the growing autonomy of PA decision-making within a team-based framework and the need for additional skills in leadership and advocacy. As PAs develop greater competency throughout their careers, they determine their level of understanding and confidence in addressing patients' health needs, identify knowledge and skills they need to develop, and then work to acquire further knowledge and skills in these areas. This is a lifelong process that requires discipline, self-evaluation, and commitment to learning throughout a PA's professional career.

MC PA program graduates will be competent in the functions and tasks necessary for entry into clinical PA practice. The graduate must function in various clinical settings including preventive, emergent, acute, chronic, rehabilitative, palliative, and end-of-life care. The graduate must be able to identify and critically analyze clinical problems while applying scientific methods to medical management. The functions and tasks of all Marietta College Physician Assistant Program graduates include knowledge for practice, interpersonal and communication skills, person-centered care, interprofessional collaboration, professionalism and ethics, practice-based learning and quality improvement, society and population health.

KNOWLEDGE FOR PRACTICE (B1.01b, d, B2.02a-e, B2.03)

Demonstrate knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care. (B1.01c) PAs should be able to:

1. Demonstrate investigative and critical thinking in clinical situations. (B1.02, B2.05, B2.13a-e)
2. Access and interpret current and credible sources of medical information. (B1.02, B2.05, B2.13b, c)
3. Apply principles of epidemiology to identify health problems, risk factors, treatment strategies, resources, and disease prevention/health promotion efforts for individuals and populations. (B2.08b, B2.15a-d)
4. Discern among acute, chronic, and emergent disease states. (B2.03, B2.07e)
5. Apply principles of clinical sciences to diagnose disease and utilize therapeutic decision-making, clinical problem-solving, and other evidence-based practice skills. (B2.02d, B2.05, B2.13e)
6. Adhere to standards of care, and to relevant laws, policies, and regulations that govern the delivery of care in the United States. (B2.14c, d, a, B2.17c, f)
7. Consider cost-effectiveness when allocating resources for the individual patient or population-based care. (B2.16c)
8. Work effectively and efficiently in various healthcare delivery settings and systems relevant to

the PA's clinical specialty. (B2.10b, c)

9. Identify and address social determinants that affect access to care and deliver high quality care in a value-based system. (B2.06a-f)

10. Participate in the surveillance of community resources to determine if they are adequate to sustain and improve health. (B2.12b, B2.15a, d)

11. Utilize technological advancements that decrease costs, improve quality, and increase access to health care. (B2.06, B2.15c, B2.16b, c)

INTERPERSONAL AND COMMUNICATION SKILLS (B2.04)

Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals. (B2.04) PAs should be able to:

1. Establish meaningful therapeutic relationships with patients and families to ensure that patient's values and preferences are addressed and that needs and goals are met to deliver person-centered care. (B2.06, B2.07f, B2.08a-e, B2.11a-g, B2,12a-c, B2,15a-d)
2. Provide effective, equitable, understandable, respectful, quality, and culturally competent care that is responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs. (B2.06, B2.07f, B2.08a-e, B2.11a-g, B2,12a-c, B2,15a-d)
3. Communicate effectively to elicit and provide information. (B2.07e)
4. Accurately and adequately document medical information for clinical, legal, quality, and financial purposes. (B2.14a, b, B2.16c)
5. Demonstrate sensitivity, honesty, and compassion in all conversations, including challenging discussions about death, end of life, adverse events, bad news, disclosure of errors, and other sensitive topics. (B2.11a-f, B2,12a, b B2.19a, c)
6. Demonstrate emotional resilience, stability, adaptability, flexibility, and tolerance of ambiguity. (B2.19c)
7. Understanding of emotions, behaviors, and responses of others, which allows for effective interpersonal interactions. (B2.11 a-g, B2,12a-c)
8. Recognize communication barriers and provide solutions. (B2.07f, B2,12c)

PERSON-CENTERED CARE

Provide person-centered care that includes patient- and setting-specific assessment, evaluation, and management and healthcare that is evidence-based, supports patient safety, and advances health equity. (B2.08a-e, B2.13a-e, B2.16a, c) PAs should be able to:

1. Gather accurate and essential information about patients through history-taking, physical examination, and diagnostic testing. (B2.07a, b, d)
2. Elicit and acknowledge the story of the individual and apply the context of the individual's life to their care, such as environmental and cultural influences. (B2.06a-f, B2.07a, B2.08a-e)
3. Interpret data based on patient information and preferences, current scientific evidence, and clinical judgment to make informed decisions about diagnostic and therapeutic interventions. (B2.02d, B2.07d, e, B2,13b, e)
4. Develop, implement, and monitor the effectiveness of patient management plans. (B2.07e, B2,12a, b, B2,15a, c, d)
5. Maintain proficiency to perform safely all medical, diagnostic, and surgical procedures considered essential for the practice specialty. (B2.07a-f, B2.08a-e, B2.09,
6. Counsel, educate, and empower patients and their families to participate in their care and enable shared decision-making. (B2.07f, B2.12 a-c)
7. Refer patients appropriately, ensure continuity of care throughout transitions between providers or settings, and follow up on patient progress and outcomes. (B2.07e, f, B2.08a-e)

8. Provide health care services to patients, families, and communities to prevent health problems and maintain health. (B2.08b, B2.15a, c, d)

INTERPROFESSIONAL COLLABORATION (B2.04, B2.10a-c)

Demonstrate the ability to engage with a variety of other healthcare professionals in a manner that optimizes safe, effective, patient- and population-centered care. (B2.06a-f, B2.08a, B2.10a-c, B2.17a-c) PAs should be able to:

1. Work effectively with other health professionals to provide collaborative, patient-centered care while maintaining a climate of mutual respect, dignity, diversity, ethical integrity, and trust. (B2.04, B2.06 a-f, B2.10a-c)
2. Communicate effectively with colleagues and other professionals to establish and enhance interprofessional teams. (B2.10 a-c)
3. Engage the abilities of available health professionals and associated resources to complement the PA's professional expertise and develop optimal strategies to enhance patient care. (B2.07e, f, B2.10a-c, B2.15c, d B2.16c, B2.17e)
4. Collaborate with other professionals to integrate clinical care and public health interventions. (B2.10a-c, B2.15a, B2.17e)
5. Recognize when to refer patients to other disciplines to ensure that patients receive optimal care at the right time and appropriate level. (B2.07f)

PRACTICE-BASED LEARNING AND QUALITY IMPROVEMENT

Demonstrate the ability to learn and implement quality improvement practices by engaging in critical analysis of one's own practice experience, the medical literature, and other information resources for the purpose of self-evaluation, lifelong learning, and practice improvement.

(B2.13a-e, B2.16c, B2.17f, B2,19c) PAs should be able to:

1. Exhibit self-awareness to identify strengths, address deficiencies, and recognize limits in knowledge and expertise. (B2.16 a-d)
2. Identify, analyze, and adopt new knowledge, guidelines, standards, technologies, products, or services that have been demonstrated to improve outcomes. (B2.16c)
3. Identify improvement goals and perform learning activities that address gaps in knowledge, skills, and attitudes. (B2.16 a-c)
4. Use practice performance data and metrics to identify areas for improvement. (B2,15a, c, B2.16c)
5. Develop a professional and organizational capacity for ongoing quality improvement. (B2.16c)
6. Analyze the use and allocation of resources to ensure the practice of cost-effective health care while maintaining the quality of care. (B2.15c, B2,16c, B2.17c, f)
7. Understand how practice decisions impact the finances of their organizations while keeping the patient's needs foremost. (B2.17g)
8. Advocate for administrative systems that capture the productivity and value of PA practice. (B2.16c, B2.17c, g)

SOCIETY AND POPULATION HEALTH

Recognize and understand the influences of the ecosystem of person, family, population, environment, and policy on the health of patients and integrate the knowledge of these determinants of health into patient care decisions. (B2.06f, B2.17f) PAs should be able to:

1. Apply principles of social-behavioral sciences by assessing the impact of psychosocial and cultural influences on health, disease, care seeking, and compliance. (B2.06a-f, B2.07e, B2.08a, b, B2.11a-g, B2.12b, B2.15a-d, B2.16 a-d)
2. Recognize the influence of genetic, socioeconomic, environmental, and other determinants on the health of the individual and community. (B2,02e, B2.06a-f, B2.07e,

- B2.08a, b, B2.11a-g, B2.15a-d, B2,16 a-d),
3. Improve the health of patient populations. (B2.15a-d)
 4. Demonstrate accountability, responsibility, and leadership for removing barriers to health. (B2,08a, B2.17c, B2,19d)

PROFESSIONALISM AND ETHICS

Demonstrate a commitment to practicing medicine in ethically and legally appropriate ways and emphasizing professional maturity and accountability for delivering safe and quality care to patients and populations. (B2.18, B2.16a, c, B2,17c) PAs should be able to:

1. Adhere to standards of care in the role of the PA in the health care team. (B2.10b)
2. Demonstrate compassion, integrity, and respect for others. (B2.18, B2.19 a-c)
3. Demonstrate responsiveness to patient needs that supersede self-interest. (B2.18)
4. Show accountability to patients, society, and the PA profession. (B2.19c)
5. Demonstrate cultural humility and responsiveness to a diverse patient population, including diversity in sex, gender identity, sexual orientation, age, culture, race, ethnicity, socioeconomic status, religion, and abilities. (B2.06a-f)
6. Show commitment to ethical principles pertaining to provision or withholding of care, confidentiality, patient autonomy, informed consent, business practices, and compliance with relevant laws, policies, and regulations. (B2.17a, B2.18)
7. Demonstrate commitment to lifelong learning and education of students and other health care professionals. (B2.17c, d, f)
8. Demonstrate commitment to personal wellness and self-care that supports the provision of quality patient care. (B2.20a, b)
9. Exercise good judgment and fiscal responsibility when utilizing resources. (B2.12b, B2.15c, B2.16d, B2.19c)
10. Demonstrate flexibility and professional civility when adapting to change. (B2.19c)
11. Implement leadership practices and principles. (B2.17e, B2.19c)
12. Demonstrate effective advocacy for the PA profession in the workplace and policymaking processes. (B2.17c, e, g)

V. QUICK LIST DIRECTORY

A. COLLEGE ADMINISTRATION

William Ruud, Ph.D. President/Professor of Management Office Location: Irvine Office phone number 740-376-4701 Email: bill.ruud@marietta.edu	Charles Stinemetz, Ph.D. Interim Provost Office Location Irvine 213A Office phone number: 740-376-4741 Email: cls010@marietta.edu
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B. PA PROGRAM PERSONNEL

Program Director

Christi Gierhart, MPAS, PA-C cmg004@marietta.edu 740-376-4953

Medical Director and McCoy Professor

John Grosel, MD jmg001@marietta.edu 740-376-4934

Director of Didactic Education and Associate Professor

Kevin Alten, MD ka001@marietta.edu 740-376-4954

Director of Clinical Education and Assistant Professor

Ainsley Weisman, MPAS, PA-C avw001@marietta.edu 610-316-6857

Associate Professor Miranda Collins, MEd, MPAS, PA-C	collinsa@marietta.edu	740-376-4950
Assistant Professor David Sams, MPAS, PA-C	das004@marietta.edu	740-376-4957
Assistant Professor Rachel Fairhurst, MSPAS, PA-C	rf002@marietta.edu	740-376-4952
Adjunct Anatomist Sophia Beery, PhD candidate	smb010@marietta.edu	419-721-8140
Adjunct Professor Stephon Poulton, PharmD, RPh	slp003@marietta.edu	740-376-4458
Clinical Coordinator Ryan McClain	rem004@marietta.edu	740-376-4987
Clinical Coordinator Diana Coleman	dlc006@marietta.edu	740-376-4487
Admissions Coordinator Christy Burke	cb002@marietta.edu	740-629-7433
Administrative Coordinator Donna Venham	dv001@marietta.edu	740-376-4986

VI. **ESTIMATED PROGRAM COSTS (A3.12f)**

Below are estimated costs (tuition and fees) for the entire program. Tuition is set and will remain constant throughout the 26 months. Tuition for in-state and out-of-state residents is the same.

2024 Cohort

	Summer Semester	Didactic Phase		Clinical Phase		Totals
<i>Tuition Totals</i>	\$5,000	\$39,000		\$39,000		
Semester	Summer	Fall	Spring	Fall	Spring	
# of Semester Hours	9	17	18	25	33	102
Length in Months	2	5	5	7	7	26
Tuition	\$5,000	\$19,500	\$19,500	\$19,500	\$19,500	\$83,000
Total Living Expenses (estimate) *see table below	\$2,800	\$7,000	\$7,000	\$16,100	\$16,100	\$49,000
Books and Equipment (estimate)	\$700	\$1,500	\$1,500	\$350	\$350	\$4,400
Health Insurance (estimate)	\$1,800			\$1,800		\$3,600
Cost of Immunizations/Titers (estimate)	\$500					\$500
Total	\$10,800	\$28,000	\$28,000	\$37,750	\$35,950	\$140,500

2025 Cohort

	Summer Semester	Didactic Phase		Clinical Phase		Totals
<i>Tuition Totals</i>	\$5,600	\$42,900		\$43,500		
Semester	Summer	Fall	Spring	Fall	Spring	
# of Semester Hours	9	17	18	25	33	102
Length in Months	2	5	5	7	7	26
Tuition	\$5,600	\$21,450	\$21,450	\$21,750	\$21,750	\$92,000
Living Expenses (estimate) *see table below	\$2,800	\$7,000	\$7,000	\$16,100	\$16,100	\$49,000
Desk or Laptop Computer (estimate)	\$1,000					\$1,000
Matriculation and Pre-Clinical Items (estimate) ** see table below	\$3,800			\$2,400		\$6,200
Books and Equipment (estimate)	\$700	\$200	\$200	\$200	\$200	\$1,500
Total	\$13,900	\$28,650	\$28,650	\$40,450	\$38,050	\$149,700

Additional expenses may include but not limited to living expenses, housing costs, matriculation background check, drug testing, health insurance, CPR certification/maintenance, immunizations, medical clearance with health form completion, books, computer/laptop expense, and transcript fees.

Medical supply costs are dependent on personal selection of equipment. Students will have the opportunity to purchase equipment during the summer semester, but the only required equipment is a Littman Cardiology IV or comparable and as approved by the program, all other supplies are available in the clinical skills lab and are provided by the MC PA program.

*Living Expenses	Didactic Phase	Clinical Phase
Housing, Food, Utilities	\$1,000	\$1,500
Personal, Clothing, Entertainment, Misc.	\$200	\$200
Auto Expenses/Travel	\$200	\$600
Total per month	\$1,400	\$2,300
**Matriculation and Pre-Clinical Items	Didactic Phase	Clinical Phase
Seat Deposit (applied toward tuition)	\$1,000	\$0
Undergraduate Official Transcript (s)	\$200	\$0
Health Insurance (estimate)	\$1,800	\$1,800
Matriculation Background Check	\$100	\$0
Cost of Immunizations/Titers (estimate)	\$500	\$500
CPR Certification or Maintenance	\$100	\$0
Drug and Alcohol Screenings	\$100	\$100
Total Cost	\$3,800	\$2,400

VII. PA PROGRAM SCHOLARSHIPS AND GRANTS

A. PAUL SPEAR APPALACHIA SCHOLARSHIP

Two students per cohort will be selected to receive the Paul Spear Appalachia Scholarship. The scholarship is based on the applicant's desire to provide healthcare in the Southeastern Ohio and/or Appalachia area and financial need. The award covers half of the tuition for both the didactic and clinical phases of the program as long as the student maintains a 3.0 GPA throughout the program. In repayment of the scholarship, the student commits to a one-for-one

service agreement to practice in the Southeastern Ohio and/or Appalachia area for each year of the scholarship award (2-year maximum). Recipients are announced at the end of the summer semester.

B. DR. GLORIA J. STEWART PA SCHOLARSHIP

This scholarship was created by alumni, faculty and staff in recognition of Dr. Gloria Stewart's service and commitment to Marietta College as the founding program director from 2001-2007 and again from 2008-2013. This scholarship is open to all enrolled didactic physician assistant students preparing to enter their clinical phase of study. Students are provided scholarship information and details on submission from the program during their didactic phase and with the one (1) recipient announced prior to the start of the clinical phase.

- Demonstrated financial need by having completed the FAFSA.
- From an economically disadvantaged background and community.
- 1st generation college student.
- 1st generation health care provider.
- Non-traditional student (gap of at least five years between completing an undergraduate degree and beginning an advanced degree to further their current employment or train for a new career).
- Currently care for dependents.

All applicants should have also demonstrated the following involvement in the PA Program during their didactic phase:

- Professional demeanor with outgoing and positive attitude
- Respectful interactions with faculty, staff, and other students
- Team-based mind set shown by willingness to help others and participation in MC PASS, program events, and the local community. (EX. PASS officer, program open houses, interview days, events, community projects, etc.)

A selection committee consisting of one member from the Office of Advancement and any combination of physician assistant faculty, staff, alumni, and members of the Marietta College academic community will be chaired by the program director. The committee will review each prospective recipient's application and select a student who they feel most closely meets the above suggested criteria.

C. CHOOSE OHIO FIRST SCHOLARSHIP

Started in 2008 as a way to increase the number of Ohio students entering into and successfully completing science, technology, engineering, math or medicine (STEMM) majors at Ohio's public and private colleges and universities.

To be considered for the Choose Ohio First Scholarship, a student must:

- Be a resident of the State of Ohio
- Be admitted to Marietta College as a full-time student
- Show evidence of strong academic achievement with a 3.0 cumulative GPA in high school or college work
- Present a two-page essay explaining career goals and professional aspirations as well as how the Choose Ohio First Scholarship will enable them to successfully work towards a STEM related major or degree
- Submit the Choose Ohio First Application form.
<https://www.marietta.edu/sites/default/files/COF%20Application.pdf>

The deadline to submit an application is June 1st.

Please submit completed applications via mail, fax, or email to Lesley Warner in the Student Financial Services Office - 215 5th St. Marietta, OH 45750. Email: lmw004@marietta.edu Fax: 740-376-4990 Call: 740-675-1341.

The Choose Ohio First Scholarship is renewable as long as the student maintains a 3.0 GPA. The annual amount is unchanged, but is paid in the fall and spring semesters. If selected for the Choose Ohio First Scholarship, the student agrees to participate in "All Scholars Day" in the spring semester at Marietta College.

VIII. HOURS OF OPERATION, EQUIPMENT, AND BUILDING

A. PA PROGRAM HOURS

The MC PA program office hours are 8:00 AM – 12:00 PM and 1:00 PM - 5:00 PM Monday through Friday. The office is generally closed for the lunch hour.

B. PA BUILDING ACCESS and CLASSROOM HOURS

Students have access to the PA building 24/7 with the use of MC ID badge and key card. Regular class hours are generally 8:00 AM to 5:00 PM Monday through Friday with the possibility of an occasional evening or weekend class. Students are encouraged to arrive 10 (ten) minutes early to set up any device and associated materials in order for instructor to start class on time and without distraction.

In addition, there may be evening and/or classes/events that are scheduled/re-scheduled on short-notice at which attendance will be mandatory outside of the 8AM-5PM window. Class times and locations are estimates and are subject to change AT ANY TIME during the didactic or clinical phase of the program. The program will make every reasonable attempt to notify students of changes as soon as possible. Changes are made to benefit the quality of education.

Note that the MC PA program does not follow the standard academic calendar and may will not always be on the same schedule as the Marietta College academic calendar, especially during the clinical phase. There may be times/days when the general college is closed/classes are not in session, but the MC PA program will have events and/or classes in session.

C. FACULTY OFFICE HOURS

Faculty office hours are posted outside their office and in their syllabi. Faculty members maintain an open-door policy, but students should not enter a faculty office without permission. Removal of any article from a faculty office will not be tolerated and will be referred to the Progress and Conduct Committee for recommendations or disciplinary actions (See PA Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

D. PARKING

College parking permits are available through the Marietta College Police Department. The cost of the permit is included in the yearly student activity fee. Marietta College parking rules and regulations will be provided when the student obtains the parking permit.

<https://www.marietta.edu/parking-vehicles>

E. PHOTOCOPYING/PRINTING

With College ID cards, students are able to make unlimited and free copies at Ricoh copiers located in public places across campus, including the Rickey Science Center and the Legacy

Library. There is also a laser printer in the PA student lounge that can be utilized. Students are not permitted to use the photocopier in the PA Program Office.

F. HOUSEKEEPING

Neatness and good housekeeping reflect professionalism and pride. For the safety and health of all, students are expected to keep all program areas neat and orderly. **Eating is not permitted in the PA classroom or lab and all liquids must be in a non-spill container.** Trash receptacles and recycle containers are accessible throughout the building and should be utilized appropriately. The MC campus is smoke-free.

In order to keep the program looking and working properly, please report any equipment that may need a repair or replacement as soon as they are discovered.

G. COLLEGE PROPERTY

All College property issued to individual students must be returned at the request of the MC PA program. Students are responsible to pay for any lost or damaged items. The value of any item not returned or damaged will be charged to the student's financial account. Diplomas and transcripts will be withheld for any outstanding financial obligation. The MC PA program is not responsible for loss or damage to personal property of any students.

IX. CURRICULUM/PROGRAM DESIGN (A3.12d,e,g, A3.15b)

A. CURRICULUM CONSTRUCT

Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition and competency of skills and professional attitudes and behavior. It is in the care of patients that the physician assistant learns the application of scientific knowledge and skills. It is impossible to consider changes in medical education without considering the impact on patients who are an integral part of the educational process. The faculty has immediate responsibilities to students and patients and ultimately responsibilities to society to graduate the best possible physician assistants. As a member of this program, students are expected to contribute their talents, learning abilities, and energy to foster a professional learning and working environment for themselves, classmates, and the PA faculty.

The curriculum requires the study of both mental and physical disease, as well as preventive medicine and the socioeconomic aspects of health and disease, in both well and ill persons and groups. This instruction relates both to inpatient and ambulatory patients. Small group and case-based learning are used throughout the program curriculum as a means of fostering attitudes and skills essential to critical thinking and life-long learning. Achievement of comprehensive cognitive and skills knowledge in both the didactic and clinical phases prepares the graduate as an entry-level healthcare provider.

The education in the MC PA program includes:

- **Didactic Phase (12 months)**
 - Classroom instruction and clinical experiences
- **Clinical Phase (14 months)**
 - Concurrent courses of PASP 616 and 691 along with discipline specific clinical courses under the supervision of a physician and/or advanced practice practitioner (APP), or other licensed allied health professionals

The program reserves the right to modify the curriculum sequence as deemed appropriate. The program additionally reserves the right to add additional courses after obtaining the approval of the MC Graduate Council committee. (See Handbook Revisions)

B. PA ACADEMIC CALENDAR (2025 Cohort) ** TENTATIVE SCHEDULE**

The program reserves the right to adjust the schedule and have classes during holidays or breaks if needed to cover content. Any classes scheduled during holidays or breaks still follow the MANDATORY attendance policy. (See Attendance) The program will inform students of any adjustments as soon as possible via email as well as on the course calendar.

DIDACTIC PHASE:

Summer P1 Semester:

Orientation Day	Friday, June 16, 2023
Juneteenth Holiday	Monday, June 19, 2023
Start of Summer Semester	Monday, June 20, 2023
Last Day to Withdraw from Classes	Monday of Week 8
Independence Day Holiday	Monday, July 3, 2023 Tuesday, July 4, 2023
Last Day of Summer Semester	Thursday, August 18, 2023

Fall P2 Semester:

Start of Fall Semester	Monday, August 28, 2023
Labor Day (program holiday)	Monday, September 4, 2023
Last Day to Withdraw from Classes	Monday of Week 15
Mid Fall Break	Thursday, October 5, 2023 **may be utilized for lecture by the program Friday, October 6, 2023
Thanksgiving Break	Wednesday, November 22, 2023 Thursday, November 23, 2023 Friday, November 24, 2023
Last Day of Fall Semester	Wednesday, December 20, 2023

Spring P3 Semester:

Start of Spring Semester	Tuesday, January 9, 2024
Last Day to Withdraw from Classes	Monday of Week 15
MLK Service Day: No Class	Monday, January 15, 2024
Spring Break	March 9-17, 2024
White Coat Ceremony	Saturday, April 13, 2024
Last Day of Spring Semester	Friday, May 24, 2024

Break between Didactic and Clinical Phase	May 25-June 9, 2024
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CLINICAL PHASE

P4 Semester:

Clinical Rotations	Monday, June 10, 2024-December 6, 2024
Last Day to Withdraw from Classes	*For 5-week rotations must withdraw by end of Week 3; *For 4-week elective must withdraw by Wednesday of Week 2
Fall Break	September 21-29, 2024
Holiday Break	December 7-29, 2024

P5 Semester:

Clinical Rotations	Monday, December 30, 2024-July 24, 2025
Last Day to Withdraw from Classes	*For 5-week rotations must withdraw by end of Week 3; *For 4-week elective must withdraw by Wednesday of Week 2 *For PASP 616 and PASP 691 Friday, May 2, 2025
Graduation	Saturday, July 26, 2025

C. DIDACTIC AND CLINICAL PA COURSES, CREDIT HOURS AND SEQUENCING

Didactic Phase (44 credits)

Summer Semester 01

PASP 501	Gross Anatomy	6 Credits
PASP 510	Introduction to Clinical Medicine	1 Credit
PASP 516	Professional Issues I	2 Credits

Total 9 Credits

Fall Semester 02

PASP 502	Physical Examination I	4 Credits
PASP 503	Advanced Human Physiology I	3 Credits
PASP 505	Pathophysiology I	3 Credits
PASP 508	Advanced Pharmacology I	3 Credits
PASP 520	Clinical Medicine I	3 Credits
PASP 590	Research Methods I	1 Credit

Total 17 Credits

Spring Semester 03

PASP 504	Physical Examination II	4 Credits
PASP 506	Advanced Human Physiology II	3 Credits
PASP 507	Pathophysiology II	3 Credits
PASP 509	Advanced Pharmacology II	3 Credits
PASP 522	Clinical Medicine II	3 Credits
PASP 591	Research Methods II	2 Credits

Total 18 Credits

Clinical Phase (58 Credits)

Fall Semester 04

PASP 660	Family Medicine I	5 Credits
PASP 650	Internal Medicine	5 Credits
PASP 651	General Surgery	5 Credits
PASP 652	Prenatal Care/GYN	5 Credits
PASP 653	Pediatrics	5 Credits

Total 25 Credits

Spring Semester 05

PASP 654	Emergency Medicine	5 Credits
PASP 655	Orthopedics	5 Credits
PASP 657	Psychiatry/Behavioral Medicine	5 Credits
PASP 658	Elective (s)	8 Credits
PASP 661	Family Medicine II	5 Credits
PASP 691	Capstone, Summative and Graduate Requirements	3 Credits
PASP 616	Professional Issues II	2 Credits

Total 33 Credits

Total Credits for the Program = 102 Credits

- The program is developing an international/intercultural experience and attendance to the AAPA annual conference that may be incorporated into an existing rotation. You must apply for this through the program and additional instructions will be provided.
- The program reserves the right to change curriculum offerings and sequence

D. DIDACTIC COURSE DESCRIPTIONS

PASP 501 Gross Anatomy (6 credits)

This course provides a complete regional study of human structure and function as they relate to clinical topics. The course will include lectures, a human cadaver dissection, examination of imaging studies, and case study presentations. Microanatomy and embryology will be presented when necessary in order to increase the understanding of adult gross anatomy. Basic radiological concepts will be introduced and correlated with the anatomical structures of each body region. Clinical topics will be presented within the lectures and related to the normal structure and function of the body. **(B2.02a, B2.09, B2.19c)**

PASP 510 Introduction to Clinical Medicine (1 credit)

This first course in a three-course series begins with exposure to laboratory testing and infectious diseases through classroom lecture. The course also introduces students to the concepts of critical thinking through lectures and faculty lead discussions. Small group case studies help facilitate problem solving and an analytical approach to clinical situations. **(B2.03, B2.05, B2.07a-f, B2.08a,b,d, B2.12a,b,c, B2.15a-d, B2.19c)**

PASP 516 Professional Issues I (2 credits)

This first course in a two-course series provides an introduction to the PA profession including but not limited to content related to interpersonal and communication skills, professionalism, historical development and current trends, ethical issues related to health care and health policy, epidemiology principles as it relates to the science of public health, social, behavioral and cultural factors in health, cultural diversity, health care delivery systems, health care financing and reimbursement, federal agencies and policies, health care economics, system based practice, health information technology, school life balance, professional organizations, patient centered medical home, interprofessional and shared decision making, and optimal team practice. The content will be disseminated through lecture, independent reading, classroom discussion, audiovisual presentations, and group projects. **(B2.04, B2.06a-f, B2.10a,b, B2.14c,d, B2.15a-d, B2.17b,e,f,g, B2.19a-c, B2.20b)**

PASP 502 Physical Exam I (4 credits)

This first course in a two-course series provides a foundation for the physical examination and history taking skills that will be utilized during professional practice. The course provides ways to effectively exchange information and collaborate with patients, their families and other health professionals to provide culturally competent care. Students also engage in preclinical experiences in a variety of healthcare settings along with an interprofessional education opportunity. The content will be delivered via lectures, small group discussions, patient interviews, audio-visual presentations, patient education sessions, and hands-on labs. **(B2.04, B2.06a-f, B2.07a,b,f, B2.08a, B2.09, B2.10c, B2.12a,b, B2.19c)**

PASP 503 Advanced Physiology I (3 credits)

This first course in a two-course online series provides knowledge of the processes and mechanisms of the body's systems and how these systems interact with each other to maintain homeostasis. **(B2.02b, B2.19c)**

PASP 505 Pathophysiology I (3 credits)

This first course in a two-course series is designed to provide pathophysiological mechanisms (including genetic/chromosomal and molecular mechanisms) of disease and their clinical manifestations as these concepts apply to the practice of medicine across the life span using a lecture/discussion format. The course starts with an in-depth discussion of basic pathophysiological mechanisms of disease and then applies those mechanisms to specific disease states in the various organ systems of the human body. During this part one of the series the neurologic, musculoskeletal, endocrine and hematologic systems are covered. Diseases will be selected for individual study based on their importance in clinical medicine, demonstration of principles of pathophysiology, and their relevance as representatives of a group of diseases. **(B2.02c, B2.19c)**

PASP 508 Advanced Pharmacology I (3 credits)

This first course in a two-course series provides a broad survey of the general principles of pharmacology including drugs and their application in clinical medicine through classroom lecture, case analysis, debate, independent/library/internet research, problem solving, practice/drills, group discussions and reading assignments. **(B2.02b,c,d, B2.03, B2.04, B2.05, B2.07d-f, B2.08a,b,d,e, B2.10a,b,c, B2.12a,b, B2.14b,c, d, B2.15a,c,d, B2.16a,b,c,d, B2.17c,e,f, B2.18, B2.19c)**

PASP 520 Clinical Medicine I (3 credits)

This second course in a three-course series provides exposure to five body systems including but not limited to psych/behavioral medicine, neurology, musculoskeletal, endocrinology, and hematology through classroom lecture and small group case studies. The primary goals of this course are to educate the student to be able to relate etiology; epidemiology; clinical presentation; appropriate differential diagnosis; diagnostic features; emergent, acute, chronic and end-of-life (as appropriate) treatment plans; rehabilitation; prognosis; prevention; screening; and appropriate referral for selected important diseases integral to the practice of primary care medicine. The physician assistant student will familiarize themselves with each of these areas of clinical medicine and prepare for patient management in clinical rotations and in clinical practice. **(B2.03, B2.05, B2.07a-f, B2.08a,b,d, B2.11b,f,g, B2.12a-c, B2.15a-d, B2.19c)**

PASP 590 Research Methods I (1 Credit)

This first course in a two-course series develops the student's ability to read scientific literature and use evidence-based medicine to evaluate the findings. Teaching methods include lecture, class discussions and independent research that promote active class participation. The

students will do individual activities with faculty advisement. **(B2.13a-e, B2.19c)**
Requisites: Successful completion of Semester 1 MPAS Program courses (P1).
Locations: Main Campus

PASP 504 Physical Exam II (4 credits)

This second course in a two-course series provides instruction in primary clinical skills as well as continued development in performing a medical history and physical examination (with emphasis on special patient populations, including pediatrics, obstetrics, and geriatrics.) The course discusses end-of-life, palliative care, and interprofessional education as well as provides each student with onboarding activities through a local hospital regarding facility policies and procedures that are relevant to PA practice. The course continues to provide ways to effectively exchange information and collaborate with patients, their families and other health professionals to provide culturally competent care. Students also engage in preclinical experiences in a variety of healthcare settings along with an interprofessional education opportunity. Content is delivered through a blend of in-person and clinical experiences, lectures, patient interviews, and hands on labs. **(B2.04, B2.06a, B2.07a-f, B2.08a,b,c,e, B2.09, B2.10c, B2.11a,c, B2.12a, B2.19c)**

PASP 506 Advanced Physiology II (3 credits)

This second course in a two-course online series provides knowledge of the processes and mechanisms of the body's systems and how these systems interact with each other to maintain homeostasis. **(B2.02b, B2.19c)**

PASP 507 Pathophysiology II (3 credits)

This second course in a two-course series provides pathophysiological mechanisms (including genetic/chromosomal and molecular mechanisms) of disease and their clinical manifestations as these concepts apply to the practice of medicine across the lifespan. Content is delivered via lecture discussion format. During this semester the cardiovascular, pulmonary, eyes, ears, nose and throat (EENT), gastrointestinal, renal, male genitourinary, and female genitourinary (including breast) systems are covered. Diseases are selected for study based on their importance in clinical medicine, demonstration of principles of pathophysiology, and their relevance as a representative of a group of diseases. **(B2.02c, B2.19c)**

PASP 509 Advanced Pharmacology II (3 credits)

This second course in a two-course series provides a broad survey of the general principles of pharmacology including drugs and their application in clinical medicine through classroom lecture, case analysis, debate, independent/library/internet research, problem solving, practice/drills, group discussions and reading assignments. **(B2.02b,c,d, B2.03, B2.04, B2.05, B2.07d-f, B2.08a,b,d,e, B2.10a,b,c, B2.12a,b, B2.14b,c,d, B2.15a,c,d, B2.16a,b,c,d, B2.17c,e,f, B2.18, B2.19c)**

PASP 522 Clinical Medicine II (3 credits)

This third course in a three-course series provides exposure to nine body systems including but not limited to cardiology (PVD, cardiac, EKG), pulmonology, EENT, GI, Renal, Male GU, Repro/female GU, pediatrics, and dermatology through classroom lecture and small group case studies. The primary goals of this course are to educate the student to be able to relate etiology; epidemiology; clinical presentation; appropriate differential diagnosis; diagnostic features; emergent, acute, chronic and end-of-life (as appropriate) treatment plans; rehabilitation; prognosis; prevention; screening; and appropriate referral for selected important diseases integral to the practice of primary care medicine. The physician assistant student will familiarize themselves with each of these areas of clinical medicine and prepare for patient management in clinical rotations and in clinical practice.

(B2.03, B2.05, B2.07a-f, B2.08a,b,d, B2.11b,f,g, B2.12a-c, B2.14a,b, B2.15a-d, B2.19c)

PASP 591 Research Methods II (1 credit)

This second course in a two-course series enables the student to read and critically evaluate scientific literature. This course also introduces the capstone project and allows time for students to consult with advisors about the preparation to complete the project. Teaching methods include lecture, class discussions, and independent research that promote active class participation. The students will do individual activities with faculty advisement. **(B2.13a-e, B2.19c)**

E. CLINICAL COURSE DESCRIPTIONS

PASP 660 Family Medicine I (5 credits)

This five-week course provides exposure to outpatient care of patients across the lifespan from birth through adulthood. This rotation will allow the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in the discipline of family medicine and in the primary care setting. The student will provide acute, comprehensive, and continuing health care to a culturally diverse patient population regardless of the nature or presentation of the problems encountered. This will incorporate medical, psychosocial, and preventive aspects. The student should be able to recognize the clinical presentation, diagnosis and treatment modalities of those illnesses most commonly seen in a family practice setting. This rotation will offer experience in an ambulatory practice focusing on the knowledge, skills, and abilities related to providing medical care across the lifespan and as a member of the health care team. Testing and evaluations for this rotation will be based on knowledge, clinical and technical skills, and abilities related to family medicine. **(B2.09, B2.14b, B2.19c, B3.03a-e, B3.04c, B3.07a,e,f,g, B4.01a,b, B4.04a,b)**

PASP 650 Internal Medicine (5 credits)

This five-week course provides exposure to outpatient and/or inpatient care of the adult patient and allows the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in the discipline of internal medicine. The student will provide acute, comprehensive, and continuing health care to a culturally diverse patient population regardless of the nature or presentation of the problems encountered under the supervision of a licensed health care provider. This will incorporate medical, psychosocial, and preventive aspects. The student should be able to recognize the clinical presentation, diagnosis and treatment modalities of those illnesses most commonly seen in an internal medicine setting. This rotation will offer clinical experience in an outpatient and/or inpatient setting providing medical care for mainly the adult and geriatric population and as a member of the health care team. Testing and evaluation for this rotation will be based on knowledge, clinical and technical skills, and abilities related to internal medicine. **(B2.09, B2.14b, B2.19c, B3.03a-e, B3.04b and/or c, B3.07c, B4.01a,b, B4.04a,b)**

PASP 651 General Surgery (5 credits)

This five-week course provides exposure to patients across the lifespan with surgically managed disorders and allow the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in general surgery. The student will provide acute and continuing health care to culturally diverse patient populations regardless of the nature or presentation of problems encountered under the supervision of a licensed health care provider. This will incorporate medical, psychosocial, and preventive aspects. This rotation will provide the PA student with the opportunity to learn surgical principles, surgical pathology, and relevant laboratory studies as seen in surgical settings, as well as, indications, limitations, and methodology of surgical procedures and therapeutic strategies related to general surgery.

During this rotation the student will recognize the clinical presentation, diagnosis and become familiar with treatment modalities of conditions most commonly seen in general surgery and as a member of the health care team. This rotation will provide the student with access to patients in the outpatient and/or inpatient setting and may also include evaluating patients pre or post operatively in inpatient and/or outpatient settings. Testing and evaluation for this rotation will be based on knowledge, clinical and technical skills, and abilities related to general surgery. **(B2.09, B2.14b, B2.19c, B3.03a,b,d, B3.04d and/or a,b,c, B3.07d, B4.01a,b, B4.04a,b)**

PASP 652 Prenatal Care/GYN (5 credits)

This five-week course provides exposure to prenatal care and gynecology and allows the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in an OB/GYN setting. The student will provide acute, comprehensive, and continuing health care to culturally diverse patient populations regardless of the nature or presentation of problems encountered under the supervision of a licensed health care provider. This will incorporate medical, psychosocial, and preventive aspects. This rotation will provide the PA student with the opportunity to learn surgical principles, surgical pathology, and relevant laboratory studies as seen in prenatal/GYN settings, as well as, indications, limitations, and methodology of surgical procedures and therapeutic strategies related to gynecology and prenatal care. During this rotation the student will recognize the clinical presentation, diagnosis and become familiar with treatment modalities of conditions most commonly seen in women's health and as a member of the health care team. This rotation will provide the student with access to patients in the outpatient and/or inpatient setting and may also include evaluating patients pre or post operatively in an inpatient and/or outpatient setting. Testing and evaluation for this rotation will be based on knowledge, clinical and technical skills, and abilities related to prenatal care and gynecology. **(B2.09, B2.14b, B2.19c, B3.03a-e, B3.04c and/or a,b,d, B3.07d,f,g, B4.01a,b, B4.04a,b)**

PASP 653 Pediatrics (5 credits)

This five-week course provides exposure to outpatient and or inpatient care of children from birth through adolescence. This rotation will allow the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in the discipline of pediatrics. The student will provide acute, comprehensive, and continuing health care to a culturally diverse patient population regardless of the nature or presentation of the problems encountered. This will incorporate medical, psychosocial, and preventive aspects. The student should be able to recognize the clinical presentation, diagnosis and treatment modalities of those illnesses most commonly seen in pediatrics. This rotation will offer experience in an ambulatory practice focusing on the knowledge, skills, and abilities related to providing medical care to the pediatric population and as a member of the health care team. Testing and evaluations for this rotation will be based on knowledge, clinical and technical skills, and abilities related to pediatrics. **(B2.09, B2.14b, B2.19c, B3.03a,b,e, B3.04a,c and/or b, B3.07a,e,g, B4.01a,b, B4.04a,b)**

PASP 654 Emergency Medicine (5 credits)

This five-week course provides exposure to the illnesses and injuries sustained by patients across the lifespan (infants, children, adolescents, adults, and the elderly) that necessitate emergency care. This rotation will allow the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in the discipline of emergency medicine and in the emergency department setting. The student will provide acute care to a culturally diverse patient population regardless of the nature or presentation of the problems encountered. This will incorporate medical, psychosocial, and preventive aspects. The student should be able to recognize the clinical presentation, diagnosis and treatment modalities of those illnesses most commonly seen in an emergency department setting. This rotation will offer experience in an ambulatory practice focusing on the knowledge, skills, and abilities related to providing medical

care across the lifespan and as a member of the health care team. Testing and evaluations for this rotation will be based on knowledge, clinical and technical skills, and abilities related to emergency medicine. **(B2.09, B2.14b, B2.19c, B3.03a-e, B3.04a, B3.07b,e,f,g, B4.01a,b, B4.04a,b)**

PASP 655 Orthopedics (5 credits)

This five-week course provides exposure to orthopedics and allows the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in an orthopedic and surgical setting. The student will provide acute, comprehensive, and continuing health care to culturally diverse patient populations regardless of the nature or presentation of problems encountered under the supervision of a licensed health care provider. This will incorporate medical, psychosocial, and preventive aspects. This rotation will provide the PA student with the opportunity to learn surgical principles, surgical pathology, and relevant laboratory studies as seen in orthopedic settings, as well as, indications, limitations, and methodology of surgical procedures and therapeutic strategies related to orthopedics. During this rotation the student will recognize the clinical presentation, diagnosis and become familiar with treatment modalities of conditions most commonly seen in orthopedics and as a member of the health care team. This rotation will provide the student with access to patients in the outpatient and/or inpatient setting and may also include evaluating patients pre or post operatively in an inpatient and/or outpatient setting. Testing and evaluation for this rotation will be based on knowledge, clinical and technical skills, and abilities related to orthopedics. **(B2.09, B2.14b, B2.19c, B3.03a,b,d, B3.04d and/or a,b,c, B3.07a-e, B4.01a,b, B4.04a,b)**

PASP 657 Psychiatry/Behavioral Medicine (5 credits)

This five-week course provides exposure to the behavioral and mental health conditions and care in an adolescent or adult patient. This rotation will allow the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in the discipline of psychiatry/behavioral medicine. The student will provide acute, comprehensive, and continuing health care to a culturally diverse patient population regardless of the nature or presentation of the problems encountered. This will incorporate medical, psychosocial, and preventive aspects. The student should be able to recognize the clinical presentation, diagnosis and treatment modalities of those illnesses most commonly seen in a behavioral and mental health setting. This rotation will provide the student with access to patients in the outpatient and/or inpatient setting focusing on the knowledge, skills, and abilities related to providing medical care as a member of the health care team. Testing and evaluations for this rotation will be based on knowledge, clinical and technical skills, and abilities related to psychiatry/behavioral medicine. **(B2.09, B2.14b, B2.19c, B3.03a,b,c,e, B3.04a-c, B3.07a,b,c,e,f,g, B4.01a,b, B4.04a,b)**

PASP 658 Elective (8 credits)

This eight-week course provides the physician assistant student exposure to a medical specialty of their choice. The scheduled eight weeks are divided into two four-week rotations. This rotation will allow the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in the discipline of their choosing. The student will provide acute, comprehensive, and continuing health care to a culturally diverse patient population regardless of the nature or presentation of the problems encountered. This will incorporate medical, psychosocial, and preventive aspects. The student should be able to recognize the clinical presentation, diagnosis and treatment modalities of those illnesses most commonly seen based on the discipline of their choosing. This rotation will provide the student with access to patients in the outpatient and/or inpatient setting and may also include evaluating patients pre or post operatively in an inpatient and/or outpatient setting focusing on the knowledge, skills, and abilities related to providing medical care as a member of the health care team. Testing and evaluations for this rotation will be based on knowledge, clinical and technical skills, core

competencies, related to clinical year training. (Pending elective site **B2.09, B2.14b-d, B2.15c,d, B2.16a-d, B2.17g, B2.19a-c, B3.03a-e, B3.04a-d, B3.07a-g, B4.01a,b, B4.04a,b**)

PASP 661 Family Medicine II (5 credits)

This five-week course during the final semester of the program provides a second primary care experience during which students and preceptors can evaluate the student's skills in performing the history and physical exam, ordering and interpreting diagnostic tests and developing treatment plans and referrals for patients. This rotation will allow the PA student to demonstrate and apply knowledge, clinical and technical skills, and core competencies in the discipline of family medicine and in the primary care setting. The student will provide acute, comprehensive, and continuing health care to a culturally diverse patient population regardless of the nature or presentation of the problems encountered. This will incorporate medical, psychosocial, and preventive aspects. The student should be able to recognize the clinical presentation, diagnosis and treatment modalities of those illnesses most commonly seen in a family practice setting. This rotation will offer experience in an ambulatory practice focusing on the knowledge, skills, and abilities related to providing medical care across the lifespan and as a member of the health care team. Testing and evaluations for this rotation will be based on knowledge, clinical and technical skills, and abilities related to the culmination of PA training with an End of Curriculum examination. (**B2.09, B2.14b, B2.19c, B3.03a-e, B3.04c, B3.07a,e,f,g, B4.01a,b, B4.04a,b**)

PASP 691 Capstone, Summative, Graduate Requirements (3 credits)

This culmination course in the Physician Assistant program includes the capstone research project, summative evaluation, and verification that each student meets the program competencies required to enter clinical practice and graduate. It is designed to assess the clinical and technical skills, clinical reasoning and problem-solving abilities, interpersonal skills, medical knowledge and professional behaviors needed to be a competent physician assistant. It also provides the physician assistant (PA) student with the opportunity to apply their knowledge of medicine and the tools presented in Research Methods I and II (PASP 590 and 591) to produce an evidence-based research Capstone Project. (**B2.09, B2.10c, B2.13a-e, B2.14b, B2.19c, B4.01a,b, B4.03a-e**)

PASP 616 Professional Issues II (2 credits)

This second course in a two-course series helps transition physician assistant students to clinicians and is designed to monitor, assess and promote continued learner progress in clinical education and professionalism through lectures, case studies, presentations and continued competency assessment. Students will receive instruction over a variety of topics including professional practice, topics relevant to clinical rotations, and build on previous knowledge and skills obtained from the didactic year with application and reflection during the clinical year. (**B2.04, B2.06 a-f, B2.09, B2.14a,b, B2.16a-d, B2.17a,c,d,f, B2.18, B2.19c, B2.20a,b**)

X. COLLEGE ACADEMIC SUPPORT AND STUDENT RESOURCES (A1.04 and A3.10)

It is important that all students achieve their potential and to this end, the College provides the following support services to all Marietta College students. Students are encouraged to consult the current MC Graduate Catalog for more complete information concerning student services (<https://marietta.smartcatalogiq.com/en/2022-2023/2022-2023-catalog-and-student-handbook/>). The following information is supplied to cover areas that may be of specific interest to PA students.

Throughout PA training should any faculty member have concerns with the student's overall well-being they may encourage and document the need for referral to various student services on campus to address personal issues which may impact their progress in the PA program. (A3.10)

A. THE LEGACY LIBRARY

Website: <http://library.marietta.edu/>

Phone: Reference Desk: 740-376-4543, Circulation Desk: 740-376-4757

Hours: Posted on website

The Legacy Library at Marietta College offers a number of services for physician assistant students. Located centrally on campus, the library provides convenient access to both its physical and virtual spaces. Through the library, users are able to find key medical resources, study spaces, borrowing services, and reference assistance.

The library has many core medical resources in electronic format that can be accessed either in-house or remotely using your name and barcode number. Some of the databases include PubMed, MEDLINE, CINAHL, Health Source, and the Cochrane Library. These databases track down journal articles, systematic reviews, clinical trials, books, and research reports. Much of the content is available in full-text for users to view, print, or download from their desktops.

In the building itself, a large number of study spaces can be used by students. On the main floor are nine study alcoves that allow for individualized study. Seven larger study rooms on the second floor can effectively accommodate group work. Providing even more options are lounges, flat tables, carrels, and classrooms that are scattered around the library. Wherever one chooses to study, all areas of the building have free WiFi access for personal devices.

Physician assistant students are granted extensive borrowing privileges. The student ID card serves as the library card that initiates most borrowing transactions. Relevant material can be identified using the library's catalog including books, audiovisual materials, and e-books. Marietta College is also a member of the statewide OhioLINK network of over 100 academic libraries that provides a patron-initiated borrowing feature to request items directly from OhioLINK libraries. Students that are not finding what they need either in Legacy or OhioLINK, can make requests using the library's free Interlibrary Loan (ILL) service (<https://library.marietta.edu/ill-help>) that further extends borrowing to national and international collections.

Reference assistance is available at a reference desk located on the main floor of the library. Staff can field a wide array of inquiries that would include general research, database searching, bibliographic verification, computer troubleshooting, remote access, and printing issues. Questions can also be asked by e-mail (library@marietta.edu) or by using the Microsoft Teams chat service. Students have the added option of setting-up individual and group appointments with reference librarians that can take place in person, by chat, or virtually. Both the physician assistant faculty and Legacy Library have a vested interest in the final success of students. The library encourages everyone to browse the website and visit the library building at their earliest convenience. The staff at Legacy sincerely hopes to meet and assist as many students as possible throughout their enrollment in the program.

B. THE ACADEMIC RESOURCE CENTER (ARC)

Website: <http://www.marietta.edu/arc-about>

Location: Andrews Hall - Third floor

Phone: 740-376-4700

Hours: Monday – Friday 8:30 am – 4:30 pm

The primary mission of the Academic Resource Center (ARC) is to provide resources and services to assist all Marietta College students in the acquisition of information and development of skills to achieve their academic potential. In addition to the individualized services for

students, ARC resources are available to all members of the campus community. The ARC also coordinates campus services for students with disabilities. (See Services for Students with Disabilities section below).

Services offered by the ARC include, but are not limited to:

- Individualized academic support learning style and study strategy assessment
- Study strategy development
- Academic success plan development
- Time management development
- Early alert and intervention system for students having academic difficulty
- Workshops on various academic development topics
- Free individual, small group, and drop-in peer tutoring provided for most classes
- Services for students with disabilities including classroom accommodations and ongoing support
- Access to computers, printers, scanners, and assistive technology, including the Kurzweil 3000 Scan/Read System, the Dragon Naturally Speaking Voice Dictation Software, Math Talk, and Scientific Notebook
- Quiet study area
- Academic and personal development workshops
- Resource library of materials and tutorials on general study strategies, time management, learning disabilities and more
- Referrals to other campus resources and outside agencies as needed

C. SERVICES FOR STUDENTS WITH DISABILITIES

Marietta College complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as amended, regarding non-discrimination against persons with disabilities. The College seeks to offer support to all students and strives to make reasonable accommodations for individuals with documented disabilities. All campus services for students with disabilities are coordinated through the Disability Services Office, located in Thomas Hall.

Responsibility for coordination of compliance efforts and receipt of inquiries concerning Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (the latter related to student concerns only) has been delegated to:

Kristin English
Director of Disability Services and Special Projects
Office: 304 Thomas Hall
Marietta College
215 Fifth Street
Marietta, OH 45750
(740) 376-4467
thomask@marietta.edu

D. THE CAREER CENTER

Website: <http://www.marietta.edu/career-center>

Location: Upper Level, Gilman Center

Phone: 740-376-4645

The Career Center at Marietta College is staffed by professionals who prepare students for successful futures by providing career advising; access to experiential education; state-of-the-art job search and graduate school resources and programs; and the necessary tools to transition from Marietta College to the “world of work”. Students are encouraged to visit the Center for individual advising, and they can take advantage of the variety of career workshops and events offered

throughout the year. MC Alumni get lifelong access to the Career Center, which includes unlimited, free, in-person or virtual appointments, advice, and support, for their entire career.

E. MARIETTA COLLEGE POLICE DEPARTMENT (A1.02g)

Website: <http://www.marietta.edu/college-police-department>

Location: 7th and Butler Streets; next to The Gathering Place

Phone: 740-376-3333 or directly from on-campus phone by dialing 3333

The Marietta College Police Department is a 24/7 full-service police agency responsible for the safety and security of the Marietta College campus community and all investigations on campus, enforcement of criminal laws, college policy and the issuance of timely warnings to the campus community. The Police Officers are fully certified under Ohio Revised Code section 1713.50 and have all the powers of any police officer in the State of Ohio. Many college police officers are certified Emergency Medical Responders and can provide students or staff members with stabilizing emergency care while they await the arrival of an ambulance. The department also works closely with other local, state and federal law enforcement agencies. The department is comprised of full-time and part-time Police Officers and an Administrative Investigator who handles all investigations, oversees student dispatchers, and the parking permit program. In addition, the department also employs student workers who assist with dispatch, building open/closing/escorts, parking enforcement and crowd control for special events. The MCPD issues parking permits for on-campus parking and is responsible for the enforcement of parking regulations. MCPD will also assist motorists with vehicle unlocks, jump-starts or changing a tire. Marietta College Police Officers also provide evening campus escorts to or from academic buildings, vehicles, or resident halls (a 15-minute advance notification call is appreciated if using this service).

Policies and Procedures related to the safety at Marietta College can be found under the Student Conduct section of the handbook which includes Jurisdiction, Standards of Conduct and Student Conduct Process and Sanctioning, as well as the Harassment Policy and Procedures. <https://marietta.smartcatalogiq.com/en/2022-2023/2022-2023-catalog-and-student-handbook/student-handbook/>

F. OFFICE OF STUDENT FINANCIAL SERVICES

Website: <http://www.marietta.edu/tuition-financial-aid>

Location: Main floor Irvine building

Phone: 1-800-331-2709

The majority of PA students rely on federal loans to pay for their education. A loan is a form of financial aid that must be repaid, with interest. Students are encouraged to visit Federal Student Aid <https://studentaid.gov> and the following websites to learn more about the different types of loans available through Marietta College.

Federal Direct Unsubsidized Stafford Loan <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

This is a federal student loan with no interest subsidy. Demonstration of financial need is not required to receive this loan. As with the Subsidized Stafford Loan, loans are processed directly between the College and the federal lender.

Graduate PLUS loan <https://studentaid.gov/plus-app>

PLUS stands for Parent Loan for Undergraduate Students. This is a federal loan that a

creditworthy parent of a dependent student may borrow. It does not have an interest subsidy and repayment starts within 60 days after the loan is fully disbursed.

Alternative/Supplemental Loans are another option for students. A creditworthy co-signer is usually required unless the student has an acceptable credit history. As a student loan, they are deferrable but do not have an interest subsidy.

Students should complete their FAFSA, compare the different loan options, and work with the Marietta College Office of Student Financial Services early to ensure the funding for their education is secured.

G. INFORMATION TECHNOLOGY (IT)

Website <https://help.marietta.edu>

Text a Ticket 740-530-4376; or Email mcithelp@marietta.edu

The Office of Information Technology (IT) keeps Marietta College in step with the latest computer and wiring systems, helping the College maintain an academic atmosphere that encourages access to global knowledge and the sharing of information. To that end, IT delivers assistance and support for all faculty, staff, and students. IT is staffed from 8am-5pm M-F and accepts tickets 24x7. The best way to get help is to use the services on <https://help.marietta.edu> and we'll contact you as soon as possible.

The Network Use Policy constitutes Marietta College's policy for the management of computer networks, all computers and other devices connected to those networks, and the resources made available thereby. Responsible, acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. Marietta College's information technology resources exist to support the educational mission of the College and must be used appropriately and in accordance with local, state and federal laws. You will be held accountable for your use of Marietta College's information technology resources.

H. CENTER FOR HEALTH AND WELLNESS (CHW)

Website: <http://www.marietta.edu/center-health-and-wellness>

Location: Harrison Hall, 7th Street entrance

Phone: 740-376-4477

Email: healthandwellness@marietta.edu

Hours: During academic year: Monday - Friday 8 a.m. – 5 p.m.

8am-5pm with reduced summer hours - call for appointment

After hours counseling may be available upon request - call for appointment

The Physician Assistant Program Director, Medical Director, and program faculty are not to participate as health care providers for students, except in emergency situations (A3.09).

All students requiring medical care or counseling will be referred to the Center for Health and Wellness. To make an appointment, call during office hours. In emergency situations, call 911 or go to the nearest emergency room.

The Dr. J. Michael Harding Center for Health and Wellness (CHW) is an integrated wellness center offering services in two areas: *Health Services and Counseling Services*. Their mission is to provide high quality medical and psychological services as to achieve and/or

maintain a healthy lifestyle for each student and to create a learning environment that supports that status.

As such, they have specific goals, which guide their work:

- Provide high quality psychological and medical services to students in need.
- Provide primary prevention programming and consultation to students, faculty, and staff that aims to facilitate healthy development and psychological functioning of students and systems
- Ensure that the services we provide are vital, current and ethical

All sessions are confidential, and no information is released to anyone without student permission. The obvious exceptions to confidentiality include cases that involve imminent harm and danger to self or to others.

The CHW is staffed with qualified healthcare providers, including a supervising medical doctor, a physician assistant, and two registered nurses. Services include general medicine, injury and wound care, physical exams, routine gynecology, allergy shots (when coordinated with the student's current provider), travel medicine, and limited lab screenings and vaccinations. All services provided by the CHW on-site are covered by student fees. However, students will be responsible for any charges not covered by the student fees (i.e., outside consultations, lab work, X-rays, prescriptions, etc.). While the health services provided on campus are very comprehensive, they are not complete. At times students may require outside consultations, hospitalization, or ancillary services. Unless otherwise requested, Marietta Memorial Hospital has agreed to perform emergency services, lab work, and diagnostic imaging for Marietta College students. Any other outside consultations required will be done per the student's preference. We encourage any student with special or chronic health concerns to stop by the clinic so that we may be aware and more able to serve any particular need.

The CHW provides individual counseling focused on a range of clinical issues. The CHW currently has 3 counselors on staff that work from a variety of theoretical perspectives. Marietta College students come to the CHW for a wide variety of reasons. Some students find that talking with a counselor once is sufficient to resolve the immediate concern. Many of the students who come into the CHW are experiencing academic difficulties, including time management issues, concentration problems, lack of motivation, or questions about study skills. Some students may be having trouble adjusting to the rigorous and higher demands of the PA program or may be having relationship issues with friends, family, etc. Many of our clients have a specific concern related to depression, anxiety, alcohol or substance abuse, eating concerns or a similar clinical issue.

I. THE CAMPUS WRITING CENTER

Website: <https://www.marietta.edu/arc-writing-center>

Thomas Hall - Room 222

All writers, regardless of their ability, can benefit from the process of peer review. The Writing Center at Marietta College provides a collaborative, supportive, and instructional environment where writers work closely with peer Writing Consultants to strengthen their writing. We strongly believe that the process of peer collaboration plays a key role in fostering growth and understanding in the writer, not just in the paper.

The Center is a place of learning and is open to all writers across the college community who desire to improve their writing confidence and self-editing skills. Writers seeking help with the brainstorming, researching, drafting, or revising stages of their papers are welcome. Writers can schedule free, in-person and online tutoring (synchronous via Zoom or asynchronous via email) by visiting mywco.com/marietta

PA students are required to utilize the writing center throughout their capstone project culmination.

XI. COLLEGE POLICIES AFFECTING PA STUDENTS

A. MARIETTA COLLEGE EMERGENCY NOTIFICATION SYSTEM (A1.02g)

Marietta College utilizes Pioneer Alert as well as email communications to notify students and employees in the event of any emergency or inclement weather. Information may be accessed by calling 740-376-HELP, on the College website main page www.marietta.edu, or through Pioneer Alert. To receive Pioneer Alert messages, follow the link below and complete the registration information: <https://www.marietta.edu/pioneer-alert>

B. PAYMENT OF TUITION AND FEES

All charges are due and payable on or before the registration date for each semester. Circumstances that prevent a student from adhering to these dates should be discussed with Student Accounts. Students attending Marietta College under a grant or loan should confer with the Financial Aid Office concerning the payment of fees: students attending the College under Veteran's benefits should discuss payment of school fees with the Assistant Director of Financial Aid, Lesley Warner. Failure to make proper payments, unless otherwise cleared with the Student Accounts, will result in failure to progress and registration hold for future terms.

Release of diplomas and official transcripts requires payment of any outstanding balance.

In order for federal funds to be dispersed, students must begin academic attendance in all registered classes. This information is communicated by the PA department to the department of Financial Aid at the start of each semester.

Matriculating students will be advised of procedures for registration, payment of fees and other pertinent information in advance of classes starting by the Admissions Coordinator and Office of Financial Services.

Period one - Summer – June to August

Period two – Didactic phase – August to May

Period three – Clinical phase – June to July of the following year

In order to be registered for coursework, all new students must have satisfied all matriculation requirements and submitted a deposit and confirmation form to reserve their seat in the matriculating cohort. All continuing students must have fulfilled all financial obligations to the college for the previous semester and must be academically and professionally eligible for progression to the next semester.

The MC PA program will work with the Registrar to register students for all PA classes. Each academic year, students must fill out a Free Application for Federal Student Aid (FAFSA) form and a Marietta College financial aid application in order to be eligible for financial aid. While enrolled in the program, students may be eligible for financial aid for three academic periods.

Please access the information from the FAFSA website <https://studentaid.gov>

Note that the MC PA program does not follow the standard academic calendar and may will not always be on the same schedule as the MC calendar, especially during the clinical phase. There may be times/days when the general college is closed/classes are not in session, but the MC PA program will have events and/or classes in session.

C. REGISTRATION TERMINOLOGY

Active Enrollment: Student who is currently enrolled in the program and is eligible to continue within the graduate program as defined by the MC Graduate Catalog enforced at the time of entry into the MC PA program.

Voluntary Withdrawal: Student who elects to withdraw from the MC PA program starting the first day of the semester but before finals week of each semester and formally informs the program director and completes the necessary paperwork and deadline.

Administrative Withdrawal: Student who is involuntarily withdrawn by the MC PA program or institutional leadership for specified reasons while maintaining appeal process options.

Leave of Absence – Any enrolled student may apply for health leave of absence or personal leave of absence by informing the program director in writing with deadline completion of the necessary paperwork.

D. REFUND OF TUITION AND FEES (A1.02k and A3.15d)

A student who withdraws from the MC PA program, takes an authorized leave of absence, or is administratively withdrawn from the program during a semester must fill out and return a form obtained at the Registrar's office. (See Withdrawal and Leave of Absence). The College may provide a partial refund only when the student withdraws during the first five weeks of classes of the semester. The date of withdrawal determines the proportion of tuition and student fee refunded. During the first week of the semester, 90 percent; second week, 80 percent; third week, 70 percent; fourth week, 60 percent; fifth week, 50 percent. The College will offer no refund after the fifth week of classes.

If the College grants a refund, some of the financial aid might be returned to the provider. When the financial aid package includes federal financial aid, the College will follow the federal refund policy for federal funds. The Marietta College refund policy will be followed for all non-federal funds. The student may be responsible to repay to the aid provider the difference between what has been earned in financial aid (based on length of enrollment in the semester of withdrawal) and what the school has returned to the provider. According to federal regulation, the amount of federal aid earned is equal to the percentage of the payment term completed. If the date of withdrawal occurs on or before 60% of the semester is completed, the percentage earned equals the percentage of the semester completed. If the withdrawal date is after the 60% point, the student has earned 100% of federal money. If the reduction in charges exceeds the amount of financial aid to be returned to the financial aid programs and there is no resulting unpaid balance on the student account, the excess funds will be returned to the student.

Refunds to the following financial aid program accounts will be calculated according to published federal and state regulations. Repayments are credited to accounts in the following order:

1. Unsubsidized Direct loans
2. Direct Graduate PLUS
3. Other Federal Title IV aid (excluding work-study)

A sample calculation may be obtained by contacting the Office of Student Financial Services. No refunds are given for the seat deposit.

E. FINANCIAL AID (A3.12f)

Responsibility for meeting educational expenses rests with the student. Questions may be directed to **Samantha Metz, Associate Director of Student Financial Services, 740-376-4422** or sam.metz@marietta.edu or by contacting the Financial Aid office directly with questions at Office of Financial Aid, Marietta College, 215 Fifth Street, Marietta, OH 45750-9982 or toll-free at 1.800.331.2709. Students are encouraged to be familiar with the timelines followed by the financial aid office for the disbursement of loan funds for graduate students in the MC PA program.

Students applying for financial assistance may be eligible for all standard sources from state and federal assistance, discipline-specific scholarships and grants. Information on the various financial aid opportunities available to PA students is available through the financial aid office located on the main floor in Irvine Hall. All students are strongly encouraged to explore their eligibility and options for financial aid through the college's Office of Student Financial Service and other organizations. Financial aid counselors are available on both an appointment and walk-in-basis.

To assess each applicant's financial need, MC requires the Free Application for Federal Student Aid (FAFSA) to be completed. All students seeking financial assistance are required to apply for the maximum subsidized federal Stafford Loan.

Once enrolled in the MC PA program, a student needs to submit the FAFSA and reapply for financial aid each year, if continued support is needed. Refunds to students who officially withdraw from the program are personal matters specific to the individual and ascertaining details on refund policies and practices remains solely the responsibility of the withdrawing student.

F. STATEMENT OF NONDISCRIMINATION

Marietta College admits students of any race, color, national or ethnic origin, disability, gender orientation, or religious affiliation to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, disability, gender orientation, or religious affiliation in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other college-administrated programs. If you have any questions regarding our non-discrimination policy, please contact Marietta College's Office of Human Resources at <https://www.marietta.edu/human-resources>

G. STATEMENT ON DIVERSITY AND INCLUSION

Marietta College embraces a shared commitment to diversity and inclusion, which supports our mission of providing a foundation for critical thinking, problem-solving, and leadership. As a campus community, we promote practices, behaviors, and attitudes that are just and inclusive. Creating and sustaining a respectful and inclusive environment prepares our students to become citizens, leaders, and professionals in the 21st century's global society. Our engagement with diversity fosters mutual understanding and reaches beyond tolerance to produce a transformative view of diversity as a positive value. Questions regarding the College's approach to diversity may be directed to the Office for Diversity and Inclusion, located in Andrews Hall.

H. DOCUMENTATION OF DISABILITIES

A student admitted with a disability or a student who believes that they may need accommodations due to a documented disability should contact the Disability Services Office (THMS 304, 740-376-4467). The student must meet with the Director of Disability Services to

verify eligibility and provide any necessary documentation. An access letter will be provided to the MC PA program detailing the accommodations approved.

*It is the responsibility of the student to register with the Disability Services Office at least 7 business days prior to a needed service so reasonable accommodations can be made.

**Students are required to renew accommodations at the beginning of every semester and at least 7 business days prior to a needed service so reasonable accommodations can be made.

Clinical and technical skills competencies or assessments will not be awarded additional time in order to meet the time constraints faced by practicing clinicians in any setting and to ensure good patient outcomes.

I. STUDENTS' MENTAL HEALTH AND EMOTIONAL WELL-BEING MATTERS AT MARIETTA COLLEGE (A3.10)

Students are encouraged to make self-care a priority. Students are urged to utilize counseling services and other campus resources if struggling with distress or mental health issues.

J. MARIETTA COLLEGE ACADEMIC DISHONESTY POLICY

Please refer to the college policies in the handbook at <https://marietta.smartcatalogiq.com/2022-2023/2022-2023-catalog-and-student-handbook/academic-policies-and-practices/academic-dishonesty/>

Dishonesty within the academic community is a very serious matter, because dishonesty destroys the basic trust necessary for a healthy educational environment. Academic dishonesty is any treatment or representation of work as if one were fully responsible for it, when it is, in fact, the work of another person.

Academic dishonesty includes cheating, plagiarism, theft, or improper manipulation of laboratory or research data, or theft of services. Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without properly acknowledging its source.

Examples of Academic Dishonesty include, but are not limited to:

- Copying off another student's exam;
- Using a "cheat sheet" during a close-book exam
- Previewing an exam from a "test" file when the professor does not permit this and is unaware of the file;
- Faking the results of a lab experiment;
- Asking for exam content or answers from another student;
- Working in a group or in pairs when an assignment is assigned as individual work;
- Having another student write a paper for you;
- Purchasing or receiving notes from a fellow student;
- Allowing another student to look at your answer sheet during a quiz or exam;
- Attempting to cheat, even if unsuccessful;
- Faking an illness when you're not sick to postpone a quiz, exam, or handing in an assignment;
- Faking the death of a loved one to postpone a quiz, exam, or handing in an assignment;

- Purchasing or taking a paper from the internet.

A substantiated case of academic dishonesty may result in disciplinary action, including a failing grade on the project, a failing grade in the course, or expulsion from the College. If a substantiated case of academic dishonesty results in a failing grade in the course, a student who chooses to withdraw from the course will receive a grade of “F.”

Penalties for dishonesty should be determined by the instructor in consultation with the department chair and must be clarified in the instructor’s course syllabus and/or assignment sheet. In cases where no instructor plagiarism policy is outlined, students are still expected to understand which actions constitute plagiarism and are subject to the sanctions outlined in the Student Handbook. Additional information on plagiarism is available through the ARC Tutoring & Writing Center.

In cases of suspected academic dishonesty, the instructor is advised to consult with the department chair and, if deemed necessary, with the Provost. If it is determined that academic dishonesty has occurred, it is the responsibility of the instructor to notify the Provost and the Dean of Student Life of any penalties that have been applied. Those offices will keep a record that may guide action in case of another offense in the future.

Students have the right to appeal charges of academic dishonesty. Faculty members selected to serve on an appeals committee are asked to determine whether or not the alleged academic dishonesty occurred and/or whether the penalty is appropriate.

This policy applies to all students at Marietta College, both undergraduate and graduate. In the case of graduate students, “program director” replaces “department chair” in the procedures.

K. TURNITIN.COM

TurnItIn.com is a plagiarism-prevention program. This is accessible and built into Canvas for MC PA program research courses and other assignments. After submitting a paper to the platform, the paper is retained in their database, without any of the author’s identifying information. This allows plagiarism to be detected. Only the course faculty member and the campus TurnItIn administrator will have access to author names.

L. STATEMENT ON TITLE IX

Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title IX of the Education Amendments of 1972 has been delegated to:

Richard Danford
 Title IX Coordinator
 Marietta College
 215 Fifth Street
 Marietta, OH 45750
 (740) 376-4899
danfordr@marietta.edu

M. MARIETTA COLLEGE GRADUATE STUDENT ACADEMIC GRIEVANCES AND APPEALS (A1.02i, A3.15g)

Students have the right to due process involving grievance and appeals process procedures for both academic and non-academic grievances. <https://marietta.smartcatalogiq.com/en/2022-2023/2022-2023-catalog-and-student-handbook/academic-policies-and-practices/academic-grievances/>

Informal Resolution

The student shall first discuss the complaint with the respondent. If a problem is not mutually resolved, the student shall confer with the immediate supervisor (usually the department chair or graduate program director) of the respondent, who will discuss the matter with the respondent to see if the complaint can be resolved. If the grievance is not satisfactorily resolved informally, the student has the right to petition for a formal hearing.

Formal Hearing for Graduate Students

For graduate students the petition should be filed with the Chair of the Graduate Council and the hearing will be held by the Graduate Council according to the procedures of the Constitution Appendix (See appendix 17.B.6 in the faculty manual). This written allegation shall describe the grievance, a summary of the circumstances surrounding it, the related evidence, and what has already been done in attempting to resolve it.

Graduate Student Grievance Hearings Board

The Graduate Council shall act as a hearings board for graduate students wishing to file academic grievances or appeal time limitations.

Grievance Petition (Step 1)

- The chair of the Council will supply the graduate student with a copy of this procedure.
- The chair of the Council will appoint a faculty counselor to help the student formulate the grievance. This faculty counselor may be the Associate Provost or any member of the faculty teaching in a graduate program not directly involved in the grievance.
- The student, working with the faculty counselor, will produce a written allegation describing the grievance, a summary of the circumstances surrounding it, the related evidence, and what has already been done in attempting to resolve it. An electronic copy of this document must be delivered to the chair of the Council for distribution to the Council at least 48 hours (not including weekends and holidays) prior to the hearing.

Grievance hearing (Step 2)

The graduate student will work with the chair of the Graduate Council to schedule the hearing at a mutually agreeable time, normally the regular meeting time of the Council. The student is entitled to a hearing within 15 days of the time the student first contacts the chair of the Graduate Council. Grievances arising shortly before break periods may require more time to complete. The Provost or Chair of the Graduate Council may grant an extension of the time limit of this procedure for good cause.

Testimony (Step 3)

At the hearing, the graduate student will be given approximately 15 minutes to present his or her grievance. There shall be no legal counsel present in the hearing. The faculty member and/or affected program will then have a similar amount of time. The Graduate Council may hear additional witnesses at the chair's discretion and have access to all material it feels is relevant to the case. Neither of the affected parties will be present to hear the other party's presentation; neither of the affected parties will be present during deliberations.

Decisions (Step 4)

Cases brought before Graduate Council will be decided by a simple majority vote.

Confidentiality

The Graduate Council shall maintain confidentiality concerning any information presented in the hearing.

Notification (Step 5)

A decision will be forwarded to the Provost within 8 business days of the hearing. The decision of Graduate Council will be forwarded to the Provost, the student, the Program Director, and the faculty member involved in the grievance.

Appeal (Step 6)

The student or respondent may appeal the decision on the grounds that proper procedure was not followed. An appeal for the respondent will be handled by the Professional Review Committee. An appeal for the student will be to the Provost, and the Provost's decision is final. Only if the Provost is the respondent, will the appeal be handled by the President.

XII. PA PROGRAM POLICIES AND PROCEDURES (A3.01)

A. TRANSFERS OR ADVANCED PLACEMENT (A3.13c)

At this time, the MC PA program does not accept transfer students directly into the graduate program.

Advance placement (AP) courses (limit two (2) courses) will be accepted for pre-requisite requirements, but will not be calculated into the pre-requisite GPA.

B. HANDBOOK REVISION(S) (A3.02)

The information contained in the PA student handbook is an extension of current graduate policies and procedures of Marietta College.

The PA student handbook serves as a guide to important requirements, policies, practices, and procedures that will be applicable to all students who wish to be accepted into, progress through didactic and clinical phases, and graduate from the Marietta College Master of Science in Physician Assistant Studies ARC accredited program. It is not intended to establish a contract and since the implementation of the curriculum remains dynamic and therefore subject to continuous review and improvement, the provisions listed are directive in nature and subject to change without prior notice.

The MC PA program reserves the right to modify/change/amend the student handbook including but not limited to policy and procedures, schedules, and financial charges at any time. In such a case, the program will make reasonable efforts to notify its students in a timely manner, of any changes. Notification will be made via Marietta College email accounts and in the form of an addendum or new PA student handbook (electronic format). Students will sign an acknowledgment form when presented with the changes and are then under the new/modified material. **All revisions apply to all enrolled students at time of notification.**

C. STUDENT RECORDS (A3.17a-f, A3.18, A3.19)

The student records are maintained by the following departments:

1. The MC PA program - official application, unofficial transcripts, matriculation and pre-clinical requirements and training documents, handbook policy and procedure matriculation forms, didactic and clinical academic performance, remediation efforts and completion, disciplinary actions, malpractice insurance documentation, professionalism self-assessment, attendance request forms, and student advising forms. All records are maintained by the program electronically or in locked filing cabinets after graduation. Student academic records are readily accessible to authorized personnel only.
2. The Registrar's Office – official transcripts, including those submitted for admission.

3. The Marietta College Center for Health & Wellness – the Medical Health Form is deemed confidential and is not accessible to or reviewed by program faculty or staff.

It is the responsibility of the student to keep their records current. Information on file in the program office may be reviewed at anytime. The Administrative Coordinator must be notified immediately for changes in:

1. Legal name (See Procedure for Legal Name Change)
2. Local mailing address
3. Permanent mailing address
4. Hometown
5. Current phone number
6. Name and contact number of person to call in case of emergency

PA students and other unauthorized persons are prohibited from having access to the academic records or other confidential information of students or faculty.

Any student believing a Family Educational Rights and Privacy Act of 1974 (FERPA) violation has occurred may file a complaint with the US Department of Education. Students are also strongly encouraged to inform the program director so concerns can be addressed and steps taken to resolve the issue. If the violation involves the program director, the student may contact the Provost. Students should review the Family Educational Rights and Privacy Act of 1974 policy for Marietta college at <https://www.marietta.edu/ferpa>

D. PROCEDURE FOR LEGAL CHANGE OF NAME OR ADDRESS NOTIFICATION

Students are required to notify the Administrative Coordinator of any change in name, address, email address, or telephone number. In addition, students must notify the Registrar's Office. Documentation is required for a name change and may include a court order, social security card, or marriage license accompanied by state or federally-issued photo ID. Photocopies will not be accepted; originals will be returned to the student.

E. FAMILY EMERGENCY PROCEDURE

PA students should give family members and/or friends the program office number (740-376-4986) in case they need to be reached during class or clinical experiences when previous attempts have been unsuccessful.

F. STUDENT HOUSING

It is the responsibility of the student to find housing while enrolled in the program during both the didactic and clinical phases.

Marietta College does not provide housing during didactic or clinical training. Housing costs are based on clinical sites that are at or beyond 60 miles from campus. Students are likely to travel to distant sites, including out-of-state, for supervised clinical practice experiences. Housing costs may vary from location to location.

G. HIPAA AND PROGRAM CONFIDENTIALITY POLICY (A3.18)

Patient health information is private and is protected by law under the Health Insurance Portability and Accountability Act (HIPAA) (<http://www.hhs.gov/ocr/privacy>). Students will receive HIPAA training while in the program and must demonstrate continuous compliance with these regulations throughout their entire program. Students will be required to read and sign the policy prior to matriculation (See Appendix 3 HIPAA and Statement of Confidentiality).

Students must respect the confidentiality of classmates, patients, standardized patients, patients' families, program faculty and staff, and clinical preceptors. The following HIPAA regulations apply:

- Students are NOT permitted to discuss or post on social media any protected health information.
- Students are NOT permitted to obtain or post any pictures of patients or patient encounters.
- Students must redact patient names from any case presentations or other program assignments

Patient confidentiality is to be protected at all times. Patient names are **not to be used in any assignments, nor the name of the facility or the preceptor.** The document should be HIPAA compliant with no identifying information. **A student will automatically fail the assignment if they do not maintain patient confidentiality and may be referred to the MC PA Program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal)**

Students, preceptors, and patients trust the program and the students with important information relating to their lives, practices, and medical problems and as it aligns with HIPAA. The physician assistant profession requires maintenance of confidentiality, and it is the MC PA program's responsibility to safeguard that information. Both didactic and clinical students have an obligation to maintain confidentiality, even after graduation. Any violation of confidentiality seriously affects MC PA program's reputation and effectiveness. Casual remarks may be misinterpreted and repeated, so students must learn to develop the personal discipline needed to maintain confidentiality.

Additionally, the MC PA program follows the Family Educational Rights and Privacy Act (FERPA) as it relates to protected education records. Students are only informed of their own performance in the MC PA program. The results of individual student assessments and Progress and Conduct Committee decisions are not posted and remain confidential and accessible only to program faculty and staff with a legitimate need to know. (See Student Records)

H. COMPUTER POLICY AND TECHNOLOGY REQUIREMENTS

All PA students enrolled in the MC PA program are provided iPads at matriculation. In addition, each student is required to have a laptop computer that supports the latest Windows or MAC operating system to function with testing software, to complete coursework, and have the ability to print and/or submit documents as required by the MC PA program. The program uses Canvas and Exemplify for didactic exams and Canvas, Exemplify, and PAEA platforms for clinical exams.

Each student must have a laptop screen protector and/or iPad privacy screen protector on for all exams depending on the device utilized. Any program concerns with screen proctor capabilities, the program reserves to request the student to purchase an alternate option with this additional expense on the student. (A3.12f)

It is the responsibility of the student to ensure that personal laptops are fully operational prior to each class and exam with appropriate software updates. Failure to maintain a working laptop or inability to access the internet is not an acceptable excuse and may result in failing grades or loss of points.

The following minimum system requirements will ensure that your personal learning device can access the various learning management systems and resources necessary to participate in all MC PA program curricula.

Laptop Computer	
Operating System	Windows (10, version 22H2, or newer) macOS (10.9 or later) Linux (newer versions)
Internet	Broadband ethernet; Ideally, a wired connection of 40.0Mbps+ is recommended.
Browser	Edge 87+, Safari 13+, Firefox 78+, or Chrome 87+ (Requires the latest versions of each for compatibility with Exam software)
Hardware	CPU: i3, i5, i7, i9, or M1 (+) RAM: 4GB+ RAM/ Drive: 500GB+ (cloud and local storage)
Software	To ensure access to LMU learning environments, we recommend a computer that can run the following software: Canvas, MS Office, SharePoint, OneDrive, Zoom, and Teams

I. E-MAIL AND INTERNET ACCESS

All PA students (didactic and clinical) are required to receive and send all program correspondence via their Marietta College e-mail address. **Students should check their e-mail at least once per day while in the MC PA program and must reply to program emails within 24 hours unless otherwise stated.** Failure to check e-mail will not be accepted as a reason for missed communication.

Faculty and staff reserve the right to call or text at the provided personal contact number if no response has been received within the 24-email response deadline.

PA classrooms are equipped with wireless capability. The MC PA program calendar may be accessed through Canvas.

All students, faculty, and staff of Marietta College are subject to all applicable federal, state, and international computer laws. Unauthorized duplication of software is a Federal crime. Penalties may include fines and jail terms. Unprofessional behavior on the computer systems will not be tolerated and may result in referral to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal)

Communication with Faculty/Staff

E-mail is the preferred method of contacting faculty or staff outside of class time, otherwise, office hours should be utilized for direct in-person communication. Faculty or staff will respond to student e-mails typically within 24-48 hours during the week (Monday through Friday). Emails received after 5 pm on Fridays may not receive a response until the following Monday. In an emergency situation please refer to the Marietta College Police Department and Student Safety policies.

J. USE OF ELECTRONIC DEVICES IN THE CLASSROOM

In order to respect the learning environment of classmates and faculty, students should turn off all personal electronic devices during class-related activities. The use of laptops or technology other than for instructional use is inappropriate (e.g. checking e-mail, texting, playing games, shopping, surfing the internet, instant messaging, etc.). A PA student who fails to comply will be asked to leave the class and it will be considered an unexcused absence. (See Absence Request Form and Absence Policy) The use of unauthorized technology assistance during an

exam will be treated as a form of academic dishonesty (See both College and PA Program Academic Dishonesty Policies) and may result in referral to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal)

K. SOCIAL MEDIA

PA students must understand they are no longer anonymous individuals when posting and/or commenting on blogs and/or social media sites. Instead, they are now members of identifiable groups; the MC PA program, Marietta College, the Marietta community, and physician assistants in general. Therefore, blogging, postings and/or comments to such sites should be thoughtful, respectful, and in good taste as to portray themselves, the MC PA program, college, and PA profession in a positive light for all groups they represent.

Students are required to maintain high standards of professionalism while using all forms of social media or online forums. Degradation of faculty, staff, fellow students, preceptors, or the MC PA program will not be tolerated on social media or in any form. Unprofessional postings which include profanity, discriminatory statements, illicit drug use, alcohol abuse, sexually suggestive material, and/or breaches of patient confidentiality are forbidden and may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See PA MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Additional social media guidelines include:

Confidentiality: Healthcare providers have a professional obligation to maintain the confidentiality of patient information. Posting information about named or nameless patients is a violation of The Health Insurance Portability and Accountability Act (HIPAA). When using social media, do not post any information or photos or videos of a patient, patient encounter, or medical procedure.

Digital Footprint Awareness: Be mindful of your social media footprint. All items you post on social media must be professional in every way. Prospective employers, residency directors, and patients review social networking sites to check out your background, interests, and professional standards.

Witnessing any violation of this policy should be reported to the program director immediately.

L. STUDENT SAFETY(A1.02g)

Keeping students safe while enrolled in the MC PA program is paramount. While on campus, students are protected by the 24/7 full-service Marietta College Police Department. Additionally, the MC PA program building doors are secured at all times and can only be accessed with an ID badge. All crime or emergencies, including fire, hazardous material spills, police emergencies or anything that presents potential imminent harm to people must be reported to MC Police Department. If unable to be reached or off campus, dial 911.

For students who live off campus but reside in the area, The Marietta Police Department should be contacted at 740-376-2007 or Washington County Sheriff's Office at 740-376-7070. For those students outside the area, they should refer to local city or county offices. If imminent concern and off campus the student should contact facility security/police or dial 911.

A student must report any condition which might endanger the health and well-being of other students, patients, program staff, or program related personnel to the Center for Health and Wellness or their personal health care provider immediately.

Throughout PA training, should any faculty member have concerns with a student's overall well-being, they may encourage and document the need for referral to various student services on campus to address personal issues which may impact progress in the MC PA program. (A3.10)

Clinical: During rotations, students are encouraged to utilize all security resources offered to them by the facilities (safe parking areas, police escorts, etc.). Any safety concerns should be reported to the program director immediately. If imminent concern and off campus the student should contact facility security/police or dial 911.

M. FACULTY TREATMENT OF STUDENTS POLICY (A3.09)

Except in emergency situations, the program director, medical director, and principal faculty may not participate as health care providers or behavioral health counselors for students.

All students requiring medical care or counseling will be referred to the Center for Health and Wellness or their personal health care provider(s). To make an appointment with the CHW, call during office hours. In emergency situations, call 911, or go to the nearest emergency room.

N. FACULTY MENTORS

Each student is assigned a faculty mentor who will remain their mentor throughout their entire training. Under rare circumstances, a student may be reassigned to a new faculty member at the discretion of the program director.

At any point in time, the program director may request to meet with a student to discuss their current academic or professional standing, review policies and procedures, or recommend ways to ensure success. A Student Advising Form will be completed and placed in the student file. (See Appendix 4 Student Advising Form)

Didactic: Students are required to meet with their mentor at least once per semester (mid-term) to discuss academic progress to date, any concerns or recommendations, steps for next semester or moving forward, and review Professionalism Self-Assessment form. Meetings may also be scheduled as needed by the student and/or at the request of the faculty mentor on more frequent occasions with a Student Advising Form completed during every encounter and placed in the student file.

Clinical: Students may continue to meet with their faculty mentor during the clinical phase, but are not required to do so. Professionalism while on rotations will be evaluated by the preceptor, however professionalism while on campus for call back day activities, research components, and other classroom and communication elements will be evaluated at least once per semester by the student and/or at the request of the faculty mentor. Any citations related to professional conduct by the preceptor during the clinical phase will be discussed at department meetings and may result in referral to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

While the primary focus of mentor meetings is academics, a student should not hesitate to contact their faculty mentor with any questions or issues. Faculty mentors can refer students to campus resources including but not limited to the Center for Health and Wellness and/or the Academic Resource Center to assist with any problem affecting academic progress. (A3.10)

O. STUDENT-PATIENT AND STUDENT-FACULTY/PRECEPTOR RELATIONSHIPS POLICY

Students are not to engage in intimate or unethical relationships with patients, preceptors, or faculty. These relationships should always remain at a professional level. Students engaging in unprofessional relationships will be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

P. POLICY ON ADDRESSING FACULTY AND STAFF

As a part of professionalism, all students are expected to address and refer to all program faculty, staff, and clinical preceptors by their professional title (Director, Doctor, Professor) or Mr./Ms./Miss/Mrs. and their last name. For example, Dr. Grosel, Professor Sams, and Mrs. Venham. First names may be used for staff members only and at their discretion and preference. Students who do not follow this policy may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Q. STUDENT WORK POLICY (A3.04, A3.05a,b, and A3.15e)

1. The MC PA program is extremely intense and rigorous. Students should view their education as their primary responsibility and should not allow any outside activity to interfere with the ability to accomplish the requirements necessary as a PA student. Therefore, outside employment is strongly discouraged during the didactic phase and is prohibited during the clinical phase of the MC PA program. (A3.04,A3.15e)
2. Students enrolled in the MC PA program cannot substitute for practicing physician assistants or provide unsupervised services common to a certified PA while at any learning or employment site while enrolled in the MC PA program.
3. Students are not permitted to work for the MC PA program or any clinical affiliates while enrolled in the MC PA program. Students are never required to or permitted to substitute for regular administrative staff or instructional faculty or clinical rotation staff during didactic or clinical phase regardless of prior experience and are not to be the primary instructor or instructor of record for any component of the curriculum. (A3.04, A3.05a,b)

R. PARTICIPATION OF STUDENTS AS HUMAN SUBJECTS

As part of learning, students conduct peer physical exams, role play as standardized patients, and act as simulated patients for teaching purposes during ultrasound training. While doing so, students are expected to behave professionally and respectfully. When possible, the program will accommodate any cultural or religious beliefs as it relates to being a standardized patient. The student must inform the Director of Didactic Education of any cultural and religious beliefs at the start of their training so partner and patient accommodations can be arranged. Students will be required to read and sign the policies prior to matriculation. (See Appendix 5 Participation of Human Subjects Acknowledgment and Appendix 6 Ultrasound Liability Waiver)

S. RESPECTFUL INTERACTIONS

Respectful interactions are required of all students. Respectful is being considerate, courteous, professional, and maintaining the confidentiality of patient information. While participating in any college-related activities (i.e. coursework, clinical experiences, volunteer work, etc.), it is expected that all students, faculty, and staff affiliated with the MC PA program will act in a manner that is guided by respect for other students, staff, faculty, patients and healthcare practitioners who may have differences that include (but are not limited to) the following:

- Religious beliefs and practices
- Socioeconomic status
- Ethnicity/Language
- Racial background
- Gender
- Nontraditional medical beliefs and practices
- Sexual orientation
- Physical/emotional disabilities
- Intellectual capabilities

T. STUDENT CONDUCT AND HONOR CODE

Students must maintain high standards of conduct on campus, off campus, while at clinical rotations, and at all MC sponsored events.

Physician assistant students are required to abide by all academic, clinical, and professional comportment policies as described in the governing College Graduate Catalog, the PA student handbook, and MC PA program Technical Standards.

Every student is assumed trustworthy and committed to maintaining honor and professional ethics purported by the profession's national organization. Students will be found in violation of the Honor Code with acts including, but not limited to, lying (including plagiarism), cheating, or stealing while enrolled as a student in the MC PA program or if engaging in an action that constitutes a violation of administrative rules, civil law, and or/ criminal laws of the United States.

Students who do not abide by MC PA program conduct expectations as it relates to academics, professionalism, ethics, classroom, research, social media, etc. will be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

U. PROFESSIONAL CONDUCT

Professionalism is defined as “the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well.” PA students and licensed providers are working for the greater good – the public as a whole and each individual patient.

The MC PA program promotes learning, personal responsibility, self-discipline, and respect for others and self in an atmosphere of mutual respect. PA students are expected to adhere to professional decorum in all activities. As professionals within the MC PA program, students are responsible for attendance, completion of all documentation, preparedness, handling of program resources and equipment, participation, and ultimately, their performance in the MC PA program. As professionals outside of the MC PA program, students will display model citizen behavior.

The professional relationship between healthcare providers and their patients requires a dedication to responsibility and accountability. Students will earn the trust of patients and will instill confidence in their ability to be a steward of the patient's health according to state law.

Students must understand it is an honor and a privilege to be a physician assistant.

The MC PA program seeks to produce graduates with high moral, ethical, and professional standards, thus professional conduct while enrolled is deemed as important as academic success. To assist students in the acquisition of and growth in professional behaviors, the MC PA program nurtures professional behaviors and identifies and remediates unprofessional behaviors. Students found lacking professional/ethical conduct will be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Expected professional conduct for Marietta College PA students (both didactic and clinical) includes but is not limited to:

Department (positive attitude and behavior)

- Treats fellow students, faculty, and staff with respect, dignity, compassion, and sensitivity

Altruism (selfless concern for others)

- Responds to patients in a way that promotes patient-centered healthcare
- Advocates for policies and practices that benefit patients
- Shares knowledge, talent, and resources to help others
- Displays compassion, empathy, and respect for all

Integrity (maintaining strong moral principles)

- Maintains appropriate boundaries in professional relationships
- Upholds ethical standards in research and scholarly activity
- Follows rules with adherence to institutional policies and procedures
- Demonstrates and maintains honesty (forthrightness and trustworthiness), confidentiality, and straightforwardness in all interactions

Respect (courteous regard for feelings of others)

- Listens to the views and opinions of colleagues without interrupting
- Discusses grievances with the individual first and does not slander that individual
- Speaks of others without using inappropriate labels or comments
- Works well with others, solicits and values input from colleagues and preceptors, and respects authority

Excellence (maintaining an outstanding quality)

- Makes valuable contributions to class, clinicals, and group interactions supporting the team approach
- Participates in class as an active listener and learner
- Shows motivation by seeking additional knowledge and skills and striving for excellence
- Sets goals to achieve above what is expected
- Seeks feedback for performance improvement and makes appropriate corrections

Initiative (the ability to assess a situation and act dutifully)

- Organizes, participates and collaborates with peers and faculty when needed
- Inspires confidence in others by being properly prepared for all tasks
- Responds promptly and completes tasks in a timely manner
- Recognizes limitations of knowledge and takes steps to fill gaps

Resilience (the ability to recover quickly from difficulty)

- Assumes personal responsibility for mistakes and admits to errors while taking steps to prevent recurrences
- Understands personal limits and requests help when needed
- Remains flexible to changing circumstances and unanticipated changes

Accountability (taking responsibility in a situation)

- Intervenes when unprofessional behavior presents potential danger
- Facilitates conflict resolution while maintaining composure
- Advocates for lifelong learning to improve patient care
- Possess self-awareness and the ability to accept, apply, and offer constructive criticism.

Professionalism is taken very seriously and our students are continuously assessed throughout the entire training.

Didactic: Students are required to complete and discuss the “Professionalism Self-Assessment” Form ([See Appendix 7 Professionalism Self-Assessment Form](#)) with faculty mentors each semester.

Clinical: Professionalism while on rotations will be evaluated by the preceptor; however, professionalism while on campus for call back day activities, research components, and other classroom and communication elements will be evaluated at least once per semester by the student with faculty mentor review. In addition, students will be required to submit a “Professionalism Self-Assessment Form” to faculty mentors each semester of the clinical phase. ([See Appendix 7 Professionalism Self-Assessment Form](#))

V. UNPROFESSIONAL BEHAVIOR

One percentage point (1%) will be deducted from the final course grade for each occurrence of unprofessional behavior. Behavior is deemed as being unprofessional on a case-by-case basis and includes but is not limited to inappropriate attire, tardiness, unkept lab station, and inappropriate communication/behavior with course instructors, faculty/staff, preceptors, patients, or proctors.

The course coordinator will make all decisions regarding whether behavior is unprofessional and may enforce harsher penalties like loss of full points on an assignment, exam, competency, or activity and as it relates to the Academic Dishonesty and all Student Conduct policies discussed PA student handbook. Students will be notified regarding unprofessional behavior via email and may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

W. CLASSROOM CONDUCT

To maintain an environment conducive to learning, activities that distract from or interfere with classroom learning are prohibited. This includes, but is not limited to, engaging in discussions unrelated to classroom activities; using an electronic device for unrelated activities (See Use of Electronic Devices in the Classroom); bringing animals or children to class; engaging in conversations that distract from the lecture; eating or smoking in class; or frequent entry or exit of the classroom. Students who violate classroom etiquette may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Additional classroom conduct policies:

- Cell phones are to be turned off while classes are in session so as not to interrupt learning. Students who violate this policy may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from

the program. (See Program Dismissal Policy)

X. ACADEMIC CONDUCT

The MC PA program promotes authentic honesty and a high standard of academic integrity. This requires students to take personal responsibility for mastery of the knowledge and skills necessary to provide patient care. Academic misconduct undermines education, violates trust, and is a serious offense. Students suspected of academic misconduct as well non-students involved may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA program PA Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Examples of academic misconduct include, but are not limited to, the following:

- Abetting: encouraging or assisting another student to cheat, sharing testing material with others.
- Cheating: acting dishonestly to gain academic advantage (ex, unauthorized possession of examination questions, using notes during an examination, obtaining information during an examination from another student, altering grade records, or illegally entering an office)
- Plagiarism: claiming someone else's ideas, words, or data as your own either intentionally or unintentionally; not citing the author
- Fabrication: presenting falsified work as genuine
- Deceitfulness: altering grade records, tampering with examination software, behavior that raises suspicion that the examination process is compromised, or entering a faculty or staff office without permission

Y. RESEARCH CONDUCT

MC PA students engaged in research related endeavors will apply appropriate knowledge, skills, and medical research ethics while conducting research. MC PA students may engage only in pre-approved research activities and are required to utilize and provide evidence of use of the Marietta College Writing Center at least once during the culmination of the capstone research project.

Once a research timeline has been established and Capstone Advisors have been assigned in PASP 590, PASP 591 and PASP 691, requests for extended time or modifications must be submitted in writing to the student's designated Capstone Advisor at least 4 weeks in advance. Extension or modification submission requests do not guarantee approval. MC PA students are responsible for scheduling meeting(s) with their Capstone Advisor which ideally would occur during call back days and not impact clinical rotation attendance. Students will notify their Capstone Advisor of any obstacles encountered with research efforts and any anticipated need for change in prior approval protocol. Failure of a student to comply with research deadlines and requirements may result in referral to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Z. RESEARCH EVALUATION

All Capstone Advisors will utilize the same grade criteria to evaluate student research. The course syllabi included in PASP 590, PASP 591 and PASP 691 contain evaluation methods used for research along with other curriculum components, including but not limited, to clinical phase EBM case presentations and clinical phase EBM article review question submissions. The culmination of research efforts will be presented as a component in the PASP 691 Capstone, Summative and Graduate Requirements course.

Unavoidable delays in research resulting from required changes in the research proposal or time-lines may result in a grade of “PR” for the course. The Capstone Advisor will advise students on task to be completed and deadlines required in order to convert the grade of “PR” to a letter grade.

AA. AAPA CODE OF ETHICS OF THE PHYSICIAN ASSISTANT PROFESSION (Applies to students as well)

“Guidelines for Ethical Conduct for the Physician Assistant Profession”, (Adopted 2000, reaffirmed, 2013, amended 2004, 2006, 2007, 2008, 2018) AAPA website, accessed 1/25/2023. <https://www.aapa.org/wp-content/uploads/2021/11/Guidelines-for-Ethical-Conduct-for-the-PA-Profession-7-1-21.pdf>

All MC PA students (both didactic and clinical) are held to the highest ethical and moral standards due to the nature of their work and responsibilities. Students who fail to adhere to these standards may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

BB. PA PROGRAM ACADEMIC DISHONESTY POLICY

Please refer to the college policies above on academic dishonesty and the program policies below. <https://marietta.smartcatalogiq.com/2022-2023/2022-2023-catalog-and-student-handbook/academic-policies-and-practices/academic-dishonesty/>

Academic dishonesty in the PA program is not acceptable. Plagiarism is one specific example of academic dishonesty that is often misunderstood by students. Plagiarism (either intentional or unintentional) occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without properly acknowledging its source. Appropriate paraphrasing and proper referencing are necessary to avoid plagiarism. Students will have access to electronic and printed materials that are the “intellectual property” of others. The distribution or presentation of these materials, whether or not copyrighted and including both electronic and print formats, without appropriate citation will be considered plagiarism.

Falsification of any program documents (eMedley, preceptor evaluations, time logs, schedules, site evaluations, case studies, etc.) is a violation of academic dishonesty and professionalism of a physician assistant student. Falsification of any patient information/medical records or assignments whether intentional or unintentional, as well as improper citing/referencing (intentional or unintentional) is grounds for referral to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

In order to ensure the academic honesty and integrity of all students while class is in session, the program faculty and staff reserve the right to monitor classroom activity including examinations. Cameras located in the back of the classroom are able to capture any suspicious or inappropriate activity. Additionally, ExamSoft/Examplify, the program’s testing system, will restrict access to all computer programs, files and web sites during exams.

NOTE: Monitoring cameras are NOT in use outside of class time.

In order to deter plagiarism and ensure the appropriate use of resources in student research and learning, Marietta College subscribes to a plagiarism prevention service, www.turnitin.com. Faculty may request students submit written work to the service to ensure that others' ideas are cited appropriately.

In cases of suspected academic dishonesty and/or violation of professional conduct, the faculty/staff member will consult the program director and the student may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Pending the outcome of the MC PA program Progress and Conduct Committee meeting, the Provost will be informed of the decision in which the student is found to be in violation of the academic honor code. Any case of academic dishonesty may result in disciplinary action, including a failing grade on the project, or failing grade in the course, or expulsion from the College. (See Marietta College Policy Academic Dishonesty Policy)

Students have the right to appeal any penalties imposed for academic dishonesty or professional misconduct (See MC College Graduate Student Academic Grievances and Appeals)

CC. ATTENDANCE AND TARDINESS

The program faculty believe that significant learning occurs in the classroom and class attendance is vital to a student's education. Therefore, **attendance is mandatory throughout the entire 26-month program with no flexible attendance offered in the program**. Students are expected to arrive a minimum of 5 minutes early to set up all computer devices and be ready for lecture, with tardiness resulting in professionalism point deduction. Attendance is reflective of commitment, acquisition of knowledge, and professional behavior. Failure to fulfill this requirement or tardiness is considered in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for a course along with referral to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Care for dependents/pets should be well-secured at all times. A lack of childcare/eldercare/pet care/etc. will not be considered an excused absence.

No appointments are to be scheduled during apparent "open" times in the schedule without the approval of the MC PA program. (See Absence Request form)

DD. ABSENCE REQUEST FORM AND ABSENCE POLICY

An Absence Request form ([See Appendix 8 Absence Request form](#)) may be submitted no earlier than the start of each semester to the Director of Didactic Education (if in current didactic phase) or Director of Clinical Education (if in current clinical phase). Ideally the form should be submitted at least seven (7) days in advance and submission **does not guarantee approval**. It is the responsibility of the student to obtain the required signatures and ultimately at the program's discretion to determine if the absence will be excused.

Any absence due to illness or appointment requires a medical excuse from the designated health care provider along with the Absence Request form submission. The medical excuse must not intentionally identify the diagnosis, but must state the student has been evaluated and indicate when the student is able to resume didactic or clinical duties. All missed

work/exams/clinical days are the responsibility of the student. It is the faculty member/clinical preceptor's discretion to determine if the student may make up the missed work as well as the mode to which it will be accomplished.

An excused absence will allow the student to make up exams, quizzes or reschedule an oral presentation.

Didactic: If arrangements have been made with a faculty member to attend lecture remotely, then an absence request form is not required. It is highly encouraged that students utilize the Center for Health and Wellness when possible for cost effective care.

Clinical: Each student must inform the Director of Clinical Education and their Clinical Preceptor no later than 8 am on the day of the absence and complete and submit an absence request form. This includes mandatory call back day attendance. A medical excuse may not be required, but the program reserves the right to request a medical excuse. It is at the program's discretion to add additional patient contact hours if needed based on patient encounters and procedures logged.

If a student suffers from a chronic condition that leads to absence from class, they must have presented documentation to Kristin English, Disability Services Coordinator and OAA Program Support. Mrs. English will determine appropriate accommodations and will notify the student's instructors of those accommodations, including guidance on requests for make-up work for absences related to the chronic medical or mental health condition.

Absence of a student from a scheduled examination(s) and/or laboratory session(s) will be excused only under extraordinary circumstances/emergency absences and are determined on a case by case basis and generally include but are not limited to, the following:

- Death of an immediate family member
- Natural disaster
- Significant personal injury/illness
- Childbirth

Unexcused Absence: Absences from didactic or clinical phases of the program that are not due to an emergency or have not gone through the above process of an absence request submission are considered unexcused. Absences also may be unexcused if a student is not dressed appropriately and sent home to change or comes unprepared with proper medical equipment for skills labs. Students with unexcused absences are referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Emergency Absence Request: Although attendance is mandatory, an absence or lateness due to an emergency may be unavoidable. Students should follow the procedure below if such an event should occur:

If you have a sudden, serious emergency that will necessitate missing or coming late to class or to a clinical rotation (ex. death in the family, acute illness, motor vehicle accident, etc.), contact the program director and the Director of Didactic Education (if currently in didactic phase) or the Director of Clinical Education (if currently in clinical phase) immediately via email. If the student is unable to correspond, a family member should call the program office at 740-376-4986. Clinical students should also urgently notify their clinical preceptor and make them aware of the situation. If the absence is medical in nature, a medical excuse must be provided with an

Absence Request Form submitted.

Program faculty will determine if the absence is excused and will help create a plan of action for missed work.

Funeral – Individual arrangements are between the student and the Director of Didactic Education (if currently in didactic phase) or Director of Clinical Education (if currently in clinical phase), in conjunction with the program director. The details of making up missed work will be discussed between the course coordinator(s) and the student. Ultimately, all missed work is the responsibility of the student.

Jury Duty – Immediately upon receiving a notice for jury duty, the student must provide the program director with a copy of the notice. The program director will provide a letter documenting the student's position and standing in the program for the court. Ultimately, all missed work is the responsibility of the student.

Religious Observation- No sooner than the start of the semester but at least 7 days in advance of the religious observance, the student should notify the Director of Didactic Education (if currently in didactic phase) or Director of Clinical Education (if currently in clinical phase) where applicable and complete an absence request form. It is the students' responsibility to make up any missed work. If advanced notice is not met, the student may be required to make up additional clinic time.

Pregnancy and Lactation Notification Procedure (A3.08)

MC PA program curricular requirements involve exposure to infectious agents and hazards that may deem risk to a student or fetus. Potential for harm increases when a student is pregnant or lactating. Although all curricular components must be completed by every student, the health and safety of our students is of utmost importance, thus faculty may refuse to allow a student to be involved in an activity that may cause harm to the student. Any student enrolled in the MC PA program who becomes pregnant or is lactating should:

1. Immediately notify the program director.
2. Immediately contact their personal healthcare provider to obtain recommendations for minimizing exposure to hazards that may be associated with participation in program curriculum.
3. Provide the program director with a signed statement from the personal healthcare provider that defines clearances and exposure limits to possible hazards during the period of pregnancy or lactation.
4. Immediately notify the program director of any changes in recommendations from their treating health care provider.

The program director, in conjunction with the Progress and Conduct Committee, will decide whether accommodations for the health care provider's recommendations are possible while meeting all curricular requirements. If it is deemed that time off is necessary, program completion may be delayed (See Leave of Absence).

Missed Course Work- It is the student's responsibility to contact the course coordinator and/or preceptor to obtain missed materials or assignments from any absence and complete them in the timeline given. Any assignment, exam, or material missed due to an unexcused absence may be given a zero and may not be allowed to be made up late.

EE.OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OHS) (A3.08a)

The program recognizes that as students interact with patients during their clinical training, they

will encounter the risk of exposure to infectious diseases. Safety is an important objective for the student and patients. During the didactic phase of the program, each student receives training in accordance with the requirements of the Occupational Health & Safety Administration on infection control and learns appropriate methods of handling blood, tissues and bodily fluids as well as dealing with the prevention and management of communicable diseases.

To prevent student exposure to environmental and infectious hazards, students are responsible for following Occupational Safety and Health Administration (OSHA) and infection control precaution guidelines. Any student who is unsure about OSHA guidelines should contact program faculty to request further training. OSHA information can be found at: <https://www.osha.gov/>

Students will be required to read and sign the policy prior to matriculation. (See Appendix 9 Acknowledgement of Response Regarding OSHA and Universal Precautions and Exposure to Infectious and Environmental Hazards.)

FF. EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS POLICY AND PROCEDURE (A3.07a, A3.08b,c)

All communicable illness exposures are to be handled according to CDC guidelines. For more information go to: <https://www.cdc.gov/oralhealth/infectioncontrol/faqs/occupational-exposure.html>

Students exposed to communicable diseases or displaying symptoms have the responsibility to be tested as soon as possible.

Notification Procedures:

-COVID- Students who test positive for COVID-19 should follow the absence request policy.

-Influenza and others- Students testing positive for influenza or other communicable disease must notify the Director of Didactic Education (if currently in didactic phase) or the Director of Clinical Education and Clinical Preceptor (if currently in clinical phase) as soon as possible and follow the absence request policy. Students at clinical sites should also follow the exposure notification protocols of the facility in which the exposure occurred.

Student absence resulting from a communicable illness or exposure will be handled on a case-by-case basis. The Director of Didactic Education (if currently in didactic phase) or Director of Clinical Education and Clinical Preceptor (if currently in clinical phase) will set the appropriate date of return based on licensed health care provider recommendations. The MC PA program will work with the student to determine the best course of action for making up missed work.

If a student experiences a needle stick, sharps injury, or is exposed to a patient's blood or other hazardous contagious disease exposure while participating in pre-clinical or clinical care, the student is responsible for reporting and initiating care.

Seek medical treatment IMMEDIATELY and follow the procedure outlined below:

- Immediately perform first aid as needed: Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes/eyes should be flushed/irrigated well with water.
- Immediately report an incident to the appropriate office or hospital personnel (and the preceptor) and follow established protocol.
 - If no established protocol, seek treatment at the nearest emergency department.

- Immediately report the incident (within two hours) to the Director of Didactic Education (if currently in didactic phase) or to the Clinical Preceptor and Director of Clinical Education (if currently in clinical phase).
- Immediately initiate a visit with a medical provider in order to initiate all posttreatment testing and treatment protocols as recommended by the CDC (Ex. For HIV exposure postexposure prophylaxis is initiated within two hours of the incident.)

Once the immediate steps have been followed the student MUST complete an **MC PA program Exposure Report** ([Appendix 10 MC PA Program Exposure Report](#)) with all sections completed and submitted via email to the appropriate director described above within two (2) business days of incident.

Cost of testing and treatment following incident, if not covered by the facility or student's health insurance, will be the responsibility of the student. (A3.08c)

Students will be required to read and sign the policy prior to matriculation. ([See Appendix 9 Acknowledgement of Response Regarding OSHA and Universal Precautions and Exposure to Infectious and Environmental Hazards.](#))

GG. ZOOM

Zoom Recording: In order to accommodate students who are unable to attend class due to approved remote learning needs or to provide online access to course material, your instructor reserves the right to record any class period using Zoom or other modality. This means that students may be visible and/or comments/questions made in class could be part of a recording. All recordings are the property of Marietta College and will be used only for educational purposes.

Zoom Etiquette: During Zoom lectures, the student's camera must be on at all times with correct name clearly displayed, the student's entire face must be clearly visible, the student must be in the upright position and in an appropriate setting. Students are prohibited from driving during a zoom session to ensure student safety and avoid distracted driving.

HH. INCLEMENT WEATHER (A1.02g)

All MC PA program classes will be canceled or held remotely if a level three emergency is declared in Washington County, regardless of whether or not the college remains open. Individual faculty members may cancel their individual classes if a level three emergency is declared in the county of residence or they deem it too dangerous to travel.

Didactic phase students should adhere to the Marietta College emergency protocol regarding inclement weather. Information may be accessed by calling 740-376-HELP, on the College website main page www.marietta.edu, or through Pioneer Alert.

To receive Pioneer Alert messages, follow the link below and complete the registration information: <https://www.marietta.edu/pioneer-alert>

Didactic/CBD: Campus closure due to inclement weather is posted on the MC website and will be communicated to students via email. Students should check their MC email during delays/closures to receive information from faculty regarding potential assignments. Every effort will be made to make up any missed material which may involve schedule adjustments. If a class/course is canceled due to inclement weather or emergency, the course coordinator(s) will determine the "make-up time" for the course or if electronic means and or self/study is an alternate option to continue with content. Th make-up lecture time may occur during other times

the faculty member is available that do not conflict with other MC PA program courses/requirements (including evenings or weekends if necessary).

Students who are unable to travel to class/clinical site due to treacherous travel conditions based on county of residence or counties required to traverse to arrive to campus must notify the PA program office at 740-376-4986 and Director of Didactic Education (if currently in didactic phase) or Director of Clinical Education (if currently in clinical phase).

Clinical: During clinical rotations, if the clinic is open the student is expected to be in attendance. However, inclement weather delays or cancellations during clinical rotations will be determined by the clinical site and not by campus closures. Students at a clinical rotation site that has significant adverse weather conditions must use their best judgment and be in consultation with the preceptor to determine clinical site attendance. The decision should take into consideration the county of residence and those counties to be traversed to and from the clinical site.

It is the responsibility of the student to complete any missed work, patient encounters, procedures, or required contact time. If clinical rotation benchmarks can not be met the program reserves the right to utilize the elective course or board review prep week to complete requirements. Failure to complete requirements will result in a delay in graduation and the ability to take the boards.

Costs associated with any additional time or travel related to clinical rotations to meet program clinical hours, patient encounters, or procedures, will be the responsibility of the student. (A3.08c and A3.12f)

II. INSTRUCTIONAL CONTINUITY IN CASE OF TEMPORARY CAMPUS CLOSURE POLICY

Faculty and students should expect scheduled instruction to continue even if class meetings or clinical rotation days are canceled due to weather, epidemic illness, or other factors. Students will be required to complete alternate instructional activities online as directed by the course coordinator.

JJ. LATE, MISSING, or INCOMPLETE WORK

Incomplete, missing or late assignments will result in a zero and the loss of all associated points. If there are no points associated with the assessment there will be a loss of 5% off the final course grade per occurrence unless otherwise stated.

KK. STUDENT SUBSTANCE USE POLICY

As a professional program of health service, the MC PA program promotes a healthy lifestyle with avoidance of the use of tobacco products (E-cigarettes/vape/smokeless), controlled substances (legal or illegal), or the abuse of alcohol.

Tobacco and E-cigarette/Vape Policy

The College and program recognize the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff and visitors. Because we recognize the health hazards caused by exposure to tobacco smoke and tobacco products, we aim to provide a tobacco-free environment.

Marietta College has developed a tobacco and smoke-free policy for all academic, administrative, and campus service buildings, athletic facilities, offices, residence halls, apartments and Greek houses. Tobacco use must take place at least 20 feet from all College

buildings. Use of tobacco products and e-cigarettes or other “vaping” devices is not permitted within the facilities, at clinical sites, on campus, or at college-sponsored events.

For the purpose of this policy, “tobacco” is defined to include any lit cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, vapes, other smoking products or any alternative smoking devices; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Alcohol and Drug use Policy

PA students are expected to behave in a manner that does not jeopardize the health or safety of themselves or others. With the understanding that improper alcohol or drug use can impact the future licensing and credentialing of PAs, the MC PA program has established the following guidelines:

- Follow local, state, and federal laws regarding the use, possession, and distribution of alcohol/drugs
- Never using or present oneself under the influence of alcohol while driving a motor vehicle, caring for a patient, or while at any educational or program-sponsored activity
- Do not become involved in disruptive or disrespectful alcohol/drug-related behavior
- Do not provide alcohol to underage individuals
- Do not become involved in reckless/unsafe alcohol consumption

Alcohol or drug misuse that adversely impacts a student’s health, academic status, or leads to inappropriate or unsafe behaviors will be evaluated by the MC PA program Progress and Conduct for recommendations and/or disciplinary actions (See MC PA program PA Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Whenever the program has reasonable suspicion that a student’s performance, either on campus or when participating in program-sponsored activities (academic or non-academic) while off campus, may have been affected in any way by abuse or misuse of drugs or alcohol, it may require the student submit to an alcohol or drug test. Alcohol or drug testing required (blood or urine) will be at the program’s discretion, within a specific time parameter, and at the expense of the student. Reasonable suspicion is based on specific, current, or continuing physical, behavioral, or performance indicators of probable drug or alcohol use, misuse, or withdrawal.

Arrest/Criminal Activity/DUI Policy

PA students arrested or formally charged with any infraction of the law, other than minor traffic violations, while matriculated as an MC PA student, must report such violation or charges to the program director **within** two business days of the offense. Students failing to report an arrest are subject to immediate dismissal. Enrolled students with criminal violations are subjected to the following:

- Students arrested for alcohol, illegal prescription, other illegal substance, or DUI charges will be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA program PA Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)
- Students found guilty of alcohol, drug, illegal substance, or DUI charges will be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA program PA Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)
- Students arrested for charges other than alcohol or drugs will be referred to the MC PA program Progress and Conduct Committee where in conjunction with the program

director, Provost, and/or MC Administration will determine an appropriate plan of action based on college policy.

LL. STUDENT ALLEGATIONS OF HARASSMENT or MISCONDUCT (A1.02j)

Allegations of harassment of any sort by students, faculty or staff will not be tolerated. See the college policy located at <https://iq3.smartcatalogiq.com/Catalogs/Marietta-College/2022-2023/2022-2023-Catalog-and-Student-Handbook/Student-Handbook/Harassment-Policy-and-Procedures>

Students exhibiting uncivil behavior and/or behavior that significantly disrupts teaching, research, administrative, or student functions may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy). Harassment issues will be referred to Marietta College Title IX officer.

MM. PROFESSIONAL LIABILITY INSURANCE

Students are provided professional liability insurance AKA “malpractice” (\$2 million of professional liability each claim and \$5 million aggregate) by MC PA program included in the cost of tuition. The professional liability insurance is effective only at assigned clinical rotations and pre-clinical experiences. The insurance will not cover any activity not sanctioned by the PA program or as part of the curriculum. In addition, students are not covered by the professional liability insurance policy during educational breaks and therefore are not permitted to do additional experiences or rotations outside of those arranged by the MC PA program. The coverage terminates upon completion of the MC PA program.

NN. STUDENT IDENTIFICATION BADGE (A3.06)

All students will be provided a name tag by the MC PA program with the designation as PA-S and receive the identification badge during orientation. This will also provide students with 24/7 access to the MC PA building. If a student loses the ID badge, the student must report it to the Administrative Coordinator immediately.

Students must identify themselves as a physician assistant student (PA-S) from Marietta College at all times and in all settings, including patient and professional encounters. Students must never present themselves as a physician, resident, medical student, or a certified physician assistant/associate (PA-C). Use of titles earned prior to matriculation are permitted (e.g., EMT, RN, Ph.D., etc.) while in the MC PA program.

The student will **legibly** sign all notes, written/electronic documentation, emails, and/or identify themselves dictating on a patient’s record as “PA-S” (physician assistant student) following the signature/name. All written records are to be neat, well organized and legible. The student is to maintain and respect patient confidentiality at all times. Information identifying the patient must be deleted prior to handing in required H&P’s, case studies, and assignments.

Clinical: Students participating in clinical experiences and clinical rotations or required by the MC PA program must wear their MC ID badges and/or hospital ID badges at all times. In addition, each student must wear the MC white jacket with MC PA program emblem which help distinguish MC PA students from other health profession students and practitioners.

OO. DRESS CODE AND PERSONAL APPEARANCE POLICIES

The intent of the dress code is to promote a professional atmosphere in the classroom while allowing the student maximal freedom in attire, as long as such freedom does not interrupt the

educational process. The public respects healthcare professionals largely due to their expertise, education, and performance. The MC PA program believes that professional appearance and dress help to maintain this respect. Personal hygiene is of the utmost importance, and the student is expected to be clean and well-groomed at all times. All clothing must be clean, not ripped or torn, and devoid of advertising or slogans.

Dress code for Didactic and Clinical Lecture or Program Sponsored Events or Conference Attendance:

- The student will dress in a professional and conservative fashion.
- Students are expected to wear business casual attire while in class and/or attending any program event (slacks, dress, skirt/blouse/sweater, dress shirt or collared polo/golf shirt, slacks, and appropriate shoes).
- Skirt and dress length should be at least 2 inches below fingertips with arms down at sides.
- The student's body must be adequately covered. Inappropriate skin exposure includes the torso, back, shoulders, thighs, and cleavage. Clothing must cover the buttocks and upper thighs while sitting, standing, bending forward, or reaching.
- Shoes should be comfortable and professional and cover the toes during patient care activities and laboratory sessions.
- The student's clothing should always be clean and pressed.
- Nails should be short and clean.
- Jewelry should be minimal. Maximum of two stud piercings in each ear and one nose stud piercing is permitted. Other piercings in the ears or nose or in other areas of the body must be removed or covered.
- The student should attempt to conceal any offensive tattoos.
- Make-up and cologne/perfume should be minimal.
- Hair should be clean, neat, and arranged to not interfere with patient care. Hair should be of a natural color. Facial hair should be kept neatly trimmed or clean-shaven in appearance.
- Head coverings may only be worn for religious purposes or to honor cultural tradition.

Inappropriate clothing includes large dangling earrings, ear grommets/plugs, tube tops, crop tops, t-shirts, hats, anything denim, sweatshirts, sweatpants or athletic joggers, shorts, belly shirts, mini-skirts, anything spandex or tight, yoga or running pants, see-through fabric, and/or anything oversized and sloppy. Clothing should be free of any stains, rips or tears. If required, facemasks should not include printed words, logos, pictures, cartoons, or slogans.

Dress code for Anatomy lecture/lab:

- Scrubs are permitted.
- The student's body must be adequately covered. Inappropriate skin exposure includes the torso, back, shoulders, thighs, and cleavage. Clothing must cover the buttocks and upper thighs while sitting, standing, bending forward, or reaching.
- Shoes must cover the toes during patient care activities and laboratory sessions.
- Students may choose to purchase a long white jacket to be worn only during their anatomy laboratory course. This cost is the responsibility of the student (A3.12f)

Dress code for Physical Exam Lab:

- Scrubs are permitted
- Short-sleeve tee shirt or tank top and shorts.
- Shoes must cover the toes during patient care activities and laboratory sessions.
- Under-attire must be sports bra or similar garment, if applicable

Dress code for Clinical Experiences/Rotations or as Directed by the Program

It is the responsibility of the student to dress appropriately during any function involving patient care or contact during the clinical setting. Students will follow the dress code policies of the MC PA program or host site during clinical experiences. Patient care areas are defined as any setting in which patients are examined, evaluated or rendered care by any means, including both inpatient and outpatient settings.

- The student must always look professional (business casual) **and** follow lecture dress code listed above.
- Students will be required to wear short white jackets with business/professional attire and their MC ID Badges when attending any clinical experience or as directed by the program.
- Scrubs may be allowed, but ONLY when approved by the preceptor. Do NOT wear or take scrubs from a facility without permission.
- Any painted and/or artificial nails are NOT permitted during a surgical rotation.

Casual or “Dress-down” Days

- “Dress-down” is defined as wearing blue jeans and informal shirts, shorts, blouses, or sweatshirts, tennis shoes or open toed shoes (no ripped, torn, or cut-off apparel, exercise clothing, or hats)
- Dress down days occur when instructed by the PA program faculty, during summer semester, or final exam week.
- Casual dress is permitted one day per week during the didactic phase of training and as assigned by Director of Didactic Education.

Appearance and hygiene project a professional image representing the student, the profession, and the College. Students improperly attired and/or with poor hygiene can expect to receive a verbal warning from a clinical preceptor or faculty/staff member. A second infraction may result in a referral to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

PP. COURSE AND FACULTY EVALUATIONS (C1.01)

The MC PA program requires that each student complete course and faculty evaluations for each course at the end of each semester and following each clinical rotation during the clinical phase. The evaluations are completed online and are anonymous to members of the program. These evaluations are a student’s responsibility and should be taken seriously. Constructive suggestions are beneficial and aid the faculty in designing course materials for successful learning. Student evaluations of courses and faculty are part of program self-assessment and fulfill ARC requirements. (See Appendix 11 Disclosure Statement)

It is unprofessional for a student to include disrespectful comments in a course or faculty evaluation. Failure to complete course or faculty evaluations each semester may result in loss of professionalism points and impact to the final course grade. It is at the course coordinator and program director discretion to determine the penalty. Students will also complete evaluations following all guest lecturer presentations throughout the program.

QQ. PA PROGRAM STUDENT GRIEVANCES AND REPORTING PROCEDURES (A1.02j, A3.15f,g)

Overview

The MC PA program aims to maintain the same level of professionalism that we expect from students. At times, PA students may not be satisfied with situations that have occurred; thus,

they need to be able to report, receive assistance, and see that situations are addressed in a fair and timely manner. This section outlines the various grievance and reporting procedures to ensure that all issues are addressed in a timely manner.

Marietta College is committed to the highest principles of academic and personal integrity and a sensitive regard for the rights of others. Essential to these rights are the individual responsibilities of faculty and graduate students. Faculty are responsible for clearly communicating the grading policies, testing procedures, and expectations of graduate student performance at the beginning of each course, as described in the Faculty Handbook.

Graduate students are responsible for following these policies and fulfilling those expectations. Although graduate students have the right to their opinions about course content and delivery, they remain responsible for learning the content of the course and for fulfilling all degree requirements.

Important Note to Graduate Students: There is always a subjective component to grading. Because of the specialized nature of graduate education, the Graduate Council is not in a position (i.e. does not have the expertise) to second-guess the instructor as to the appropriateness of a grade. In an appeal of a grade, the student must demonstrate that the grade was unfair in some way (expectations were not clear, the instructor was unprofessional, etc.). The standard for successfully appealing a grade is very high and must be accompanied by clear, unambiguous documentary evidence.

Concerns or issues during PA training may arise but the MC PA program intent is to provide clear expectations and guidance. Grievance or mistreatment related to the program, college, faculty or staff should follow the same steps as applicable. (See Reporting Mistreatment/Grievances Regarding Program Faculty, the Program, or the College). Should an issue arise, the following steps should be followed:

1. Review course syllabus as it relates to the concern, if it is not resolved then
2. Review the PA student handbook as it relates to the concern, if it is not resolved then
3. Address the concern with the specific lecturer/lab/preceptor, if it is not resolved then
4. Address the concern with the course coordinator, if it is not resolved then
5. Address the concern with program assigned faculty mentor, if it is not resolved then
6. Address the concern with the Director of Didactic Education (if currently in didactic phase) or the Director of Clinical Education (if currently in clinical phase) if it is not resolved then
7. Address the concern with the program director, if it is not resolved then
8. Graduate Council (See MARIETTA COLLEGE GRADUATE STUDENT ACADEMIC GRIEVANCES AND APPEALS)
9. MC College Provost, the Provost decision is final unless the grievance is with the Provost at which time the MC College President decision is final.

Accreditation Grievances

Students wishing to file a complaint related to accreditation standards or accreditation body ARC-PA should make these complaints in writing to the program director and MC College Provost.

The ARC-PA only investigates concerns about a program if they are signed, received in writing, and related to the program's compliance with the Standards. Concerns may be sent by mail to the attention of the Executive Director, ARC-PA at 3325 Paddocks Parkway, Suite 345, Suwanee, Georgia 30024. You may also contact the Executive Director by email as well.

Academic Grievances

If a PA student has a grievance about an academic issue within the MC PA program, the student must first discuss the matter with the course coordinator. If the academic grievance is unresolved after meeting with the course coordinator, the student may discuss the matter with the Director of Didactic Education (if currently in didactic phase) or Director of Clinical Education (if currently in clinical phase). If the academic grievance remains unresolved, the student may bring the matter to the program director for final resolution. If an appeal process is required, this would be brought to the program director whose decision would be final.

Once an individual assignment or test grade is entered or weighted into Canvas, the student has five (5) working days to dispute the grade with the course coordinator. The student is responsible for monitoring all posted grades. The course coordinator will review and address discrepancies.

Final Course Grade Disputes

Beginning on the day final grades are published, the student has three (3) business days to dispute a final grade with the course coordinator. If the course coordinator does not resolve the issue satisfactorily, the PA student may then request a grade reconsideration in writing to the program director within five (5) business days of semester grade release, who will make a final course grade determination for the student within five working days. That decision is final.

Reporting Grievances or Misconduct Involving Another Student (A1.02j)

Individuals who wish to report any grievance or misconduct of a fellow student should first speak to the classmate about the issue with the intent to resolve the complaint on an informal basis. If, however, harassment is involved or that conversation might exacerbate the situation, then the incident should be reported directly to the program director. The student is asked to complete a Peer Grievance and Misconduct Form and submit it to the program director for review and further guidance. (See Appendix 12 Peer Grievance and Misconduct Form)

All parties in receipt of a student grievance will respond as soon as possible following receipt of the grievance. Reports must include the following information:

1. Name and contact information (email or cell phone) of the reporter
2. Date and Time Report Submitted
3. Faculty Mentor Report Submitted
3. Date, Time, Location of Incident, and Names of those involved
4. Description of concern/incident (be as detailed as possible and include names of any witnesses)
5. What do you hope will be the outcome of this report?

When a report alleging student misconduct is submitted, the student will be notified within 24-48 hours of the allegations from the program director. The program director will notify the Title IX officer as it relates to harassment. The accused student MUST respond within twenty-four (24) business hours acknowledging receipt of the notification.

The program director will investigate by taking statements from the person making the allegations, witnesses and the student who is charged with the misconduct. Once the information has been gathered the program director may request a referral to MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Reporting Mistreatment/Grievances Regarding Program Faculty, the Program, or the College (A3.15f)

Mistreatment may include but is not limited to discrimination, sexual harassment, unprofessional relationship, abuse of authority, and abusive and/or intimidating behavior. Individuals who wish to report any grievance or mistreatment by a faculty/staff should first speak to the faculty/staff about the issue with the intent to resolve the complaint on an informal basis. If, however, the student believes that conversation might exacerbate the situation, then the incident should be reported directly to the program director. The student is asked to complete a Program, Faculty, Staff, or College Grievance and Misconduct Form and submit it to the Program Director for review and further guidance. (See Appendix 13 Program, Faculty, Staff, or College Grievance and Misconduct Form)

All parties in receipt of a student grievance will respond as soon as possible following receipt of the grievance. Reports must include the following information:

1. Name and contact information (email or cell phone) of the reporter
2. Date and Time Report Submitted
3. Faculty Mentor Report Submitted
3. Date, Time, Location of Incident, and Names of those involved
4. Description of concern/incident (be as detailed as possible and include names of any witnesses)
5. What do you hope will be the outcome of this report?

In each circumstance, the individual receiving the grievance will forward the grievance to the appropriate department or committee. Students should expect a response regarding the action taken on the grievance within five (5) business days. If the grievance involves title IX complaints, please follow the Title IX reporting procedures.

Clinical Rotation Grievances/Problems

The MC PA program makes every attempt to keep in close contact with each student and clinical site. If any problems occur during clinical rotations, whether academic, professional, or personal in nature, the Director of Clinical Education is available for consultation whenever necessary. Students should use the following guidelines in dealing with any grievances or problems that occur during clinical rotations.

- If there is a safety issue, contact the Director of Clinical Education immediately.
- For other issues, attempt to resolve the problem with the preceptor first and if not possible, contact the Director of Clinical Education.

Clinical Rotation Preceptor Evaluation of Student Grievances

If the student is dissatisfied with a clinical rotation evaluation and has already met with the preceptor to discuss the evaluation, the student should contact the Director of Clinical Education by writing a statement that outlines specific reasons why the student disagrees with the preceptor's final evaluation. The student has three (3) business days to file a preceptor evaluation grievance once the rotation has ended or three (3) business days after the evaluation is completed by the preceptor, whichever is the latter occurrence. The statement will be reviewed by the Director of Clinical Education. A meeting with the student will take place if further information is required. If no further action is necessary, a written decision will be sent to the student within seven (7) business days. The decision is final.

RR. LOSS OF ACCREDITATION

Though no program ever plans to lose accreditation, in the event MC PA program loses accreditation status the intent of the program, faculty, and staff would be to teach out current

matriculated students and/or assist when feasible any students wishing to transfer to a different ARC accredited program.

SS. PHOTOGRAPH AND VIDEO RELEASE

Throughout training the MC PA program reserves the right to student image, likeness and sound of voice as recorded on audio or video without payment or any other consideration. The student's image may be edited, copied, exhibited, published or distributed. In addition, the student waives any right to inspect or approve the finished product wherein the likeness appears. Additionally, the student waives any right to royalties or other compensation arising or related to the use of the image or recording. This material may be used in diverse educational settings within an unrestricted geographic area. The release form is optional to complete and not a mandatory requirement. (See Appendix 14 Photograph and Video Release Form)

Photographic, audio, or video recordings may be used for the following purposes including but not limited to:

- Conferences
- Educational purposes
- Social media pages
- Promotional efforts

Each student has the option to complete a Hometown Release Form which enables the College to provide updates related to matriculation through graduation. The release form is optional to complete and not a mandatory requirement. (Appendix 15 Hometown Release Form)

XIII. MATRICULATION AND PRE-CLINICAL REQUIREMENTS AND TRAINING (A3.13d, A3.15a,b, A3.17a,b)

In order to successfully enter into and progress through the didactic phase of the MC PA program and pre-clinical experiences, each student must complete and meet the following requirements listed in this section. Failure to complete these requirements prior to matriculation or pre-clinical experiences may result in the inability to matriculate/progress. A plan to demonstrate compliance with these requirements must be available prior to orientation and approved by the MC PA program.

All matriculation and pre-clinical requirements and supporting documentation, except seat deposit, medical health form, and transcripts, are to be uploaded into eMedley. It is the student's responsibility to keep up-to-date with all matriculation and pre-clinical requirements and training throughout the 26-month program. Students are advised to maintain a personal copy of all elements of the matriculation and pre-clinical requirements and training for their records.

A matriculation and pre-clinical checklist will be completed by the admission coordinator based on requirements stated in this section and placed in the student file. In addition, other program matriculation paperwork including but not limited to student handbook acknowledgment, emergency contact, OSHA, HIPAA, ARC compliance, hometown release, technical standards verification, U/S training, photo and video release, students as human subjects, etc. must be signed and will be placed in the student file. The MC PA program may access and send these items to clinical preceptors, facilities, or pre-clinical experience based on requirements. The matriculation and pre-clinical checklist will be reverified and validated by the Director of Clinical Education and Clinical Coordinator(s) for rotations. (See Appendix 16 Release of Personal and Health Information Consent)

Some clinical affiliation placement sites may require additional health information and immunizations/testing and if so, the student will be informed by the Clinical Coordinator(s)

before the supervised clinical practice experience (SCPE) begins. The student must comply with all clinical affiliation health requirements in order to gain entry to the clinical field setting.

A. SEAT DEPOSIT

Following initial acceptance into the MC PA program, prospective students are required to send Marietta College a deposit of \$1,000 to secure and hold their seat. Failure to send the deposit by the date indicated in the deposit letter will result in the loss of the seat. The \$1,000 deposit will be applied to the student's first semester tuition. If a prospective student does not attend Marietta College for any reason, the \$1,000 deposit will not be refunded.

B. OFFICIAL TRANSCRIPT and DEGREE CONFIRMATION

Each candidate/student must submit an official transcript that verifies degree conferral. If the applicant has already graduated at the time of the CASPA application submission, then the final transcript can be retrieved through CASPA. Anyone completing a program pre-requisite must submit a final transcript to the Admissions Coordinator at paprog@marietta.edu. A final official transcript for degree conferral must be sent from the Registrar's office of the institution. Failure to complete will result in the inability to progress into the MC PA program.

C. HEALTH INSURANCE

Full-time matriculated students of the MC PA program must have and maintain health insurance that covers medical/surgical and major medical (hospitalization) during their entire training at Marietta College. Health cost sharing ministries or similar entities are not considered health insurance and will not meet program and clinical site requirements. Students are required to upload proof of coverage in the form of a photocopy of the current health insurance card with the group name, identification numbers, the expiration date of hospitalization and medical/surgical plan in which the student is enrolled to eMedley **PRIOR** to matriculation, and within 15 days of any changes.

Students must show proof of health insurance coverage annually and an absence of coverage will prohibit participation in supervised clinical rotation experiences and delay graduation. Students may maintain coverage through parent, spouse, or private plan. The College does not offer student health insurance.

Students are responsible for all associated costs related to health insurance coverage. (A3.08c and A3.12f)

D. BACKGROUND CHECK(S)

Two background checks will be conducted on students during their educational experience. The first will be performed by www.castlebranch.com **PRIOR** to matriculation into the MC PA program. Students will also be required to upload the document to eMedley prior to matriculation into the program. **Finalization of admission acceptance is contingent upon successfully passing this background check.** The second background check will occur prior to clinical rotations and also must be uploaded to eMedley. Should a student not successfully pass this background check, they will be prohibited from performing clinical rotations and therefore unable to complete the MC PA program.

Should a student have a prior felony conviction or be convicted of or plead guilty to a felony while a student in the MC PA program, the student should be aware that criminal conduct may have implications for their ability to continue within the MC PA program and/or receive training at certain clinical education sites. This could also affect eligibility to enter practice.

A finding of a prior conviction of an assault-related felony will result in denial of admission and/or

dismissal of the student from the MC PA program. If a matriculated student is convicted of any other felony, the decision about continuation in the MC PA program will be made on a case-by-case basis and may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

The MC PA program and Marietta College cannot guarantee that a student will be eligible to complete the program or attain employment as a PA-C if the student has a criminal record. It is up to the student to determine if they should continue in the program if they have something that is found on a background check – there may be instances where the student will be permitted to continue in the program but clinical sites will not accept them during the clinical phase rendering them unable to complete their education.

Students with felony convictions are encouraged to contact the medical board or other appropriate regulatory agency in the state where they anticipate practicing upon graduation prior to their matriculation into the MC PA program to determine if it will be possible for them to obtain licensure after graduation and passing the national certifying examination.

Clinical: Additional criminal background checks may be required during the clinical phase for specific rotations. Clinical sites reserve the right to refuse students based on the results of background checks.

Costs associated with any additional background checks beyond the program paid one prior to clinical rotations, will be the responsibility of the student. (A3.08c and A3.12f)

Students will be required to read and sign the policy prior to matriculation. (See Appendix 17 Background Check Authorization and Release)

E. MEDICAL HEALTH FORM

Each candidate/student must have a medical screening examination by a licensed health care professional who can attest to the students' ability to meet the Technical Standards of Physician Assistant students with reasonable accommodations, if necessary. (See Appendix 2 Technical Standards of Performance for Candidates and Students)

A minimum of two medical screening examinations are required on students during their educational experience. Students are required to have a medical screening examination **PRIOR** to matriculation into the MC PA program and again **PRIOR** to the clinical phase. Each student must submit the "Medical Health Form" to the Marietta College Center for Health and Wellness. All student health forms will be confidentially maintained at the Marietta College Center for Health and Wellness office. Due to the nature of the content, this form CAN NOT be uploaded into eMedley.

Principal faculty, the program director, and the medical director must not participate as health care providers for students in the program, except in an emergency situation (Standard A3.09).

All medical health expenses are the responsibility of the student. (A3.08c and A3.12f)

F. IMMUNIZATION POLICY (A3.07a, A3.17b)

The MC PA program takes seriously its responsibility to maximally protect students, staff, and patients from all potential health threats including infections, and follows the Center for Disease

Control (CDC) Recommendations for Health Care Workers.
<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

Students are required to provide proof of vaccination or immunity with the immunizations and titers listed below **PRIOR** to matriculation into the MC PA program and when applicable, **PRIOR** to the clinical phase. It is the student's responsibility to keep up-to-date with all immunizations throughout the 26-month program. Failure to do so will prohibit the student from starting/continuing their clinical experiences. (A3.08c)

The student must upload their immunization records, titers, and other matriculation and pre-clinical requirements to eMedley.

Measles, Mumps & Rubella (MMR) Vaccine Series

- Documentation of dates of immunizations (2 doses).

Measles (Rubeola), Mumps, Rubella Titer (Must have all three individually completed and Quantitative preferred)

- Proof of immunity with **IgG** titer (lab report required).
- If titer does not show immunity, the series must be repeated and a second titer obtained.

Hepatitis B Vaccine Series

- Documentation of dates of immunizations (3 dose series based on distributor).

Hepatitis B Surface Antibody Titer (Quantitative preferred)

- Proof of immunity with anti-HBs titer 1-2 months after final dose (lab report required).
- If titer does not show immunity, the series must be repeated and a second titer obtained.

Varicella (Chicken Pox) Vaccine Series

- Documentation of dates of immunization (2 doses) or having had the disease

Varicella (Chicken Pox) Titer (Quantitative preferred)

- Proof of immunity with **IgG** titer (lab report required)
- If titer does not show immunity, the series must be repeated and a second titer obtained.

Tetanus, Diphtheria, & Pertussis (Tdap)

- Documentation of Td or Tdap booster within the past 10 years.
- Pregnant HCWs need to get a dose of Tdap during each pregnancy.

Tuberculosis

- 2 Step Mantoux PPD skin test (TST) within the last 2 months or two yearly consecutive negative PPD tests.
 - Didactic students will receive a baseline 2-step tuberculin skin test (TST) during the fall of the didactic year. This will be arranged by the program and administered by the Marietta College Center for Health and Wellness.
 - Clinical students: subsequent (annual) TST must be completed as part of pre-clinical items and prior to the start of the clinical year with documentation uploaded into eMedley.
- Proof of negative QuantiFERON Gold Plus (QFT-Plus) or T SPOT TB (T-Spot) are acceptable CDC approved alternatives
- If either the QuantiFERON Gold Plus, T SPOT TB, or a TST is positive, a clear chest X-ray (imaging report) or statement from the treating physician regarding evaluation for INH therapy is required.
 - Students with a positive test and a clear chest in the didactic phase are only required to complete a health questionnaire in the clinical phase.

Influenza

- The program will arrange for both didactic and clinical students to be vaccinated

annually (in the fall) by the Marietta College Center for Health and Wellness. This is a required vaccination.

COVID-19

- Students are encouraged to obtain and provide proof of COVID-19 vaccination. Students may apply for an exemption through MC Center for Health and Wellness. The program will make a reasonable effort to accommodate clinical site placement for students who do not have proof of COVID-19 vaccination or who have an exemption through MC Center for Health and Wellness; however, since clinical sites may require proof of COVID-19 vaccination and may not accept an exemption, this may result in a delay in graduation and the inability to complete the program within the 26-month training.
- All expenses are the responsibility of the student. (A3.08c and A3.12f)
- Documentation of a primary series
 - mRNA vaccine of either Pfizer-BioNTech or Moderna (2 shots)
 - Novavax (2 shots) or
 - J&J (1 shot) with recommendation that anybody who has received the J&J vaccine as the primary series receive an additional mRNA vaccination.
- **A COVID-19 booster is not required to start the MC PA program, but many clinical sites may require in order to attend a rotation at their facility. We highly recommend that you obtain your booster so that you are able to be placed at any and all rotation sites.**

Clinical (A3.08c): Students entering the clinical phase of the MC PA program are required to ensure all matriculation and pre-Clinical requirements and training, excluding seat deposit and transcripts, are up to date and submitted into eMedley. In addition, ACLS documentation must be uploaded.

Clinical rotation affiliates may require additional vaccines and health clearances that are not listed above. Students are responsible for obtaining all clearance requirements for individual clinical affiliates prior to attending that clinical rotation as requested by that clinical affiliate.

Students who do not complete the requirements will not be permitted to participate in direct patient care activities or enter the clinical phase of the MC PA program until all of the requirements have been met and confirmed by the MC PA program.

Students who fail to complete these requirements in a timely manner may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including not being allowed to enter into the clinical phase of the MC PA program or dismissal from the MC PA program. (See Program Dismissal Policy) A delay in beginning the clinical phase of the program will result in a delay in the student obtaining their diploma and ability to sit for the PANCE with financial responsibilities on the student.

All immunization and titer expenses are the responsibility of the student. (A3.08c and A3.12f)

G. CARDIOPULMONARY RESUSCITATION (CPR) OR BASIC LIFE SUPPORT (BLS)

During the didactic and clinical phases, all students must upload verification of CPR certification directly to eMedley prior to matriculation. This file will be stored in eMedley and utilized for credentialing during the clinical phase.

- American Red Cross (CPR/AED for Professional Rescuers & Healthcare Providers)
OR
- American Heart Association (BLS Provider)

Lack of certification will make a student ineligible for Advanced Cardiac Life Support (ACLS) (provided by the program) and clinical rotations. It is the student's responsibility to maintain their CPR certification throughout the program.

All expenses are the responsibility of the student. (A3.08c and A3.12f)

H. DRUG SCREENING(S)

Students are required to provide documentation for a 10-panel urine drug screen **PRIOR** to matriculation into the program and again **PRIOR** to the clinical phase. Finalization of admission acceptance is contingent upon successfully passing the drug screen. Additional screenings may be required during the clinical phase for specific rotations.

The student must upload drug screen(s) and other matriculation and pre-clinical requirements to eMedley.

It is the student's responsibility to keep up-to-date with all screenings throughout the 26-month program. Failure to do so will prohibit the student from starting/continuing their clinical experiences. (A3.08c)

If a student has a confirmed positive drug screen due to prescribed medication, a letter from their healthcare provider will be required to validate the positive drug screen. Positive results not explained by a healthcare provider will be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy) Clinical sites reserve the right to refuse students on the results of drug screenings. (See Substance Abuse Policy)

I. PROGRAM ORIENTATION

The MC PA program sponsors a mandatory professional, program, and college orientation for matriculating students before the first day of class on a designated date.

XIV. REQUIREMENTS AND DEADLINES FOR PROGRESSION and COMPLETION OF PROGRAM (A3.13d, A3.15a,b, A3.17b,c,e,f)

Matriculated MC PA students are expected to complete the designated professional curriculum in the sequence specified by MC PA program design. Each semester's coursework is to be considered pre-requisite to the next semester's coursework. Students are required to successfully complete, in sequence, all coursework as full-time-students progressing as a cohort. There is no opportunity to alter the didactic course work sequence.

The ability of a physician assistant student to be promoted and to graduate from the program is the responsibility of the student with assistance and support from the faculty.

Note: in this document, a course is defined as a subject listed in the catalog under a specific name and number, with a designated number of credit hours and for which registration will be required. This applies to both the didactic (course work) and clinical (rotations) phases of the program curriculum.

Promotion and graduation are based on both academic and professional performance. Students must demonstrate acceptable levels of maturity, integrity, and other attitudes and behaviors expected of health care professionals. Students must be free of any impediments for licensure or for performance as a physician assistant. Failure to meet these requirements will jeopardize continued enrollment in and graduation from the MC PA program.

A. PROGRESSION THROUGH THE DIDACTIC PHASE OF THE MC PA PROGRAM

1. Successfully complete each didactic PASP-designated course in the prescribed sequence.
2. Earn a grade of “C” or better in courses but no more than four (4) “C” grades in the didactic phase of the MC PA program.
3. Complete the Professionalism Self-Assessment form and all program faculty and course evaluations.
4. Adhere to all policies in the PA student handbook.

B. MATRICULATION INTO THE CLINICAL PHASE OF THE MC PA PROGRAM

In order to matriculate into the clinical phase of the MC PA program, each student must complete the following, unless the timing of activities is altered by the PA program. Failure to complete the following will result in the inability to begin the clinical phase and/or dismissal from the program. (See Program Dismissal Policy)

1. Successful completion of all didactic PASP program coursework.
2. PASS the didactic comprehensive exam.
3. Earn a grade of “C” or better in courses but no more than four (4) “C” grades in the didactic phase of the program.
4. Complete the Professionalism Self-Assessment form and all program faculty and course evaluations.
5. Ensure all pre-clinical requirements and training are complete and items are successfully uploaded in eMedley, are up to date, and complete required clinical rotation paperwork from the clinical team for sites, facilities, or preceptors. (see Matriculation and Pre-Clinical Requirements and Training)
6. Adheres to all policies in the PA student handbook.

C. PROGRESSION THROUGH THE CLINICAL PHASE OF THE MC PA PROGRAM

In order to successfully progress through the clinical phase of the PA program, each student must complete the following (unless the timing of activities is altered by the PA program):

1. Complete all clinical site and rotation requirements.
2. Earn a grade of “C” or better in all clinical courses.
3. Complete the Professionalism Self-Assessment form and all program faculty and course evaluations.
4. Complete all program benchmarks related to patient tracking and procedures as outlined in clinical phase syllabi as well as the PASP 691 Capstone, Summative and Graduate Requirement Course.
5. Successfully PASS the MC PA program Summative Evaluation.
6. Adhere to all policies in the MCPAP Student Handbook.

D. OVERALL MC PA PROGRAM GRADUATION REQUIREMENTS(A3.17e,f)

Graduation from the MC PA program certifies that the individual has acquired competencies over a broad knowledge base and skills essential for practice in a primary care setting in concert with a supervising physician.

Certification as a physician assistant signifies that the PA is prepared for entry-level practice of primary care. Therefore, graduates must have the knowledge, skills, and ability to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The continued competence of the PA in future years will require every student to utilize the fundamentals of both basic medical sciences and clinical knowledge so that they will be able to evaluate and

understand current literature and advances in basic medical sciences, including their application to clinical medicine.

In order to successfully graduate from the MC PA program and receive the Master of Science in Physician Assistant Studies degree, each student must meet the following conditions:

1. Complete the program with an overall cumulative 3.0 GPA.
2. Complete all didactic and clinical courses.
3. Successfully complete a Capstone Research Project
4. Successfully PASS the end of program summative evaluation
5. Complete an exit interview with the Program Director
6. Adhere to all policies in the PA student handbook.

The successful completion of the above requirements demonstrates that the student has met the minimum requirements for graduation from the Marietta College Master of Science in Physician Assistant Studies program, is a candidate suitable to sit for the Physician Assistant National Certification Examination and is free of any impediments to licensure or performance as a physician assistant.

XV. STUDENT EVALUATION, GRADING SYSTEM and EXAMINATION POLICIES

(A3.15a,b)

A. STUDENT EVALUATION

During both the didactic and the clinical phases, students will be evaluated by various mechanisms including, but not limited to, class participation, written examinations, practical examinations, oral examinations, and professional behavior. When applicable students will be provided rubrics to allow for grading consistency. Final grades for each course/rotation are established by the course coordinator and will be outlined in the course syllabus. Various evaluations will be used over the culmination of the MC PA program as part of MC PA program self-assessment and ARC requirements. (See Appendix 7 Disclosure Statement)

A passing written exam or course grade is $\geq 69.5\%$.

Physical exam written assessments require a $\geq 84.5\%$ and physical exam competencies $\geq 89.5\%$ to be considered passing. Any other lab skills, lab practicals, or assessments requiring a minimum passing score will follow the syllabus guidelines. Any student not passing the initial assessment must undergo remediation (See At Risk, Remediation Policy, and Retesting Policy) but keep the initial grade.

B. GRADING SYSTEM

Grades are assigned as followed and will not utilize the hundredths place on the decimal point value chart to determine grade.

A: 89.5-100%	4 Quality Points
B: 79.5-89.4%	3 Quality Points
C: 69.5-79.4%	2 Quality Points
D: 59.5-69.4%	1 Quality Points
F: 0-59.4%	0 Quality Points

*The grade of "PR" (in process) may be given for reasons acceptable to the course coordinator in cases where a student has been unable to complete all the required work in the course. In order for a student to receive a "PR", the *Supplementary Grade Report* must be completed by

the course coordinator stating the reason(s) for the "PR"; conditions for removal of the "PR"; and deadline for removing the "PR", and turned into the Records Office. The course coordinator must sign this form. When the conditions for removal of the in-process grade have been fulfilled, the course coordinator will submit a *Change of Grade to the Records Office*.

C. EXAMINATION POLICIES AND PROCEDURES

Attendance is mandatory for all exams. All exams must be taken at the designated date and time. If under an emergency circumstance, a student is unable to be present for the exam, the MC PA program will evaluate the circumstance on a case-by-case basis. It is at the discretion of the course coordinator to include any additional or more extensive examination policies and procedures in each course syllabus for students to follow.

If a student is unable to be present for an exam, the student must contact the course coordinator by email or phone **BEFORE** the test begins. It is at the discretion of the course coordinator if other arrangements for the exam may be made (remote or alternate day) or if an alternate assessment must be completed (short essay, different exam version, etc.) along with the date and time of completion. Grades for the assessment will not be released until all students have taken the examination.

At the exam proctor's discretion, a student may be allowed to enter after the start of an examination but no extra time will be allotted. (See Door Closure Policy). It will be up to each proctor to decide if a student who arrives late will be permitted to start the exam or will receive a zero for the assessment.

The program mainly utilizes ExamSoft/Examplify for written exams with some assessments in Canvas or in the form of written essays. During the clinical phase the Physician Assistant Education Association (PAEA) End of Rotation examinations are utilized for discipline specific exams, PACKRAT, and End of Curriculum exam. Orthopedic end of rotation exam will be administered through ExamSoft/Examplify.

Didactic and Clinical ExamSoft In Person Examination Procedures:

Examination Download: Students **MUST** download the examination on their personal laptop by 5pm the day before the examination, but based on faculty completion and posting of the assessment. Failure to do so may result in not being permitted to take the examination. Students who have difficulty downloading the exam should contact the Administrative Coordinator immediately.

Environment: desks and surrounding area should be clear of personal items minus those permitted materials listed below. Lockers should be utilized for all blankets, backpacks, and other items. Cell phones should be silenced while in lockers.

Arrival Time: Students **MUST** arrive a minimum of 5 minutes prior to the examination start time.

Required Materials: Students **MUST** have the following materials prior to entering the examination room (1) laptop/iPad (compatible with testing platform), (2) laptop/iPad power cord, (3) laptop/iPad privacy screen protector, (4) 2-3 pencils or pens (5) MC ID Badge.

Program Provided Materials: (1) optional foam earplugs (2) Blank scratch paper or dry erase board with marker.

Permitted materials: Students are permitted to bring the following into the examination room (1) a computer mouse, (2) A clear drink container with no labels or writing.

Prohibited Materials: course coordinator may have more extensive list in each syllabus that must be followed, but at a minimum, students are prohibited from bringing the following items into the examination room:

(1) Study materials (including binders, backpacks, lecture notes) (2) Personal items (including cell phones, headphones, watches, blankets, pillows, and wireless devices), (3) Hats, hoodies,

and baggy coats or clothing, (4) Food or snacks of any kind (5) Dark or labeled drink containers (6) Scrap- paper or paper of any kind.

Door Closure: Doors will close when the exam begins.

Examination Instructions:

1. All exams will be monitored by cameras and, if necessary, recordings will be made.
2. Turn on the wireless switch and log on to the MC network.
3. Close all computer programs that are running in the background.
4. Room proctors will provide scrap paper or dry erase boards and markers.
5. Open Examplify, type the password provided by the proctor, and click "Start Exam"
6. When the "Secure Exam Starting" warning appears, click "Continue"
7. Read the "Examination Code of Honor Notice" and then click "Next"
8. When the "Please Wait" screen appears, STOP, and wait for the Proctor to provide the exam code
9. When instructed, type in the exam code and click "Start Exam"
10. Students are responsible for properly marking and answering all questions on the computer.
11. When finished, submit the exam by clicking on "Exam Controls" in the drop-down menu, then clicking on "Submit Exam" and then click "Exit"
12. Exam upload verification: Students MUST not leave the room until confirmation from the room proctor is received regarding examination upload. This can be done if the proctor is watching the ExamSoft screen and is able to verify upload is complete. However, if the proctor is away from the computer the student must wait for the green confirmation screen to appear; show this screen to the proctor and turn in all scrap paper or dry erase board physically to the room proctor before exiting the room. The room proctor will designate green screen confirmation with a "thumbs up sign" to signify the exam has been successfully submitted and ensure the integrity of the assessment. Any failure may result in loss of professionalism points or referral to MC PA program Progress and Conduct Committee.
13. When finished, students must quietly pack up any items to avoid distraction to other students, exit the back of the exam room quietly, and may not reenter.
14. The proctoring individual will re-open the door, and only at that time, will students know that the test is completed and that they may re-enter the classroom.
15. All exams will have a set duration/time in ExamSoft for each specific exam. It is ultimately up to the room proctor to ensure exams start and stop at the designated time. In instances where the student does not start the exam at the stated time, no additional time will be awarded regardless of time left on the ExamSoft screen.

Examination Tools: The following tools may be available on-screen during the examination:

1. Lab values- Located at the information tab at the top of the screen.
2. Countdown clock and examination end-time alarm- Time remaining is located at the top of the screen, clicking on the clock will allow the option to add a silent alarm.
3. Highlighting capability- Click the highlight symbol and hover over text to highlight the text.
4. Calculator- Located within the drop-down menu.

Troubleshooting Procedures: If a connection cannot be established, the computer freezes, or if there are any problems during the exam, students should raise their hand and wait for the proctor's assistance.

Taking Breaks: There are no breaks during the exams. Students should prepare for exams by making restroom stops before entering the examination room. On a case by case basis and for

emergencies, the student may signal the room proctor and exit the back of the classroom if a restroom break is permitted.

To request a break, click on "Exam Controls" in the menu bar, and choose "Hide exam", then obtain permission from the exam proctor. Talking outside the room or exiting the facility are not permitted during breaks. No extra time will be given to complete the examination due to a break. The student's examination/laptop will remain in the room until the student returns. Should a student not return from a break, the examination will be submitted and graded as is.

Questions or Talking During the Exam: Students may ask questions during exams, but it is up to the proctor if they will answer the question. Students should raise their hand if there is a question and the proctor will direct them accordingly. Students specifically are not allowed to ask the proctor questions regarding definitions, interpretations, or to clarify statements. Students are not to talk to other students during examinations. Violators will be asked to leave the room and the examination will be submitted and graded as is.

Exam Integrity:

1. The use of unauthorized technology assistance including smartphones, during an exam will be treated as a form of academic dishonesty (Marietta College and MC PA Academic Dishonesty Policy)
 - a. By bringing any such device into the exam it is considered a violation of program policies and the student waives any confidentiality or other similar rights with respect to the device, program faculty review of the memory of the device, and/or the deletion of any materials. Program faculty are not liable for lost or damaged items brought to the exam room.
 - b. Program faculty reserve the right to review the memory of any electronic device in conjunction with assistance from the IT department that may be in the student's possession at the examination to determine whether any examination materials have been photographed or otherwise reproduced.
 - c. If the review determines that any examination materials are in the memory of any such device, program faculty reserve the right to delete materials and/or retain them for subsequent disciplinary action. Upon completion of the review and any applicable deletions, program faculty will return the device to the student but will not be responsible for the deletion of any materials that may result from the review, whether or not such materials are examination materials.
2. Faculty reserve the right to walk quietly around the classroom during the exam as another way to ensure integrity and security.
3. Under no circumstance should a student attempt to "copy" (written, screenshot, photograph, etc.) any released exam feedback. Such actions would fall under the "Academic Dishonesty" section of this PA student handbook and result in disciplinary action.

Non-compliance with the above procedures may result in an automatic zero for the exam and a referral to MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA program PA Progress and Conduct) including possible dismissal from the program. (See Program Dismissal Policy)

It is at the discretion of the course coordinator to include any additional or more extensive examination integrity policies in each course syllabus for students to follow.

Remote/Virtual ExamSoft Examination Procedures

Exam Download: Students MUST download the examination on their personal laptop by 5pm the day before the examination, but depending on faculty completion and posting of the

assessment. Failure to do so may result in not being permitted to take the examination. Students who have difficulty downloading the exam should contact the Administrative Coordinator immediately. For ExamSoft difficulty or questions, contact their support line at 866-429-8889. For laptop or PC questions, contact the MC Help Desk at

<https://help.marietta.edu>; Text a Ticket 740-530-4376; or Email mcithelp@marietta.edu

Environment: (1) desks and surrounding area must be clear. Students being tested virtually will be asked to show that their testing space is prepared as stated above. They will also be required to arrange for a camera (e.g., cell phone, iPad, or laptop) to show their testing device and face throughout the entire exam. (2) Students MUST ensure there is adequate internet capability at their examination site. (3) Students must ensure their device is set to the EST time zone and be sitting at their device ready to go five (5) minutes prior to the scheduled examination time

Arrival Time: Students MUST be online a minimum of five (5) minutes prior to the examination start time. **Students should prepare for exams by making restroom stops before starting the remote examination. On a case by case basis and for emergencies, the student may signal the proctor to determine if a restroom break is permitted.**

Required Materials: Students MUST have the following materials prior to starting the examination (1) laptop/iPad (compatible with testing platform), (2) laptop/iPad power cord, (3) laptop/iPad privacy screen protector, (4) 2-3 pencils or pens (5) MC ID Badge (6) One blank piece of white computer paper or dry erase board as verified by proctor.

Provided Materials: There are no program provided required materials for remote examinations.

Permitted Materials: Students are permitted to have the following in the testing space (1) a computer mouse, (2) A clear drink container with no labels or writing.

Prohibited Materials: Course coordinators may have more extensive list in each syllabus that must be followed, but at a minimum, students are prohibited from having any of the following items in or around the testing space:

(1) Study materials (including binders, backpacks, lecture notes) (2) Personal items (including cell phones, headphones, watches, and wireless devices), (3) Hats, hoodies, and baggy coats or clothing, (4) Food or snacks of any kind (5) Dark or labeled drink containers.

Proctoring Procedures: Remote examinations are faculty/staff proctored; thus, the following rules must be followed. Students who do not follow the rules may be referred to MC PA program Progress and Conduct Committee. (See MC PA program Progress and Conduct Committee)

1. The camera and sound on the monitor MUST be enabled and functioning properly
2. The camera must be positioned so that there is no glare and the students face is fully visible
3. Do not leave the view of the monitor at any time
4. Do not use ear buds or any of the prohibited materials listed above during the examination
5. No one else is permitted in the examination room; students must be alone for the examination
6. Student may have blank scratch paper and writing utensil or dry erase board if approved by proctor.

Examination Instructions:

1. Exam passwords will be provided to students either through a Canvas announcement or verbalized by the proctor approximately 5 minutes prior to the exam start time.
2. Since Examplify takes you off the internet, if you have issues uploading the exam, try turning your wi-fi off and then turning it back on. (This will usually correct the issue).
3. Open ExamSoft, enter the password, and begin the examination immediately. (Time stamps will be monitored to ensure they fall within the pre-set exam start and end times.)
4. All remote exams will have a set duration/time in ExamSoft for each specific exam.

5. Upload exam files immediately after completing the exam or when the allotted exam time runs out. (Students who are unable to upload an exam file within the allotted exam time due to internet connectivity should notify the Administrative Coordinator immediately. Exam files submitted greater than one hour past the examination end time are considered null and void.)

Didactic Examination Review and Examination Remediation

1. Exam feedback (individual grade and incorrect questions) will be provided in class through ExamSoft within 48 business hours of the exam, unless near a scheduled program or campus holiday break.
2. Questions and/or discrepancies regarding an exam should be addressed respectfully to the course coordinator and/or faculty member responsible for the exam question. Students should be prepared to provide proof of discrepancy in writing by citing and listing references. Question challenges will only be accepted for two (2) business days after the review.
3. Changes in exam scores will be made at the discretion of the course coordinator and/or faculty member responsible for the exam question.
4. Review sessions are at the discretion of the course coordinator.
5. Any student whose exam or competency grade is below 70% will be identified as “At Risk” and required to meet with the course coordinator to try to identify a contributing issue for the exam grade. The program is proactive in its approach to identifying “at risk” students to allow for early academic support and/or referral to a support service, thereby maximizing the student’s success in the course/program. (See At Risk)

Clinical Phase PAEA In Person and Remote Examination Procedures:

Both the in person and remote examination policies will be followed for clinical phase examinations. The PAEA platform will be utilized with browser verification emails sent and lockdown screen requirements followed. The proctor will verify the identity of each student and authorize the student to begin examination. Proctors will monitor for any notifications or interruptions in student exams and reauthorize students as necessary. The End of Curriculum exam must be taken in person.

Clinical Phase Examination Review and Examination Remediation

The MC PA program utilizes Examplify thru ExamSoft for Orthopedics and PAEA for all other discipline specific End of Rotation Exams, PACKRAT, and End of Curriculum. Upon completion of the exam, the program releases the scores with the PAEA exams displaying a topic list of missed concepts for students to review. For ExamSoft, exam scores will be released during the live call back day and students will be able to review missed questions either during the lunch hour or at the end of the day under direct faculty/staff supervision to maintain exam integrity. Those students earning less than the program benchmark by discipline will be required to undergo remediation. (See Remediation in a Clinical Course)

XVI. PA PROGRAM ACADEMIC AND PROFESSIONAL DESIGNATIONS AND POLICIES (A3.15c,d,e)

The MC PA program academic and professional designations below may not require referral to the MC PA program Progress and Conduct Committee and can be used throughout the entire training by the program director, medical director, faculty, or staff.

A. GOOD STANDING

Status of a student who has met course and clinical requirements in a satisfactory manner and has demonstrated appropriate professional behavior. From an academic standpoint, this requires a 3.0 GPA. Students must earn a grade of “C” or better in all didactic and

clinical phase courses. Each student can earn no more than four (4) “C” grades in the didactic phase. A passing grade for a course is $\geq 69.5\%$.

B. WARNING (ACADEMIC OR PROFESSIONAL)

Status of a student whose performance in the MC PA program places the student in jeopardy of falling below the minimum stated standards, or who has exhibited questionable professional behavior. Students will be informed verbally or in writing if a warning is designated based on the academic or professional concern. The relevant policy, syllabus, or handbook item will be referenced by the faculty or staff member and does not warrant appearance before the MC PA program Progress and Conduct Committee. Clear expectations and recommendations should be provided to avoid future issues, infractions or disciplinary actions.

C. AT RISK (A3.15c, A3.17d)

The program is proactive in its approach to identify “at risk” students so to allow for early academic support, professional/ethical guidance, and/or referral to a support service thereby maximizing the student’s success in the course/program.

At Risk for a Professional Behavior Issue. A student with unprofessional behavior or ethical misconduct will meet with one of the following depending on the nature of the concern: faculty instructor, course coordinator, faculty mentor, Director of Didactic Education, Director of Clinical Education, medical director, or program director to discuss the at-risk behavior. A Student Advising form will be completed and a copy placed in the student file. Should the behavior continue, a pattern develops, fails to meet with personnel, or additional infractions occur the student may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

At Risk in a Didactic Course. If a student fails to meet the minimum grade required for any assessment during the didactic phase, the faculty instructor(s) over the content area(s) will meet with the student and complete an Advising Form with details related to the meeting and recommendations for satisfactory performance on future exams/assessments, competencies, or OSCE testing. If the student fails to meet with the faculty instructor(s) the student may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Acquisition of knowledge will be measured by student performance with the didactic comprehensive exam or retesting of competencies or skills with the original grade being awarded.

There is no At Risk in a Clinical Course

D. REMEDIATION (A3.15c, A3.17d)

The MC PA program is academically very intense and challenging. Remediation is based on the student’s knowledge or skill-based deficiency. The remediation plan is at the discretion of the faculty instructor or course coordinator and may include but is not limited to discussing specific topics to enhance fundamental foundations, reviewing exam performance and assigning topics to research and submit for discussion or review of a specific skill.

Remediation in a Didactic Course. Remediation in the didactic phase applies to the

medical terminology, physical exam practicals, and comprehensive exam. If a student fails to meet the minimum grade required the student must meet with the course coordinator who will fill out the Record of Remediation Form which becomes part of the student file. The student will be issued a remediation plan and a deadline for completion of the plan. The course coordinator will ensure that the student understands the material and a retest will occur to ensure competency over the material. (See Retesting Policy) If the student fails to complete the remediation, the remediation is incomplete, or the student fails the retest, the student may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Acquisition of knowledge will be measured by successful remediation and retake of the exam with a passing grade.

Remediation in a Clinical Course. If a student fails to meet the minimum grade required for any assessment during the clinical phase, the course coordinator will fill out the Record of Remediation Form which becomes part of the student file. The student will be issued a remediation plan and a deadline for completion of the plan. The Course Coordinator will ensure that the student understands the material and will make recommendations to the student for satisfactory performance on future exams/assessments, competencies, or OSCE testing. Retesting only occurs for clinical or procedure skills not for written exams. (See Retesting) If the student fails to complete the remediation or the remediation is incomplete or unsuccessful the student may be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

Acquisition of knowledge will be measured by student performance on summative evaluation.

If a student earns a grade below “C” (“D” or “F”) in **one (1) clinical course**, the student will be permitted to remediate the failed course at the end of the clinical phase or based on availability of sites and at the discretion of the clinical team. The remediation will delay program completion and graduation. The student will be responsible for the full cost of the remediated course and is aware it will impact the date of degree conferral and ability to sit for the national certification exam.

After successful remediation of **one (1) clinical course**, an additional course grade below “C” (“D” or “F”) will result in automatic dismissal from the MC PA program. (See Program Dismissal)

If deceleration, leave of absence, or other delays in completion of the curriculum occur, revised deadlines and requirements for completion will be determined by the program director and in conjunction with the MC PA program Progress and Conduct Committee.

E. RETESTING (A3.15c, A3.17d)

Retesting will occur for physical exam practicals, medical terminology exam, didactic comprehensive exam, and summative evaluation in which a student did not earn a passing grade as defined by each syllabus. Students will undergo remediation and must earn a passing grade to progress in the program. At the course coordinator’s discretion, some courses may institute the initial grade will be recorded for grading purposes, but the student must earn a

passing grade on the retest following remediation to progress with no adjustment to the initial grade. Failure to earn a passing grade on the retest may result in referral to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA program Progress and Conduct Committee) including possible dismissal from the MC PA program. (See Program Dismissal Policy)

Acquisition of knowledge will be measured with the end of program summative evaluation and PASP 691 Capstone, Summative and Graduate Requirements course.

F. ACADEMIC PROBATION

Students with a cumulative GPA falling below the 3.0 requirement at the end of a semester will receive a letter explaining they are on Academic Probation. This letter remains in their student file and their academic progress will be closely monitored by the Progress and Conduct Committee, faculty mentor, and program director.

When the student's GPA rises above 3.0, they will receive a letter from the Progress and Conduct Committee indicating they are no longer on Academic Probation.

Students remaining on Academic Probation for three (3) consecutive semesters will be referred to the MC PA program Progress and Conduct Committee for recommendations and/or disciplinary actions (See MC PA Program Progress and Conduct Committee) including possible dismissal from the program. (See Program Dismissal Policy)

In addition, under some circumstances including unsatisfactory performance on didactic exams, clinical EOR exams, physical exam skills, or procedure skills the student may be referred to the MC PA program Progress and Conduct for recommendations and/or disciplinary actions including being placed on Academic Probation even if the current cumulative GPA is above a 3.0.

G. PROFESSIONAL PROBATION

A student who fails to exhibit appropriate professional or ethical behavior will receive a letter explaining they are on Professional Probation. This letter remains in the student file and their professional and ethical progress will be closely monitored by the Progress and Conduct Committee, faculty mentor, and program director. Students cited for infractions related to professional or ethical misconduct by the Progress and Conduct Committee will remain on professional probation throughout the remainder of their training. Only during the final four months of training will the student be re-evaluated by the Progress and Conduct Committee and released from probation if it is determined that the student has consistently demonstrated professional and ethical conduct since the initial infraction.

H. WITHDRAWAL (Voluntary or Administrative) (A3.15d, A3.10)

A voluntary or administrative withdrawal can be granted for health, academic, or personal reasons and may not exceed more than one academic year or before the subsequent cohort start date. Ideally, students should discuss the circumstances leading to the request for a withdrawal and with their faculty mentor prior to meeting with the program director.

Following a meeting with the program director, the student must officially notify the program director in writing of the wish to withdraw and actions the student will take to ensure success moving forward to decelerate into the subsequent cohort.

The program director in conjunction with the MC PA program Progress and Conduct Committee will review the request and determine if a withdrawal will be granted. If a withdrawal with

deceleration is granted, the program director will notify the student of the approval and include terms related to the withdrawal in the form of a Deceleration Contract. The contract will also detail information regarding the completion of the **Readmission Request form**, course requirements, any recommendations, and must be signed by both the program director and student and placed in the student's file. (See Readmission Policy) If the request is denied the committee will include rationale for the decision.

Regardless of whether the student decides to withdraw and decelerate into the subsequent cohort or withdraw completely from the program and college with no plan to return, the student must complete the MC Leave of Absence or Withdrawal Policy form by contacting the Records Office at records@marietta.edu and obtain all the necessary signatures and provide to the program director to place in the student file.

Didactic: Students on track to receive **one (1) didactic course grade** below "C" ("D" or "F") may have the option to withdraw from the course before the last exam in the course. The student may continue to participate and receive grades in all other semester courses, *if the student is on track to receive passing course grades in those classes*. The student may then complete a Readmission Request Form and re-enroll in the withdrawn course the following year it is offered; thereby "decelerating" into the next class cohort. (See Readmission and Deceleration Policy).

If a student is projected to earn their fifth course grade of "C" during the didactic phase of the MC PA program they may have the option to withdraw from the course before the last exam in the course. The student may continue to participate and receive grades in all other semester courses, *if the student is on track to receive passing course grades in those classes*. The student must complete a Readmission Request Form and re-enroll in the withdrawn course the following year it is offered; thereby "decelerating" into the next class cohort. (See Readmission and Deceleration Policy).

A grade of "W" will be recorded for each course for which a student was registered if the student withdraws from the College starting the first day of the semester but before the last exam of the course for each semester (specifically Monday of Week 8 for summer semester and Monday of Week 15 for fall and spring semesters) as long as the online withdrawal process and deadline submission date is met. A student withdrawing from the course may still attend lecture but may not take any written exams, competencies, or lab practicals. A student who does not officially withdraw by the last day to withdraw deadline for each semester will be considered registered and awarded grades earned.

Note: only one (1) didactic course may be repeated through the deceleration process.

Students must successfully complete each course in a given semester of the didactic phase of the program in order to progress into the next semester.

Clinical: There is no withdrawal policy in the clinical phase.

I. LEAVE OF ABSENCE (Personal or Health)

A leave of absence may include but is not limited to: family or personal leave, health leave, pregnancy, military, the birth of a child, injury, or disability.

Personal Leave: Intended for students who wish to take time away from Marietta College to pursue primarily non-academic activities. Students on personal leave may work or simply take time off to think about their goals. This leave is intended for MC PA students who plan to return

to campus with the subsequent cohort (See Withdrawal and Deceleration).

Health Leave: Intended for students who need to take time away from Marietta College for health reasons. A significant change in health may render a student unable to undertake the program demands, and as a result a leave of absence may be necessary.

If health leave is granted, the student must be free of communicable disease and will not be allowed to return without being cleared by either the Center for Health and Wellness or their personal health care provider. In order to receive clearance, the student must provide documentation from the health care professional that provided treatment or was the main coordinator for such treatment. The MC PA program MUST NOT be intentionally made aware of the exact diagnosis or treatment, only that the student has recovered sufficiently to resume their studies.

A PA student should be in good academic and professional standing in the MC PA program for a leave to be granted. Leave will not be granted at the start of finals week for any active/current semester except in rare circumstances in which the program director, in conjunction with the MC PA program Progress and Conduct Committee will make recommendations on a case-by-case basis.

A leave of absence may not exceed more than one academic year or before the subsequent cohort start date. Ideally, students should discuss this concern and process with their faculty mentor prior to meeting with the program director.

Following a meeting with the program director, the student must officially notify the program director in writing of their wish for a leave of absence, reason for leave, and actions the student will take to ensure they are ready for reentry into the MC PA program and an anticipated re-entry time.

The program director in conjunction with the MC PA program Progress and Conduct Committee, will review the request and determine if a leave of absence will be granted. If a leave of absence is granted, the leave becomes official when the program director notifies the student of the approval and includes correspondence detailing the leave, including applicable beginning and ending dates, any terms, submission requirements related to the Readmission Request form and signed by both the program director and student and placed in the student file. (See Readmission Policy)

The student must complete the MC Leave of Absence or Withdrawal Policy form by contacting the Records Office at records@marietta.edu and obtain all the necessary signatures and provide to the program director to place in the student file.

A grade of “W” will be recorded for each course for which a student was registered if the student takes a leave of absence from the College starting the first day of the semester but before the last exam of the course for each semester (specifically Monday of Week 8 for summer semester and Monday of Week 15 for fall and spring semesters) as long as the Leave of Absences process and deadline for submission is met. A student who does not officially withdraw by the withdraw deadline for each semester will be considered registered and awarded grades earned.

J. DECELERATION (A3.15c)

Didactic Phase Deceleration

Students who withdraw from a course will be required to re-enroll in the withdrawn course the following year it is offered; thereby “decelerating” into the next class cohort.

If a student is projected to earn their fifth course grade of “C” or a single course grade below “C” (“D” or “F”) and has not taken the last exam in the course, the student may withdraw “W” from the course while continuing to participate and receive grades in all other semester courses. (See Withdrawal Policy) The student will be required to re-enroll in the withdrawn course the following year it is offered; thereby “decelerating” into the next class cohort.

Note: only one (1) didactic course may be repeated through the deceleration process.

Students who decelerate due to an anticipated fifth course grade of “C” are required to earn a “B” or higher for the repeated course and for all subsequent courses/rotations for which they do not have grades. Earning another grade of “C” or below (“D” or “F”) in the repeated course or subsequent courses/rotations will result in dismissal from the MC PA program. (See Program Dismissal Policy)

Students who decelerate due to an anticipated course grade below “C” (“D” or “F”) or those awarded a “W” as a result of an initial projected single course grade below “C” will be allowed to earn four (cumulative) course grades of “C”; however, earning a fifth course grade of “C” or below (“D” or “F”) would result in dismissal from the MC PA program. (See Program Dismissal)

In addition to retaking the required course, the student must audit ALL previously attended courses, including those for which they have already received grades. For all audited courses, attendance and class participation are mandatory at the same rigor as other students as is the completion of all course requirements including exams, competencies, and assignments. The student will be responsible for paying the full cost of the repeated course as well as the reduced costs associated with the audited courses. (A3.12f)

- Students needing to retake a summer course would re-enroll in the MC PA program the following June to retake the summer semester then continue through the fall and spring semesters.
- Students needing to retake a fall course would re-enroll in the MC PA program the following August to retake the fall semester then continue through the spring semester.
- Students needing to retake a spring course would re-enroll in the MC PA program the following August to retake both the fall and the spring semesters. This requirement is necessary because of the unique systems-based structure of MC PA program curriculum.

Clinical Phase Deceleration: Deceleration during the clinical phase is not offered. Any clinical courses successfully completed will not need to be repeated. The program director in conjunction with the MC PA program Progress and Conduct Committee will create a plan for completion of any outstanding clinical courses. Site placement is at the availability of preceptors and at the discretion of the clinical team and may delay graduation and certification. All expenses are the student’s responsibility and clinical placement is based on availability and at the discretion of the clinical team.

K. PROGRAM DISMISSAL (A3.15d)

A student will be dismissed for failure to comply with academic, clinical, or professional/ethical standards of the MC PA program.

Students who have earned their fifth course grade of “C” or a course grade below “C” (“D” or “F”) in a single course will be dismissed from the MC PA program.

Awarding the Master of Science in Physician Assistant Studies is predicated on the determination by the faculty that a student is suitable for the practice of medicine in terms of personal characteristics and conduct, as well as scholastic achievement. Academic grades alone are not sufficient to warrant promotion to the next class, clinical phase, or graduation. The MC PA program Progress and Conduct Committee reserves the right to dismiss any student when the student's behavior is not in keeping with the standards of the medical profession or when the student's presence in the program is considered detrimental to the student in question, the other students in the school, or to society in general.

L. READMISSION POLICY

Students who have not completed all MC PA program requirements and have been granted a withdrawal or leave of absence by the MC PA Progress and Conduct Committee may be eligible for readmission.

All students who withdraw or take a leave of absence from the MC PA program must complete a **Readmission Request form** and submit it to the program director. This request must include a student attestation and health certification of ability to meet the Technical Standards of the MC PA program along with any documentation requirements under the withdrawal or leave of absence terms that supports actions the student took to ensure they are ready for readmission and/or satisfactory resolution of a previous problem(s) necessitating withdraw or leave of absence. This documentation will be reviewed by the program director in conjunction with the Progress and Conduct Committee for consideration.

Readmission, if granted by the program director and in conjunction with the MC PA program Progress and Conduct Committee, is permitted for a period of up to one year from the date of withdrawal or leave of absence. All PA students who are granted readmission must comply with all policies and requirements in effect at the time of reentry.

Didactic: PA students who withdraw or take a leave of absence during the didactic curriculum course sequence and are granted readmission, are required to repeat the didactic curriculum course sequence in effect at the time of reentry in its entirety and with the next matriculating cohort. (See Deceleration) To be considered for the next student cohort, the Readmission Request form must be received at least six (6) months prior to the next cohort start date. After one year, students must apply for admission through CASPA. If the readmission request is denied, the committee will include rationale for the decision.

Clinical: PA students who are granted a leave of absence during the clinical phase are granted readmission on a case-by-case basis.

Financial responsibility (A3.12f) for repeated coursework will be determined by the administration and NOT by the MC PA program. It is the responsibility of the student to notify the Registrar's Office and the Associate Director of Financial Aid if a withdrawal or leave of absence is requested and approved by the program director. It is also the student's responsibility to address deferring payment of student loans. (See Refund of Tuition and Fees).

XVII. VIOLATION OF POLICIES AND PROCEDURES

The MC PA program complies with all college procedures regarding disciplinary action. Additional program-specific policies as outlined within the PA student handbook will also be enforced.

Failure to follow the policies and procedures set forth may result in, but is not limited to, the student being placed on Academic/Professional Probation to dismissal from the MC PA program depending upon the severity of the infraction and the decision of the MC PA program Progress and Conduct Committee.

A. MARIETTA COLLEGE PA PROGRAM PROGRESS AND CONDUCT COMMITTEE

(A3.17c,e)

Purpose: Assist students in attaining medical knowledge, professional skills, and program competencies necessary to graduate and assume the professional responsibilities of a PA after graduation. The committee will be charged to evaluate alleged violations of professional PA student misconduct and any academic concerns or misconduct not covered under the umbrella of the College Academic Dishonesty policy and decide whether a violation occurred and what recommendations or citations, if any, will be designated. In addition, it will ensure academic, technical and professional standards are upheld throughout the entire program and training. Reasons to be referred to the MC PA program Progress and Conduct Committee include, but are not limited to, cheating, violating student conduct expectations, course failure, dress-code violations, examination policy violations, unexcused absence, violating HIPAA policy, criminal activity, inappropriate self-identification, violating the student employment policy, lack of professionalism, and disruptive behavior in the classroom.

At the end of each semester, the MC PA program Progress and Conduct Committee reviews the academic progress of students and approves each student for Program progression or graduation/degree conferral. Throughout the program and as any professional or academic concerns arise, faculty or staff may submit concerns to the MC PA program Progress and Conduct Committee regarding a student's academic performance or professional behavior. In some instances, emergency meetings may occur at any point during the training. That student will be invited to meet with the MC PA program Progress and Conduct Committee to discuss how best to achieve program success and/or resolve the concern(s). The MC PA program Progress and Conduct Committee recommendations may include, but are limited to:

- **Warning**, academic or professional
- **Probation**, academic or professional
- **Mentoring** by faculty and/or resource
- **Remediation** assignments and assessments
- **Leave of Absence**, personal or health
- **Withdrawal**, voluntary or administrative
- **Deceleration**, didactically or clinically
- **Dismissal** from the MC PA Program

At the committee's discretion, a student may be immediately placed on probation or dismissed in lieu of warning depending on the concern or offense.

Appearance before the MC PA program Progress and Conduct Committee will be live or may be virtual under extenuating circumstances and includes but is not limited to: reviewing cases of students who have received a failing grade(s), reviewing cases of students whose professional behavior and/or ethics have been questioned by the faculty/staff, program director, preceptor, or a patient. The MC PA program Progress and Conduct Committee process may be enforced during either phase of the program (didactic or clinical).

Composition: The committee consists of the program director as Chair, medical director, Director of Didactic Education, Director of Clinical Education, along with all full-time PA program

faculty members, the clinical coordinator(s), and any available part-time faculty/adjuncts. The program director will present the student and information to the committee. There will be no outside representative or legal counsel present. The meeting will be recorded or documented by the administrative coordinator or other designated support staff and placed in the student file.

Process: Under circumstances where clear program policies are delineated, including but not limited to GPA requirements, the student will not be brought before the MC PA program Progress and Conduct Committee but will be sent a letter regarding the current standing in the program and any academic citation.

In other cases of academic or professional/ethical concerns, a faculty/staff member may refer a student to the MC PA program Progress and Conduct Committee.

The Chair will be responsible for collecting, recording, and documenting all aspects of the investigation and items placed in the student's file, while the actual meeting minutes will be recorded by the administrative coordinator or other designated support staff.

The Chair schedules the meeting and sends an invitation to the student via MC email informing the student of the date, time, and location of the meeting; the reason(s) for the meeting; and when possible, the committee members who will be present at the meeting.

- The student may meet with the Didactic Director of Education (if currently in the didactic phase) or the Director of Clinical Education (if currently in the clinical phase) to answer any questions about the process but not the specific details of the concern.
- If the student feels that a member of the MC PA program Progress and Conduct Committee is biased, the student may request to have the member replaced by emailing the chair at least two (2) business days before the scheduled meeting.
- Failure to appear at the designated time will result in immediate dismissal.
- The MC PA program Progress and Conduct Committee meetings are closed to anyone other than the student, called witnesses or individuals relevant to the proceedings, and the MC PA program Progress and Conduct Committee members.
- All MC PA program Progress and Conduct committee proceedings are to be kept confidential by all parties present.

The Chair will present a summary of the material to the committee regarding the alleged misconduct. Material presented may include, but is not limited to, background information and circumstances surrounding the alleged misconduct, personal statements from the student or individual who witnessed or reported the incident, specific alleged academic and/or professional standards violation per the student handbook, didactic and/or clinical scholastic achievement record, preceptor communication (if applicable), and professional behavior to date in the program.

Following the presentation of the material to the committee, the student may speak on their behalf to members of the committee, have the opportunity to answer questions, and submit any information they believe is relevant. The committee members may discuss any concerns and interview the student to obtain further clarification or information.

At the conclusion of the meeting, the student will be dismissed while the committee discusses the situation, makes any necessary decisions, and determines the best course of action to help the student achieve success. All decisions are made by a simple majority vote. In case of a tie vote, it would go to Graduate Council.

The committee members will evaluate the material and, depending on the nature of the academic and/or professional deficiency, provide recommendations and decisions on student success, student progression, or disciplinary action. The student will be sent a letter via e-mail no later than two (2) business days after the meeting from the Chair delineating all recommendations and any follow-up actions that are to be taken. This letter will require a signature acknowledgment from the student as well as a deadline to return and will be placed in the student's file. If remediation is required, the committee will also develop and institute a remediation plan. The Chair will oversee all remediation items set forth by the MC PA program Progress and Conduct Committee and any questions or concerns regarding the recommendation should be discussed with the Chair.

Students who are placed on academic/professional probation by the MC PA program Progress and Conduct Committee are required to adhere to any guidelines that have been determined by the committee. This may include restrictions imposed on a college level as well as additional restrictions imposed at a program level. This may include, but is not limited to:

- Refraining from participation in PA Student Society or other student events.
- Temporary removal from any student society leadership positions.
- Refraining from participating from student led extracurricular or service projects.
- Removed from MC athletic teams or band.

The Committee will reconvene at the end of each semester or at the start of the next semester to review the current standings of each student who has been placed on probation or received other requirements or terms. The Committee may choose to maintain or to release the student from the Committee's oversight with a letter reflecting this decision. This letter will require a signature acknowledgment from the student as well as a deadline to return and will be placed in the student's file.

B. MC PA PROGRAM PROGRESS AND CONDUCT APPEALS PROCESS (A3.15g)

Students have the right to due process involving grievance and appeals process procedures for both academic and non-academic grievances. (See Marietta College Graduate Student Academic Grievances and Appeals)

The student will remain in the MC PA program while undergoing the appeal process.

XVIII. STUDENT SOCIETY AND PROFESSIONAL ORGANIZATIONS

A. MC PA PROGRAM STUDENT SOCIETY (MCPASS)

The Marietta College Physician Assistant Program Student Society serves to promote academic achievement and clinical excellence, to advocate for PA students, to serve the community, and to advocate for the advancement of the PA profession. A student board will be elected, by the class, to include the minimum of President, Vice President, Secretary, Treasurer, OAPA Representative, Historian, Health and Wellness Chair, Student Academy Representative (SAR), Diversity Chair, Outreach Chair, Potluck Coordinator, Green Chair, and IT Specialists.

The student society constitution and bylaws can be obtained by contacting the student organization advisor.

All students are members of the Marietta College Physician Assistant Student Society (MCPASS) and required to participate in community and outreach events linked to PASP 502 and PASP 504 didactically. Community and outreach events are aimed to promote the profession and engages the entire class in community-based projects. Officer roles and committee work can be used as service hours.

As a member of the MC PA program, students are ambassadors for the program to the College, clinical preceptors and sites, patients, and the public at large. The impression that the MC PA program and PA students as individuals make will be determined by direct actions, and in turn, will determine others' interests and willingness to work with the program. Students should always be courteous and respectful and should take pride in their work with faculty, students, staff, preceptors, patients, and the public.

Community service includes but is not limited to MCPASS events, lab set up, interview day assistance, STEM days, PA Open House, etc. The MC PA program encourages and supports participation in service activities that contribute to the community.

B. STUDENT MEMBERSHIPS TO PROFESSIONAL PA ORGANIZATIONS

Membership in professional PA organizations is of utmost importance in attaining leadership skills, for career networking, and in promoting the PA profession. Thus, students should become student members of the two main organizations that are driving the PA profession in Ohio and nationally, OAPA and AAPA.

Additionally, students are encouraged to attain membership in other PA organizations that are advancing the PA profession.

C. OHIO ASSOCIATION OF PHYSICIAN ASSISTANTS (OAPA)

https://www.ohiopa.com/aws/OAPA/pt/sp/home_page

Formed in 1978, the Ohio Association of Physician Assistants (OAPA) has provided a foundation for the PA profession for the state of Ohio. This organization promotes quality, cost-effective, accessible health care through the physician assistant – physician team approach. OAPA has and continues to strive to advance this profession through legislation, providing CME opportunities, and promoting our career to the general public. By becoming a member, you can be a part of this ever-growing organization.

It is the mission of the Association to:

- Promote quality, cost-effective, accessible health care, and to promote the professional and personal development of physician assistants within the organization.
- Provide the general membership with a forum for assembly regarding issues that relate to physician assistants.
- Facilitate mutual assistance and support of physician assistants, health professionals and health services by organizing and disseminating health care information through forums, panels, and other similar programs concerning the delivery and quality of health care services within Ohio.

The MC PA program covers student membership fees which are included in tuition.

D. AMERICAN ACADEMY OF PHYSICIAN ASSOCIATES (AAPA)

<https://www.aapa.org> is the national professional society for PAs, representing more than 150,000 PAs. AAPA advocates and educates on behalf of the profession and the patients PAs serve. AAPA works to ensure the professional growth, personal excellence, and recognition of PAs and to enhance their ability to improve the quality, accessibility, and cost-effectiveness of patient-centered healthcare. Student pricing is available.

MC PA program covers student membership fees which are included in tuition.

E. STUDENT ACADEMY OF THE AMERICAN ACADEMY OF PHYSICIAN ASSOCIATES (SAAAPA)

<https://www.aapa.org/about/aapa-governance-leadership/student-academy/> is the national organization for students enrolled in physician assistant programs and is a “subset” of the AAPA. SAAAPA has an elected board and participates in many capacities including subcommittees within the AAPA. The organization can be a source of information on a wide span of topics.

The Student Academy of the American Academy of Physician Associates (SAAAPA) has its own structure within the AAPA and includes representation from each PA Program’s student society. Students have always been encouraged to play an active role in the AAPA since its founding in 1968. They were among the first to organize and share information with their peers. Each registered student society is represented in the Assembly of Representatives (AOR), the SAAAPA’s legislative and policy-making body. The SAAAPA also has representation in the AAPA House of Delegates (HOD). Currently, there are over 200 registered student society members of the SAAAPA.

F. NATIONAL COMMISSION ON CERTIFICATION OF PHYSICIAN ASSISTANTS (NCCPA)

<https://www.nccpa.net/> is the only certifying organization for PAs in the United States. Established as a not-for-profit organization in 1974, NCCPA provides certification programs that reflect standards for clinical knowledge, clinical reasoning and other medical skills and professional behaviors required upon entry into practice and throughout the careers of PAs.

G. PI ALPHA

Pi Alpha is the national PA honor society of PAEA which was organized for the promotion and recognition of PA students and graduates who have excelled academically, in research, in publishing, in community service, in professional service, and/or in leadership activities. Students who are awarded this honor will be inducted into the society at the Program’s graduation banquet. More information can be found at <https://paeaonline.org/our-work/pi-alpha-honor-society> .

H. ACCREDITATION REVIEW COMMISSION ON EDUCATION FOR THE PHYSICIAN ASSISTANT (ARC-PA)

<http://www.arc-pa.org> is the accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.

I. PHYSICIAN ASSISTANT EDUCATION ASSOCIATION (PAEA)

<https://paeaonline.org/> is the only national organization representing PA educational programs in the United States. Currently, all of the accredited programs in the country are members of the Association. PAEA provides services for faculty at its member programs, as well as to applicants, students, and other stakeholders.

The Association was founded in 1972 as the Association of Physician Assistant Programs. Member programs voted to adopt the current name in 2005.

**MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM**

**RECEIPT OF MC PA PROGRAM STUDENT HANDBOOK AND DECLARATION OF
UNDERSTANDING**

I hereby acknowledge that all of the following statements are true:

1. I have received and read a copy of the Marietta College Physician Assistant Program Student Handbook and I recognize that the material included will be applied throughout my entire training.
2. The contents of the student handbook were reviewed by the Program Director and I had the opportunity to ask questions or seek clarification. I am aware that any future questions should be directed to the Program Director.
3. I understand the information contained in the Marietta College Physician Assistant Program Student Handbook and will abide by all requirements, policies, practices, procedures and expectations set forth while enrolled as a student in the Marietta College Physician Assistant Program.
4. I have received a copy of the Marietta College Handbook and Catalog.
5. I realize that in cases where rules and regulations of the Marietta College Physician Assistant Student Handbook differ from those of Marietta College, I must comply with the policies stated in the Marietta College Physician Assistant Student Handbook.
6. I understand that failure to comply with the Marietta College Physician Assistant Student Handbook may result in disciplinary action or dismissal from the program.

By signing below, I acknowledge the above statements are TRUE.

Student Name (Printed Legibly)

Student Signature

Date

**MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM
TECHNICAL STANDARDS OF PERFORMANCE FOR CANDIDATES and STUDENTS**

Matriculated and enrolled students (both didactically and clinically) are expected to perform and to be competent in many functions and tasks, which signify they are prepared for entry-level employment as a physician assistant.

While it is notable that academic standards be defined, understood and accomplished, technical demands for graduation from Marietta College Master of Science in Physician Assistant Studies program also must be assumed.

The PA must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Accommodations can be made for some technical standards, but such a candidate/student should be able to perform in a reasonably independent manner and not alter the learning outcomes and standards of the profession. They must be able to integrate all information received by whatever sense(s) employed, consistently, quickly, and accurately, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

Technical standards are those standards that refer to the holistic physical, cognitive, and behavioral abilities required for satisfactory completion of the curriculum. These will differ from those identified as exclusively academic, possessing components that are considered: general health, general abilities, observation abilities, communication abilities, physical (motor/sensory) abilities, intellectual (conceptual, integrative and quantitative) abilities, interpersonal abilities, mental health and behavioral/social abilities, technology abilities, professional and ethical abilities.

Such technical standards are considered within the program, in each course, preparing students for student learning outcomes, and framed within the professional competencies. All students must meet the technical standards throughout their training.

General Health

The candidate/student must possess and maintain the general physical health necessary for performing the duties of a Physician Assistant student without endangering the lives of patients and/or colleagues with whom the student might have contact, with the understanding and potential to be exposed to body fluids and communicable diseases. Any candidate/student whose performance is impaired by abuse of alcohol or other substances is not suitable for admission, continuation, promotion, or graduation. (See Substance Use Policy)

Furthermore, the student must have the physical and emotional stamina and capacity to function in a competent manner, and consistent with these standards, in the classroom as well clinical and laboratory settings, including settings that may involve heavy full-time workloads, long hours, and stressful situations necessary to function under the demands of the MC PA program and the profession.

The candidates/student must take standard preventive health measures such as receiving required immunizations; be medically cleared for enrollment during their entire training; and maintain health insurance coverage throughout the entire program. (See Matriculation and Pre-Clinical Requirements and Training Policy)

General Abilities

The candidate/student is expected to possess functional use of the senses of vision, touch, hearing, taste, and smell in order to perform, interpret, and elicit, necessary skills for physical examination and

clinical procedures throughout their entire PA training. All data received by the senses must be integrated, analyzed, and synthesized in a consistent and accurate manner. In addition, the individual is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium, and movement.

Observational Abilities

The candidate/student is expected to observe the patient accurately at a distance and close at hand and accurately assess health/illness alteration in order to elicit information, describe changes in mood, activity, and postures and to perceive nonverbal communications. Inherent in this observation process is the use of the senses and sufficient motor capability to carry out the necessary assessment activities.

The candidate/student must be able to acquire information in all didactic and clinical settings through a variety of sources to include, but not limited to oral presentation, written material, visual media, and live presentations/demonstrations.

Communication Abilities

The candidate/student is expected to be able to communicate effectively, both verbally and non-verbally, with patients and other professionals, in oral and written formats. This requires the ability to read, write, and effectively utilize the English language. Effectiveness often depends on using appropriate grammar, spelling, and vocabulary- as well as timeliness. The student/candidate is expected to comprehend and immediately respond to auditory instructions or requests, think clearly and act appropriately, professionally, and calmly within stressful situations. The student/candidate is expected to work cooperatively while preserving relationships with other members of the education and health care team. The candidate/student is expected to participate in educational activities including: examinations, demonstrations, simulations, presentations, evaluations, and labs.

Physical (Motor/Sensory) Abilities

The candidate/student is expected to be able to perform gross and fine motor movements required to perform a complete physical examination (including genital examination). The candidate/student is expected to have the psychomotor skills necessary to perform or assist with procedures, treatments, administration of medication, managing of equipment, and emergency intervention. The candidate/student is expected to be able to maintain consciousness, equilibrium, and stamina to perform satisfactorily in classroom and clinical experiences; this includes but is not limited to frequent, prolonged patient interactions and essential activities that include more than 8 hours of sitting, standing, walking and performing procedures for prolonged periods, as seen in surgical services or inpatient medicine.

The candidate/student should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The candidate/student must be able to perform laboratory tests, work with scientific and other instruments and machinery, and perform essential skills and emergent treatment to patients. This includes, but is not limited to, cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, patient movement or transfer, and simple obstetrical maneuvers.

Intellectual (Conceptual, Integrative and Quantitative) Abilities

The candidate/student is expected to have the ability to develop and refine problem-solving and critical thinking skills with sound judgement, emotional stability, maturity, empathy, and physical and mental stamina. This includes the ability to learn and function in a wide variety of didactic and clinical settings, displaying the ability to measure, process, retain, comprehend, conceptualize, integrate, calculate, analyze, synthesize objective and subjective data and apply large volumes of material related to higher order art, practice, and science of medicine, including those that are legal, ethical, and moral in nature. The candidate/student is expected to have the ability to make decisions that reflect consistent and thoughtful deliberation and clinical judgment. In addition, the candidate/student should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

Interpersonal Abilities

The candidate/student is expected to have the emotional stability required to exercise sound judgment and complete assessment and intervention activities. The candidate/student is expected to establish rapport and maintain sensitive, interpersonal relationships with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. The candidate/student is expected to have the flexibility to function effectively under stress. Concern for others, integrity, accountability, interest and motivation are necessary personal qualities.

Mental Health and Behavioral/Social Abilities

The candidate/student must have the mental health and emotional stability to effectively handle stressful and emotionally charged situations, to overcome interpersonal challenges; to perceive one’s own emotional state and the emotional state of others; and to receive constructive criticism. This often requires a commitment to long hours of class, physical exam and procedure skill competency evaluations, clinical and self-directed study situations and environments.

The candidate/student must display flexibility in learning and be able to adapt to a rapidly changing environment. They must accept responsibility for learning, exercising good judgment and promptly completing all responsibilities during their academic training, as well as the responsibility attendant to the diagnosis and care of patients. The candidate/student must be able to work effectively, respectfully, and professionally as part of the educational and healthcare team, and to interact with instructors and peers, patients, patient families, and healthcare personnel in a courteous, professional, and respectful manner.

Technology Abilities

The candidate/student must be able to utilize computer technology to access and manage online medical information, access learning management systems, participate in computerized testing, conduct research, access and utilize virtual learning platforms and recordings, prepare multimedia presentations, and manage computerized patient records.

Professional and Ethical Abilities

The candidate/student must be able to understand general, legal, and ethical standards of the medical profession. Students must possess attributes such as deportment, compassion, empathy, altruism, integrity, responsibility, and tolerance. Students must be able to recognize limitations in their knowledge, skills, and abilities and to seek appropriate assistance from their preceptor. The student must consistently display honesty, excellence, initiative, resilience, accountability, integrity, and respect for self and others. They must maintain confidentiality and be dedicated to serving their preceptors, patients, peers, PA faculty and staff, Marietta College faculty and staff, the community, and the PA profession at all times.

By signing below, I acknowledge I have received, read and completely understood the Technical Standards of Performance for PA students at Marietta College Physician Assistant Program and declare that I have the abilities and skills described to meet the requirements.

Student Name (Printed Legibly)

Student Signature

Date

**MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM**

**HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT(HIPAA) and STATEMENT OF
CONFIDENTIALITY**

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

Student Name (Printed Legibly)

Student Signature

Date

**MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM
STUDENT ADVISING FORM**

Student Name _____
Date/Time _____
Faculty Name _____
Semester (circle one): P1 P2 P3 P4 P5

Reasons for Contact (Mark all that apply):

___ Routine Advisor Meeting ___ Academics ___ At Risk ___ Financial Problem
___ Student Emergency ___ Family Problem ___ Health Problem
___ Other – follow up from last meeting

Professional Issue:

___ Absenteeism ___ Behavior
___ Dress ___ Late to class
___ Late/missed assignment ___ Missed exam
___ Missed lecture(s) ___ Missed seminar/lab

___ Other _____

Describe the reason(s) for this encounter:

*Mid-term discussion may include academic status to date, upcoming semester course overview, questions/concerns, remediations to date)

**If for At Risk with Remediation please include Course Name/Number

Plan and/or Recommendations to Student (Choose all that apply):

___ Referred to Center for Health & Wellness/Student's or Personal Healthcare Provider
___ Referred to Financial Aide
___ Referred to Program Director
___ Referred to Course Instructor: Instructor's name _____
___ Referred to Academic Resource Center for:
___ Study Skills Assistance
___ Counseling
___ Evaluation for a Learning Disability
___ Other

Follow-up:

___ Student to meet with faculty PRN
___ Student to meet with faculty via scheduled appointments. How often _____
___ Other _____

Faculty signature/Date _____ Student Signature/Date _____

___ Copy of this form placed in student electronic file.

MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM

PARTICIPATION OF STUDENTS AS HUMAN SUBJECTS ACKNOWLEDGEMENT

I hereby acknowledge the following:

- I understand that as part of my educational experience at the MC PA Program, I will be required to participate as a living subject for physical examination courses, ultrasound training, and practicums.
- I understand that I must come to laboratories and practicums in the attire requested by faculty and I must be prepared to partially disrobe for some educational courses.
- I understand that shorts will be required when examining the lower extremities.
- I understand that the upper body, including the thorax, abdomen, and extremities, will be examined.
- I understand that at times male presenting students may be required to remove their shirts and female presenting students may be required to remove their shirts and wear sports bras to cover their chests.
- I understand that participation will NEVER include breast or genitalia examinations of self or fellow students or faculty. Standardized “professional” patients will be utilized to allow students to examine and evaluate these anatomical areas.
- I understand that as a part of these courses I will need to be inspected, palpated, percussed, and auscultated by peers in the fulfillment of the Program’s educational learning outcomes.
- I understand that I must maintain a high level of professionalism in all physical examination courses and practicums that are part of the Program’s curriculum.
- I understand, when possible, the Mc PA program will accommodate any cultural or religious beliefs as it relates to being a standardized patient. The student must inform the Director of Didactic Education of any cultural and religious beliefs at the start of their training so partner and patient accommodations can be arranged.

I agree to participate in and follow the above guidelines for all physical examination courses, ultrasound, and practicums that are part of the Program’s curriculum, and I understand that failure to comply with these guidelines may result in disciplinary action, suspension, or dismissal from the MC PA Program.

Student Name (Printed Legibly)

Student Signature

Date

MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM

ULTRASOUND LIABILITY WAIVER FORM

By signing below, I agree with the following statements and I release and waive any liability regarding the Marietta College Physician Assistant Program ultrasound lab.

- I understand that participation in the Marietta College Physician Assistant Program ultrasound lab is for teaching and practice purposes only.
- I understand that any potential abnormalities discovered during an ultrasound lab are **NOT** diagnostic. If an abnormality is identified, I agree to seek medical care from a licensed provider for further work-up.
- I release any liability toward the faculty instructor and/or Marietta College if an abnormality is NOT found during ultrasound lab but subsequently identified on a diagnostic study.

Student Name (Printed Legibly)

Student Signature

Date

Commitment to Learning

I accepted responsibility for educational challenges and sought learning and/or remediation when necessary	1	2	3	4	5
--	---	---	---	---	---

Feedback

I accepted constructive feedback and, when necessary, adapted my behavior appropriately	1	2	3	4	5
---	---	---	---	---	---

Personal Responsibility

I demonstrated an ability to work and function as part of a team	1	2	3	4	5
--	---	---	---	---	---

I followed through on tasks and commitments	1	2	3	4	5
---	---	---	---	---	---

I established positive rapport with others	1	2	3	4	5
--	---	---	---	---	---

Professional Responsibility

I demonstrated flexibility, adaptability, and tolerance for change	1	2	3	4	5
--	---	---	---	---	---

I adhered to MC PA program and College policies and procedures	1	2	3	4	5
--	---	---	---	---	---

I adhered to academic integrity	1	2	3	4	5
---------------------------------	---	---	---	---	---

I maintained confidentiality standards	1	2	3	4	5
--	---	---	---	---	---

I have been committed to the ethical principles of the PA profession	1	2	3	4	5
--	---	---	---	---	---

I took initiative	1	2	3	4	5
-------------------	---	---	---	---	---

I demonstrated appropriate self-confidence	1	2	3	4	5
--	---	---	---	---	---

I refrained from any impulsive, reactive behavior when frustrated or angry	1	2	3	4	5
--	---	---	---	---	---

FOR FACULTY USE ONLY:

Student Perception of Self as it relates to Professionalism (circle one) AGREE DISAGREE

Overall Comments:

Faculty Signature/Date _____ Student Signature/Date _____



Marietta College
Physician Assistant Program
Absence Request Form

Today's Date: Click or tap to enter a date.

Student Name: Click or tap here to enter text.

Graduating Class of: Click or tap here to enter text.

Date of absence (s): Click or tap here to enter text.

Reason for Absence:

- Student Illness, Family Illness, Death in Family, Weather, Medical Appointment, Transportation, Accident, Other Click or tap here to enter text.

Notice received from: Student, Relative, Other If other, please the state relationship

*Attach any medical or supporting documentation to this form if applicable or requested and as stated in the handbook.

Current Course/ Rotation: Click or tap here to enter text.

Signatures:

Didactic Director/Clinical Director/Clinical Coordinator/Program Director (Signature and date) Approved Disapproved

Course Coordinator(s) (Signature and date.) Approved Disapproved

***Student will be notified by email if the absence request has been approved; the student should not assume the absence will be excused and approved. Approval will be by the Didactic Director of Education (if currently in didactic phase) or Director of Clinical Education (if currently in clinical phase). In rare circumstances, the Program Director may approve absence request forms.

**MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM**

**ACKNOWLEDGEMENT OF RESPONSIBILITIES
REGARDING OCCUPATIONAL SAFETY and UNIVERSAL PRECAUTIONS and EXPOSURE TO
INFECTIOUS AND ENVIRONMENTAL HAZARDS**

I understand the need for complying with Occupational Safety and Health Administration guidelines and universal precautions when interacting with patients.

I understand the importance of recognizing any personal medical conditions that I might have that could potentially endanger the health of patients and others.

I understand the importance and necessity for promptly seeking medical care if, during my contact with patients or others, I suspect I have developed a condition that may potentially endanger others.

I understand that I should restrict my interactions with patients and others, pending medical evaluation, of any potentially transmittable disease condition, that I might have contracted.

Student Name (Printed Legibly)

Student Signature

Date

MARIETTA COLLEGE PHYSICIAN ASSISTANT PROGRAM
Exposure Report

To be filled out by student exposed:

Name of student [Click here to enter text.](#)

Date/time of exposure: [Click here to enter text.](#)

Who assigned the duties: [Click here to enter text.](#)

Name(s) of other personnel that witnessed incident: [Click here to enter text.](#)

Name(s) of personnel notified of incident: [Click here to enter text.](#)

Decontamination provided at time of incident: [Click here to enter text.](#)

Personal protective equipment worn at the time of exposure: [Click here to enter text.](#)

Briefly describe details of the procedure being performed (include where/how exposure occurred; whether exposure involved a sharp device, and if so, the type of device; whether there was visible blood; and how/when during its handling the exposure occurred):

[Click here to enter text.](#)

Please provide details of the exposure including: the type/amount of fluid or material and the severity of exposure. For percutaneous injury, include depth of wound, gauge of needle, and whether fluid was injected. For a skin or mucous membrane exposure, include estimated volume of material, duration of contact, and condition of skin, e.g. chapped, abraded, or intact).

[Click here to enter text.](#)

Details about the exposure source including: whether the source material contained hepatitis B virus (HBV), hepatitis C virus (HCV); or human immunodeficiency virus (HIV). If the source was infected with HIV - the stage of disease, history of antiretroviral therapy, viral load and antiretroviral resistance information, if known.

[Click here to enter text.](#)

Details about the exposed person (e.g., hepatitis B vaccination and vaccine-response status):

[Click here to enter text.](#)

Details about counseling, post-exposure management and follow-up:

[Click here to enter text.](#)

MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM

DISCLOSURE STATEMENT

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

As a student of the program, I understand and agree that I will engage in timely surveys of graduates, employers, and colleagues on my development as a physician assistant, employment settings, scope of practice, and knowledge base.

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

Student Name (Printed Legibly)

Student Signature

Date

MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM

Appendix 12

PEER GRIEVANCE OR MISCONDUCT FORM

Name of Reporter:

Contact Information of Reporter (email and cell phone):

Date/Time Report Submitted:

Faculty Mentor Report Submitted:

Date, Time, Location of Incident, Names of those involved:

Description of Concern/Incident (be as detailed as possible and include names of any witnesses):

What do you hope will be the outcome of this report?

Faculty Signature and Date Acknowledging Receipt

MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM

Appendix 13

PROGRAM, COLLEGE, FACULTY and STAFF GRIEVANCE OR MISTREATMENT FORM

Name of Reporter:

Contact Information of Reporter (email and cell phone):

Date/Time Report Submitted:

Faculty Mentor Report Submitted:

Date, Time, Location of Incident, Names of those involved:

Description of Concern/Incident (be as detailed as possible and include names of any witnesses):

What do you hope will be the outcome of this report?

Faculty Signature and Date Acknowledging Receipt

MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM

PHOTOGRAPH AND VIDEO RELEASE FORM

I hereby grant permission for the MC PA program to use student image, likeness, and sound of voice as recorded on audio or video without payment or any other consideration. I am aware my image may be edited, copied, exhibited, published, or distributed with all rights waived to inspect or approve the finished product wherein likeness appears. Additionally, I waive any rights to royalties or other compensation arising or related to the use of the image or recording. I am aware the material may be used in diverse educational settings within an unrestricted geographic area and there is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

Photographic, audio, or video recordings are intended for promotion and/or educational purpose for the MC PA program, Marietta College, and the PA profession and may include but not limited to:

- Conferences
- Educational purposes
- Social media pages
- Promotional efforts

By signing this release, I have read and understand the above release and grant permission.

Student Name (Printed Legibly)

Student Signature

Date

**MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM**

Appendix 15

HOMETOWN RELEASE FORM

Please go to

https://www.marietta.edu/sites/default/files/documents/fillable_hometown_release_formv18.pdf

to complete the fillable PDF form.

**MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM**

RELEASE OF PERSONAL AND HEALTH INFORMATION CONSENT

I hereby grant the Marietta College Physician Assistant Program the ability to review and provide health care training facilities (preceptor and hospital administrative personnel) the required personally identifiable information (date of birth, social security number, etc.) immunization status, background checks, and/or drug and alcohol screening results as stated within the rules, regulations, and contractual affiliation agreement of the facility and Marietta College. My signature below acknowledges my understanding and agreement to provide the above stated information.

Student Name (Printed Legibly)

Student Signature

Date

MARIETTA COLLEGE
PHYSICIAN ASSISTANT PROGRAM

BACKGROUND CHECK AUTHORIZATION AND RELEASE

Two background checks will be conducted on PA students during their educational experience. The first will be performed prior to matriculation into the MC PA program and **finalization of admission acceptance is contingent upon successfully passing this background check.** The second background check will occur prior to clinical rotations, as many clinical sites require them. Most background check results will be available within 24-72 hours. Please carefully read and sign the following release form:

RELEASE: I understand that in connection with my application for admission into the MC PA program and during my clinical phase, Marietta College or an authorized third party will obtain/conduct background checks. These background checks may include an inquiry into my employment history, education, general character or reputation, work experience, workers' compensation history, driving history, criminal history, and such other information that may be required.

I understand that Marietta College may rely on any or all of this information in determining whether or not to finalize my offer of admission and/or clinical rotations. I further understand that if Marietta College makes any negative admission decision based upon any of the information obtained, that I will be provided with a copy of such information along with a summary of my rights under the Fair Credit Reporting Act.

I have read this background check policy in the student handbook, and I hereby authorize Marietta College, its representatives, agents, and authorized third parties to conduct background checks, as described herein, in conjunction with my application for admission and clinical rotations. I hereby release said parties from any and all liabilities related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application for admission and/or rotations and the resulting background check. I further direct and authorize third parties, including employers, who may be the custodians of or who may be in possession of requested records or information to disclose such information or records to Marietta College, its representatives, and agents, in connection with this authorization and release. A faxed copy of this release shall be as good as an original.

Student Name (Printed Legibly)

Student Signature

Date