



Assumption University  
School of Health Professions

PA PROGRAM

*“DONEC FORMETUR CHRISTUS IN VOBIS”*

Student Handbook  
Class of 2026

Richard J. and Sophia Catrambone Health Sciences Building  
500 Salisbury Street, Worcester, MA 01609  
[pa.program@assumption.edu](mailto:pa.program@assumption.edu) - (508) 767-7699

[www.assumption.edu/pa](http://www.assumption.edu/pa)

## Table of Contents

<b>Program Faculty &amp; Staff</b> .....	<b>18</b>
<b>Program Leadership</b> .....	<b>18</b>
Program Director (PD) .....	18
Medical Director (MD).....	18
<b>Principal Faculty</b> .....	<b>18</b>
Director of Didactic Education (DDE) .....	18
Director of Admissions, Assessment, & Academic Success (DAAAS) .....	18
Director of Clinical Education (DCE) .....	18
Associate Director of Didactic Education .....	18
<b>Administrative Support Staff</b> .....	<b>19</b>
Program Manager .....	19
Vacant.....	19
Program Coordinator .....	19
Vacant.....	19
Clinical Coordinator .....	19
<b>Instructional Faculty</b> .....	<b>19</b>
Director of Principles of Practice Management and Leadership.....	19
Director of Practical Education and Simulation.....	19
Lab and Simulation Coordinator.....	19
Clinical Anatomist.....	19
<b>Adjunct Faculty &amp; Lecturers</b> .....	<b>19</b>
Program Hours .....	19
<b>Program Standing Committees</b> .....	<b>20</b>
The Academic Performance and Professionalism Committee (APPC) .....	20
The Program Assessment and Accreditation Committee (PAAC) .....	20
Admissions Committee .....	20
Technical Standards and Accommodations Committee (TSAC) (ad-hoc) .....	20
Pi Alpha Nomination Committee .....	20
The Program Advisory Board .....	20
Student Society Faculty Sponsor .....	21
<b>Organization Charts</b> .....	<b>22</b>
Organizational Relationship of the PA Program to the Assumption University .....	22
Organization Chart – Assumption University.....	22
Organization Chart – PA Program .....	23
<b>Handbook Introduction</b> .....	<b>24</b>
<b>Assumption University</b> .....	<b>25</b>
History of the University .....	25
<b>Assumption University Mission Statement</b> .....	<b>26</b>
<b>PA Program Mission, Vision, Goals, &amp; Core Values</b> .....	<b>27</b>
PA Program Mission.....	27
PA Program Vision .....	27

PA Program Goals .....	27
PA Program Core Values.....	27
<b>Program Competencies.....</b>	<b>28</b>
1. Patient Centered Practice Knowledge .....	28
2. Society & Population Health.....	28
3. Health Literacy & Communication .....	28
4. Interprofessional Collaborative Practice & Leadership .....	29
5. Professional & Legal Aspects of Healthcare.....	29
6. Health Care Finance & Systems .....	29
7. Entrustable Professional Activities.....	29
8. Catholic Social Teaching .....	30
<b>Assumption University PA Program Tuition, Fees, &amp; Financial Aid .....</b>	<b>31</b>
<b>Tuition and Fees .....</b>	<b>31</b>
Fee List .....	31
Admissions Acceptance Deposit.....	31
<b>Tuition Payment .....</b>	<b>32</b>
<b>Financial Aid .....</b>	<b>32</b>
<b>Loans.....</b>	<b>32</b>
Federal Loans .....	32
Private Alternative Loans .....	33
Financial Aid Satisfactory Academic Progress (SAP).....	33
Veteran’s Benefits .....	33
<b>Scholarship Opportunities.....</b>	<b>34</b>
US Military Scholarship Programs .....	34
Federal Scholarships .....	34
State-Funded Scholarships .....	34
Private Scholarships.....	34
<b>Tuition Refunds .....</b>	<b>34</b>
<b>PA Program Admissions.....</b>	<b>35</b>
<b>Admissions Criteria .....</b>	<b>35</b>
General.....	35
1. Academic Requirements .....	35
2. Health Care Experience .....	35
3. Coursework .....	36
4. Technical Standards .....	36
5. Letters of Recommendation .....	36
6. Standardized Test Scores .....	37
7. Curriculum Vitae .....	37
8. Transfer Credit & Advanced Placement .....	37
9. Limit.....	37
<b>Admission Process for Assumption University.....</b>	<b>38</b>
Application Deadline .....	38
Application Review .....	38
Interview Day.....	39
<b>Registration .....</b>	<b>39</b>

Deferment .....	39
<b>PA Program Orientation .....</b>	<b>40</b>
Orientation Schedule .....	40
02 January 2024 .....	40
03 January 2024 .....	40
Campus .....	40
Interactive Campus Map .....	40
Richard J. & Sophia Catrambone Health Sciences Center .....	40
<b>White Coat Ceremony.....</b>	<b>41</b>
<b>Academic Schedule.....</b>	<b>42</b>
<b>Academic &amp; Non-Academic Advising.....</b>	<b>43</b>
<b>Curriculum &amp; Credit Hours .....</b>	<b>44</b>
Curriculum – Class of 2026 .....	44
Term One (Twelve Weeks) .....	44
(17 SH) .....	44
Term Two (Twelve Weeks) .....	44
(21 SH) .....	44
Term Three (Twelve Weeks).....	44
(24 SH) .....	44
Term Four (Twelve Weeks).....	44
(27 SH) .....	44
Supervised Clinical Practice Experiences (SCPE) .....	44
(52 SH) .....	44
Credit Hours .....	45
Federal Definitions of a Credit Hour and the Carnegie Model .....	45
<b>The Physician Assistant (PA) Profession.....</b>	<b>46</b>
<b>Statement of Values of the PA Profession.....</b>	<b>47</b>
<b>Assumption University PA Program Policy: Academic &amp; Non-Academic Probation .....</b>	<b>48</b>
Academic Probation.....	48
Non-Academic Probation .....	48
<b>Assumption University PA Program Policy: Academic Honesty.....</b>	<b>49</b>
Academic honesty.....	49
Academic Dishonesty .....	49
Policy to Settle a Charge of Academic Dishonesty .....	49
Procedure.....	49
Test Integrity .....	50
<b>Assumption University PA Program Policy: Academic Appeals.....</b>	<b>51</b>
The Appeal of Formative Assessment Failure .....	51
Process .....	51
The appeal of Summative Assessments .....	51
Process .....	52
Technology Issues .....	52

<b><i>Assumption University PA Program Policy: Admission &amp; Enrollment Practices that Favor Specified Individuals or Groups</i></b> .....	<b>53</b>
Preferences .....	53
Assumption University Undergraduate Students and Alumni .....	53
Active-Duty Members and Veterans of the Uniformed Services of the United States .....	53
Support for Veterans.....	53
Affiliation Agreements .....	53
Dual Degree Candidates .....	54
<b><i>Assumption University PA Program Policy: Advocacy, Demonstration, &amp; Protest</i></b> .....	<b>55</b>
Advocacy .....	55
Demonstrations .....	55
On-Campus.....	55
Off-Campus .....	55
Protests .....	56
<b><i>Assumption University PA Program Policy: American Samoa</i></b> .....	<b>57</b>
Professional Expectations.....	57
Application Process.....	57
Cellular Communications .....	57
Food .....	58
Housing .....	58
Internet .....	58
Lyndon Baynes Johnson Tropical Medical Center .....	58
Personal Medical Care.....	58
Personal Travel Insurance .....	58
1. International SOS.....	58
2. Global Rescue .....	58
Supervised Clinical Practice Experiences .....	58
Travel .....	58
Equivalency of Services .....	59
PA Student Guide to American Samoa – Anne Marie Lyons (Dempsey) – To be Added .....	59
<b><i>Assumption University PA Program Policy: Assessments &amp; Examinations</i></b> .....	<b>60</b>
ExamSoft .....	60
iPad Device.....	60
Exam Content .....	60
Examination Security .....	60
<b><i>Assumption University PA Program Policy: Attendance &amp; Participation</i></b> .....	<b>61</b>
Didactic Phase .....	61
Clinical Phase.....	62
Examinations and Assessments .....	63

Participation .....	63
Special Events .....	63
<b><i>Assumption University PA Program Policy: Background Investigation &amp; Drug Screening .....</i></b>	<b>65</b>
Background Investigation .....	65
Criminal Charges .....	65
Screening for Drugs of Abuse and Use of Non-Prescribed Medications .....	65
Appeal .....	66
<b><i>Assumption University PA Program Policy: Catholic Healthcare .....</i></b>	<b>67</b>
Ethical and Religious Directives .....	67
Legal Protection of Conscience .....	67
Conscience and Religious Freedom (Federal) .....	67
Conscience and Religious Freedom (Massachusetts) .....	67
Links for Catholic Medical Providers .....	68
Serving the Underserved .....	69
The Beatitudes .....	69
The Corporal Works of Mercy .....	69
<b><i>Assumption University PA Program Policy: Class Leadership .....</i></b>	<b>70</b>
Class Officers (Executive Committee) .....	70
President .....	70
Vice President .....	70
Treasurer .....	70
Secretary .....	71
Class Committee Representatives .....	71
Diversity, Equity, and Inclusion Chair .....	71
Massachusetts Association of Physician Assistants (MAPA) Representative .....	71
Rhode Island Academy of PAs Representative .....	71
American Academy of PAs (AAPA) House of Delegates Student Representative .....	71
American Academy of PAs (AAPA) Student Academy Representative .....	72
Philanthropy Representative(s) .....	72
Outreach Chair(s) .....	72
Marketing and Social Media Representative .....	72
Student Program Historian: liaison to the PA History Society .....	73
Alumni Representative .....	73
Health and Wellness Chair .....	73
Audiovisual Support Person .....	73
The Greyhound PA Newsletter .....	73
Editor-in-Chief .....	73
PA Student Society .....	73
AAPA Student Challenge Bowl .....	73
<b><i>Assumption University PA Program Policy: Classroom Etiquette .....</i></b>	<b>74</b>
Interactions with lecturers .....	74
Recording of Lectures and Classroom Discussions .....	74
“Gunners” .....	75
Food and drink in the classroom .....	75
<b><i>Assumption University PA Program Policy: Diversity, Equity, &amp; Inclusion (DEI) .....</i></b>	<b>76</b>

Notice of Non-Discrimination .....	77
Campus Resources in Support of Diversity, Equity, & Inclusion [ARC-PA Standard A1.11d] .....	78
<b><i>Assumption University PA Program Policy: Dress Code .....</i></b>	<b><i>79</i></b>
<b>Didactic Phase .....</b>	<b>79</b>
Classroom.....	79
Examples of appropriate attire include: .....	79
Examples of clothing not permitted include: .....	79
Dress Down Days .....	79
Laboratory Activities.....	79
<b>Supervised Clinical Practice Experiences (SCPEs) .....</b>	<b>80</b>
General.....	80
<b>Smoking .....</b>	<b>80</b>
<b>Assumption University ID Card .....</b>	<b>81</b>
<b>Identification .....</b>	<b>81</b>
<b><i>Assumption University PA Program Policy: Exposure to Infectious Diseases &amp; Environmental Hazards .....</i></b>	<b><i>82</i></b>
<b>Methods of Prevention .....</b>	<b>82</b>
Blood Borne Pathogen Training .....	82
Personal Protective Equipment (PPE) .....	82
<b>PC Institute and Human Gross Anatomy .....</b>	<b>82</b>
Accidental Eye Contact by Tissue and Embalming Fluid.....	82
Skin Cuts.....	83
<b>PA Program Physical Examination Suite/Simulation Center .....</b>	<b>83</b>
<b>Supervised Clinical Practice Experiences .....</b>	<b>83</b>
<b>Infectious and Environmental Hazards (including body fluid exposure).....</b>	<b>84</b>
COVID 19 .....	84
<b>Financial Responsibility.....</b>	<b>84</b>
<b>Liability Insurance.....</b>	<b>84</b>
<b><i>Assumption University PA Program Policy: Honor Code .....</i></b>	<b><i>85</i></b>
<b><i>Assumption University PA Program Policy: Mandatory Health Care Related Training .....</i></b>	<b><i>86</i></b>
<b><i>Assumption University PA Program Policy: Medical Screening, Immunization, COVID 19, &amp; Tuberculosis Screening .....</i></b>	<b><i>88</i></b>
<b>Mandated Vaccinations – Assumption University.....</b>	<b>88</b>
<b>Mandated Vaccinations – PA Program .....</b>	<b>89</b>
<b>Recommended Vaccinations .....</b>	<b>89</b>
<b>Tuberculosis Screening.....</b>	<b>89</b>
<b>Overseas, International, Department of Defense, and Department of Public Health Rotations .....</b>	<b>90</b>
American Samoa .....	90
International, Department of Defense, or Department of Public Health sponsored Supervised Clinical Practice Experiences	90
<b>Compliance.....</b>	<b>90</b>
<b>Vaccine Exemptions .....</b>	<b>90</b>
Massachusetts State Law .....	91
<b>Screening Tests for Admission or SCPE.....</b>	<b>91</b>

<b><i>Assumption University PA Program Policy: Non-Academic Appeals</i></b> .....	<b>92</b>
<b><i>Assumption University PA Program Policy: PA Facility Use</i></b> .....	<b>93</b>
Alcohol .....	93
Anatomage Suite .....	93
Cardiac Physiology Suite.....	93
Common areas.....	93
Conference Room .....	93
Study Rooms.....	94
Faculty Offices .....	94
Harvey Training Room.....	94
High Fidelity Simulators .....	94
Kitchen Area .....	94
Laboratory Suite .....	95
Lockers .....	95
PA Program Display.....	95
Recycling in the PA Program.....	95
Simulation Center .....	96
Smoking .....	96
Technology .....	96
<b><i>Assumption University PA Program Policy: Parking</i></b> .....	<b>97</b>
On-Campus.....	97
Handicap Parking .....	97
Off-Campus .....	98
PC Institute.....	98
Public Transportation.....	98
Worcester.....	98
Supervised Clinical Practice Experiences .....	98
<b><i>Assumption University PA Program Policy: Peer Physical Examination</i></b> .....	<b>99</b>
Appropriate disrobing.....	99
Chaperones .....	99
Competency .....	99
Confidentiality .....	99
Discrepancies.....	99
Dress during clinical laboratory experiences .....	100
Faculty as medical providers .....	100
Incidental findings .....	100
Lab Incidents .....	100
Professional behavior .....	100



<b><i>Assumption University PA Program Policy: Precedence of Policies</i></b> .....	<b>102</b>
<b><i>Assumption University PA Program Policy: Professional Boundaries</i></b> .....	<b>103</b>
Addressing Faculty and Staff .....	103
Alcohol Use.....	103
Pharma and Industry Events.....	103
Student-Faculty/Preceptor Relationships.....	103
Student-Patient Relationships .....	103
<b><i>Assumption University PA Program Policy: Remediation &amp; Deceleration</i></b> .....	<b>104</b>
Remediation .....	104
Didactic Phase.....	104
Clinical Phase .....	105
Professionalism.....	107
Deceleration .....	107
Didactic Phase Deceleration .....	107
Clinical Phase Deceleration .....	108
Financial Aid .....	108
<b><i>Assumption University PA Program Policy: Requirements for Graduation, Graduation Honors, Graduation Awards, &amp; Nomination to the Pi Alpha Honor Society</i></b> .....	<b>109</b>
Graduation .....	109
Graduation Requirements .....	109
Graduation Awards.....	109
Honor Graduate .....	109
Honorary Pi Alpha Nomination .....	109
Faculty of the Year Award .....	109
Peer Mentor Award .....	109
Preceptor of the Year Award.....	109
The Saint Luke Award .....	110
Pi Alpha Honor Society.....	110
Hooding and Pinning.....	110
Program Alumni Pin.....	110
NCCPA Certification .....	111
American Medical Association PA Profile.....	111
<b><i>Assumption University PA Program Policy: Requirements for Progression In &amp; Completion of the Program</i></b> .....	<b>112</b>
Progression in the Didactic Phase .....	112
Grade Replacement – Didactic .....	112
Progression in the Clinical Phase .....	112
Clinical (Final) Summative Exam .....	113
Grade Replacement – SCPE .....	113
Professional Progress .....	114
Requirements for Completion of the Program.....	114
<b><i>Assumption University PA Program Policy: School Closure and Class Cancelation</i></b> .....	<b>115</b>
<b><i>Assumption University PA Program Policy: Sexual Misconduct</i></b> .....	<b>116</b>

In the event of an incident, you may wish to engage in all or some of the following steps:.....	116
Confidential Campus Reporting Resources.....	117
Non-Confidential Reporting Resources.....	118
<b><i>Assumption University PA Program Policy: Social Media and Online Reputation.....</i></b>	<b>119</b>
Considerations.....	119
Professional Expectations.....	120
Program Expectations .....	121
PA Program Student Society Controlled Social Media Sites.....	121
<b><i>Assumption University PA Program Policy: Student Solicitation of Supervised Clinical Practice Experiences</i></b>	<b>122</b>
For all core SCPEs .....	122
For elective SCPEs .....	122
Nepotism and Conflict of Interest .....	122
<b><i>Assumption University PA Program Policy: Student Safety .....</i></b>	<b>123</b>
<b>On-Campus.....</b>	<b>123</b>
Department of Public Safety .....	123
Emergency “Blue” Phones.....	123
Rave Guardian App .....	123
Assumption University Campus Safety .....	123
<b>Off-Campus .....</b>	<b>124</b>
Supervised Clinical Practice Experiences (SCPEs) .....	124
PC Institute.....	124
Program Sponsored Events and Travel .....	125
Personal Safety .....	125
City of Worcester & Surrounding Areas.....	125
Police .....	126
<b><i>Assumption University PA Program Policy: Student Employment.....</i></b>	<b>127</b>
Employment During Didactic & Clinical Phases.....	127
Consequences of Employment.....	127
Working in a Clinical Role .....	127
Volunteer Work .....	127
Probation .....	127
Program Employment and Faculty Roles.....	127
<b><i>Assumption University PA Program Policy: Student Health Services.....</i></b>	<b>128</b>
Student Health Services .....	128
Faculty as Health Care Providers.....	128
Local Health Care Facilities .....	128
Medical Emergencies.....	128
Health Insurance.....	128
Medical Records .....	128
American Samoa.....	128
<b><i>Assumption University PA Program Policy: Harassment and Discrimination Policy.....</i></b>	<b>130</b>
University Policy .....	130

Legal Basis .....	131
Harassment .....	131
Sexual Harassment.....	131
Harassment/Discrimination Complaint Procedures .....	132
Appeals .....	133
State and Federal Remedies .....	134
Anti-Retaliation Statement .....	134
Hostile Environment in the Absence of Complaint.....	134
<b><i>Assumption University PA Program Policy: Student Grievances .....</i></b>	<b>135</b>
<b><i>Assumption University PA Program Policy: Student Records .....</i></b>	<b>136</b>
Admission Records.....	136
Advising Records.....	136
E-Mail Correspondence .....	136
Emergency Contact Information .....	136
Permanent Academic Records .....	136
PRIVACY OF RECORDS – FERPA .....	137
Requests for Letters of Recommendation and Credentialing Requests.....	138
Requests for Proof of Attendance and Program Completion.....	138
Student Health Records.....	138
Transcripts.....	138
<b><i>Assumption University PA Program Policy: Student Withdrawal, Leave of Absence (LOA), and Dismissal ...</i></b>	<b>139</b>
Withdrawal.....	139
Leave of Absence .....	139
• Military Obligations .....	140
Dismissal .....	140
Academic Dismissal .....	140
Non-Academic Dismissal .....	141
Readmission to the PA Program .....	141
<b><i>Assumption University PA Program Policy: Supervised Clinical Practice Experiences .....</i></b>	<b>142</b>
Academic Performance .....	142
Blood-Borne Pathogen Training and Exposure .....	142
Call Back Days.....	142
Clinical Site Visits .....	142
Introduction to Supervised Clinical Practice Experiences (SCPEs) .....	142
Attendance at SCPEs .....	143
Attendance at the American Academy of PAs Conference .....	143
CORE Higher Education .....	143
Electronic Medical Records and Student Documentation.....	143

Health Insurance Portability and Accountability Act of 1996 (HIPPA) .....	143
Honor Code .....	144
Employment during Supervised Clinical Practice Experiences .....	144
Illness or Injury .....	144
Learning outcomes & Program Competencies .....	144
Liability & Malpractice Insurance.....	144
Medical Diagnostic Equipment .....	144
Nepotism and Conflict of Interest .....	144
Non-Clinical Electives .....	144
PA Student Portfolio and Assessment .....	145
1. Pre-SCPE Self-Assessments (Reflection) .....	145
2. Mid-SCPE Self Evaluation .....	145
3. Preceptor Mid-SCPE Evaluation of Student (Optional) .....	145
4. Preceptor End of SCPE Evaluation of Student .....	145
5. Aquifer Cases.....	145
6. Post-SCPE Self-Assessments (Reflection) .....	145
7. PAEA End of Rotation Exams .....	145
8. SOAP Notes.....	146
9. CORE® Data.....	146
10. Student Evaluation of Clinical Preceptor.....	146
11. Student Evaluation of Clinical Site.....	146
12. Professionalism .....	146
13. Rosh Review .....	146
Personal Safety .....	146
Preceptors .....	147
Professional Behavior on Clinical Rotations .....	147
SCPE Selection .....	147
SCPE Schedule.....	148
Required Courses in the Clinical Phase .....	148
Remediation .....	148
Requirements for Graduation.....	148
SCPE Dress Code & Student Identification.....	148
Student Travel and Expenses.....	148
SCPE Grading .....	149
<i>Assumption University PA Program Policy: Teach-Out Plan .....</i>	<i>150</i>
<i>Assumption University PA Program Policy: Technical Standards and Student Disability .....</i>	<i>151</i>
Technical Standards .....	151
Annual Attestation .....	151
Communication.....	151
Ethical and Legal .....	151
Intellectual – Conceptual, Integrative, and Quantitative Abilities.....	152
Observation .....	152
Sensory and Motor .....	153
Student Disability & Accommodations.....	153
Terminology .....	154

Assessment of Applicant Ability to Meet Technical Standards .....	154
Assessment of current student’s ability to meet Technical Standards .....	155
Additional Requirements .....	157
Americans with Disabilities Act (ADA).....	157
Service Animals.....	157
National Commission on the Certification of PAs (NCCPA).....	157
<b><i>Assumption University PA Program Policy: Technology, Acceptable Use, &amp; E-Mail.....</i></b>	<b>159</b>
PA Program Promulgated .....	159
PA Program Provided Apple iPad .....	159
PA Program Provided Audience Response System .....	159
University Promulgated .....	159
<b><i>Assumption University PA Program Policy: Timely Access to Student Services.....</i></b>	<b>160</b>
Academic Support Services.....	160
Community Service .....	160
Mental Health Services .....	160
CARE Team .....	161
CARE Team Reporting.....	161
Enforced Medical Withdrawal.....	161
Online Mental Health Services .....	162
Suicide & Crisis Lifeline: 988 .....	162
Spiritual Services.....	162
Campus Ministry .....	162
Worship.....	162
Student Services .....	162
Student Wellness Resources.....	163
Veteran’s Services.....	163
<b><i>Assumption University PA Program Policy: Transfer into the Assumption University PA Program.....</i></b>	<b>164</b>
<b><i>Assumption University PA Program Policy: Use of Human Subjects in Research .....</i></b>	<b>165</b>
<b><i>Assumption University PA Program Policy: Use of Likeliness, Photographs, Videos, Audio Recordings, &amp; Personal Information.....</i></b>	<b>166</b>
<b><i>Assumption University PA Program Policy: Visiting Students .....</i></b>	<b>167</b>
Didactic .....	167
Supervised Clinical Practice Experiences .....	167
American Samoa .....	168
<b><i>Campus Resources .....</i></b>	<b>169</b>
<b><i>Student Resources .....</i></b>	<b>170</b>
Educational Resources for Students.....	170
Program Software.....	170
Classroom Study Resources.....	170
Point of Care & Clinical Resources .....	170
Journal Access Resources .....	170
Supervised Clinical Practice Experiences Material .....	170
Research Tools .....	170

Question Banks.....	171
PANCE Exam.....	171
State and National Organizations Representing PAs.....	171
<b>Accreditation.....</b>	<b>172</b>
ARC-PA.....	172
Assumptionist Sponsorship.....	172
NECHE.....	172
<b>FORM PACK.....</b>	<b>173</b>
<b>FORM: Student Handbook Acknowledgement.....</b>	<b>174</b>
<b>FORM: Acknowledgement of Risk.....</b>	<b>175</b>
<b>FORM: Annual Attestation Regarding Technical Standards.....</b>	<b>178</b>
<b>FORM: Authorization for Release of Information.....</b>	<b>179</b>
<b>FORM: Consent for use of Likeness, Photographs, Videos, Audio Recordings, &amp; Personal Information.....</b>	<b>180</b>
<b>FORM: Occupational Exposure to Environmental Hazards, Infectious Diseases, and Bloodborne Pathogens.....</b>	<b>181</b>
<b>FORM: Health Attestation.....</b>	<b>183</b>
<b>FORM: Participation as Human Subject.....</b>	<b>185</b>
<b>FORM: Medical Compliance Certificate &amp; Permanent Immunization Record.....</b>	<b>187</b>
<b>AT WILL FORMS.....</b>	<b>188</b>
<b>FORM: Formative Assessment Failure Appeal.....</b>	<b>189</b>
<b>FORM: Hepatitis B Vaccine Non-Responder Form.....</b>	<b>191</b>
<b>FORM: Global Health SCPE Application.....</b>	<b>192</b>
<b>FORM: Medical Incidental Finding.....</b>	<b>193</b>
<b>FORM: Program Incident.....</b>	<b>194</b>
<b>FORM: Prohibition on the Release of Personal Information.....</b>	<b>196</b>
<b>FORM: Summative Examination Failure Appeal.....</b>	<b>197</b>
<b>FORM: Violation of Honor Code &amp; Breach of Professionalism Report.....</b>	<b>199</b>
<b>PROGRAM FORMS.....</b>	<b>200</b>
<b>FORM: Student Record Compliance Checklist.....</b>	<b>201</b>
Admission Requirements.....	201
Program Requirements.....	202
Graduation Requirements.....	202
Permanent Record/Board Notification Requirements.....	203
Graduation/Post Graduation.....	203
<b>FORM: Visiting Student Affiliation Agreement.....</b>	<b>204</b>
<b>FORM: Visiting Student Application.....</b>	<b>209</b>

<b>Assumption University PA Program Physical Examination Laboratory Rules &amp; Regulations.....</b>	<b>211</b>
<b>ARC-PA Standards (5<sup>th</sup> Edition).....</b>	<b>212</b>
<b>A1.02 The sponsoring institution is responsible for: .....</b>	<b>212</b>
f) Ensuring that all PA personnel and student policies are consistent with federal, state, and local statutes, rules, and regulations. ....	212
g) Documenting appropriate security and personal safety measures for PA students and faculty in all locations where instruction occurs. ....	212
h) Teaching out currently matriculated students in accordance with the institution’s regional accreditor or federal law in the event of program closure and/or loss of accreditation.....	212
j) Defining, publishing, making readily available, and consistently applying to students, its policies and procedures for processing student allegations of harassment. ....	212
k) Defining, publishing, making readily available, and consistently applying to students, its policies and procedures for refunds of tuition and fees.....	212
<b>A1.04 The sponsoring institution must provide academic support and student services to PA students that are equivalent to those services provided to comparable students of the institution. ....</b>	<b>212</b>
<b>A1.05 The sponsoring institution should provide PA students and faculty at geographically distant campus locations access to comparable services and resources available to PA students and faculty on the main campus, which help students reach their academic and career goals. ....</b>	<b>212</b>
<b>A1.08 The sponsoring institution must provide the program with the physical facilities to operated the educational program in accordance with the Standards and to fulfill its obligations to matriculated and enrolled students.....</b>	<b>212</b>
<b>A1.09 The sponsoring institution must provide the program with access to instructional and reference materials needed to operate the educational program and support evidence-based practice.....</b>	<b>212</b>
<b>A1.11 The sponsoring institution must demonstrate its commitment to student, faculty, and staff diversity and inclusion by: .....</b>	<b>212</b>
a) Supporting the program in defining its goal(s) for diversity and inclusion. ....	212
b) Supporting the program in implementing recruitment strategies. ....	212
c) Supporting the program in implementing retention strategies. ....	212
d) Making available resources which promote diversity and inclusion. ....	212
<b>A2.02 The program must have:.....</b>	<b>212</b>
a) Program faculty that include the program director, principal faculty, medical director, and instructional faculty. ....	212
b) At least three FTE principal faculty, of which two FTE principal faculty must be Pas who are currently NCCPA certified. ....	212
<b>A2.07 The program director must not be the medical director.....</b>	<b>212</b>
<b>A2.10 The program director must supervise the medical director, principal and instructional faculty and staff in activities that directly relate to the PA program.....</b>	<b>213</b>
<b>A2.18 Administrative support for the program must be: .....</b>	<b>213</b>
a) At least one FTE position dedicated exclusively to the program .....	213
<b>A3.01 Program policies must apply to all students, principal faculty and the program director regardless of location. A signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site.....</b>	<b>213</b>
<b>A3.02 The program must define, publish, make readily available and consistently apply its policies and practices to all students. ....</b>	<b>213</b>
<b>A3.03 The program must define, publish, make readily available and consistently apply a policy for prospective and enrolled students that they must not be required to provide or solicit clinical sites or preceptors. ....</b>	<b>213</b>
<b>A3.04 The program must define, publish, make readily available and consistently apply a policy that PA students must not be required to work for the program.....</b>	<b>213</b>
<b>A3.05 The program must define, publish, make readily available and consistently apply a policy that PA students must not substitute for or function as:.....</b>	<b>213</b>

a) instructional faculty.....	213
b) clinical or administrative staff.....	213
<b>A3.06 The program must define, publish, make readily available and consistently apply a policy that PA students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.....</b>	<b>213</b>
<b>A3.07 The program must define, publish, make readily available and consistently apply:.....</b>	<b>213</b>
a) a policy on immunization and health screening of students. Such policy must be based on then-current Centers for Disease Control and Prevention recommendations for health professionals and state specific mandates .....	213
b) written travel health policies based on then-current CDC recommendations for international travel for programs offering elective international curricular components .....	213
<b>A3.08 The program must define, publish, make readily available and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that place them at risk. Those policies must:.....</b>	<b>213</b>
a) address methods of prevention .....	213
b) address procedures for care and treatment after exposure.....	213
c) clearly define financial responsibility.....	213
<b>A3.09 The program must define, publish, make readily available and consistently apply policies that preclude principal faculty, the program director and the medical director from participating as health care providers for students in the program, except in an emergency situation.....</b>	<b>214</b>
<b>A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program. ....</b>	<b>214</b>
<b>A3.11 The sponsoring institution and program’s announcements and advertising must accurately reflect the program offered. ....</b>	<b>214</b>
<b>A3.12 The program must define, publish, and make readily available to enrolled and prospective students general program information to include: .....</b>	<b>214</b>
a) the program’s ARC-PA accreditation status as provided to the program by the ARC-PA.....	214
b) evidence of its effectiveness in meeting its goals .....	214
c) the most current annual NCCPA PANCE Exam Performance Summary Report Last 5 Years provided by the NCCPA through its program portal, no later than April first each year .....	214
d) all required curricular components including required rotation disciplines .....	214
e) academic credit offered by the program .....	214
f) estimates of all costs (tuition, fees, etc.) related to the program .....	214
g) program required competencies for entry level practice, consistent with the competencies as defined by the PA profession .....	214
h) whether certain services and resources are only available to students and faculty on the main campus when the program is offered at a geographically distant campus location .....	214
i) the most current annual student attrition information, on the table provided by the ARC-PA, no later than April first each year .....	214
<b>A3.13 The program must define, publish, consistently apply and make readily available to prospective students, policies and procedures to include: .....</b>	<b>214</b>
a) admission and enrollment practices that favor specified individuals or groups (if applicable), .....	214
b) admission requirements regarding prior education or work experience.....	214
c) practices for awarding or granting advanced placement.....	214
d) any required academic standards for enrollment.....	214
e) any required technical standards for enrollment.....	214
<b>A3.14 The program must make student admission decisions in accordance with clearly defined and published practices of the institution and program.....</b>	<b>214</b>
<b>A3.15 The program must define, publish, consistently apply and make readily available to students upon admission: .....</b>	<b>215</b>
a) any required academic standards.....	215



b) requirements and deadlines for progression in and completion of the program .....	215
c) policies and procedures for remediation and deceleration .....	215
d) policies and procedures for withdrawal and dismissal .....	215
e) policy for student employment while enrolled in the program .....	215
f) policies and procedures for allegations of student mistreatment .....	215
g) policies and procedures for student grievances and appeals .....	215
<b>A3.16 Programs granting advanced placement must document within each student’s file that those students receiving advanced placement have: .....</b>	<b>215</b>
a) met program defined criteria for such placement .....	215
b) met institution defined criteria for such placement .....	215
c) demonstrated appropriate competencies for the curricular components in which advanced placement is given. ....	215
<b>A3.17 Student academic records kept by the sponsoring institution or program, in a paper or electronic format, must be readily accessible to authorized program personnel and must include documentation: .....</b>	<b>215</b>
a) that the student has met published admission criteria including advanced placement if awarded .....	215
b) that the student has met institution and program health screening and immunization requirements .....	215
c) of student performance while enrolled .....	215
d) of remediation efforts and outcomes.....	215
e) of summaries of any formal academic/behavioral disciplinary action taken against a student .....	215
f) that the student has met requirements for program completion.....	215
<b>A3.18 PA students and other unauthorized persons must not have access to the academic records or other confidential information of other students or faculty.....</b>	<b>215</b>
<b>A3.19 Student health records are confidential and must not be accessible to or reviewed by program, principal or instructional faculty or staff except for immunization and screening results, which may be maintained and released with written permission from the student. ....</b>	<b>215</b>
<b><i>CASPA Admission Code of Conduct.....</i></b>	<b>216</b>
Applicant Responsibilities .....	216
CASPA Responsibilities .....	217
<b><i>Symbolism of the Assumption University Seal .....</i></b>	<b>218</b>
<b><i>Student Handbook Review &amp; Approval December 2022.....</i></b>	<b>219</b>
Manual Reviewed by Principal Faculty.....	219
Manual Reviewed by Program Leadership .....	219
University Leadership.....	219
University Legal Counsel .....	219
Manual Approved .....	219

## Program Leadership

Christopher A. Ferreira, PA-C – Associate Professor of Practice

Program Director (PD)

Health Sciences Building Room 306A

[ca.ferreira@assumption.edu](mailto:ca.ferreira@assumption.edu)

[\(508\) 767-7414](tel:(508)767-7414)

Robert Kevin Ferguson, M.D. – Associate Professor of Practice

Medical Director (MD)

Health Sciences Building Room 308C

[rk.ferguson@assumption.edu](mailto:rk.ferguson@assumption.edu)

[\(508\) 767-7168](tel:(508)767-7168)

## Principal Faculty

Wendy L. Buja, PA-C – Assistant Professor of Practice

Director of Didactic Education (DDE)

Health Sciences Building Room 306D

[wl.buja@assumption.edu](mailto:wl.buja@assumption.edu)

[\(508\) 767-4374](tel:(508)767-4374)

Kayla M. Cetrone – Assistant Professor of Practice

Director of Admissions, Assessment, & Academic Success (DAAAS)

Health Sciences Building Room 306E

[km.cetrone@assumption.edu](mailto:km.cetrone@assumption.edu)

[\(508\) 767-8035](tel:(508)767-8035)

Jeffery J. Giarnese, PA-C – Assistant Professor of Practice

Director of Clinical Education (DCE)

Health Sciences Building Room 308F

[jj.giarnese@assumption.edu](mailto:jj.giarnese@assumption.edu)

[\(508\) 767-7138](tel:(508)767-7138)

Vacant – Assistant Professor of Practice

Associate Director of Didactic Education

Health Sciences Building Room 306B

Vacant – Assistant Professor of Practice

Principal Faculty

Health Sciences Building Room 306B

## Administrative Support Staff

Katelyn N. Wiita

Program Manager

Health Sciences Building Room 306C

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

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

Vacant

Program Coordinator

Health Sciences Building PA Front Desk

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

Vacant

Clinical Coordinator

Health Sciences Building Room 308E

## Instructional Faculty

Eric Preuss – Adjunct Associate Professor of Practice

Director of Principles of Practice Management and Leadership

Health Sciences Building Room 308D

Vacant – Adjunct Assistant Professor of Practice

Director of Practical Education and Simulation

Health Sciences Building Room 305

Vacant – Adjunct Assistant Professor of Practice

Lab and Simulation Coordinator

Health Science Building Room 305

Adjunct Professor of Practice

Clinical Anatomist

## Adjunct Faculty & Lecturers

[Assumption University Faculty & Staff Directory](#)

[\[ARC-PA Standard A2.02a\]](#) [\[ARC-PA Standard A2.02b\]](#) [\[ARC-PA Standards A2.18a\]](#)

## Program Hours

The program normally operates from 0800-1700 Monday to Friday

## Program Standing Committees

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

1. [Associate Program Director](#) (Chair) – will recuse themselves if they are the course coordinator.
2. [Director of Didactic Education](#) (only for didactic courses)
3. [Director of Clinical Education](#) (only for SCPEs)
4. [Instructional faculty member](#) (not the course coordinator for the course involved)
5. Preceptor (not the preceptor of the rotation involved, if the issue is related to a SCPE)
6. A faculty member from outside of the department for any non-academic or disciplinary issues
7. [Program Manager](#) (non-voting)

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

1. [Director of Admissions, Assessment, and Academic Success](#) (DAAAS) (Chair)
2. [Program Director](#) (PD)
3. [Associate Program Director](#) (APD)
4. [Director of Didactic Education](#) (DDE)
5. [Director of Clinical Education](#) (DCE)
6. [Director of Practical Education and Simulation](#) (DPES)
7. [Program Manager](#) (non-voting)

### Admissions Committee

1. [Director of Admissions, Assessment, and Academic Success](#) (Chair)
2. [Program Director](#)
3. [Associate Program Director](#)
4. [Medical Director](#)
5. [Director of Didactic Education](#)
6. [Director of Clinical Education](#)
7. [Instructional Faculty](#)
8. Student Representatives (selected by DAAAS)

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

1. [Dean, School of Health Professions](#) (Chair)
2. [Associate Program Director](#) (APD)
3. [Director of Clinical Education](#) (DCE)
4. Student Accessibility Representative ([LeBlanc, Julie M](#))
5. Health Services Representative (as required)
6. Counseling Services Representative (as required)

### Pi Alpha Nomination Committee

1. [Associate Program Director](#)
2. [Director of Didactic Education](#)
3. [Director of Clinical Education](#)
4. [Student Class President](#)

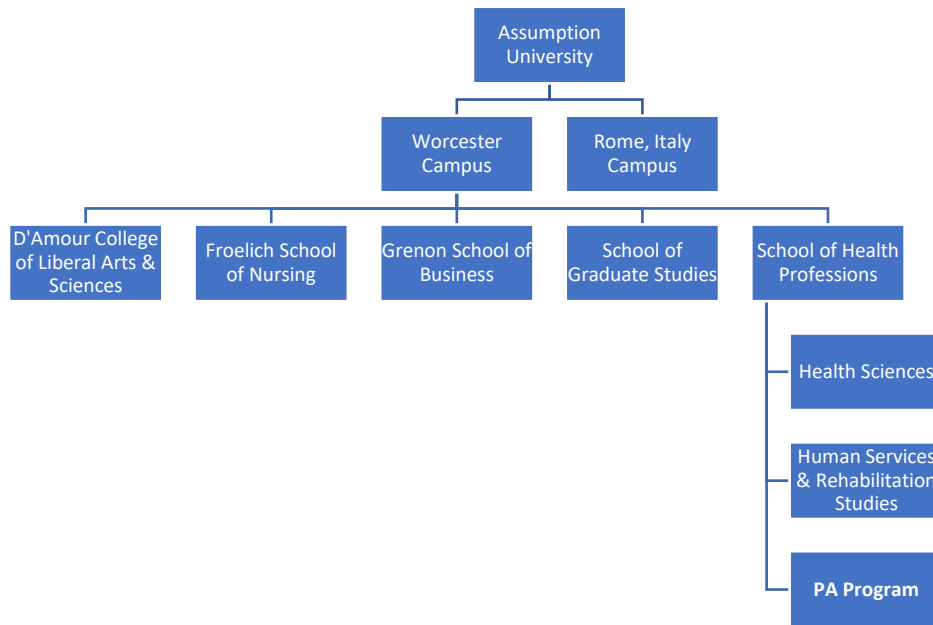
### The Program Advisory Board

1. [Associate Program Director](#) (Chair)

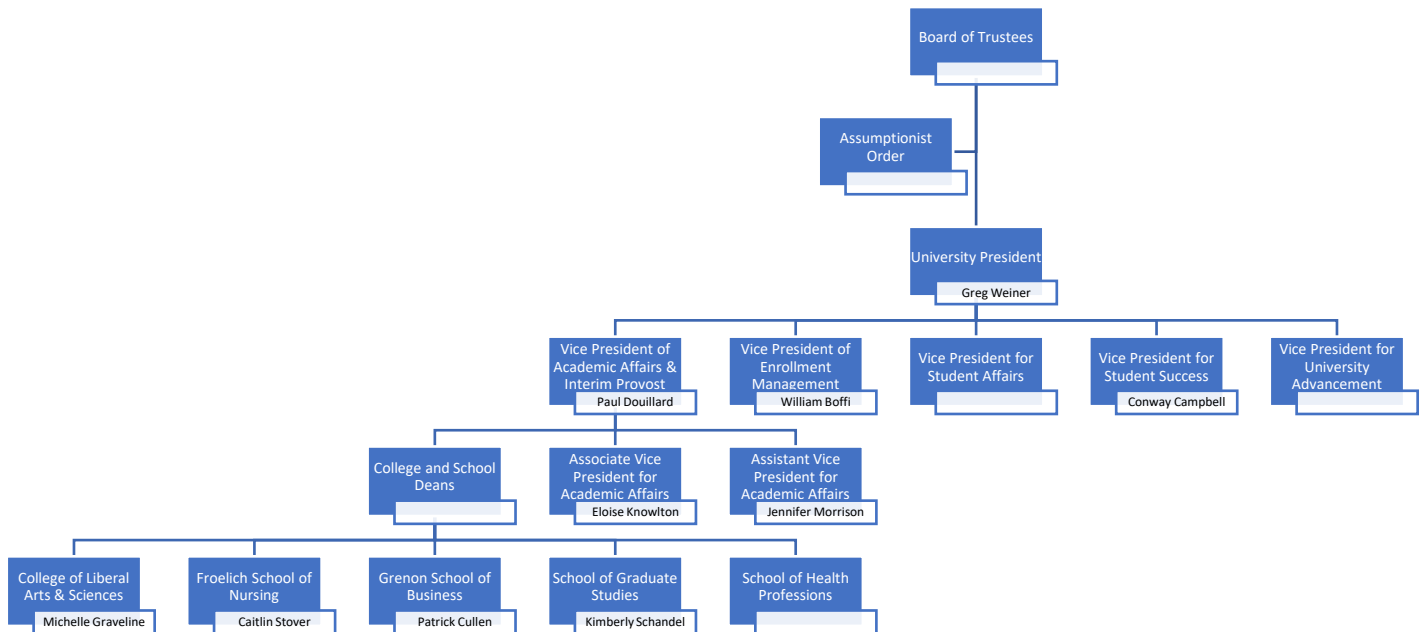


# Organization Charts

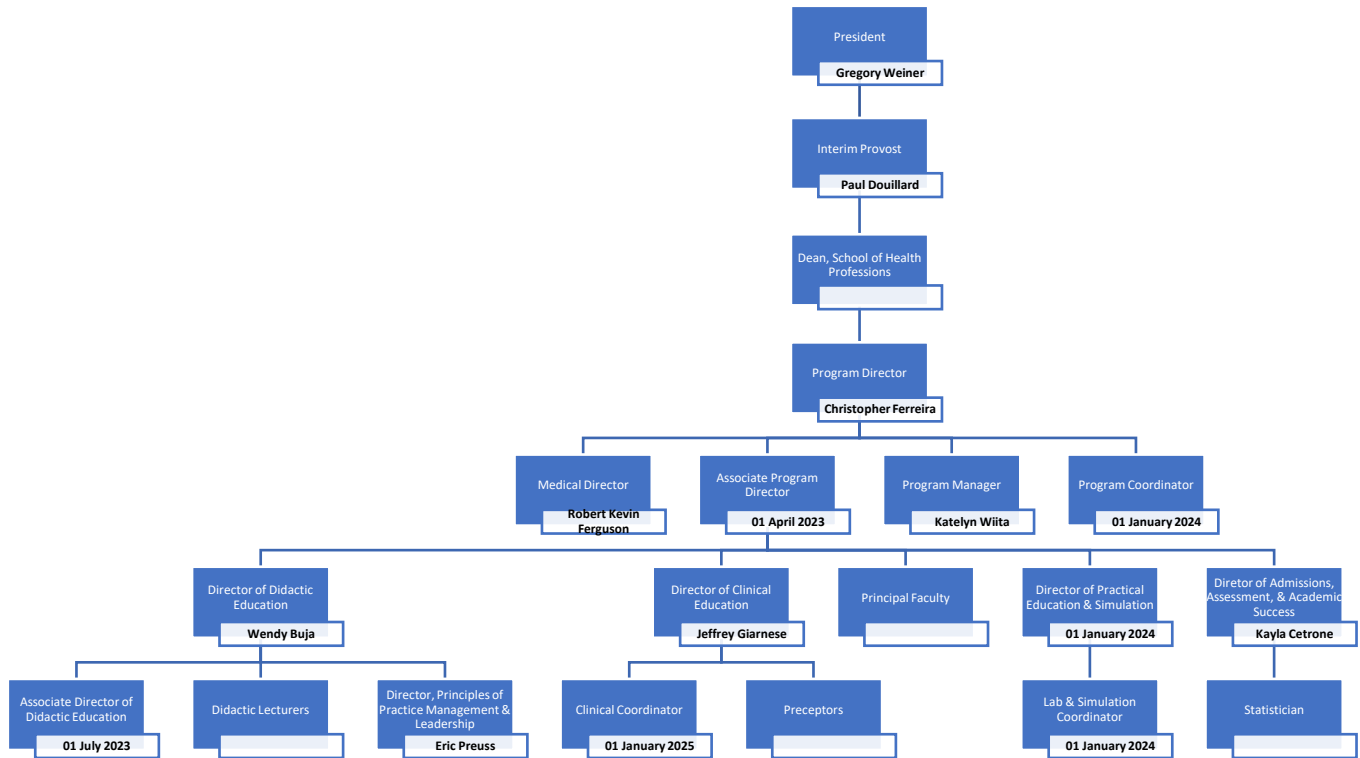
## Organizational Relationship of the PA Program to the Assumption University



## Organization Chart – Assumption University



## Organization Chart – PA Program



The PA Program is housed in the School of Health Professions. The School of Health Professions is one of five colleges and schools that comprise Assumption University. The Assumption University Provost has immediate administrative authority over the Dean, School of Health Professions. The PA Program Director administratively answers to the Dean, School of Health Professions. In the event of a vacancy of the Dean, School of Health Professions, the PA Program Director administratively answers to the Provost.

[[ARC-PA Standard 2.07](#)] [[ARC-PA Standard A2.10](#)]

## Handbook Introduction

This handbook provides current PA students with information pertaining to campus departments and services, policies, procedures, and expectations for all PA Program students. Students are expected to be familiar with this manual's contents and are accountable for the expectations contained within this document. The policies and procedures in this handbook apply to all PA students regardless of location. [[ARC-PA Standard 3.01](#)]

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

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

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

Students will be given an overview of all policies in this handbook during orientation on the first two days of the program. They will sign an acknowledgment recognizing that they received and understood the policies provided in this Handbook. One of the advantages of living in a free society is the ability for students to freely choose to attend the University and the PA Program that best fits their needs, interests, and lifestyles. When a student chooses to enroll in the PA Program at Assumption University, they agree that they are committed to the [Mission, Vision, and Goals of the Program](#) and are committed to following the principles of [Catholic Social Teaching](#).

This manual has been reviewed by Assumption University's [Legal Counsel](#), [Human Resources](#), [Provost](#), and [President](#). All PA Personnel and student policies are consistent with federal, state, and local statutes, rules, and regulations. [[ARC-PA Standard A1.02f](#)]

The latest copy of this handbook will be published to [BrightSpace](#). This handbook will be updated annually at the PA Program Retreat. [[ARC-PA Standard A3.02](#)]



## History of the University

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

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

## Assumption University Mission Statement

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

[Assumption University Mission](#)

[Assumption University Catholic Tradition](#)

## PA Program Mission, Vision, Goals, & Core Values

### PA Program Mission

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

*Approved by the PA Program Faculty & Staff 12 January 2022*

### PA Program Vision

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

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

*Approved by the PA Program Faculty & Staff 12 January 2022*

### PA Program Goals

1. Graduate students who align with Catholic social teaching by demonstrating concern for the value and dignity of human life as well as ethical, compassionate, and empathetic patient care.
2. Graduate students who provide exceptional patient care by applying a high level of medical expertise, clinical reasoning, and professionalism during patient encounters.
3. Through a comprehensive and supportive educational experience, the program will develop PAs well-prepared to enter clinical practice.
4. Provide an educational environment that fosters life-long learning.
5. Promote opportunities for community service throughout their educational experience.
6. Encourage leadership, scholarship, and professional development.
7. Create opportunities that encourage interdisciplinary collaboration among various healthcare professionals and students.

*Approved by the PA Program Faculty & Staff 12 January 2022*

### PA Program Core Values

## SERVICE | COLLABORATION | INTEGRITY | COMPASSION | LEADERSHIP

**Service:** Rooted in our Catholic faith, we strive to form graduates known for their compassionate service.

**Collaboration:** Through the strong partnerships within the University and surrounding communities, we strive to educate our students using a collaborative team approach that instills critical thinking and problem-solving in addition to lifelong learning.

**Integrity:** We hold our students and faculty to the highest standards of professional behavior and conduct with an emphasis on honesty.

**Compassion:** Through our commitment to Catholic values, ethics, and integrity, we teach the importance of honoring the value and dignity of human life to provide compassionate care to those who have been entrusted to our care.

**Leadership:** Advocacy for the profession is a key component of our teachings and we strive to graduate PAs who will continue to lead the way in both the community and throughout healthcare.

### 1. Patient Centered Practice Knowledge

- 1.1. Recognize normal and abnormal health states.
- 1.2. Discern among acute, chronic, and emerging disease states.
- 1.3. Elicit and understand the stories of individual patients and apply the context of their lives (including environmental influences, cultural norms, socioeconomic factors, and beliefs) when determining healthy versus ill patients.
- 1.4. Develop meaningful, therapeutic relationships with patients and their families.
- 1.5. Partner with patients to address issues of ongoing signs, symptoms, or health concerns that remain over time without a clear diagnosis despite evaluation and treatment.

### 2. Society & Population Health

- 2.1. Recognize the cultural norms, needs, influences, and socioeconomic, environmental, and other population-level determinants affecting the health of the individual and community being served.
- 2.2. Recognize the potential impacts of the community, biology, and genetics on patients and incorporate them into decisions of care.
- 2.3. Demonstrate accountability and responsibility for removing barriers to health.
- 2.4. Understand the role of structural disparities in causing illness.
- 2.5. Engage members of the health care team in the surveillance of community resources to sustain and improve health.
- 2.6. Engage the health care team in determining the adequacy of community resources.
- 2.7. Reflect on personal and professional limitations in providing care.
- 2.8. Exercise cultural humility
- 2.9. Elicit and hear the story of the individual and apply the context of the individual's life (including environmental influences, culture, and disease) when determining healthy versus ill patients.
- 2.10. Understand and apply the fundamental principles of epidemiology.
- 2.11. Recognize the value of the work of monitoring and reporting for quality improvement.
- 2.12. Use appropriate literature to make evidence-based decisions on patient care.

### 3. Health Literacy & Communication

- 3.1. Establish meaningful, therapeutic relationships with patients and families that allow for a deeper connection and create space for exploration of the patient's needs and goals to deliver culturally competent care.
- 3.2. Interpret information so that patients can understand and make meaning out of the information conveyed to them.
- 3.3. Recognize the need for and the governing mandates that ensure patients have access to interpreters and appropriate resources when barriers to communication arise.
- 3.4. Demonstrate insight and understanding about emotions and human responses to emotions that allow one to develop and manage interpersonal interactions.
- 3.5. Communicate effectively with patients, families, and the public.
- 3.6. Provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs.
- 3.7. Organize and communicate information with patients, families, community members, and health team members in a form that is understandable, avoiding discipline-specific terminology when possible, and checking to ensure understanding.

#### **4. Interprofessional Collaborative Practice & Leadership**

- 4.1. Articulate one's role and responsibilities to patients, families, communities, and other professionals.
- 4.2. Redirect the focus of the health care team to the needs of the patient.
- 4.3. Assure patients that they are being heard.
- 4.4. Ensure patients' needs are the focus over self and others.
- 4.5. Contribute to the creation, dissemination, application, and translation of new health care knowledge and practices.
- 4.6. Recognize when referrals are needed and make them to the appropriate health care provider.
- 4.7. Coordinate care.
- 4.8. Develop relationships and effectively communicate with physicians, other health professionals, and health care teams.
- 4.9. Use the full scope of knowledge, skills, and abilities of available health professionals to provide care that is safe, timely, efficient, effective, and equitable.
- 4.10. Use unique and complementary abilities of all members of the team to optimize health and patient care.
- 4.11. Engage diverse professionals who complement one's own professional expertise, as well as associated resources, to develop strategies to meet specific health and health care needs of patients and populations.
- 4.12. Describe how professionals in health and other fields can collaborate and integrate clinical care and public health interventions to optimize population health.

#### **5. Professional & Legal Aspects of Healthcare**

- 5.1. Articulate standard of care practice.
- 5.2. Admit mistakes and errors.
- 5.3. Participate in difficult conversations with patients and colleagues.
- 5.4. Recognize one's limits and establish healthy boundaries to support healthy partnerships.
- 5.5. Demonstrate respect for the dignity and privacy of patients while maintaining confidentiality in the delivery of team-based care.
- 5.6. Demonstrate responsiveness to patient needs that supersede self-interest.
- 5.7. Demonstrate accountability to patients, society, and the profession.
- 5.8. Exhibit an understanding of the regulatory environment.

#### **6. Health Care Finance & Systems**

- 6.1. Recognize that health care is a business.
- 6.2. Articulate individual providers' value-add to the health care team in terms of cost.
- 6.3. Appreciate the value of the collaborative physician/PA relationship.

#### **7. Entrustable Professional Activities**

- 7.1. Gather a history and perform a physical examination
- 7.2. Prioritize a differential diagnosis following a clinical encounter
- 7.3. Order and interpret common diagnostic and screening tests
- 7.4. Enter and discuss orders and prescriptions
- 7.5. Document a clinical encounter in the patient record
- 7.6. Provide an oral presentation of a clinical encounter
- 7.7. Form clinical questions and retrieve evidence to advance patient care
- 7.8. Give or receive a patient handover to transition care responsibility
- 7.9. Collaborate as a member of an interprofessional team
- 7.10. Recognize a patient requiring urgent or emergent care and initiate evaluation and management
- 7.11. Obtain informed consent for tests and procedures

- 7.12. Perform clinical and technical skills, including procedures based on then-current professional practice
- 7.13. Identify system failures and contribute to a culture of safety and improvement.

**8. Catholic Social Teaching**

- 8.1. Answer the Call to Family, Community, and Participation
- 8.2. Understand Rights and Responsibilities
- 8.3. Provide for the Poor and Vulnerable
- 8.4. Acknowledge the Dignity of Work and the Rights of Workers
- 8.5. Promote Solidarity
- 8.6. Care for God's Creation

Adapted from the [Physician Assistant Education Association \(PAEA\)'s Core Competencies for New Physician Assistant Graduates](#) [[ARC-PA Standard A3.12g](#)]

## Tuition and Fees

[\[ARC-PA Standard A3.12f\]](#)

### Class of 2026

*Supplemental Application Fee (non-refundable): \$50.00*

*Admissions Acceptance Deposit (non-refundable, applied towards tuition): \$1,000.00*

Tuition: \$121,000.00

Fees: \$8,812.81

Total Tuition & Fees: \$129,812.81

### Class of 2027 (Predicted)

*Supplemental Application Fee (non-refundable): \$50.00*

*Admissions Acceptance Deposit (non-refundable, applied towards tuition): \$1,000.00*

Tuition: \$123,420.00

Fees: \$9,002.25

Total Tuition & Fees: \$132,422.25

### **Fee List**

Medical Equipment Package:	\$1,400.00
White Coat:	\$75.00
Scrubs:	\$40.00
Name Tags:	\$18.00
Sweatshirt:	\$41.00
Castle Branch:	\$90.00
iPad & Apple Pencil:	\$2,206.81
Lab Fee Term Two:	\$750.00
Lab Fee Term Three:	\$750.00
End of Rotation Exams:	\$420.00
Audience Response System:	\$99.00
Library Fee:	\$250.00
Technology Fee:	\$175.00
Butterfly Ultrasound:	\$2,498.00

### Medical Equipment Package Contents

Littman Cardiology IV Stethoscope  
 Welch Allyn Panoptic Plus Set  
 iExaminer Device  
 Welch Allyn Trigger Aneroid Sphygmomanometer  
 Welch Allyn Educational Pack  
 Welch Allyn KleenSpec Vaginal Speculum Kit  
 Welch Allyn Finoff Transilluminator  
 Welch Allyn Insufflator  
 128Hz & 512Hz Tuning Forks  
 Babinski Hammer, Measure Tape, Lister Scissor,  
 Goniometer, ECG Caliper, Penlight, Monofilament  
 Nylon Medical Bag

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

### Admissions Acceptance Deposit

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

## Tuition Payment

Assumption University's policy is that full tuition and fee payments are due per the PA Program Registration Schedule. Any outstanding tuition and fee balances must be paid before starting each term.

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

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

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

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

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

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

## Financial Aid

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

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

## Loans

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

### Federal Loans

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

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

To apply for a Federal Direct Student Loan



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

### **Private Alternative Loans**

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

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

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

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

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

For more details, please see the Federal Financial Aid Satisfactory Academic Progress – Graduate Students page.

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

### **Veteran's Benefits**

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

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

Eligible Veteran Students must:

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

Eligibility is based on the regulations issued by the Veteran’s Administration. Veterans should contact the Veterans’ Representative in the Registrar’s Office at [\(508\) 767-7408](tel:5087677408).

## Scholarship Opportunities

### US Military Scholarship Programs

- [US Army HPSP Program](#)
- [US Air Force HPSP Program](#)
- [US Navy HPSP Program](#)
- [Veteran’s Caucus of the AAPA Scholarships](#)

### Federal Scholarships

- [National Health Service Corps Scholarship Program](#)

### State-Funded Scholarships

- [Massachusetts State Loan Repayment Program](#)
  - [Apply](#)

### Private Scholarships

- [The Paul and Daisy Soros Fellowship for New Americans Scholarship](#)
- [PA Foundation Scholarships](#)

## Tuition Refunds

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

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

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

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

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

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

## Admissions Criteria

### General

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

All students must have a completed bachelor's degree from a regionally accredited institution. The degree must be conferred on or before the 01 October deadline of the current year's application cycle.

A supplemental application will be completed as part of the CASPA application. The program places great significance on the fit of a student with our [mission, vision, and goals](#). The supplemental application specifically addresses this fit and will be weighed heavily in determining acceptance to the program. There is a supplemental application fee that covers the cost of additional application review. The funds collected from the supplemental application will be utilized by the student society to fund program-related activities and travel. Our PA Program mission, vision, and goals reflect our commitment to caring for the whole patient. We aim to help decrease health care disparities and increase health care access to currently underserved populations. We intend to admit and enroll future PAs who have *demonstrated* commitment to this philosophy.

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

### Applicants to the program *must* have:

#### 1. Academic Requirements

- a. A minimum overall GPA (as determined by CASPA) of 3.0 on a 4.0 scale. The program *cannot* consider any applicant with an overall GPA of less than 3.0.
- b. A minimum prerequisite GPA (as determined by the program) of 3.0 on a 4.0 scale. The program *cannot* consider any applicant with a pre-requisite GPA of less than 3.0.
- c. Students for whom English is not their primary language or who have not completed a degree at a US Academic Institution must take the online [Test of English as a Foreign Language \(TOEFL\) iBT](#) exam and receive a minimum score of 100 (the TOEFL must be completed within two (2) years of the application submission).  
[\[ARC-PA Standard A3.13d\]](#)

#### 2. Health Care Experience

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

6. Emergency Room Technicians
7. Respiratory Therapists
8. Physical Therapists, Occupational Therapists, or Physical Therapy Assistants
9. Surgical Technicians
10. Medical Scribes

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

- b. The following experiences should be documented under the *health care experience* section of [CASPA](#) and are not considered direct patient care experience: [[ARC-PA Standard A3.13b](#)]
  1. Home Health Aide
  2. Dental Technician, Dental Hygienist, Dental Assistant
  3. Personal Care Attendant

### 3. Coursework

- a. Applicants must have completed the following prerequisite courses with a minimum grade of C and an overall GPA of 3.0.
  1. Biology with Lab (8 semester hours)
  2. Chemistry with Lab (8 semester hours)
  3. Biochemistry, Organic Chemistry, or Cell-Molecular Biology (must have one of these courses, biochemistry encouraged) (3 Semester Hours)
  4. Human Anatomy with Lab (4 semester hours)
  5. Human Physiology with Lab (4 semester hours)
  6. Microbiology (3 semester hours) – lab encouraged
  7. Genetics (3 semester hours)
  8. Psychology (3 semester hours)
  9. Statistics (3 semester hours)

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

Classes and credits *do not* expire and will be accepted regardless of when they were taken. The program does recommend that applicants re-take Anatomy and Physiology if it was taken more than 10 years ago. [[ARC-PA Standard A3.13b](#)]

### 4. Technical Standards

- a. [Technical Standards](#)
- b. [ADA Accommodations](#)  
[[ARC-PA Standard A3.13e](#)]

### 5. Letters of Recommendation

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

1. Direct patient care experience
  2. Leadership
  3. Volunteerism
  4. Ability to succeed as a PA student
  5. Future potential as a PA
  6. Professional characteristics
- b. The program will request the contact information (name, relationship to applicant, e-mail address, and telephone number) of a *personal* reference. This can be a friend, roommate, co-worker, or another individual who can attest to the character, reliability, and social interaction of the applicant. Applicants may not use an individual who has written a letter of recommendation. This may not be a family member or relative of the applicant.

## 6. Standardized Test Scores

- a. The program does *not* require standardized aptitude test scores (GRE, MCAT, PACat) to apply to the PA Program. Applicants *may* submit standardized test scores if they feel the results would benefit them, help the program evaluate their potential, or to mitigate other parts of the application (weaker GPA, lower health care hours).
- b. CASPER The Acuity Insight (formerly ALTUS) Suite Situational Judgement Test is a standardized test that evaluates social intelligence and professionalism. Applicants may complete the Altus Suite Situational Judgement Test online.

## 7. Curriculum Vitae

- a. Applicants must submit a current CV to the program via CASPA during the application process. The CV should be complete and contain *all* education and work experience.

## 8. Transfer Credit & Advanced Placement

- a. The Assumption University PA Program does not accept any Advanced Placement (AP) or CLEP coursework to fulfill prerequisite requirements. All prerequisite coursework must be completed at a regionally accredited college or university.
- b. The PA Program does not provide Advanced Placement in the PA Program based on any coursework completed before matriculation in the Assumption University PA Program, including coursework completed in a prior PA Program or Medical School. [[ARC-PA Standard A3.13c](#)]

## 9. Limit

- a. All requirements for completing the PA Program must be satisfied within five (5) years of matriculation.

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

The program reserves the right to confirm all information submitted as part of the application, including information submitted to [CASPA](#) or directly to the program. Submitting false information is grounds for immediate dismissal from the program.

## Admission Process for Assumption University

[[ARC-PA Standard A3.14](#)]

The Assumption University PA Program participates in the [Central Application Service for Physician Assistants](#) (CASPA) beginning in April of each year. The first cohort of students (Class of 2026) will matriculate in January 2024. All applicants applying for the Class of 2026 must apply through CASPA and be verified on or before 01 October 2023. Any applications that are completed, verified, or transmitted to the program by CASPA after 01 October 2023 will not be considered for admission.

### Application Deadline

The Program CASPA Application deadline for completed and verified applications is 01 October 2023.

“Applications must be verified by 11:59 PM ET on the deadline date. Applications can only be verified once all payments, transcripts, and letters of evaluation have been received. To ensure your application is verified on time, try to complete your application at least four weeks before the deadline.” [CASPA Participating Programs and Eligibility](#)

### Application Review

The process for admission to the Assumption University PA Program is highly competitive. Candidates are holistically evaluated on many factors, including overall GPA, prerequisite GPA, undergraduate academic load, timing and rigor of prerequisite courses, direct patient care experiences, fit to our mission, vision, and goals (employment history, community enrichment, leadership, philanthropy, professionalism, volunteerism, awards, honors), quality and content of essays on CASPA and Supplemental Applications, letters of recommendation.

The PA Program [Director of Admissions, Assessment, and Academic Success](#) will review all verified CASPA applications to ensure that the application is complete and that all published admission requirements have been met. The [DAAAS](#) will assign program established point values for CASPA calculated cumulative *undergraduate* GPA and program-defined *undergraduate* prerequisite GPA.

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

The DAAAS will then randomly assign each qualified application to two [Admissions Committee](#) members for a further in-depth review, including:

1. CASPA Application (Overall Undergraduate GPA, Prerequisite Undergraduate GPA, Undergraduate Academic Load, Timing and Rigor of Prerequisite Coursework). Submitted standardized test scores, while not required, will be evaluated if submitted.
2. Personal Statement (Understanding of the PA Profession, Reasons and Motivation to Become a PA, Quality of Writing, Self-Awareness, Motivation, and Steps to Achieve Goals and Become a PA)
3. Curriculum Vitae (Employment History, Community Enrichment, Leadership, Philanthropy, Professionalism, Volunteerism, Awards, Honors)
4. Supplemental Application (Match to Assumption University PA Program Mission, Vision, and Goals)
5. Letters of Recommendation (Scores, Support, Positive Traits, Professionalism, Likelihood to Succeed in PA School Direct patient care experience, Leadership, Volunteerism, Ability to succeed as a PA student, Future potential as a PA, Professional characteristics)
6. Patient Care Experience (Hours, Type of Care, Degree of Responsibility and Autonomy, Growth, Commitment)

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

## CASPER

The Acuity Insight (formerly ALTUS) Suite Situational Judgement Test is a standardized test that evaluates social intelligence and professionalism. Applicants may [complete the Altus Suite Situational Judgement Test](#) online. Note that these tests are offered only on certain dates and it is the applicant's responsibility to ensure the tests are completed prior to the application deadline.

The DAAAS will compile all applications based on the final scores on the rubric and invite the most competitive applicants to interview.

## Interview

During the interview process, each applicant will be evaluated on a holistic approach. Every applicant who receives an interview invitation will start the day with a clean slate. Prior scores that earned them an interview will no longer apply to the selection process. The purpose of the interview is to verify, validate, and clarify, if necessary, the information supplied by the candidate in their CASPA application materials. Candidates will be assessed for their alignment with our Mission, Vision, Goals, fit with the program, and alignment with the currently selected class.

## Interview Day

The interview day will consist of:

1. A detailed overview of the program presented by the program director
2. A tour of the campus and PA Program Facility
3. A question-and-answer session with current students (for future cohorts)
4. Four short interviews with faculty
5. A written essay
6. An exit survey regarding the admission process and the interview day

At the completion of the interview day, the Admissions Committee will meet and discuss all candidates who were in attendance. Each candidate will be given a grade that will help the admission committee determine acceptance, placement on the active waitlist, or decision that a candidate is not a good fit for our program.

The program will notify accepted applicants and offer admission to the program. The candidates will then have one week to accept the offer *and* submit the required deposit.

## Registration

Students who accept a seat in the PA Program must submit a \$1,000 non-refundable deposit. This deposit will be applied to the first term tuition.

Once matriculated, the PA [Program Coordinator](#) will register students for all first-term coursework.

## Deferment

Accepted students may not defer matriculation to the program. Students who opt not to matriculate in the class into which they have been accepted give up the right to enter the program in future cohorts. [\[ARC-PA Standard A3.14\]](#)

## Orientation Schedule

### 02 January 2024

0700-0800 Breakfast  
0800-0830 Welcome – Program Director  
0830-1000 Ice Breaker  
1000-1015 President and Provost Welcome  
1015-1030 Break  
1030-1130 Expectations of an Assumption University PA Student  
1130-1230 Lunch (provided)  
1230-1400 Policies and Procedures  
1400-1430 Safety & Security  
1430-1530 Technology  
1530-1600 ID Cards/Parking Passes  
1600-1700 Break  
1700-2000 Student Society Orientation and Social Event

### 03 January 2024

0700-0730 Catholic Mass (optional)  
0730-0800 Breakfast  
0800-0830 Academic Support Services  
0830-0900 Counseling Services  
0900-0930 Health Services  
0930-1000 Financial Aid  
1000-1030 Break  
1030-1100 Library  
1100-1200 Lunch  
1200-1230 Being a PA Student in a Catholic PA Program  
1230-1330 Self-Care and Mindfulness  
1330-1400 Student Society Wellness Representative  
1400-1430 Bloodborne Pathogens, Needlestick Injuries, Environmental Hazards, and PPE  
1430-1500 Health Insurance, Local Healthcare Resources, and Mental Health Emergencies  
1500-1530 Confidentiality & HIPPA in preparation for Human Gross Anatomy  
1800-2000 [White Coat Ceremony](#)

## Campus

### Interactive Campus Map

### Richard J. & Sophia Catrambone Health Sciences Center



## White Coat Ceremony

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

The short white coat typically signifies the status of a medical provider in training and a step in the journey to attaining knowledge, experience, and professional growth. At the end of training and the beginning of a medical career, the student is judged worthy of wearing a long white coat. Assumption University PA students who complete their education and attain their national certification will be awarded a long white coat at graduation.

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

Students will be provided a short white coat during the White Coat Ceremony. This coat will identify the person wearing it as an Assumption University PA student. It should be worn whenever appropriate and kept clean and pressed.

A long white coat identifying the wearer as a certified PA will be provided during the graduation ceremony and emblazoned with the wearer's name and PA-C.

## Academic Schedule

Finalized Academic Schedule/Calendar will be placed here

## Academic & Non-Academic Advising

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

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

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

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

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

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

# Curriculum & Credit Hours

## Curriculum – Class of 2026

Course #	Course Name	SH
<b>Term One (Twelve Weeks)</b>		<b>(17 SH)</b>
PAS 510	Human Gross Anatomy	5
PAS 511	Applied Lab Medicine	1
PAS 512	Pharmacology	4
PAS 513	Human Physiology & Pathophysiology	4
PAS 514	Research Methods in Medicine	1
PAS 515	Medical Genetics	1
PAS 516	Principles of Practice Management & Leadership One	1
<b>Term Two (Twelve Weeks)</b>		<b>(21 SH)</b>
PAS 520	Medicine One	5
PAS 521	Medicine Two	5
PAS 522	Physical Diagnosis & Clinical Decision Making	4
PAS 523	Orthopedic Surgery	5
PAS 524	Psychiatry	2
<b>Term Three (Twelve Weeks)</b>		<b>(24 SH)</b>
PAS 530	Medicine Three	6
PAS 531	Medicine Four	5
PAS 532	Diagnostic Studies	1
PAS 533	Electrocardiography (+ Advanced Cardiac Life Support-ACLS)	4
PAS 534	Clinical Procedures & Clinical Decision Making	4
PAS 535	Legal, Ethical, & Religious Aspects of Healthcare	1
PAS 536	Public Health & Preventative Medicine (+ Dental Medicine)	2
PAS 537	Professional Practice One	1
<b>Term Four (Twelve Weeks)</b>		<b>(27 SH)</b>
PAS 540	Medicine Five	5
PAS 541	Medicine Six	3
PAS 542	Pediatrics (+Pediatric Advanced Life Support-PALS)	4
PAS 543	Emergency Medicine	4
PAS 544	Surgery (+ Tactical Combat Casualty Care-TCCC Weekend)	5
PAS 545	Clinical Decision Making	4
PAS 546	Principles of Practice Management & Leadership Two	1
PAS 547	Professional Practice Two	1
<b>Supervised Clinical Practice Experiences (SCPE)</b>		<b>(52 SH)</b>
PAS 610	Primary Care SCPE (Ten Weeks)	8
PAS 611	Inpatient Medicine SCPE (Five Weeks)	4
PAS 612	General Surgery SCPE (Five Weeks)	4
PAS 613	Pediatrics SCPE (Five Weeks)	4
PAS 614	Obstetrics & Gynecology SCPE (Five Weeks)	4
PAS 615	Psychiatry SCPE (Five Weeks)	4
PAS 616	Emergency Medicine SCPE (Five Weeks)	4
PAS 617	Orthopedic Surgery SCPE (Five Weeks)	4
PAS 618	Dermatology SCPE (Five Weeks)	4
PAS 619	Multi-Specialty SCPE (Five Weeks)	4
PAS 620	Elective One SCPE (Five Weeks)	4
PAS 621	Elective Two SCPE – Clinical (Five Weeks) *	4
PAS 622	Elective Two SCPE – Non-Clinical (Five Weeks) *	4
<b>Total</b>		<b>141</b>
*Students choose either PAS 621 or PAS 622		
[ARC-PA Standard A3.12d]		

## Credit Hours

Each academic term is twelve (12) weeks in length; however, the credit hours assigned represent a workload and physical hours of class time equivalent to a traditional sixteen (16) week semester. The Didactic Phase of the program offers twenty-eight (28) graduate level courses and students are awarded eighty-nine (89) Semester Hours. The Clinical Phase of the program offers sixty-five (65) weeks of Supervised Clinical Practice Experiences over ten (10) core rotations and two (2) elective rotations. Upon graduation, students will have been awarded one-hundred forty-one (141) semester hours. [[ARC-PA Standard A3.12e](#)]

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

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

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

## The Physician Assistant (PA) Profession

A PA is a medical professional who works with a physician as part of a healthcare team. PAs conduct medical histories, perform physical examinations, order, and interpret lab and diagnostic tests, establish diagnoses, treat illness, prescribe medications, perform procedures, assist in surgery, provide patient education and counseling, and make rounds of patients in hospitals and nursing homes.

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

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

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

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

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

**PA's Go Beyond**

In Every Healthcare Situation [PA's Go Beyond](#)

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

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

## Statement of Values of the PA Profession

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

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

Physician assistants recognize and promote the value of diversity.

Physician assistants treat equally all persons who seek their care.

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

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

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

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

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

Physician assistants respect their professional relationships with physicians.

Physician assistants share and expand knowledge within the profession.

From the [Guidelines for Ethical Conduct for the PA Profession](#)

## Academic Probation

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

1. Course failure
2. GPA <3.0
3. Failure of a summative examination
4. As directed by the [Academic Performance and Professionalism Committee](#)

Students on academic probation must meet with their academic advisor at least twice monthly to discuss academic progress.

During academic probation students:

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

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

## Non-Academic Probation

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

1. For violations of the honor code or professionalism policy
2. Failure to follow program policies and procedures
3. For lack of professional behavior
4. As directed by the [Academic Performance and Professionalism Committee](#)

Students on non-academic probation must meet with their academic advisor at least twice monthly to discuss professionalism.

During non-academic probation students:

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

Students may only be removed from non-academic probation by approval of the [Academic Performance and Professionalism Committee](#).



### Academic honesty

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

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

### Academic Dishonesty

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

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

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

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

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

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

Collaboration on an assignment or project, unless required or explicitly permitted by the professor.

### Policy to Settle a Charge of Academic Dishonesty

#### Procedure

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

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

Adopted from the [Assumption University Academic Integrity Policy and Processes](#).

### Test Integrity

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

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

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

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

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

### The Appeal of Formative Assessment Failure

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

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

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

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

### Process

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

### The appeal of Summative Assessments

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

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

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

The appeal must include the following information:

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

## Process

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

## Technology Issues

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

## Assumption University PA Program Policy: Admission & Enrollment Practices that Favor Specified Individuals or Groups

The Assumption University PA Program is a mission-driven program that encourages applications from all qualified applicants and applies a consistent practice of admitting those applicants to our program who align most closely with our [mission, vision, and goals](#). The PA Program *gives preference* in the application process to the following individuals or groups: [[ARC-PA Standard A3.13a](#)]

### Preferences

#### **Assumption University Undergraduate Students and Alumni**

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

#### **Active-Duty Members and Veterans of the Uniformed Services of the United States**

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

The Uniformed Services of the United States include:

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

### Support for Veterans

Assumption University is designated as a [Military Friendly](#) Institution of Higher Education. Support for veterans on campus is a priority. Applicants and PA Students with questions regarding [Financial Aid](#), use of the [GI Bill](#), VA Benefits, or other Veteran's Services should contact Mary Malone, Assistant to the Registrar:

- [\(508\) 767-7408](tel:(508)767-7408)
- [mmalone@assumption.edu](mailto:mmalone@assumption.edu)

### **Affiliation Agreements**

Assumption University, the School of Health Professions, and the PA Program maintain the right to enter into affiliation agreements with other institutions to provide admission and enrollment practices that favor specified individuals or groups, in accordance with applicable law. When such agreements are established, the program will define, publish, and consistently apply these practices. The agreements will be posted on the website and made readily available to prospective students.

No changes to this policy or any agreements currently in place will occur between the annual opening of each [CASPA](#) cycle and 01 October of the same year. No new agreements shall apply during that same period.

### **Dual Degree Candidates**

During the initial development of the Assumption University PA Program, Assumption University undergraduates were offered the opportunity to apply to a “dual degree” program and, if specific requirements were met, were guaranteed admission to the Assumption University PA Program. Students currently enrolled in the “dual degree” program may matriculate, provided they continue to meet all requirements previously established at the time of their acceptance to Assumption University; this will reduce the number of available seats in the first cohort. Admission to the “dual degree” program was discontinued in 2020. This policy section will be removed once all students in the previous “dual degree” program have graduated from or been disenrolled from Assumption University. *This statement will be removed from this manual and the website when the last potential “dual degree” student graduates from Assumption University.*

## Advocacy

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

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

## Demonstrations

### On-Campus

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

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

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

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

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

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

### Off-Campus

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

## Protests

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



### Professional Expectations

The Assumption University PA Program has a unique relationship with the Island of American Samoa and the [Lyndon Baynes Johnson Tropical Medical Center](#). LBJ is an ideal training facility and is the only hospital in American Samoa serving more than 50,000 US Citizens in a remote underserved area. Students may complete 10 weeks (two SCPEs) in the South Pacific under the supervision of excellent physicians who have dedicated their careers to providing care.

### Application Process

Every student who wishes to perform rotations on AS must complete an [application](#). The [Associate Program Director](#) and the [Director of Clinical Education](#) will select eligible students to complete training at LBJ TMC.

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

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

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

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

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

As with all SCPEs, the Director of Clinical Education has complete discretion on the assignment of all clinical rotations.

### Cellular Communications

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

## Food

The hospital provides students with no-cost breakfast and lunch in the Hospital Cafeteria. The cost and preparation of dinner are the responsibility of the students. There are several grocery stores on the island, but the cost is higher than the average US cost.

## Housing

Students are provided free housing in an apartment reserved for Assumption University PA Program students on the campus of the Lyndon Baynes Johnson Tropical Medical Center. Students are required to keep the facility clean and orderly. The apartment is furnished by the hospital and augmented by the PA Program.

## Internet

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

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

## Lyndon Baynes Johnson Tropical Medical Center

LBJ TMC is a 150-bed hospital built in 1968 and is the only hospital providing care for the island of American Samoa.

## Personal Medical Care

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

## Personal Travel Insurance

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

1. [International SOS](#)
2. [Global Rescue](#)

## Supervised Clinical Practice Experiences

The following SCPEs are available at LBJ Tropical Medical Center:

1. Inpatient Internal Medicine
2. General Surgery
3. Emergency Medicine
4. Obstetrics and Gynecology
5. Pediatrics
6. Psychiatry

## Travel

Airline travel to American Samoa occurs on [Hawaiian Airlines](#). The program will provide up to \$2,000 in reimbursement for airfare to the island. Students should be prepared to pay additional airfare, or for any

upgrades. If an overnight stay is required during travel (typically in Honolulu), students must plan for lodging at their own expense.

### **Equivalency of Services**

Students completing rotations in American Samoa have access to comparable services and resources available to PA students and faculty on the Assumption University Campus. [[ARC-PA Standard 1.05](#)]

## ExamSoft

All written examinations will be completed in ExamSoft using the program-issued iPad.

## **iPad Device**

Students must have their program-issued iPad device with them during all scheduled class times. The device must have at least a 30% charge at the start of each class.

## **Exam Content**

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

## **Examination Security**

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

Students must have at least 50% charge on their iPad at the start of any examination.

## Assumption University PA Program Policy: Attendance & Participation

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

### Didactic Phase

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

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

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

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

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

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

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

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

## Clinical Phase

Supervised Clinical Practice Experiences (SCPEs) vary in start times, duration, completion times, and call requirements. Students are expected to be present during *all days and times a scheduled rotation is open*, or as outlined by the preceptor. Students must attain at least one hundred seventy-five (175) hours of clinical time for each five (5) week SCPE and at least three hundred fifty (350) hours during their ten (10) week primary care SCPE.

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

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

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

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

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

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

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

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

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

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

Unexcused absences will be documented in the student record and the student may be subjected to discipline, including, but not limited to, remediation, grade reduction, non-academic probation, deceleration, or

dismissal from the program. Unexcused absences reflect poorly on the student's professionalism and often suggest a potential lack of commitment. Violations of the attendance policy will be subject to discipline up to and including dismissal under the Professionalism Policy.

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

The program sanctions the following activities.

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

Call Back Days: Students are required to attend all Call-Back days, regardless of the need to complete an End-of-Rotation Examination.

### **Examinations and Assessments**

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

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

Students who have an unexcused absence (or fail to notify the program before the start of the exam) are required to complete the missed exam; however, they will receive a grade of zero (0) without the possibility of a grade replacement. Students arriving late for an examination, including those granted extra time, will only be allotted the time remaining in the class period to complete their exam. Quizzes will not be made up regardless of the reason for absence.

### **Participation**

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

### **Special Events**

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

## Sequencing

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



# Assumption University PA Program Policy: Background Investigation & Drug Screening

## Background Investigation

All successfully admitted students must undergo a criminal background investigation in accordance with applicable law. The Assumption PA Program will provide the accepted student access to the necessary criminal background investigation process. A conviction may prevent the student from completing clinical rotations at our affiliated healthcare organizations and, therefore, *may* prevent admission to the PA Program. Some convictions may also prevent students from gaining certification, licensure, or credentialing as a healthcare provider. In the event of such a conviction, the Program will contact the applicant to discuss the matter before matriculation.

Failure to disclose lawfully requested information may lead to a finding of “falsifying admission materials” and prevent an applicant from matriculating into the program. *If a student is already matriculated, and the program becomes aware that any part of the application is false or there were undisclosed incidents, the student will be immediately dismissed from the program.*

A second background investigation will be performed before beginning Supervised Clinical Practice Experiences. Additional screenings will be completed based on SCPE requirements, to fulfill program needs, or based on information received by the program.

The University, the PA program, and its personnel are not responsible for ensuring that an applicant will be eligible for NCCPA certification, state licensure, or credentialing at any healthcare facility. Applicants with a criminal history are responsible for investigating the laws, regulations, and statutes applicable to the state and facility in which they intend to practice.

All background investigations will be maintained in the student’s permanent file. Results will be provided by the program to all clinical sites where a student will, or is expected to, perform any program-related experience. This includes all SCPEs, facilities where pre-clinical experiences may occur, or any other facility to which a student may be assigned.

Applicants or students who feel that the Criminal Background Investigation is inaccurate, or is in error, may contact the contracted organization performing the Investigation and follow their policies and procedures to resolve the situation. Applicants or students are responsible for any costs associated with this review.

## Criminal Charges

Charges against or convictions of, a student while enrolled in the PA Program must be brought to the attention of the [Associate Program Director](#) immediately. Student completion of the program will be at the sole discretion of the PA Program. Students who fail to notify the program of an offense will be considered in violation of the PA Program Honor Code and will be dismissed from the program.

## Screening for Drugs of Abuse and Use of Non-Prescribed Medications

In accordance with applicable law, students must submit to a mandatory urine drug screen performed by our contracted provider before starting clinical rotations. Students may be required to submit to additional drug screening at any time during the program in accordance with applicable law.

Our affiliated healthcare facilities require negative drug screening prior to starting clinical rotations.

A positive drug screen for any substance *not legally prescribed to the student* will result in dismissal from the PA Program. Students who refuse to submit to a drug screen will likewise be dismissed. Students who screen positive for drug use during clinical rotations may be subject to criminal charges as required by the state or institution.

Sharing of controlled substances that are legally prescribed to a student, including stimulants for ADHD, violates federal law. If a student is found to have shared a controlled substance, they will be immediately dismissed from the program.

Potential and current students should realize that as medical professionals, they are held to a higher standard than the public at large. As many of our clinical sites and the student's future employers receive Federal Funding (Medicare/Medicaid payments), if permitted by applicable law, a positive drug test for marijuana may preclude students from participating in SCPEs. Students who test positive for marijuana, regardless of its legality at the state level, will be dismissed from the program.

### **Appeal**

*This policy is non-appealable.* Since students cannot be placed at clinical rotations affiliated with the program, the student cannot meet the requirements necessary to graduate from the program and thus will be subject to dismissal without appeal.

### Ethical and Religious Directives

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

The purpose of these Ethical and Religious Directives then is twofold: first, to reaffirm the ethical standards of behavior in health care that flow from the Church's teaching about the dignity of the human person; second, to provide authoritative guidance on certain moral issues that face Catholic health care today.

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

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

(Alliance Defending Freedom, 2016)

### Legal Protection of Conscience

#### **Conscience and Religious Freedom (Federal)**

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

#### **Conscience and Religious Freedom (Massachusetts)**

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

## **Links for Catholic Medical Providers**

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

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

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

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

### [Catholic Healthcare International](#)

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

### [Catholic Medical Association](#)

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

Conscience Rights Protection Task Force (CRPTF)

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

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

[Alliance Defending Freedom](#)

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

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

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

### [Christ Medicus](#)

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

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

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

### [Divine Office](#)

Liturgy of the Hours

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

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

### [National Catholic Reporter](#)

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

## Saint Gianna Physician's Guild

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

## Students for Life of America

### **Serving the Underserved**

#### **The Beatitudes**

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

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

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

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

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

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

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

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

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

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

Feed the Hungry

Give Drink to the Thirsty

Clothe the Naked

Shelter the Homeless

Visit the Sick

Visit the Imprisoned

Bury the Dead

PA Education is an intense undertaking. Unlike undergraduate education, during the PA Program, you will spend nearly two thousand hours in very close contact with your classmates and future colleagues. The program, to foster community, leadership, and an understanding of organizational hierarchy, will support a class leadership structure and will provide leadership for the PA Student Society as an organization of the AAPA.

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

### Class Officers (Executive Committee)

#### President

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

1. [Registers](#) the Student Society with the AAPA between 01 Sep and 01 Nov annually
2. Holds a meeting of the Student Society at least every six weeks
3. Meets regularly with the Student Society Faculty Sponsor
4. Appoints standing and ad-hoc committees necessary to carry out the requirements of the student society
5. Is guided by the [Student Society Handbook](#) of the SAAAPA
6. Provides copies of society bylaws to the SAAAPA upon completion of annual elections and selection of the new board of directors.

#### Vice President

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

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

#### Treasurer

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

1. Maintains fiduciary responsibility for the Board's assets
2. Establishes and manages the Student Society bank account
3. Manages Student Society Venmo Account
4. Manages Student Society Square Account
5. Collects student society dues
6. Files necessary state, federal, and IRS documents as required
7. Disperses funds and writes checks on the Student Society checking account for official purposes as approved by the board of faculty sponsor
8. Reports financial status to the membership at each Student Society Meeting

## **Secretary**

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

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

## **Class Committee Representatives**

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

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

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

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

Duties of the [Massachusetts Association of Physician Assistants](#) (MAPA) Representative include, but are not limited to, the following:

1. Will be a resident of the State of MA
2. Attends all Massachusetts state chapter board of director meetings
3. Reports activities of the State Chapter meetings back to the student society at student society meetings
4. Represents the Assumption PA Program at the State Society Meetings
5. Coordinates team to represent the program at the annual MAPA meeting student challenge bowl
6. Educates student society members on issues that affect PAs at the local, state, and national levels
7. Presents the importance of advocacy to incoming class during orientation to the program
8. Coordinates advocacy events regarding PA Practice in Massachusetts

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

Duties of the [Rhode Island Academy of PAs](#) Representative include, but are not limited to, the following:

1. Will be a resident of the State of RI
2. Attends all Rhode Island state chapter board of director meetings
3. Reports activities of the State Chapter meetings back to the student society at student society meetings
4. Represents the Assumption PA Program at the State Society Meetings
5. Educates student society members on issues that affect PAs at the local, state, and national levels
6. Presents the importance of advocacy to incoming class during orientation to the program
7. Coordinates advocacy events regarding PA Practice in Rhode Island

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

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

1. This position is a formal position with the Student Academy of the AAPA and requires an application from the student who wishes to join. Applications are due in June and are available on the [HOD Page](#) of the SAAAPA
2. Become informed on the issues that will be discussed and debated during the HOD meeting. Regularly discuss these issues with others from your student society. This will allow you to better represent the student voice and inform them about what is going on within the profession.
3. Familiarize yourself with the parliamentary procedures used during House proceedings.
4. Regularly check the email account associated with your HOD delegate application to be sure you receive essential information throughout the year. Leading up to the Conference, email will be the primary method used to inform delegates of the HOD schedule of events.
5. After the Conference, return to your student society and give a summary of the resolutions discussed and the actions taken. These resources may be helpful to HOD student delegates

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

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

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

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

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

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

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

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

1. Primary responsibility is to promote the program's mission, vision, and goals through the coordination of activities in the local community and coordination with external organizations to promote the PA Profession.
2. Works with SAAAPA Directors of External Affairs
3. Coordinates travel and scheduling of PA Week Events to include PAs on the Plaza

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

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

1. Manage all student society social media accounts
2. Responsible for appropriate posting and response to public posts
3. Must coordinate with Student Society Faculty Sponsor
4. Photographs and documents all student society events
5. Works with outreach chair and philanthropy representative to promote the program



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

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

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

### **Alumni Representative**

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

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

### **Health and Wellness Chair**

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

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

### **Audiovisual Support Person**

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

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

## **The Greyhound PA Newsletter**

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

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

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

## **PA Student Society**

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



### **AAPA Student Challenge Bowl**

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

## Assumption University PA Program Policy: Classroom Etiquette

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

Students are expected to display professional behavior. Exceptional classroom behavior is especially important as many of our lecturers are Professors of the University of Massachusetts Medical School, preceptors, or noteworthy physicians practicing in the State. Your classroom behavior represents you not only individually but also our entire program, the PA Profession, and Assumption University.

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

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

### Interactions with lecturers

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

### Recording of Lectures and Classroom Discussions

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

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

Illegally eavesdropping or recording an in-person or telephone conversation is punishable by a fine of up to \$10,000 and a *jail sentence of up to five years*. Disclosing or using the contents of such communications is a misdemeanor punishable with a fine of up to \$5,000 and *imprisonment for up to two years*.

[Mass. Ann. Laws ch. 272, § 99\(C\)](#)

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

## “Gunners”

Gunner refers to a student bent on getting the highest grade and looking good in front of the faculty no matter what it takes. Gunners do all the required and recommended reading. They blurt out answers to the attending’s questions on rounds, even if the question was directed at another student.

They make it their mission to dominate discussion sections and are either oblivious to or don’t care that they’re annoying their peers (and often the faculty). Every school has a few gunners, and you’ll probably be able to identify the ones in your class by the end of the first week.

[Getting into Medical School for Dummies](#)

Don’t be a gunner.

## [How to avoid becoming a gunner in medical school](#)

MedPage Today’s [KevinMD.com](#)

## Food and drink in the classroom

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

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

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

## Assumption University PA Program Policy: Diversity, Equity, & Inclusion (DEI)

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

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

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

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

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

Program Initiatives for Diversity & Inclusion [[ARC-PA Standard A1.11a](#)]

1. The Assumption University PA Program will prepare students to care for all patients, including those from vulnerable and underserved communities.
2. The Assumption University PA Program strives to recruit a diverse array of students, including those from groups historically underrepresented in medicine.
  - 2.1. Minority students
  - 2.2. Older students
  - 2.3. Male students
  - 2.4. Veteran students
  - 2.5. Economically or educationally disadvantaged students
  - 2.6. First Generation students
3. Provide an educational environment that promotes diverse perspectives, mutual respect, and inclusiveness for all.
4. Promote cultural humility and responsiveness in the didactic educational experience, service, and scholarship.

Assumption University, the School of Health Professions, and the PA Program is committed to:

[\[ARC-PA Standard A1.11b\]](#) [\[ARC-PA Standard A1.11c\]](#)

1. Recruiting, supporting, employing, and retaining a diverse faculty, staff, and preceptors.
2. Recruiting, supporting, retaining, and graduating a diverse student body.

Assumption University, the School of Health Professions, and the PA Program is committed to:

[\[ARC-PA Standard A1.11d\]](#)

1. Maintaining alumni involvement in program's diversity initiative.
2. Teaching social determinants of health, medical care for vulnerable populations, religion in medicine, racism in medicine, and personal bias.
3. Providing campus and program events supporting diversity, equity, and inclusion.

### **Notice of Non-Discrimination**

Assumption University was founded in 1904 by the Augustinians of the Assumption (Assumptionists). The University strives to form graduates known for critical intelligence, thoughtful citizenship, and compassionate service through its educational model grounded in the liberal arts and the Catholic intellectual tradition. Assumption favors diversity and welcomes all who share its goals and respect the University's mission and heritage.

The University recognizes the essential contribution of a diverse community of students, faculty, and staff. Accordingly, Assumption University commits itself to maintaining a welcoming environment for all people and to complying with all state and federal laws prohibiting discrimination in employment and its educational programs based on race, color, national origin, sex, religion, disability, age, marital status, pregnancy, sexual orientation, gender identity or expression, genetic information, military status, veteran status, or another legally protected status.

Assumption University rejects and condemns all forms of harassment, wrongful discrimination, and disrespect. It has developed procedures to respond to incidents of harassment, whatever the basis or circumstance. The University does reserve its lawful rights where appropriate to take actions designed to promote the Catholic, Assumptionist principles that sustain its mission and heritage.

Assumption University has designated its Director of Human Resources to coordinate its efforts to comply with state and federal laws, including Title VI, Title IX, Section 504, and the ADA. Any applicant for admission or employment, and all students, faculty members, and employees are welcome to raise any questions regarding this notice with the Director of Human Resources:

Assumption University  
500 Salisbury Street  
Worcester, MA 01609  
Phone: [\(508\) 767-7172](tel:5087677172)

### **[Bias Incident Reporting Form](#)**

In addition, any person who believes that an act of unlawful discrimination has occurred at Assumption University may raise this issue with the Assistant Secretary for Civil Rights of the United States Department of Education.

[File online](#) or using the contact information below:

### **Office for Civil Rights**

Boston Office

U.S. Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: [\(617\) 289-0111](tel:(617)289-0111)

Facsimile: [\(617\) 289-0150](tel:(617)289-0150)

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

### **Campus Resources in Support of Diversity, Equity, & Inclusion** [\[ARC-PA Standard A1.11d\]](#)

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

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

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

## Assumption University PA Program Policy: Dress Code

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

### Didactic Phase

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

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

### Classroom

Examples of appropriate attire include:

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

Examples of clothing not permitted include:

- Sneakers, open-toed shoes, or flip-flops.
- Sweatsuits, gym attire, pajamas, beachwear, or shorts.
- Outfits resulting in bare midriffs.
- Tee Shirts or Tank tops.
- Hats - unless when worn as part of medical treatment, religious or cultural observation.
- Jeans or leggings

### Dress Down Days

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

### Laboratory Activities

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

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

## Supervised Clinical Practice Experiences (SCPEs)

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

- All students in the clinical setting must be clearly identified as PA Students and must wear the Assumption University PA Program-issued Name Tag. [ARC-PA Standard A3.06]
- Students must wear designated hospital-issued identification badges at appropriate sites. Students should not wear hospital-issued or other university/facility-issued identification badges when not at the designated site.
- The Assumption University-issued short white coats emblazoned with the Assumption University PA Program logo should be worn at all times unless specifically prohibited/discouraged by the clinical site.
- Students should wear Assumption University PA Program-issued scrubs when scrubs are allowed or required.
- During general surgery rotations, students should wear hospital-issued scrubs. When leaving the OR, scrubs must be removed or covered with the Assumption University white coat.
- Students must return all hospital-issued scrubs and property prior to departing the rotation.
- Acrylic and gel fingernails/polishes are prohibited on clinical rotations.
- Fragrances are prohibited on clinical rotations.

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

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

### General

Students must follow basic hygiene practices.

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

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

### Smoking

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



## Assumption University ID Card

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

The utilization or possession of false identification will result in disciplinary action and possible criminal prosecution. Similarly, students who fail to identify themselves properly to a University official may be subject to disciplinary action. All students withdrawing from the University for any reason must return their I.D. card to Campus Police before their final departure from campus.

## Identification

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

# Assumption University PA Program Policy: Exposure to Infectious Diseases & Environmental Hazards

## Methods of Prevention

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

## **Blood Borne Pathogen Training**

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

## **Personal Protective Equipment (PPE)**

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

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

## **PC Institute and Human Gross Anatomy**

### Methods of Prevention

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

### Procedures for Care and Treatment after Exposure

#### **Accidental Eye Contact by Tissue and Embalming Fluid**

The student, upon entering the anatomy laboratory, should locate the eye-wash station.

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

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

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

3. Fill out a Physical Examination Lab Incident Form and submit to the Director of Didactic Education within 24 hours of the incident.
4. If the injury is such that medical attention is necessary or the student chooses to be seen by a provider, the student may do so.

### **Skin Cuts**

All PA students are to have an updated tetanus booster before acceptance into university programs.

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

A medical bag including antiseptic soap, antibiotic cream, and bandages will be provided by the PA Program and available in the Bio Skills lab at the PC Institute.

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

1. Locate the medical bag
2. Run the cut under running water.
3. Clean the cut with antiseptic soap.
4. Use Betadine swabs and antibiotic cream to dress the cut.
5. Place a Band-Aid over the wound.
6. A Program Incident Form found must be filled out and submitted to the Director of Didactic Education within 24 hours of the incident.

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

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

#### **Methods of Prevention**

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

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

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

### **Supervised Clinical Practice Experiences**

#### **Methods of Prevention**

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

## Procedures for Care and Treatment after Exposure

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

## Infectious and Environmental Hazards (including body fluid exposure).

### COVID 19

COVID 19 is a novel coronavirus that represents a risk to immunocompromised individuals. The program will provide or arrange appropriate training, resources, testing, vaccination, and personal protective equipment to students in the program who have the potential for exposure to the virus. Students must be aware that the risk of COVID is a potential risk of taking care of patients. Students will be placed on SCPEs where patients have many infectious diseases and must be willing to participate in the care of all patients despite the risk. Students who become ill should follow up with their primary care provider, an urgent care, or an emergency room for appropriate care. The student should notify the program of any complications and requirements for isolation or quarantine. Any missed work must be made up upon return to the program.

### Financial Responsibility

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

[\[ARC-PA Standard A3.08c\]](#)

### Liability Insurance

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

## Assumption University PA Program Policy: Honor Code

Professionalism is one of the PA Core Competencies and aligns with the Mission, Vision, Goals, and Technical Standards of the Assumption University PA Program. Honesty, integrity, commitment, hard work, and respect are expected of all PA Students in their interaction with fellow students, professors, patients, families, and the public at large.

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

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

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

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

Violations of the PA Program Honor Code will not be tolerated. Students accused of engaging in non-professional behavior are subject to discipline including, but not limited to, non-academic probation, deceleration, or dismissal. The student or faculty member who suspects non-professional behavior or violation of the honor code is required to notify the suspected party and the Academic Performance and Professionalism Committee (APPC) of the offense using the [FORM: Violation of Honor Code & Breach of Professionalism Report](#).

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

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

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

## Assumption University PA Program Policy: Mandatory Health Care Related Training

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

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

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

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

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

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

### Respiratory Protection and Respirator Fit Test Training

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

Health Insurance Portability and Accountability Act (HIPAA) of 1996 training will be completed during orientation to the program, and again before departing on Supervised Clinical Practice Experiences (SCPEs). This training will be completed online through the [EdApp LMS](#) and then through [Castle Branch](#). Certificates must be provided to the program.

OSHA Blood Borne Pathogens training will be completed during orientation to the program and again before departing on Supervised Clinical Practice Experiences (SCPEs). This training will be completed online through the [EdApp LMS](#) and then through [Castle Branch](#). Certificates must be provided to the program.

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

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

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

Institutional Review Board (IRB): Only for students performing or intending to perform Human Research

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

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

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

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

## Assumption University PA Program Policy: Medical Screening, Immunization, COVID 19, & Tuberculosis Screening

All applicants to the Assumption University PA Program must provide a medical screening form to the Health Services Department at Assumption University. This screening form will ensure that applicants are qualified to attend the PA Program, meet the technical standards for enrollment in the program, and are appropriately vaccinated for qualification to participate in classroom activities and patient care. [[ARC-PA Standard A3.07a](#)]

### Mandated Vaccinations – Assumption University

Vaccine requirements follow the latest guidance provided by the [Centers for Disease Control and Prevention \(CDC\)](#) and [the State of Massachusetts Department of Public Health](#).

The following vaccinations (and documented immunity where noted) are *required* prior to enrollment at Assumption University:

1. **COVID 19**: Accepted students *must* have documentation of a completed initial series of a vaccine against COVID-19. Students must also complete an appropriate booster based on their initial series. The program maintains the right to change the COVID 19 vaccine requirement as new information becomes available from the Centers for Disease Control and Prevention or the Massachusetts Department of Health. This may include additional mandatory booster vaccines.

Enrolled students *must* comply with all COVID-19 testing requirements as established by the Federal Government, the State of Massachusetts, the City of Worcester, Assumption University, and any clinical sites that provide Supervised Clinical Site Experiences (SCPEs) for Assumption University Students. Failure to comply with testing requirements will lead to dismissal from the program. Willingness to cause potential harm to classmates, patients, and the community is contrary to the ideals of the program and the PA Profession.

2. **Hepatitis B**: Accepted students must have completed a primary vaccination series for hepatitis B *and* demonstrate *quantitative* proof of immunity. Students who cannot produce evidence of a primary vaccinations series and documented serologic proof of immunity must receive a primary vaccination series for hepatitis B.
  - a. Every student should have a quantitative titer six (6) to eight (8) weeks after the series to determine immunity. If the serologic titer (anti-HBs) is less than ten (10) mIU/ml, the student will be required to repeat a vaccination series for hepatitis B and quantitative titer six (6) to eight (8) weeks following completion of the series.
  - b. If the titer is positive after the second series, the student will be considered immune for the remainder of the program. If the titer remains less than ten (10) mIU/ml, the student will be considered a “non-responder”. Non-responders will meet with the Director of Clinical Education to be counselled about the risk for Hepatitis B, serum testing for Hepatitis B infection, and completion of the [FORM: Hepatitis B Vaccine Non-Responder](#).
3. **Measles (Rubeola), Mumps, Rubella (MMR)**: Accepted students must have documentation of at least two (2) doses of a live attenuated MMR vaccine after one year of age *or* serologic proof of immunity. Individual measles, mumps, and rubella vaccines may be substituted for the MMR vaccine provided they are administered in the following manner:
  - a. **Measles (Rubeola)**: at least two (2) doses of a live attenuated vaccine after one (1) year of age or serologic proof of immunity.



- b. **Mumps**: at least two (2) doses of a live attenuated vaccine after one (1) year of age or serologic proof of immunity.
  - c. **Rubella**: at least one (1) dose of a live attenuated vaccine after one (1) year of age or serologic proof of immunity.
4. **Tetanus, Diphtheria, and Acellular Pertussis (TDaP)**: Accepted students must have proof of a completed childhood series. Every student must have a booster within seven (7) years of program matriculation.
  5. **Varicella**: Accepted students must have documentation of two (2) doses of a live varicella vaccine *or* serologic proof of immunity. A history of prior infection is *not* sufficient for meeting this requirement.

### Mandated Vaccinations – PA Program

The following vaccination is *required* by the PA Program:

1. **Influenza**: All currently enrolled Assumption University PA Program students must receive the current annual influenza vaccine to attend classes, participate in pre-clinical patient care experiences, and participate in any Supervised Clinical Practice Experiences (SCPEs). Annual Influenza Vaccines will be administered by the PA Program. Students must receive their annual Influenza vaccine and TB test at the PA Program.

Students are required to abide by all vaccination requirements established by clinical sites to which they are assigned, which may require vaccination in excess of those vaccinations stated above.

### Recommended Vaccinations

The following vaccinations are strongly *recommended* for all students enrolled in the Assumption University PA Program:

1. **Hepatitis A**: vaccination series
2. **Human Papilloma Virus (HPV)**: vaccination series
3. **Meningococcal (meningitis)**: vaccination series

### Tuberculosis Screening

**Tuberculosis Screening**: A Two-step TB Screening: All students must obtain **TWO** negative PPD skin tests within three (3) months of the program start date. The two PPDs must be performed between 7 and 21 days of each other. A negative QuantiFERON-TB Gold may be substituted for the two-step PPD if PPD testing is not clinically indicated or contraindicated. Students with a history of latent or active TB must show documentation of evaluation and treatment. A negative chest radiograph must be documented after the completion of therapy.

Although the [CDC](#) has removed the recommendation for annual TB screening, many of our affiliated clinical sites still require this screening. The program, to mitigate delays in clinical placement and credentialing will continue with an annual screening of all PA students. Annual screening for TB via [Tuberculin Skin Testing \(PPD\)](#) or [QuantiFERON-TB Gold Plus](#) will be completed by the PA Program.

## Overseas, International, Department of Defense, and Department of Public Health Rotations

[ARC-PA Standard A3.07b]

### American Samoa

Students traveling to American Samoa will complete the Assumption University Global Health SCPE Application. Those selected to participate in this rotation will receive additional screening and training before departure as recommended by the [CDC Yellow Book](#) for Travel to [American Samoa](#). They will travel with faculty members who are well-versed in the health threats on the island. Students will receive the following vaccinations in addition to those above:

1. [Hepatitis A](#): This vaccine series will be required for travel to American Samoa
2. [Typhoid](#): Oral or IM vaccination against Typhoid must occur at least two weeks prior to departure to American Samoa.

Students will complete training on local non-vaccine preventable disease threats and the prevention of such conditions. These include, but are not limited to:

1. [Dengue Fever](#)
2. [Hansen's Disease \(Leprosy\)](#)
3. [Hantavirus](#)
4. [Leptospirosis](#)
5. [Lymphatic Filariasis](#): [Additional information](#) can be found at the [NIH National Library of Medicine](#)
6. [Zika Virus](#)

### International, Department of Defense, or Department of Public Health sponsored Supervised Clinical Practice Experiences

Students participating in these rotations will be screened prior to being accepted on any rotation occurring in a foreign country, with the DOD, or with the DOPH for any additional recommendations for screenings, vaccinations, or prophylactic treatments. Such recommendations will be documented in the student's health record and on the [FORM: Medical Compliance Certificate & Permanent Immunization Record](#).

### Compliance

Sites where Supervised Clinical Practice Experiences (SCPEs) occur require the PA Program to validate immunizations before PA Students can complete rotations. Students who are not in compliance *will not* be allowed to participate in rotations or any health care services. All students will complete an [Authorization for Release of Information Form](#) that will allow the Program and Health Services to release immunization information regarding compliance to our clinical affiliates. Students who fail to complete immunization updates will be removed from class or clinical rotations until such requirements are completed. Lost time will be the responsibility of the student and may result in delay or dismissal from the program.

### Vaccine Exemptions

Applicants to the program with *medical or religious reasons* preventing them from receiving any *required* vaccines or testing should promptly notify the program. Applicants may be required to supply a letter from their primary care provider explaining the exemption and the medical reason for the exemption to the program. Applicants will be made aware of the program policies and the potential difficulty in obtaining SCPEs that will accommodate unvaccinated individuals. Current students in the program who require a medical or religious exception should promptly notify the Director of Clinical Education (DCE) to allow early resolution and prevent a delay in starting rotations.

### **Massachusetts State Law**

Does not allow for a Philosophical Exemption and the Assumption University PA Program *does not allow* for personal exemptions for vaccinations or TB surveillance. Clinical sites are not obligated to accept students and may not accept reasons for non-compliance. This will prevent students from completing required clinical rotations and lead to an inability to complete the program's requirements. The program is not responsible for finding sites that will accommodate non-vaccinated students without medical and/or religious exemptions.

### **Screening Tests for Admission or SCPE**

All PA students must agree to be tested for Hepatitis B, Hepatitis C, HIV, TB, and any other infectious disease as required by a SCPE facility should that student be involved in an exposure incident or be identified as a source patient. If a student is aware that they are positive for a transmissible disease, they should make the ethical choice to notify the appropriate individuals:

1. For all didactic-related concerns, the student shall notify the Director of Didactic Education before participating in clinical skills and procedures at the PA Program.
2. For all SCPE-related concerns, the student will notify the Director of Clinical Education of their status and agree not to take part in high-risk procedures as defined by the facility where they are completing their training.

### **HEALTH ATTESTATION FORM**

Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with federal and state law.

## Assumption University PA Program Policy: Non-Academic Appeals

Students who do not agree with the decisions of the Academic Performance and Professionalism Committee regarding non-academic issues may appeal those decisions in the following manner:

The student may submit a written appeal to the Academic Performance and Professionalism Committee for further evaluation. The APPC will forward recommendations to the Associate Program Director.

The Associate Program Director will review the case, discuss any pertinent facts with the APPC, and forward a recommended decision to the Dean of the School of Health Professions. The Dean of the School of Health Professions will make a final determination.

**Final Appeal for all grievances that result in dismissal**

For non-academic grievances, the final authority for dismissal falls under the authority of the University Provost. Any student being dismissed from the program may request that their grievance be forwarded to the University Provost for final review.

## Assumption University PA Program Policy: PA Facility Use

PA Students are afforded the privilege of studying in a dedicated state of the art facility dedicated to PA Education and providing exceptional facilities, equipment, faculty, and staff who will ensure students will be prepared for clinical practice as a PA.

[\[ARC-PA Standard A1.08\]](#)

### Alcohol

Students may not consume alcohol in the Health Sciences Building unless it is formally approved by the Associate Program Director in advance of a planned event.

### Anatome Suite

The room that houses the Anatomage Table will be kept locked during non-classroom hours. Students may request the key to the room for use after hours. No food or drink is allowed in the space at any time. No software or other files may be added to the Anatomage computer without the approval of the program.

1. Anatome Table

### Cardiac Physiology Suite

The cardiology physiology suite is a dedicated space used to demonstrate and practice advanced cardiac testing to include:

1. Ambulatory Blood Pressure Monitoring
2. Ankle Brachial Index Testing
3. Cardiac Ultrasound
4. Event Monitoring
5. Holter Monitoring
6. Quinton Q-Stress Cardia Stress Testing System
7. VO2 Max

A crash cart, defibrillator, AED, oxygen, and other resuscitation equipment are available in the suite.

### Common areas

Common areas are for use by all members of the PA Program. Areas should be kept neat and clean. Personal items should not be left in the common areas of the PA Program.

### Conference Room

The PA Program Conference Room is reserved for the program faculty and staff. It is not to be used by PA Students and will not regularly be scheduled for use by those outside of the program. The Conference Room generally includes:

- 16 Seats
- AV
  - Apple TV
  - Inbound and Outbound Conferencing (Zoom, Teams)
- Refrigerator
- Coffee
- Water

## Study Rooms

Due to the rigor of the program, the continuous nature of the program schedule, and the limited availability of private study space, study rooms are limited to use by PA students, faculty, and staff. These areas must be kept neat and clean by all students. Boards should be erased and cleaned at the end of a study session. The electronic display should be powered off. Any trash should be removed from the rooms and placed in proper receptacles. Feet and bags should not be placed on the furniture. Study rooms are for academic purposes only and are not to be used for social purposes. Students should be considerate of their classmates and not talk loudly, play music, talk on cell phones, or interrupt study sessions.

- Campus Side
- Parking Side

## Faculty Offices

Faculty maintain regular office hours, and professional engagement between faculty and students is encouraged. An “open-door” policy is typically in effect through the PA Program; however, students should be respectful of faculty time. No student may enter the faculty suites, or any faculty office if the faculty is not present. Entering the office of a faculty member or removing any item from a faculty office is a violation of the Honor Code and will be referred to the Academic Performance and Professionalism Committee.

## Harvey Training Room

The room that houses the Harvey will be kept locked during non-classroom hours. Students may request the key to the room for use after hours. No food or drink is allowed in the space at any time. No software or other files may be added to the Harvey computer without the approval of the program.

1. Laerdal Next Generation Harvey Cardiopulmonary Patient Simulator

## High Fidelity Simulators

The program strives to maintain the latest technology in our state-of-the-art simulation center. These simulators are operated, maintained, and deployed by the Lab and Simulation Coordinator (LSC). Students should not attempt to utilize the simulators without the explicit permission of the LSC.

## Kitchen Area

The kitchen area, including the refrigerator, microwave, and coffee machine, is for use by the PA faculty, staff, and students. Every individual is responsible for keeping the area clean and well maintained.

- Refrigerator: no food should be left in the refrigerator over the weekend. Food or personal items placed in the refrigerator should be brought home or disposed of it before leaving the program on Fridays. Food left after the close of business on Friday (including containers) will be removed by the program staff and disposed of properly. Common items (milk, cream, condiments, etc.) should be removed when they are past expiration or no longer suitable for consumption.
- Coffee Maker (Keurig): The coffee in the cupboard above the Keurig is for PA program faculty and staff only. Students may bring K Cups to the program and store them in the kitchen area. The coffee machine should be filled using filtered water from the bottle filling station located by the kitchen. The machine should be kept clean and used K Cups should be removed after coffee has been made.
- Microwave Oven: Malodorous foods should not be prepared in the microwave. All foods prepared or heated in the microwave must be in appropriate containers and covered. The unit should be wiped down or cleaned after each use.
- Water Filling Station: Filtered water is available for all students in the kitchen area. Students must avoid touching water bottles or cups to the filling station or water fountain spouts.

## Laboratory Suite

The laboratory space is for use by PA Students during practical courses and during examinations. The area will be kept locked when not in use during normal program hours. Rules for Lab Use must be adhered to at all times.

1. No eating, drinking, application of cosmetics, or touching of contact lenses is permitted in the laboratory.
2. Students may not perform any invasive procedures without a faculty member present.
3. No University Property may be removed from the laboratory or simulation center by a student without the written permission of the [Lab and Simulation Coordinator](#).

### [Laboratory Rule & Regulations](#)

The laboratory suite has multiple laboratory analyzers that are used for educational purposes. The units should not be utilized by students for diagnostic purposes and should not be operated outside of normal operating hours.

1. [Abbott Affinion 2 Analyzer](#)
2. [Abbott Point of Care i-Stat Handheld Blood Analyzer](#)
3. [Abbott Point of Care Piccolo Xpress Chemistry Analyzer](#)
4. [Biosys Labs UriScan Optima Microalbumin Creatinine Urine Analyzer](#)
5. [Cepheid GeneXpert Xpress](#)
6. [Horizon Scientific 23 Cubic Foot Refrigerator](#)
7. [Siemens Clinitek Status+ Urine Analyzer](#)
8. [Sysmex XN-330 Hematology Analyzer](#)

## Lockers

All students in the didactic phase of the program will be issued a locker outside of the Simulation Center. Students will be given a combination for their locker. This combination should not be shared with anyone else. If a student forgets their combination, they should contact the Program Coordinator. They must provide their student identification to obtain the combination. Students should not keep food or perishable items in their lockers. It is prohibited to keep alcohol or other illicit items in lockers. At the end of the didactic phase, students must remove all contents from their lockers before departing on Christmas break. Items left in the lockers after this break will be removed and disposed of.

## PA Program Display

The PA Program maintains public display devices throughout the facility. Up-to-date information will be displayed on the monitors. Students may request program and class-related content be displayed at any time.

- Content: all content must be relative to the university, program, or class.
- Special events

## Recycling in the PA Program

There are recycling containers at both ends of the main PA Hallway. Students should dispose of all recyclable material in these bins.

## Simulation Center

Access to the simulation center is limited. Students may enter the simulation center only during authorized events or as allowed by the Lab and Simulation Coordinator. All equipment in the simulation suite is the property of the PA Program and should not be removed from the center. Many pieces of equipment are sensitive, fragile, or dangerous and should not be used when there is no faculty present. (Defibrillators, Ultrasound Machines, Nasopharyngoscope).

## Smoking

Smoking or using electronic cigarettes or vaping devices is strictly prohibited in the Health Sciences Building.

Per [Human Resources Policy](#), Assumption University supports a smoke-free and vape-free environment. Not only is smoking prohibited in all campus facilities but vaping in all forms is also prohibited in all campus facilities. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars. Electronic nicotine delivery systems and electronic smoking devices are prohibited from campus. Please remain at least 100 feet from all building entrances. By state law, the use of tobacco products may not occur where there is a possibility that the smoke may enter a building through doors, windows, or any means. Violation of this policy may result in disciplinary action up to and including dismissal with or without warning.

## Technology

- Display Screens
- Remote Controls
- Device Display Convertors
- Electronic Markers

Remote control devices, electronic markers and pens, laser pointers, and device display convertors (dongles) may be obtained from the program coordinator for use during study sessions. They must be returned at the completion of a study session. Lost or damaged items should be reported to the program immediately.



### On-Campus

All vehicles brought onto the campus must be registered with [Public Safety](#) located in Kennedy Memorial Hall.

Parking permits for graduate students may be obtained from Public Safety free of charge, with proof of course registration and vehicle registration. Graduate Students will be issued *Red Parking Permits* allowing them to park in the Faculty, Staff, and Graduate Student (RED) lots.

Parking in designated areas is on a “first-come-first-served” basis. Unless otherwise specified, all walkways and roadways are fire lanes. Parking in a fire lane or at a fire chain will result in a fine and may necessitate towing at the owner’s expense.

Public Safety may impose a ban on parking in the event of severe snow conditions. During the ban, parking is allowed only in designated areas.

Parking policies and procedures can be found on the Public Safety website. PA Students must abide by all published campus parking policies and be responsible for all fines incurred because of parking violations.

### Handicap Parking

Designated Handicapped parking shall only be used by a vehicle displaying a properly issued Handicapped Parking permit issued by the Commonwealth of Massachusetts and/or a Temporary Disability permit issued by Assumption Public Safety. Unauthorized parking in a designated handicapped area will result in a fine and may result in towing. The University reserves the right to revoke the privilege of operating a motor vehicle on the campus from any students who fail to abide by parking regulations.

### Parking Violations

The responsibility for finding a legal parking space rests on the vehicle's operator/person with the parking permit. Lack of space, mechanical problems, and inclement weather are not considered valid excuses for the violation of parking regulations. Violation of parking regulations is subject to a citation. Possession or use of a lost, stolen, forged or altered parking permit or temporary permit will result in a fine equal to the amount to the value of the permit and may result in additional discipline, including but not limited to revocation of parking privileges.

Parking tickets can be appealed at the Public Safety within seven days of the violation. Appeals received after this time period will not be accepted. Parking ticket fines are to be paid at the Cashier’s Office located in the lower level of Alumni Hall.

Students who receive 10 tickets in one academic year will lose their privilege to have and operate a car on campus for at least one term. Failure to pay fines may result in loss of driving and parking privileges on campus. Fines must be paid prior to eligibility for degree conferral.

## Off-Campus

### PC Institute

[PC Institute for Medical Education, LLC](#). is a physician-founded medical training facility located in Fall River Massachusetts

This 20,000 sq. ft. multi-purpose facility offers multiple lab spaces equipped for hands-on Bio Skills training, hands-on simulation training, advanced EMS training, configurable meeting rooms, and cutting-edge A/V technologies. The PC Institute's professional and certified staff members are dedicated to ensuring the success and full coordination of your training event from beginning to end.

Students will participate in their Gross Anatomy education at the PC Institute in Fall River. Parking will be provided to all students by the institute in their dedicated parking facility. Students should not park in any other area while attending classes at the PCI.

Parking at the PC Institute is "at your own risk" and all costs associated with parking at such sites is the responsibility of the student.

### Public Transportation

The [Worcester Regional Transit Authority](#) (WRTA) is a regional transit system that services the City of Worcester and the surrounding 36 communities in the Central Massachusetts area with a bus fleet that includes all-electric buses as well as many diesel-electric hybrid buses.



[Schedules and Bus Tracker App](#) are available online.

The second largest regional transit authority in Massachusetts, the WRTA offers reliable, comfortable, and safe transportation for traveling to work, shopping, school, medical appointments, and leisure activities.

### Worcester

Students should obey all local parking laws. The city of Worcester provides excellent guidance on parking in the city.

1. [City of Worcester Parking](#)
2. [On Street Parking in Worcester](#)
3. [Passport Parking App](#)

### Supervised Clinical Practice Experiences

Student parking while at SCPEs is determined by the specific clinical site. Students should follow all applicable policies established by the hospital, clinic, or practice where they are participating in their SCPE. All costs associated with parking while at SCPEs are the responsibility of the student. Parking or towing fines assessed for illegal parking are also the responsibility of the student.

Parking at clinical sites is "at your own risk" and all costs associated with parking at such sites is the responsibility of the student.

## Assumption University PA Program Policy: Peer Physical Examination

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

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

### Appropriate disrobing

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

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

### Chaperones

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

### Competency

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

### Confidentiality

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

### Discrepancies

Clinical providers have adapted their PE skills to their practice and experience. Variations in technique are common. If there is a conflict between professors or instructors regarding technique or if there are any questions regarding proper performance of an exam, the textbook of record should be considered the definitive answer. [Bickley, L. \*Bate's Guide to Physical Examination and History Taking\*, Wolters Kluwer, 13<sup>th</sup> Ed.](#)

## Dress during clinical laboratory experiences

All students should wear the scrubs, white coats, and name tags issued by the Assumption University PA Program while acting as the provider. Students acting as patients should wear sports shorts and easily removed shoes without socks. Females should wear a modest sports bra. Patients should be provided gowns or drapes as appropriate.

## Faculty as medical providers

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

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

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

## Incidental findings

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

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

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

## Lab Incidents

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

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

## Professional behavior

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

## Sensitive physical examinations

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

## Assumption University PA Program Policy: Precedence of Policies

Policies related to students published by the University, or the PA Program apply to all PA Students regardless of location.

Policies related to faculty published by the University, or the PA Program apply to all PA faculty regardless of location.

Due to the nature of the program and the wide variation in Supervised Clinical Practice Experiences, students are required to follow all policies and procedures required of clinical sites as provided during site orientation. If a specific site policy conflicts with a PA Program policy, the policy of the Clinical Site will supersede that of the University and the PA Program unless specifically disallowed by Assumption PA Policy.

Assumption University PA Program students are accountable to policies published by the University that relate to all University Students, Graduate Students, or PA Students.

*When there is a specific instruction defined or published by the PA Program, that policy will supersede any related University Policy that is not specific to the PA Program.*

All Assumption University PA Program Policies and Procedures are subject to change at any time, with or without notice. The latest policies will be published and updated on BrightSpace.

Associated Assumption University Policies Applicable to PA Students

[IT Policies and Procedures](#) (intranet page – behind firewall). Policy Tab is in dropdown on right of page

[Assumption University Student Handbook](#)

[Assumption University Conduct Policies and Procedures](#)

## Assumption University PA Program Policy: Professional Boundaries

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

### Addressing Faculty and Staff

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

### Alcohol Use

Students should be responsible about alcohol use at all times, especially when attending events sponsored by or supported by the PA Program.

### Pharma and Industry Events

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

### Student-Faculty/Preceptor Relationships

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

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

### Student-Patient Relationships

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

## Remediation

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

## Didactic Phase

### Examination Remediation

- An examination score of <75% will result in a failure.
- Students who fail an exam are *required* to contact the DAAAS to address the cause of the examination failure and develop a study and remediation plan.
- Students may be provided:
  - A remediation assignment on [AMBOSS](#).
  - A reading assignment that covers the material that was not successfully understood on the examination
  - Supplemental material to support the student's achievement of the required objectives, learning outcomes, and program-defined competencies.
  - A supplemental assessment on [AMBOSS](#) re-evaluating the comprehension of the material.
- Students who timely and successfully complete all aspects of the remediation and pass the supplemental assessment will achieve a passing score of 75% for the examination.
- Students must remediate all exam failures (all exams with a score <75%) but may only replace one exam grade with a 75% during any term of the didactic phase. If a student fails more than one examination in any one didactic phase term, those grades will stand. In that case, the Course Director, in consultation with the DDE and DAAAS, will replace with a 75% the one failed exam grade that will most benefit the student's final grading outcome for the term. Grade replacement for failed exams is not applicable to PAS 510 and PAS 513.
- Failure to contact the DAAAS or complete any part of a remediation assignment will result in an exam failure and the original grade will remain unchanged.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the exam and their unprofessional behavior will be assessed by the Academic Performance and Professionalism Committee.

### Course Remediation

- The minimum passing grade for all didactic courses is 75%.
- A student who fails a didactic course will be placed on academic probation.
- Students who fail a course are *required* to contact the DAAAS to address the cause of the course failure and develop a study and remediation plan.
- Students may be provided:
  - A remediation assignment on [AMBOSS](#).
  - A reading assignment that covers the material that was not successfully understood during the course.
  - Supplemental material to support the student's achievement of the required objectives, learning outcomes, and program-defined competencies.
  - A supplemental assessment on [AMBOSS](#) re-evaluating the comprehension of the material.



- Students who timely and successfully complete all aspects of the remediation and pass the supplemental assessment will achieve a passing score of 75% for the course.
- Students may not remediate more than one course during any term of the didactic phase.
- Failure to contact the DAAAS or complete any part of a remediation assignment will result in a course failure, and the original grade will remain unchanged
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the course and will be referred to the Academic Performance and Professionalism Committee with a recommendation for dismissal
- The student who fails a course will be placed on academic probation
- The student will remain on academic probation per the [Assumption University PA Program Policy: Academic & Non-Academic Probation](#).

### Didactic Phase Summative Examination Remediation

Passing a summative examination is required for progress into the clinical phase of the program

- The minimum passing grade for the summative examination is *80%*.
- A student who fails the didactic summative examination will be placed on academic probation.
- Students who fail the didactic summative examination are *required* to contact the DAAAS to address the cause of the failure and develop a study and remediation plan.
- Students may be required to complete:
  - A one-on-one meeting and study session with a faculty member or PA designated by the faculty.
  - At least three study sessions to practice the material required to pass the summative examination.
  - A remedial summative examination.
- Students who successfully complete all aspects of the remediation and pass the remedial summative examination will move onto the clinical phase, provided all other requirements for progression to the clinical phase have been met.
- The student will remain on probation until they successfully pass three (3) Supervised Clinical Practice Experiences.
- Failure to contact the DAAAS or complete any part of a remediation assignment will result in a failure of the summative examination.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the summative examination and be referred to the Academic Performance and Professionalism Committee with a recommendation for dismissal.
- Students who fail the remedial summative examination will be dismissed from the program.

## **Clinical Phase**

### End of Rotation Examination Remediation

- Students who fail an End of Rotation examination are *required* to contact the DAAAS to address the cause of the examination failure and develop a study and remediation plan.
- Students may be provided:
  - A remediation assignment on [AMBOSS](#).
  - A reading assignment that covers the material that was not successfully understood on the examination.
  - Supplemental material to support the student's achievement of the required objectives, learning outcomes, and program-defined competencies.
  - A second attempt at the End of Rotation Examination.

- Students who timely and successfully pass the repeated End of Rotation Examination will pass the examination with the grade attained on the second attempt being applied to the course grade.
- Students must remediate all failed End of Rotation Examinations.
- Failure to contact the DAAAS or complete any part of a remediation assignment will result in an SCPE failure.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the End of Rotation Examination and the associated SCPE. They will be referred to the Academic Performance and Professionalism Committee with a recommendation for dismissal.

### Supervised Clinical Practice Experience Remediation

- The minimum passing grade for all SCPEs is 83%.
- A student who fails a SCPE will be placed on academic probation.
- Students who fail a SCPE are *required* to contact the DCE and the DAAAS to address the cause of the course failure and develop a study and remediation plan.
  - Students may be provided:
    - A remediation assignment on [AMBOSS](#).
    - A reading assignment that covers the material that was not successfully understood during the course.
    - Supplemental material to support the student’s achievement of the required objectives, learning outcomes, and program-defined competencies.
    - A supplemental assessment on [AMBOSS](#) re-evaluating the attainment of the material
- Students will be required to complete all assigned remediation during and before the conclusion of the repeat attempt at the failed SCPE.
  - Students must repeat the failed SCPE at a different location and with a different preceptor.
  - Students may not request a specific location for a repeated SCPE.
- At the completion of the repeated SCPE, the student will make a second attempt at the End of Rotation Examination (take the second version of the EOR).
- Students who timely and successfully complete all aspects of the remediation and successfully pass the repeat SCPE will progress in the program but will remain on academic probation for the remainder of the program.
- Students may not remediate more than one SCPE.
- Failure of a second SCPE will result in dismissal from the program.
- Failure to contact the DCE and DAAAS or complete any part of a remedial assignment will result in a SCPE failure and dismissal from the program.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the SCPE and will be referred to the Academic Performance and Professionalism Committee with a recommendation for dismissal.

### Clinical Phase Summative Examination Remediation

Passing a summative examination is required for graduation from the program.

- The minimum passing grade for the clinical summative examination is 80%.
- A student who fails the clinical summative examination will be placed on academic probation.
- Students who fail the clinical summative examination are *required* to contact the DCE and the DAAAS to address the cause of the failure and develop a study and remediation plan.
- Students may be required to complete:

- A one-on-one meeting and study session with a faculty member or PA designated by the faculty.
- At least three study sessions to practice the material required to pass the summative examination.
- A remedial summative examination.
- Students who timely and successfully complete all aspects of the remediation and pass the remedial summative examination will complete any remaining SCPEs and be eligible for graduation from the program.
- The student will remain on academic probation for the remainder of the program.
- Failure to contact the DAAAS or complete any part of a remediation assignment will result in a failure of the summative examination and dismissal from the program.
- If a student fails to put effort into a remediation plan or provides inappropriate answers, they will fail the summative examination and be referred to the Academic Performance and Professionalism Committee with a recommendation for dismissal.
- Students who fail the remedial summative examination will be dismissed from the program.

### **Professionalism**

All professionalism violations are taken very seriously by the University, the School of Health Professions, and the PA Program. The consequences of such violations will be dealt with swiftly and will address the infraction as well as the potential impact the violation has on the PA Program, the Students, and the Profession. Some infractions are not amenable to remediation and will be referred to the APPC for immediate dismissal. Those less serious violations of behavior, while no less concerning, that may be amenable to remediation will be addressed by the APPC with an appropriate response that may include, but are not limited to, having the student(s) apologize to the aggrieved party, participate in training, or perform additional community service.

Professional Behavior Remediation will be determined on a case-by-case basis. Fees or other costs associated with Professional Behavior Remediation will be the responsibility of the student.

### **Deceleration**

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

### **Didactic Phase Deceleration**

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

- The student will make up the class during the next regularly scheduled course offering.
- Since PA courses are offered in a sequential fashion, failure to pass a class during the didactic year will result in the student not being able to proceed to the next term. The student who is decelerated may join the following year's cohort.
- Students who return for the next cohort will be enrolled in all classes not completed in the original term of enrollment. Any classes successfully passed during the initial enrollment period will not be repeated. Students may audit (at no cost, and with the approval of the APPC) completed courses.
- Grades for all completed courses will remain on the official transcript including those for which a failing grade was recorded. Grades in didactic courses are not replaced.

- Students who return to the program with the next cohort will remain on academic probation until the cumulative grade point average is at or above 3.0.
- All students are required to have a cumulative GPA at or above 3.0 to proceed to the clinical phase.
- Students who re-matriculate following deceleration are subject to the same policies and procedures as all other matriculated PA students.

### **Clinical Phase Deceleration**

- Students who fail a SCPE must complete any remediation and repeat the SCPE.
- Remediation time and the time to complete the SCPE will be added to the end of the program.
- Students who fail a SCPE will be decelerated by at least five weeks.
- Graduation will be delayed for any student who is decelerated during the clinical phase.
- Students who are currently decelerated for academic failures are not eligible to participate in commencement exercises.

### **Financial Aid**

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

# Assumption University PA Program Policy: Requirements for Graduation, Graduation Honors, Graduation Awards, & Nomination to the Pi Alpha Honor Society

## Graduation

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

## Graduation Requirements

[Graduation Requirements](#) are listed at the end of this document.

## Graduation Awards

### Honor Graduate

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

### Honorary Pi Alpha Nomination

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

### Faculty of the Year Award

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

### Peer Mentor Award

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

### Preceptor of the Year Award

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

the faculty cannot support the nominee, the nomination will be returned to the students to identify an alternate candidate.

### **The Saint Luke Award**

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



### **Pi Alpha Honor Society**

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

### **Hooding and Pinning**

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

### **Program Alumni Pin**



### **NCCPA Certification**

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

### **American Medical Association PA Profile**

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

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

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

# Assumption University PA Program Policy: Requirements for Progression In & Completion of the Program

## Progression in the Didactic Phase

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

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

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

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

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

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

## Grade Replacement – Didactic

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

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

## Progression in the Clinical Phase

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

- Students must enter the clinical phase of the program with a minimum of a 3.0 GPA
- If a student fails a SCPE for an academic reason, they must meet with their advisor and determine a remediation plan that identifies the specific weakness, and reason for failure. The student must provide a written plan for successfully passing a second SCPE.



- Students who fail a second SCPE will be referred to the Academic Performance and Professionalism Committee with a recommendation for dismissal.

Each student must successfully complete the clinical phase with a minimum GPA of 3.0

- Repeating a SCPE *will* delay graduation.
- Students are not allowed to substitute any of the required clinical rotations, including an Elective SCPE, for any failed rotation.
- Failed SCPEs will typically be completed at the end of the program, however, the Director of Clinical Education will make the final determination as to the timing of the repeat SCPE.
- Failure of the Primary Care SCPE will result in a ten (10) week delay in graduation.
- Students who fail a SCPE will be placed on Academic Probation and will remain on that status until the failed SCPE has been successfully repeated.

### Clinical (Final) Summative Exam

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

- If a student fails the clinical (final) summative exam for academic reasons, the student will follow the [remediation process](#) outlined in this document.
- The remedial exam for the clinical summative will be similar in both content and construction of the original exam, however, the program maintains the right to change any content to guarantee exam security.
- Students who fail to successfully pass the remediation assignment, or who fail the second attempt at the summative exam will be referred to the Academic Performance and Professionalism Committee with a recommendation for dismissal.
- Students who fail the clinical (final) summative examination for professional reasons will be referred to the Academic Performance and Professionalism Committee for immediate dismissal from the program.

### Grade Replacement – SCPE

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

## Professional Progress

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

## Requirements for Completion of the Program

1. Successful completion of each didactic course with a grade of at least 75%
2. Successful completion of a didactic summative examination
3. Successful completion of each SCPE with a grade of at least 83%
4. Successfully pass an EOR for each SCPE
5. Successful completion of a cumulative summative examination
6. Successfully meet each of the [Program Required Competencies](#)
7. Have satisfactory professional behavior as determined by the APPC
8. Has met all financial obligations to the program and the University
9. Has returned all program equipment
10. Completed all required evaluations
11. Participated in exit interview

## Assumption University PA Program Policy: School Closure and Class Cancellation

Classes may be canceled due to Acts of God, weather emergencies, faculty illnesses, clinical schedules, or other unanticipated factors. Students should remain flexible in their schedules to accommodate such changes, including the need to reschedule or make up missed classes. The program will strive to provide as much notification time as possible when altering the schedule.

In most circumstances, if Assumption University closes, the PA Program will also close. Exceptions will be relayed to the students as promptly as possible.

Notification of school closures and delays will be provided via the [AU Mobile App](#). The App is the first medium through which the community will receive information relative to a change in campus operations. Download the app on the [Apple App Store](#) or [Google Play](#).

Notifications of school closures and delays will be provided via Rave Text Alert. Students will sign up for these alerts during orientation. Students may also check the University Web Site or call the cancellation line at [\(508\) 767-7220](#). Students will also receive an e-mail by 0700.

## Assumption University PA Program Policy: Sexual Misconduct

Assumption University is committed to maintaining a safe and respectful learning, living, and working environment for all members of the University community, free from gender-based discrimination and Sexual Misconduct including, but not limited to, Sexual Harassment, Sexual Assault, Sexual Exploitation, Relationship Violence, and Stalking.

This section highlights portions of the [Assumption University Sexual Misconduct Policy](#). Students should read and familiarize themselves with this policy.

Sexual Misconduct is antithetical to the mission and values of the University and will not be tolerated. The University will respond to reports and formal complaints of Sexual Misconduct and will take prompt action to eliminate such conduct, prevent its recurrence, and remedy the adverse effects of such conduct in the University's programs and activities.

The University strongly encourages anyone who experiences, witnesses, or becomes aware of Sexual Misconduct to report such conduct immediately. No Community Member may retaliate against an individual for reporting incidents of potential Sexual Misconduct.

The University provides multiple avenues for reporting, a full description of which can be found in the University's Sexual Misconduct Policy. In general individuals may choose to make a report to the University, to law enforcement for potential criminal prosecution, to both, or neither. Complaints made to the University and law enforcement can be pursued simultaneously.

### In the event of an incident, you may wish to engage in all or some of the following steps:

1. Ensure Your Physical Safety
2. Immediately get to a safe place and call someone you trust.
3. Notify Law Enforcement
  - Campus Police: [\(508\) 767-7777](#)
  - Worcester Police Department Sexual Assault Unit:
    - Emergency: [911](#)
    - 0800-2359: [\(508\) 799-8661](#)
    - 0000-0759: [\(508\) 799-8600](#)
4. Seek Medical Assistance and Treatment

[St. Vincent Hospital](#) (emergency department)  
123 Summer Street Worcester, MA 01608  
[\(508\) 363-5000](#)

[UMass Memorial Medical Center Memorial Campus](#) (emergency department)  
119 Belmont Street, Worcester, MA 01605  
[\(508\) 334-1000](#)

[UMass Memorial Medical Center University Campus](#) (emergency department)  
55 Lake Avenue North Worcester, MA 01655  
[\(508\) 334-1000](#)

5. Obtain Emotional Support

[Pathways for Change](#)  
24-hour hotline: (800) 870-5905  
Office: (508) 852-7600  
588 Main Street  
Worcester MA 01608

[Assumption University Counseling Services](#)  
[\(508\) 767-7409](#)  
Fuller Hall 105-108

6. Obtain Information / Report Misconduct

[Sex Offence / Title IX Reporting Form](#)

**Confidential Campus Reporting Resources**

[Assumption University Counseling Services](#)  
[\(508\) 767-7409](#)  
Fuller Hall 105-108

[Assumption University Student Health Services](#)  
[\(508\) 767-7329](#)  
Armanet House (located across from the Moquin Townhouses)

[Campus Ministry](#)  
[\(508\) 767-7419](#)  
Tinsley Campus Ministry Center

Campus Advocate  
Marie Vazquez  
[\(508\) 767-7641](#)  
[advocate@assumption.edu](mailto:advocate@assumption.edu)

Athletic Trainers  
Athletic Trainers who are licensed by the Commonwealth of Massachusetts and employed by the University to provide first aid and treatment to student-athletes can provide confidential care, support, and guidance to student victims of sexual misconduct.

Employee Assistance Program  
[E4 Wellness](#)  
[\(508\) 842-2780](#)  
[\(800\) 828-6025](#) (24 hours a day, 7 days a week)

## Non-Confidential Reporting Resources

Title IX Coordinator

Daniel DiTullio, Director of Government and Community Relations

[\(508\) 767-7172](tel:(508)767-7172)

[\(508\) 767-7478](tel:(508)767-7478)

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

[Df.ditullio@assumption.edu](mailto:Df.ditullio@assumption.edu)

La Maison, Office of the President

Deputy Title IX Coordinator

Robert Carson, Associate VP for Human Resources

[\(508\) 767-7599](tel:(508)767-7599)

[rg.carson@assumption.edu](mailto:rg.carson@assumption.edu)

Alumni - Hall Room 109

Deputy Title IX Coordinator

Benjamin Kadamus

Assoc. Dir. Residential Life

[\(508\) 767-7505](tel:(508)767-7505)

[ba.kadamus@assumption.edu](mailto:ba.kadamus@assumption.edu)

Salisbury Hall - Room 107

### [Campus Police Department](#)

[\(508\) 767-7777](tel:(508)767-7777) (emergency line)

[\(508\) 767-7225](tel:(508)767-7225)

Kennedy Hall, Lower Level

Campus Police Officers are available 24 hours a day, seven days a week

Office of the Dean of Students

[\(508\) 767-7325](tel:(508)767-7325)

Salisbury Hall

Office staff are available from 8:30 a.m. to 4:30 p.m., Monday through Friday

Resident Assistant (RA) or Residential Life Staff Member

An RA or Residential Life staff member can provide immediate support and referrals for further care.

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

### Considerations

PA students should weigh many considerations when maintaining a presence online:

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

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

## Professional Expectations

As a representative of Assumption University, The PA Program, and the PA Profession:

1. **Take Responsibility and Use Good Judgment.** You are responsible for the material you post on personal blogs or other social media. Be courteous, respectful, and thoughtful about how other personnel may perceive or be affected by postings. Incomplete, inaccurate, inappropriate, threatening, harassing, or poorly worded postings may be harmful to others. They may damage relationships, undermine Assumption University's Brand or reputation, discourage teamwork, and negatively impact its commitment to patient care, education, research, and community service.
2. **Think Before You Post.** Anything you post is highly likely to be permanently connected to you and your reputation through the Internet and email archives. Future employers often have access to this information and may use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.
3. **Protect Patient Privacy.** Disclosing information about patients without written permission, including photographs or potentially identifiable information, is strictly prohibited. These rules also apply to deceased patients and to posts in the secure section of your Facebook page that is accessible by approved friends only.
4. **Protect Your Own Privacy.** Make sure you understand how the privacy policies and security features work on the sites where you are posting material.
5. **Respect Work Commitments.** Ensure that your blogging, social networking, and other external media activities do not interfere with your work commitments.
6. **Identify Yourself.** If you communicate on social media about your institution, disclose your connection and your role. Use good judgment and strive for accuracy in your communications. False and unsubstantiated claims and inaccurate or inflammatory postings may create liability.
7. **Use a Disclaimer.** Where your connection to your institution is apparent, make it clear that you are speaking for yourself and not on behalf of any organization. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of the Assumption University PA Program," may be appropriate.
8. **Respect Copyright and Fair Use Laws.** For your institution's protection and your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including your institution's copyrights and brands.
9. **Protect Proprietary Information.** Do not share confidential or proprietary information that may compromise business practices or security. Similarly, do not share information in violation of any laws or regulations.
10. **Seek Expert Guidance.** Consult with the program faculty if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information has been publicly disclosed before you disclose it publicly.
11. **Failure to abide by PA Program policies may lead to disciplinary action, including dismissal from the program.**



## Program Expectations

1. The Assumption University PA Program does not routinely monitor student social media accounts; however, the Program considers posting negative commentary regarding the Program, Faculty, Staff, or fellow students in a public forum to violate our professional expectations for students. If inappropriate program-related content from a student's social media account is brought to the Program's attention, the matter will be reviewed by the program faculty and the Academic Performance and Professionalism Committee. They shall seek the guidance of the University Administration and General Counsel. In addition, if the content posted violates guidelines set by HIPAA or FERPA, students may face dismissal from the program and HIPAA-mandated fines and criminal consequences from outside agencies.
2. *Assumption University PA Program Faculty (including instructional faculty) and Staff Members must not connect with any student on social media nor extend or accept "friend requests" to/from students.* Connecting on LinkedIn is encouraged to help foster the professional presence of the student.
3. The use of social media during didactic classroom time and Supervised Clinical Practice Experiences (SCPEs) is prohibited. This action clearly shows a lack of respect for the lecturer/preceptor and reflects poorly on the program. Infractions of this policy may result in discipline, including but not limited to a reduction in the professionalism component of the class/rotation grade.
4. Assumption University PA Program materials, including PowerPoint presentations, tests, assignments, and quizzes, are considered the intellectual property of the University and the Professor/Lecturer, and must not be shared outside of the current class in any form, including posting on social media or publicly available websites or file sharing sites. Violation of this policy will result in discipline up to and including dismissal from the program.
5. Patient privacy must be protected.
6. Students should not share any identifiable patient or clinical information via social media. HIPAA laws apply to all social networking sites.
7. Students should ensure accuracy regarding statements made about the Assumption University PA Program and its community members. Students should not provide false, intentionally inaccurate, or inflammatory comments.
8. All laws governing copyright and fair use of intellectual property must be followed.
9. Students should recognize that one's professional reputation can be affected through social networking and therefore be judicious when posting content.

## Program Controlled Social Media Sites

- [Facebook](#)
- [Instagram](#)
- [Twitter](#)
- LinkedIn
- [LinkPop](#)

## PA Program Student Society Controlled Social Media Sites

Instagram

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

## Assumption University PA Program Policy: Student Solicitation of Supervised Clinical Practice Experiences

All Supervised Clinical Practice Experiences will be arranged by the PA Program.

*Students are never required to provide nor solicit clinical sites or preceptors.* [[ARC-PA Standard A3.03](#)]

### For all core SCPEs

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

### For elective SCPEs

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

### Nepotism and Conflict of Interest

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

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

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

## Assumption University PA Program Policy: Student Safety

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

### On-Campus

#### **Department of Public Safety**

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

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

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

[Emergency “Blue” Phones](#)

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

#### **Rave Guardian App**

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

#### **Assumption University Campus Safety**

Matters of safety and security, including campus security, preventative measures, emergency medical services, safety alerts, natural disasters, drug and alcohol policies, sexual assault prevention and reporting, as well as fire safety and response are covered in the 2022 Annual Security & Fire Safety Report. All students are required to read and adhere to all policies in the following document.

- [2022 Security and Fire Safety Report](#)

Additional resources for safety and security:

[The Handbook for Campus Safety and Reporting](#)

## Off-Campus

### Supervised Clinical Practice Experiences (SCPEs)

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

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

Each clinical site is evaluated for compliance with the following:

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

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

DCE Emergency Number: To be updated

### PC Institute

[PC Institute for Medical Education, LLC](#) is a physician-founded medical training facility located in Fall River, MA, near Boston, MA & Providence, RI – the epicenter of higher education and innovation. It is affiliated with [Prima CARE](#). Prima CARE has become a recognized leader in medical care for southeastern New England communities. PC Institute built its reputation with an excellent medical staff, diverse services and dedication to your personal well-being.

This 20,000 sq. ft. multi-purpose facility offers multiple lab spaces equipped for hands-on Bioskills training, hands-on simulation training, advanced EMS training, configurable meeting rooms, and cutting-edge A/V technologies.

Policies and procedures regarding security and personal safety for PA students and faculty are in place at this facility, and students are made aware of these policies and procedures during orientation to the PC Institute for Medical Education. The PC Institute is located within the Prima Care Building and has its own security force.

Students who encounter an issue with safety or security at PC Institute for Medical Education should follow all applicable facility specific policies and immediately notify the Director of Didactic Education at Assumption

University. All students are required to carry active health insurance that covers the student for exposure, illness, or injury that may occur during the PA Program.

Policies and procedures regarding student exposure to infectious and environmental hazards are in place at this facility, and students are made aware of these policies and procedures prior to visiting PC Institute for Medical Education. PC Institute for Medical Education is also made aware of Program policies regarding student exposure to infectious and environmental hazards.

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

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

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

### **Personal Safety**

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

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

### **City of Worcester & Surrounding Areas**

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

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

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

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

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

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

## Police

### [Worcester Police Department](#)

911 Lincoln Square  
Worcester, MA 01608

**911** (Emergency or Ongoing Incident)

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

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

### [Fall River Police Department](#)

685 Pleasant Street  
Fall River, MA 02721

**911** (Emergency or Ongoing Incident)

[\(508\) 676-8511](#) (Crime Reporting)

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

# Assumption University PA Program Policy: Student Employment

Students attending the Assumption University PA Program are expected to dedicate their time and efforts to learning and improving their patient care knowledge and skills. Students should not let external factors diminish their educational pursuits.

## Employment During Didactic & Clinical Phases

Student employment during the program, while not prohibited, is strongly discouraged.

- During the didactic year, educational activities are scheduled Monday through Friday, 8 am to 5 pm, and may include additional evenings and weekends. It is expected that most students will require several hours of studying daily in addition to classroom time.
- The schedule during supervised clinical practice experiences can exceed 80 hours per week, and schedules often include nights and weekends. Rotations may also include call.

## Consequences of Employment

Absences related to outside work are not considered excused.

- Unexcused absences are considered unprofessional behavior and may result in discipline, including but not limited to grade penalties and potential deceleration or dismissal if professional and academic standards are not met.

## Working in a Clinical Role

Clinical employment *may not* be performed while enrolled in the Assumption University PA Program. Clinical employment includes, but is not limited to, any work that would qualify as patient care experience for admission to the PA Program.

## Volunteer Work

Students may participate in volunteer work performed as part of the program or related to Student Society activities. Students should use discretion and not let such activities take precedence over academic success. Activities must not interfere with scheduled program requirements unless authorized by the APPC.

## Probation

Students placed on Academic or Non-Academic Probation are prohibited from working during their time on probation. Volunteering must be authorized by the APPC. This approval must be documented in the student record.

- Non-adherence to this policy will result in discipline up to and including immediate dismissal.

## Program Employment and Faculty Roles

Students shall not be required to work for the Physician Assistant program. [[ARC-PA Standard A3.04](#)]

- Students may volunteer to assist with tasks, be assigned student leadership positions, and participate in program activities.

Students must not substitute for or function as instructional faculty. [[ARC-PA Standard A3.05a](#)]

- Students with specific knowledge, experiences, and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills. They must not be assigned as faculty or instructors in any course.

Students must not substitute for or function as clinical or administrative staff. [[ARC-PA Standard A3.05b](#)]

# Assumption University PA Program Policy: Student Health Services

## Student Health Services

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

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

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

[\[ARC-PA Standard A3.09\]](#)

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

### Local Health Care Facilities

### **Medical Emergencies**

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

### **Health Insurance**

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

### **Medical Records**

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

### **American Samoa**

Students may utilize the LBJ Tropical Medical Center for healthcare for acute issues that evolve during their SCPE or stay in American Samoa. The cost of care is the responsibility of the student. If the condition cannot



be handled by the facilities on the island, the student will work with the program to return to the US for further evaluation and treatment at the student's own expense.

### University Policy

Assumption University, a Catholic institution sponsored by the Augustinians of the Assumption and rooted in the Catholic intellectual tradition, strives to form graduates known for critical intelligence, thoughtful citizenship, and compassionate service. We pursue these ambitious goals through a curriculum grounded in the liberal arts and extending to the domain of professional studies. Enlivened by the Catholic affirmation of the harmony of faith and reason, we aim, by the pursuit of the truth, to transform the minds and hearts of students. Assumption favors diversity and ecumenically welcomes all who share its goals.

The University recognizes the essential contribution of a diverse community of students, faculty, and staff. Accordingly, Assumption University commits itself to maintaining a welcoming environment for all people and to complying with all state and federal laws prohibiting discrimination in employment and its educational programs based on race, color, national origin, sex, religion, disability, age, marital status, sexual orientation, gender identity/expression, genetic information, military status, or another legally protected status.

Assumption University rejects and condemns all forms of harassment, wrongful discrimination, and disrespect. It has developed procedures to respond to incidents of unlawful harassment and discrimination. The University does reserve its lawful rights where appropriate to take actions designed to promote the Catholic, Assumptionist principles that sustain its mission and heritage.

Assumption University has designated its Director of Human Resources to coordinate its efforts to comply with and carry out its responsibilities to prevent discrimination following state and federal laws, including Title VI, Title IX, Section 504, and the ADA. Any applicant for admission or employment, and all students, faculty members, and employees are welcome to raise any questions regarding this notice with the Director of Human Resources:

Assumption University  
500 Salisbury Street  
Worcester, MA 01609  
Phone: [\(508\) 767-7172](tel:5087677172)

Any person who believes that an act of unlawful discrimination has occurred at Assumption University may raise this issue with the Assistant Secretary for Civil Rights of the United States Department of Education.

The educational process at the University is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the University is to function as a center of academic freedom and intellectual advancement. In addition, the University has a compelling interest in assuring the provision of an environment in which learning, and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one which encourages the expression of all points of view.

The University recognizes that the academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

## Legal Basis

The following definitions of harassment are intended to be inclusive of the provisions of federal and local civil rights acts, including Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1988, as well as applicable state and case law.

## Harassment

[\[ARC-PA Standard A1.02\]](#) [\[ARC-PA Standard A3.15f\]](#)

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to an individual based on their race, color, religion, national origin, age, sex, sexual orientation or disability, military status, or such other characteristic recognized by law as unacceptable by an individual or by that individual's relatives, friends, or associates if the conduct also includes one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual's work performance
3. Otherwise adversely affects an individual's employment opportunities
4. Has the purpose or effect of creating an intimidating, hostile, or offensive study, learning, or living environment
5. Has the purpose or effect of unreasonably interfering with an individual's study, learning, or living experience
6. Otherwise adversely affects an individual's educational opportunities.

## Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment standing
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or academic environment.

Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments in the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the University.

While it is not possible to list all those circumstances that constitute sexual harassment, the following are some examples:

1. Unwelcome sexual advances whether they involve physical touching or not
2. Requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; implied or overt promises or threats concerning an individual's academic status
3. Unwelcome sexual jokes, use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's sexual activity, deficiencies, or prowess
4. Unwelcome letters, notes, telephone calls, or electronic communications

5. Displaying sexually suggestive objects, pictures, cartoons; unwelcome leering or whistling; brushing against the body; sexual gestures; suggestive or insulting comments.

### Harassment/Discrimination Complaint Procedures

Complaints that may be addressed under this policy include complaints based on the conduct of University students, faculty, administrative and staff members, and other persons acting in official University capacities. If any member of the Assumption University community believes they have been subjected to discrimination or sexual harassment or believes they have witnessed discrimination or sexual harassment, it is the University's policy to provide that member with the right to file a complaint. This may be done in writing or verbally. However, official allegations must be filed in writing, as outlined below.

When the complaint is received, it will be promptly investigated. The investigation will include a private interview with the person filing the complaint and with witnesses. Also, the investigation will include a private interview with the person alleged to have committed a discriminatory act or sexual harassment.

Complaints of sexual harassment shall be filed with:

Director of Human Resources

[\(508\) 767-7318](tel:5087677318)

Alumni Hall, Room 109

Other appropriate individuals may include:

General Counsel

[\(508\) 767-7156](tel:5087677156)

La Maison Francaise

Executive Vice-President

[\(508\) 767-7424](tel:5087677424)

Alumni Hall, Room 108

Official allegations of harassment or discrimination are to be made to the Director of Human Resources in writing within one hundred and eighty (180) calendar days of the allegedly harassing or discriminatory event. The complaint must include the following information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrences(s); evidence on which the complaint is based; and the redress sought by the complainant.

The Director of Human Resources shall have twenty (20) calendar days in which to investigate of the complaint. The Director of Human Resources may act as investigator or may arrange for another individual to act as investigator in the matter. The investigator shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made if harassment or discrimination is found to have occurred. The investigator's report will be provided to a University officer or supervisor with the requisite authority to impose such sanctions.

The purpose of the investigation is to establish:

1. Whether there is a reasonable basis for believing that the alleged violation of the policy has occurred
2. The factual circumstances surrounding the claim

3. The appropriate sanction to be imposed on an individual found to have engaged in prohibited conduct. The investigator shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate University officer or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have pertinent factual knowledge. At all times, the investigator shall take steps to maintain strict confidentiality. The parties and any notified University officer or supervisor shall maintain strict confidentiality as well.

The investigator shall be in communication with the complainant until the complaint is resolved. The complainant shall be informed of general actions taken but shall not be informed of specific conversations held with the person against whom the complaint is made.

Upon the expiration of the twenty (20) calendar day period the investigator shall have an additional ten (10) calendar days to produce a written report summarizing the findings of fact and providing recommendations as to the appropriate administrative action to be taken. This report will be provided to the parties, to the appropriate University officer or supervisor and to the President of the University. If sanctions are imposed, this report will become a part of the personnel file of the individual against whom the complaint was made.

Recommended sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances.

A complaint may also be brought by a person outside the University community if the alleged offense occurred regarding application for admission as a student, to inquiry or application for employment, to bidding for contracts by individuals or company representatives, or to any other official action by a member of the University community. Such complaints shall be to the Director of Human Resources.

## Appeals

[\[ARC-PA Standard A3.15g\]](#)

If either party disputes the findings or is dissatisfied with the procedures or recommendations of the investigator's report, the party may appeal such findings by filing a written appeal with the President of the University within fifteen (15) calendar days of receipt of the written report. The President of the University will review the record of the matter and reach a final determination as to any action to be taken within ten (10) calendar days of receipt of the appeal.

The determination of the President of the University is final. It may only be addressed further by petition to the appropriate grievance committee of the party who remains dissatisfied or who continues to be accused.

Victims of discrimination or sexual harassment or those who have witnessed an act of discrimination or sexual harassment, in addition to the right to file a complaint, may also seek advice from the Director of Human Resources, Alumni Hall, Room 109, [\(508\) 767-7318](tel:5087677318). The Director of Human Resources is available to discuss any concerns one may have and provides information about the policy on discrimination and sexual harassment and the complaint process. The Director will work with individuals to find a way of resolving concerns in an informal manner acceptable to the victim and in a manner that would offer as much privacy and confidentiality as possible.

## State and Federal Remedies

In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the following government agencies:

The United States Equal Opportunity Commission

One Congress Street  
10th Floor, Room 1001  
Boston, MA 02114  
[\(617\) 565-3200](tel:6175653200)

Massachusetts Commission Against Discrimination

424 Dwight Street  
Springfield, MA 01103  
[\(413\) 739-2145](tel:4137392145)

or

One Ashburton Place, Room 601  
Boston, MA  
[\(617\) 727-3990](tel:6177273990)

## Anti-Retaliation Statement

Retaliation of any kind against anyone filing a complaint of harassment or discrimination is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation, work assignments, or, in the case of students, grades, class selection, or any other matter about student status.

Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding the complaint was in bad faith.

## Hostile Environment in the Absence of Complaint

If the University has credible notice – either direct or indirect – of possible discrimination or sexual harassment of a member of its community or notice of a sexually hostile or discriminatory environment, then it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment and/or discrimination, eliminate a hostile environment if one has been created, and prevent harassment and/or discrimination from occurring again.

## Assumption University PA Program Policy: Student Grievances

The University offers a number of resources for grievances and conflict resolution. If you are unsure of which category your grievance falls under, talking to your advisor can be a good first step.

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

[CARE Team Reporting Form](#) (Concern for Safety of a Student)

[Cleary Act Reporting Form](#) (Reporting Criminal Activity)

[Incident Reporting Form](#) (Code of Conduct Violations)

[Title IX Reporting Form](#) (Sexual Assault, Sexual Exploitation, Sexual Harassment, Relationship Violence, and Stalking)

# Assumption University PA Program Policy: Student Records

## Admission Records

All admission records are maintained in CASPA and in the student file in the PA Program permanent student records.

## Advising Records

Faculty will maintain copies of all advising notes and records for their own recall of all advising and counseling sessions occurring between the faculty member and the PA Student. The faculty will use discretion in including copies of advising and counseling records in the student file in the PA Program permanent student records.

## E-Mail Correspondence

All e-mail or written correspondence to, from, or about students in the PA Program will be permanently maintained in the PA Program permanent student records.

## Emergency Contact Information

The PA Program Coordinator maintains a master student file that contains contact information for students, including name, permanent address, current address, mobile phone number, permanent e-mail address, and emergency contact information. Students are required to keep the program informed of any change in this information.

## Permanent Academic Records

Permanent academic records, including grades, transcripts, and completion of program requirements, are maintained by the program in the student file in the PA Program permanent student records. Student records are accessible to authorized program personnel, including the Dean of the School of Health Professions, the Program Director, the Associate Program Director, the Medical Director, Principal Faculty, and Student Advisors. [[ARC-PA Standard A3.17](#)]

Records of academic and nonacademic performance: All professional records and documentation are maintained by the program in the student file in the PA Program permanent student records. These records include, but are not limited to:

Record of meeting published admission criteria [[ARC-PA Standard A3.17a](#)]

Record of meeting Assumption University Health Screening and Immunization Requirements [[ARC-PA Standard A3.17b](#)]

Records of academic performance [[ARC-PA Standard A3.17c](#)]

Records of non-academic performance [[ARC-PA Standard A3.17c](#)]

Record of remediation efforts and outcomes [[ARC-PA Standard A3.17d](#)]

Records of disciplinary action, probation, deceleration, and dismissal [[ARC-PA Standard A3.17e](#)]

Record of meeting Assumption University requirements for program completion [[ARC-PA Standard A3.17f](#)]

SCPE portfolios

SCPE Preceptor Evaluations

Grades

Permanent Final Transcript



PA Students, PA staff, and non-pa faculty shall not have access to PA Student records, or any other confidential student information. [[ARC-PA Standard A3.18](#)]

PA Students shall not have access to any faculty records, program records, or other confidential program material. [[ARC-PA Standard A3.18](#)]

## **PRIVACY OF RECORDS – FERPA**

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) protects the privacy of student records, ensuring that the University will not release a transcript or personal information about a student to a third party without the student's knowledge and written consent. Only those data items that have been defined by the University as directory information can be released without prior student consent.

The University defines directory information as a student's:

- Name
- Local (mailing) Address
- Home Address
- E-mail address
- Declared Major or Course of Study
- Local Telephone Number
- Date and Place of Birth
- Participation in Officially Recognized Activities and Sports
- Dates of Attendance
- Degrees
- Certificates
- Awards Received
- Most Recent Previous Educational Institution Attended by the Student

Students and parents who wish that the University not make public some or all this information must *specifically* request in writing that the University not disclose directory information about them, including which information they wish to not have disclosed. The University will consider such requests upon submission, to the maximum extent permitted by applicable law. Requests by individual students to suppress from public distribution the information mentioned above are to be made annually to the PA Program and the University Registrar. Except in a few specific circumstances specified by law, third parties (e.g., parents, spouses, employers) may be given access to student education records only with the signed and dated written permission of the student. The office releasing the information should keep a copy of the consent.

In addition, this Act provides each student with the right to view their academic file and all materials contained within (except for certain letters of recommendation to which the student has previously waived their right of access). According to FERPA legislation, the University has up to 45 days to comply with a request to review a file. Files are kept in the PA Program office. Material cannot be removed from the file; however, if there are any disputed documents, the student may request that a written statement, giving the student's point of view, also be included in the file. Students who request to view their file must submit a written and signed request and provide proper identification. An arrangement to view one's file can then be made with the PA Program Director of Didactic Education.

Students whose parents are paying their tuition may be required to share performance data with their parents in accordance with applicable law. Students that wish to provide permission for parents to receive grade and record data from the registrar should fill out the [FERPA Release Form](#).

## [FORM: Prohibition on the Release of Personal Information](#)

Log Book: Review of Student Records (signatures)

### **Requests for Letters of Recommendation and Credentialing Requests**

Program personnel, including the Program Director, Medical Director, Principal Faculty, Instructional Faculty (to include preceptors), and Staff *are not required* to provide letters of recommendation, nor complete credentialing forms that require providing personal opinions of a student's performance, professionalism, or abilities. Permission should be sought before having a request for such letters sent to the program. Faculty that receive requests for LORs or Credentialing Requests will provide a personal, complete, and candid review of the student.

### **Requests for Proof of Attendance and Program Completion**

Current PA Students, Former PA Students, and Alumni may request proof of current attendance or proof of program completion by emailing a request to the program at [pa.program@assumption.edu](mailto:pa.program@assumption.edu).

### **Student Health Records**

Student health records are maintained by Assumption University Student Health Services. These records are confidential and are not accessible to or reviewed by PA program personnel, principal or instructional faculty. A memorandum documenting completion of health screening and immunization completion will be forwarded to the program for inclusion in the Students Permanent Academic Record. The program will maintain a record of immunizations, TB Testing, and compliance with respirator fit testing. [[ARC-PA Standard A3.19](#)]

### **Transcripts**

Transcripts will be maintained by the PA Program and the Registrar.

Students may order official transcripts using the [Parchment Transcript Service](#). For more information and a [Short Instructional Video](#), visit the [Registrar's Page](#) on the [Assumption University website](#). The fee for transcripts is \$7 for an electronic copy, and \$9.50 for a paper copy sent via surface mail. Current students may access unofficial transcripts through their portal accounts in WebAdvisor, under "My Progress."

# Assumption University PA Program Policy: Student Withdrawal, Leave of Absence (LOA), and Dismissal

## Withdrawal

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

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

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

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

All matriculated graduate students who wish to withdraw must also notify the University. They must notify the [registrar](#) and [financial aid office](#) in writing. Students should specify the reasons for withdrawing from the program.

## Leave of Absence

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

Students granted a leave of absence during the didactic phase will return to the program at the beginning of the term of the following year in which the leave was granted. If the leave was granted at the end of a term the student may return at the beginning of the subsequent term.

Students granted a leave of absence during the clinical phase will need to complete all Supervised Clinical Practice Experiences as required in the program curriculum. Partially completed SCPEs will be repeated with a grade being assigned to the completed SCPE only.

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

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

- **Military Obligations**

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

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

## Dismissal

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

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

The Academic Performance and Professionalism Committee is responsible for determining if a student should remain in the program, be decelerated, or be dismissed from the program.

## Academic Dismissal

Student progress is tracked continuously by the program. Upon a student's failure to meet the academic standards of the program *despite appropriate remediation*, the student will be referred to the Academic Performance and Professionalism Committee with a recommendation for dismissal. The APPC shall notify the Program Director of the dismissal. The Program Director shall prepare a written letter of dismissal and hand-

deliver it to the student. If the student is not available for an in-person meeting, the program shall mail the dismissal letter to the student via Registered Mail to the Address of Record on file with the University.

### **Non-Academic Dismissal**

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

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

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

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

Except as noted above, a student who has previously attended the program and did not complete the program must reapply. The application will be treated in the same manner as all other applications.

## Academic Performance

Academic performance on SCPEs will be guided by the Policy: Requirements for Progression In and Completion of the Program.

## Blood-Borne Pathogen Training and Exposure

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

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

## Call Back Days

The Monday at the beginning of each new SCPE will be a call back day. Students will return to the program to complete an End-Of-Rotation Examination as well as other activities as required by the program, to include, but not limited to, presentations, simulation activities, PANCE preparation, remediation, Summative Examinations.

## Clinical Site Visits

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

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

## Introduction to Supervised Clinical Practice Experiences (SCPEs)

At the completion of the didactic phase of the program, students will attend a SCPE Preparation Class. During this time, students will:

1. Log into [Castle Branch](#) account (provided during CASPA Application):
  - a. Complete Bloodborne Pathogen Training
  - b. Complete HIPPA Training
  - c. Complete OSHA Training
  - d. Complete Urine Drug Screen
  - e. Update Background Investigation

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

### **Attendance at SCPEs**

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

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

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

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

### **CORE Higher Education**

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

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

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

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

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

## Honor Code

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

## Employment during Supervised Clinical Practice Experiences

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

## Illness or Injury

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

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

## Learning outcomes & Program Competencies

Learning Outcomes for each SCPE are included in the Course Syllabi.

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

## Liability & Malpractice Insurance

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

## Medical Diagnostic Equipment

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

## Nepotism and Conflict of Interest

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

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

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

## Non-Clinical Electives

Students may request to have one of their elective rotations in a non-clinical setting. It must, however, be directly related to the healthcare field. All non-clinical elective rotations must be approved by the Director of Clinical Education and the APPC.

Rotations may include:

- Leadership
- Health care administration (MGMA)
- Education



- PAEA Future Educator Fellowship
- Pathology or Medical Examiner
- Research
- Mental Health or Counselling

## PA Student Portfolio and Assessment

### 1. Pre-SCPE Self-Assessments (Reflection)

- Students are required to complete a SCPE-specific pre-SCPE self-assessment form and upload this to CORE.
  - This self-assessment must be completed and uploaded to CORE® *before* starting the rotation.
  - This assignment will be combined with your post-rotation self-assessment for 5% of the final SCPE grade.

### 2. Mid-SCPE Self Evaluation

- Students must complete this evaluation during Week two (2) or three (3) of the SCPE
- This provides guidance to both the student and the Program regarding student progress in achieving the goals for that SCPE.

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

- Will be completed at the request of the preceptor, PA Faculty, Director of Clinical Education, or the student during Week three (3) of SCPE to provide feedback regarding student performance, especially if there are any concerns upon which improvement can be made prior to completion of the rotation.

### 4. Preceptor End of SCPE Evaluation of Student

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

### 5. Aquifer Cases

- Completed online.
- Completion of Aquifer cases, combined with the completion of assigned readings for the SCPE, is worth 5% of the final SCPE grade.
- Must be completed successfully (effort is tracked by Aquifer) prior to the completion of the SCPE.

### 6. Post-SCPE Self-Assessments (Reflection)

- Students are required to complete a SCPE-specific post-SCPE self-assessment form and upload this to CORE.
- This self-assessment must be completed and uploaded to CORE® before your Call Back day following the rotation. This assignment will be combined with your pre-rotation self-assessment for 5% of the final SCPE grade.

### 7. PAEA End of Rotation Exams

- PAEA End of Rotation™ Exams.
  - Blueprint & Topic lists are available on the PEAE End of Rotation Exam Website.

- b. Program-Created Exams.
  - i. Administered if PAEA exam is not available for applicable SCPE.
- c. There is no end-of-rotation examination for Elective SCPEs.
- d. End of Rotation Examinations are completed during the Call Back on Monday (or Tuesday in the event of a holiday) just prior to the next SCPE.

## 8. SOAP Notes

- a. Completion of 10 SOAP Notes (Patient Encounter Forms) during each SCPE (15 for Multi-Specialty SCPE).
- b. Must be uploaded to CORE® prior to the Call Back day following the SCPE
- c. These notes must be written entirely by the student.
  - i. Examples of unacceptable notes include, but are not limited to, scans, printouts, pictures, or copies of a previously written or electronic note.

## 9. CORE® Data

- a. Students are *required* to log *all* patient encounters
- b. All logs must be complete and accurate.
- c. Students are also required to log time spent engaged in all other enrichment activities (e.g., conferences, in-services, grand rounds, etc.) during each SCPE
- d. All logs should be completed in a timely manner
- e. Any falsification of patient data logging will result in a referral to the Academic Performance and Professionalism Committee with a recommendation for immediate dismissal from the program.

## 10. Student Evaluation of Clinical Preceptor

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

## 11. Student Evaluation of Clinical Site

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

## 12. Professionalism

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

## 13. Rosh Review

- a. All students are required to complete the Program Provided Rosh Review material throughout each clinical phase as added preparation for taking the PANCE
- b. Provided by the Program at no cost to all students
- c. Available to all students via login at <https://www.roshreview.com/>

## Personal Safety

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

- Students and Sites must be aware of all aspects of the Assumption University PA Program Policy: Student Safety

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

## Preceptors

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

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

## Professional Behavior on Clinical Rotations

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

- If a preceptor reports issues with student conduct, they will call the DCE and arrange an in-person or online meetings with the DCE and the student to discuss the matter. If the behavior is determined to be detrimental to the Program, the clinical site, or a patient, the student will be removed from the site and the matter will be investigated by the DCE.
- In the event a preceptor has a reasonable suspicion that a student is participating in a rotation under the influence of any substance that affects their clinical performance the preceptor will immediately contact the DCE
  - The DCE shall immediately remove the student from the rotation, perform an investigation of the matter, which may include working with Castle Branch to perform a drug/ETOH test on the student at the student's expense.
  - Should a student fail a drug or alcohol test, they shall be dismissed from the clinical rotation, an investigation shall be performed, and the student will be disciplined in accordance with the Assumption University PA Program Policy: Honor Code.

## SCPE Selection

All supervised clinical practice experiences will be arranged by the PA Program. Students shall not be required to provide nor solicit clinical sites or preceptors. [[ARC-PA Standard A3.03](#)]

- Students may request elective rotations in the specialty and location of their choice.
  - The Program will review, evaluate, and approve all rotations for educational suitability and may not be able to provide elective rotations requested.

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

## SCPE Schedule

### Required Courses in the Clinical Phase

PAS 610 Primary Care SCPE  
 PAS 611 Inpatient Medicine SCPE  
 PAS 612 General Surgery SCPE  
 PAS 613 Pediatrics SCPE  
 PAS 614 Obstetrics & Gynecology SCPE  
 PAS 615 Psychiatry SCPE  
 PAS 616 Emergency Medicine SCPE  
 PAS 617 Orthopedic Surgery SCPE  
 PAS 618 Dermatology SCPE  
 PAS 619 Multi-Specialty SCPE  
 PAS 620 Elective One SCPE  
 PAS 621 Elective Two SCPE

## Remediation

Remediation of a student in the Clinical Phase of the Program will be in accordance with the [Assumption University PA Program Policy: Remediation & Deceleration](#).

## Requirements for Graduation

See Assumption University PA Program Policy: Requirements for Progression In and Completion of the Program

## SCPE Dress Code & Student Identification

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

## Student Travel and Expenses

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

- During the didactic phase of the Program, students may need to perform travel as deemed necessary by the Program to attend activities arranged/required by the Program.

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

### SCPE Grading

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

## Assumption University PA Program Policy: Teach-Out Plan

The Assumption University Master of Science in Physician Assistant Studies Program has applied for Accreditation-Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The program anticipates matriculating its first class in January 2024, pending achieving Accreditation-Provisional status at the June 2023 ARC-PA meeting. “Accreditation-Provisional” is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program’s ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for graduation of the first class (cohort) of students. If the Assumption University is not granted accreditation, no students will be enrolled in the program, and any deposits paid will be refunded. CASPA application fees will not be refunded.

In the event the University can no longer sustain operations, or if an existing University academic program closes, sunsets, or loses external accreditation, a plan for teaching out currently matriculated students will be determined in accordance with NECHE policies and federal law and will be provided to the affected students. [\[ARC-PA Standard A1.02h\]](#)

Should a closure of Assumption University occur for any reason, the University will follow the [Policy on Teach-Out Plans and Teach-Out Agreements](#) published by the [New England Commission of Higher Education](#).

Should the PA program enroll students and then fail to attain or maintain ARC-PA Accreditation, Assumption University, the School of Health Professions, and the PA Program will teach out any currently enrolled students. They will not recruit, enroll, or matriculate any further students into the program during a loss of accreditation.

# Assumption University PA Program Policy: Technical Standards and Student Disability

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

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

## Technical Standards

### Annual Attestation

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

### Communication

1. Students must be able to relate effectively and sensitively with patients and family members of all genders, ages, races, lifestyles, sexual orientations, political, cultural, and religious backgrounds. Students must be able to convey a sense of compassion, empathy, and respect. Students must be able to communicate with faculty, supervisors, and other members of the health care team. Communication includes:
  - 1.1. Verbal and non-verbal communication with patients to elicit accurate histories.
  - 1.2. Preparation of oral and written presentations about patients' problems and medical conditions.
  - 1.3. Communication of complex findings, interpretations, and recommendations to patients, family members, and other members of the health care team.
  - 1.4. Recognition of emotional states such as sadness, worry, agitation, and lack of comprehension of provider communication.
  - 1.5. Communication with patients and family members through translators when appropriate.
  - 1.6. Reading and recording observations, assessments, and plans legibly in electronic and paper patient records and in other communications with colleagues.
  - 1.7. Maintenance of computer skills to access patient records and medical information, and to record information in patient records.
  - 1.8. Accurate and timely response to pages, emails, and other communications from other members of the health care team, faculty, administrators, mentors, course directors, deans, or educational leaders.
  - 1.9. Active interaction with professors or preceptors when called upon to answer questions.

### Ethical and Legal

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

### **Intellectual – Conceptual, Integrative, and Quantitative Abilities**

3. These abilities include measurement, calculation, reasoning, analysis, judgment, and synthesis. The PA student must possess these intellectual abilities to be skilled in clinical reasoning and problem-solving. In addition, the PA student is expected to:
  - 3.1. Assimilate new information from peers, teachers, and the medical literature in formulating diagnoses and plans.
  - 3.2. Comprehend three-dimensional and spatial relationships of structures.
  - 3.3. Deal simultaneously with several problems and/or tasks and properly triage the work at hand.
  - 3.4. Identify and communicate the limits of their knowledge to others when appropriate.
  - 3.5. Possess good judgment and effective teamwork in patient care, and course assignments.
  - 3.6. Possess the intellectual capabilities to withstand the rigors of PA training.
  - 3.7. Process important findings from history, physical examination, and laboratory data to develop a reasoned explanation for patients' differential diagnoses.
  - 3.8. Under supervision, integrate information and develop a cost-effective diagnostic and management plan.

### **Observation**

4. Students must be able to make accurate observations in both the clinical sciences and basic sciences. Such observations may include, but are not limited to:
  - 4.1. Participation in anatomic dissection of preserved tissues and cadavers
  - 4.2. Microscopic studies of microorganisms and tissues in normal and pathologic states.
  - 4.3. Demonstrations in the classroom or online including slides, films, and videos.
  - 4.4. Discernment of signs of illness, discomfort, and emotional state through direct observations of patients.
  - 4.5. Measurements associated with competent use of bedside diagnostic equipment, such as, but not limited to, the sphygmomanometer, stethoscope, ophthalmoscope, and otoscope.
  - 4.6. Diagnostic tests.

### **Professionalism Behavioral & Social Attributes**

5. Students must always conduct themselves with the highest standards of professionalism as expected by patients, peers, faculty, and those in the various healthcare professions. Students must act with integrity and honesty in all interactions, both in the classroom and in clinical settings. They must possess the intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the competencies required by the faculty. In addition, the student must consistently demonstrate the capacity for accountability and responsibility expected of a PA. Consistent with the qualities of professionalism expected of a PA, students who matriculate in the Assumption University PA program must:
  - 5.1. Abide by all rules, regulations, and policies of the school and clinical training sites, student handbook, and honor code.
  - 5.2. Accept constructive feedback from others, take responsibility for actions, and make appropriate, positive changes.
  - 5.3. Assure the confidentiality of patient information.
  - 5.4. Be consistently punctual for all required activities.
  - 5.5. Demonstrate cultural sensitivity.
  - 5.6. Demonstrate empathy and concern for others.
  - 5.7. Demonstrate excellent interpersonal skills.
  - 5.8. Demonstrate motivation to learn in all settings.
  - 5.9. Demonstrate respect for individuals and form effective relationships with patients of all ages, gender, heritage, sexual orientation, cultural, and religious backgrounds.
  - 5.10. Engage in respectful, timely, and effective communication.
  - 5.11. Exercise sound judgment.
  - 5.12. Maintain the highest professional standards on social media.
  - 5.13. Possess emotional stability in stressful situations.



- 5.14. Respond to emails, phone calls, pages, etc. in a timely manner.
- 5.15. Show compassion for patients while maintaining appropriate boundaries for professional relationships.
- 5.16. Work effectively, respectfully, and professionally as part of educational and healthcare teams, and with peers, supervisors, and faculty.

### **Sensory and Motor**

6. Students must have the gross and fine motor skills required to competently perform and accurately interpret information from the complete physical examination of any patient utilizing palpation, auscultation, percussion, and other diagnostic maneuvers. Students must be able to:
  - 6.1. Accurately observe and to process visual, auditory, exteroceptive (smell, touch, pain, and temperature) and proprioceptive (position, pressure, movement, stereognosis, and vibratory) phenomena.
  - 6.2. Handle medical instruments and equipment with precision.
  - 6.3. Respond promptly to medical emergencies and function appropriately as a member the medical team (with appropriate supervision).
  - 6.4. Tolerate physically taxing workloads, long work hours, and standing for several hours at a time.

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

Maintaining the standards of professionalism is an essential component of patient care and the practice of medicine. Student violations of the standards of professionalism may lead to dismissal from the Assumption University PA Program.

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

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

### **Student Disability & Accommodations**

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

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

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

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

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

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

### Terminology

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

### Assessment of Applicant Ability to Meet Technical Standards

1. The review of each applicant considers the necessity of meeting the Assumption PA Program technical standards. When applicants accept an offer to matriculate, they must attest that they can meet the technical standards, either *with or without reasonable* accommodations.
2. Federal and state laws prohibit discrimination against otherwise qualified applicants who may be able to meet the technical standards if provided reasonable accommodation. All applicants are held to the same Assumption PA Program academic requirements, professional expectations, and technical standards, with reasonable accommodations as needed for applicants with documented disabilities. Applicants with a diagnosed and documented disability should discuss their request with the [Student Accessibility Services Staff](#).

3. Applicants who wish to request an accommodation before enrollment are encouraged to submit supporting documentation well before matriculation or the date accommodation will be needed.
4. After review, the formal request and the appropriate documentation will be forwarded to the PA Technical Standards and Accommodations Committee (TSAC) for consideration. The committee assesses the applicant's ability to meet the specified technical standards in question. This committee works in concert with [Student Accessibility Services](#), [Clinical Health Services](#), and [Counselling Services](#).
5. The PA Program Technical Standards and Accommodations Committee may request additional information, including review of the applicant's case by appropriate specialists. Once the TSAC's review is complete, the Chair will forward a recommendation to the Dean of the School of Health Professions regarding the applicant's ability to meet the full complement of the Assumption University PA Program's Technical Standards and will provide their recommendation for accommodations.
6. If approved for accommodations upon completion of the interactive process, the applicant will meet with the Director of Admissions, Assessment, and Academic Success to review the TSAC's recommendation and to discuss and implement the approved plan for reasonable accommodations.
7. If the TSAC determines that the candidate cannot meet the technical standards with or without reasonable accommodations, the Assumption University PA Program reserves the right to not admit or to rescind admission. This decision applies in cases where, despite reasonable accommodation, a candidate's disability would interfere with patient or peer safety, or otherwise impede the ability to complete the PA program or to meet the standards for graduation.
8. The Chair of the TSAC will provide a formal letter with the final decision to the Director Admissions, Assessment, and Academic Success, the Director of Student Accessibility Services, and the Dean of the School of Health Professions. The DAAAS will provide a copy of the formal decision letter with the applicant.

### **Assessment of current student's ability to meet Technical Standards**

(Should the disability become evident or problematic post matriculation)

1. A matriculated student who develops a disability that requires accommodation(s) or whose disability becomes evident or problematic requiring accommodation(s) must meet with the Senior Director of Student Accessibility and Retention Initiatives  
[Julie LeBlanc](#)  
Emmanuel D'Alzon Library - Room 214  
[\(508\) 767-7500](#)
2. The Senior Director of Student Accessibility and Retention (SDSAR) Initiatives will initiate an interactive process to clarify accommodations that have been requested.
3. The student must provide documentation supporting the disability as soon as possible. A determination on the accommodation may not be made until all necessary information has been submitted. The SDSAR will make all reasonable efforts to review requests in a timely manner but cannot guarantee that any requests will be fully reviewed and granted prior to any specific examination or phase of the curriculum.

4. After review, the formal request and the appropriate documentation will be forwarded to the PA Technical Standards and Accommodations Committee (TSAC) for consideration. The committee assesses the applicant's ability to meet the specified technical standards in question. This committee works in concert with [Student Accessibility Services](#), [Clinical Health Services](#), and [Counselling Services](#).
5. The PA Program Technical Standards and Accommodations Committee may request the student submit additional documentation from a qualified health professional regarding the nature of his/her functional abilities and limitations and/or request a review of the student's case by appropriate specialists. Once the TSAC's review is complete, the Chair will forward a recommendation to the Dean of the School of Health Professions regarding the applicant's ability to meet the full complement of the Assumption University PA Program's Technical Standards and will provide their recommendation for accommodations.
6. The PA Program Technical Standards and Accommodations Committee works with the Senior Director of Student Accessibility and Retention, the Director of Admissions, Assessment, and Academic Success, PA Faculty, and the Dean of the School of Health Professions to identify or confirm the potential accommodation(s) needed to assist the student in meeting the technical standards required to successfully complete PA program.
7. Following a comprehensive review, the TSAC makes a recommendation regarding the student's ability, with the accommodation(s) identified as reasonable, to meet the technical standards in order to complete the PA Program successfully. The student will meet with the Director of Admissions, Assessment, and Academic Success to discuss and implement the approved plan for reasonable accommodations.
8. The TSAC reserves the right to advise a student that despite reasonable accommodations, the student would not meet the technical standards required for retention. This decision applies in cases where, despite reasonable accommodation, a candidate's disability would interfere with patient or peer safety, or otherwise impede the ability to complete the PA program or to meet the standards for graduation. If the TSAC finds that the student should be disenrolled from the PA Program at Assumption University due to their inability to meet the technical standards the student may appeal to the decision by submitting their concern in writing to the Dean of the School of Health Professions. Such an appeal should be made as soon as possible but must be done within seven (7) days of the refusal of accommodation or failure to resolve the concern. Once the formal concern is received, Dean of the School of Health Professions will review the written appeal and all relevant information. The Dean will either uphold or deny the original decision for accommodation as determined by the TSAC. The Dean of the School of Health Professions will notify the student in writing of the University's final decision. The appeals process will be completed within thirty (30) days from the time the appeal is referred to the Dean. The decision of the Dean of the School of Health Professions is final.
9. The Chair of the TSAC will provide a formal letter with the final decision to the Director Admissions, Assessment, and Academic Success, the Director of Student Accessibility Services, and the Dean of the School of Health Professions. The DAAAS will provide a copy of the formal decision letter with the applicant.

## Additional Requirements

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

## Americans with Disabilities Act (ADA)

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

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

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

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

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

## Service Animals

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

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

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

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

### PA Program Promulgated

Critical program information and correspondence will be sent via electronic mail. All correspondence from the program, program faculty, and program staff will only be sent to a student's official Assumption University assigned e-mail address. Students shall address all correspondence to the program, program faculty, and program staff to official Assumption E-Mail addresses. Students must send all program-related e-mails from their Assumption E-Mail account.

Students must check their e-mail regularly, but at least once daily to ensure timely receipt of important program information.

PA Program Faculty and Staff typically respond to emails only between the hours of 0800 and 1600 daily. In the case of an emergency, PA Program students should contact faculty or staff in person during regular program hours, or via the emergency PA Program Cellular Numbers provided during orientation if outside of normal hours.

### PA Program Provided Apple iPad

The program provided each student with an iPad Pro device during the program orientation. This is the only device supported by the program. Students must have this device with them during all classroom hours.

- The device must be fully charged upon arrival at the program each morning. Program examinations will be given on the iPad device only. [ExamSoft](#) requires at least a 30% battery charge to begin an exam, but students are ultimately responsible for ensuring that their device is sufficiently charged to last the entire examination.
- The device is covered by [AppleCare+](#), however, students are required to cover any associated repair costs for the iPad device not covered by the plan.
- Students may use the device for appropriate personal use (apps, music, etc.), however, students must ensure there is adequate free space on the device to run all program required software.

### PA Program Provided Audience Response System

The program provides each student with an [Echo360](#) Audience Response System device. Students are required to have this device with them during all classroom sessions. If the device is lost or broken, it must be reported to the Program Manager who will obtain a new device at a cost to the student.

### University Promulgated

PA students are required to adhere to the [Assumption University Acceptable Use Policy](#) in regard to all computer use on campus, or when using campus intranet resources including remote library resources. iPads provided by the program must be used in accordance with this policy while on or off-campus.

PA students are required to adhere to the [Assumption University Computer, Network, and Electronic Communications Policy](#). These policies apply to both University-owned resources as well as personal devices while utilizing the University network.

PA students are required to adhere to the [Assumption University Electronic Mail Policy](#). Assumption University provides electronic mail to faculty, staff, and students, and to other individuals, including official visitors. The use of Assumption's email services must be consistent with the institution's educational goals and comply with local, state, and federal laws and University policies.



## Assumption University PA Program Policy: Timely Access to Student Services

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

### Academic Support Services

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

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

### Community Service

At the heart of the University's mission is a call to not only form graduates known for critical intelligence but to instill in them the altruistic values of thoughtful citizenship and compassionate service.

### Mental Health Services

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

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

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

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

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

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

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



[UMass Memorial Health](#) Community Health Link [Mental Health Emergency Services](#)

- [\(800\) 977-5555](#)
- The Emergency Services unit is available 7 days per week, 24 hours per day to provide on-site or mobile assessment and screening to any individual experiencing a mental health or substance abuse problem, or both.

To the maximum extent permitted by applicable law, all mental health services, both on and off campus, are confidential. Unless the student is considered a danger to themselves or the community, no reports are made to the University or the PA Program, and matters of mental health counseling are never part of the University Records.

### **CARE Team**

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

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

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

### **CARE Team Reporting**

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

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

### **Enforced Medical Withdrawal**

The University reserves the right to suspend a student temporarily from the institution, or any affiliated Supervised Clinical Practice Experience, for a psychological or medical condition where there is reason to believe they are a risk to themselves, or others, or may disrupt the community. This action will be taken by the Dean of the School of Health Professions. As this policy is designed to protect the good order and

discipline of the public, it supersedes all other policies and procedures regarding student rights, responsibilities, and disciplinary procedures.

### **Online Mental Health Services**

[betterhelp](#)

[Brightside Health](#)

[headspace](#)

[Talkspace](#)

### **Suicide & Crisis Lifeline: [988](#)**

[Samaritans](#) – Preventing Suicide, Providing Hope

### **Spiritual Services**

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

### **Campus Ministry**

The staff of Campus Ministry includes Catholic and Protestant ministers.

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

### **Worship**

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

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

### **Student Services**

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

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

## Student Wellness Resources

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

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

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



## Veteran's Services

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

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

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

## Additional Campus Resources

## Assumption University PA Program Policy: Transfer into the Assumption University PA Program

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

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

No credit for completion of prior coursework including coursework completed in either a PA Program or Medical School will count toward the completion of the Assumption University PA Program. [[ARC-PA Standard A3.13c](#)]

Assumption University, the School of Health Professions, and the PA Program reserve the right to re-address this policy in the future. If a change to this policy is adopted, it will be published in this handbook, on the [PA Program website](#), and in any published material from the program regarding admissions standards.

## Assumption University PA Program Policy: Use of Human Subjects in Research

### The Use of Human Subjects in Research

[Assumption University's Institutional Review Board \(IRB\)](#) monitors all research conducted at the University that uses human subjects. This "oversight" Board is mandated by the federal government. Students and faculty who will be conducting research on human subjects must get clearance to begin their projects. Researchers should take every reasonable precaution when designing their studies to ensure the protection of human subjects. PA Program faculty and students wishing to perform research utilizing human subjects should read the [Institutional Review Board Assumption University Guidelines for Review of Research Involving Human Subjects](#).

Questions about how to begin the authorization process can be referred to the [Chair of the IRB Board](#).

All students who wish to perform research on human subjects must complete training in the ethical performance of human research and Protecting Human Research Participants.

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

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

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

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

## Assumption University PA Program Policy: Use of Likeness, Photographs, Videos, Audio Recordings, & Personal Information

Assumption University and the [Assumption University PA Program](#) maintain an active marketing campaign, a website, and social media presence. This is beneficial to the program and helps keep our clinical partners actively aware of what we do. As part of this practice, we frequently collect material relevant to the program for publication. This may involve Images of our faculty, staff, and students.

As part of the day-to-day operation of the PA Program, students may be recorded in photographs, audio, or video. These recordings may be shared as part of the general marketing of the program. As part of attendance in the program, students grant Assumption University, the PA Program, its directors, officers, employees, agents, and designees (collectively “the PA Program”) non-revocable permission to capture recordings, images, and likenesses in photographs, videotapes, motion pictures, recordings, or any other media (collectively “recordings”).

Students acknowledge that the PA Program will own such recordings and further grant the PA Program permission to copyright, display, publish, distribute, use, modify, print, and reprint such recordings in any manner whatsoever related to University or PA Program business, including without limitation, publications, advertisements, brochures, web sites, or other electronic displays and transmissions thereof. Students waive any right to inspect or approve the use of recordings by the PA Program before its use. Students forever release and hold the PA Program harmless from all liability arising out of the use of the recordings in any manner or media whatsoever and waive all claims and causes of action relating to the use of the recordings, including, without limitation, claims for invasion of privacy rights or publicity.

Students may decline to share this information by submitting a negative response on the [FORM: Consent for use of Likeness, Photographs, Videos, Audio Recordings, & Personal Information](#) during orientation to the program. Once a student opts out, the University will strive to ensure that no recordings of that student will appear in any material related to the PA Program. The opt-out request will be placed in the student’s permanent academic record (folder) maintained by the PA Program.

### Didactic

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

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

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

### Supervised Clinical Practice Experiences

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

The Assumption University PA Program is willing to host students from other programs on Supervised Clinical Practice Experiences that have:

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

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

Applications must be submitted at least 15 weeks prior to the requested SCPE. Exceptions may rarely be made by contacting the [Director of Clinical Education](#).

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

Accepted visiting PA Students are expected to adhere to all Assumption University Technical Standards, Professional Standards, and Policies and Procedures.

The Assumption University [Director of Clinical Education](#) reserves the right to dismiss any visiting PA Student at any time for any reason, including but not limited to breach of any academic or non-academic policy.

### [Visiting Student Application](#)

## Remuneration

All visiting students or programs sponsoring visiting students completing SCPEs with the Assumption University PA Program will be responsible for providing to the Assumption University PA Program **\$2,000 per student/per rotation or \$4,000 for a primary care SCPE** to reimburse the program for the standard SCPE Remuneration amount due to the site or the preceptor.

## American Samoa

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



## Campus Resources

In addition to the resources identified in the [Policy: Timely Access to Student Services](#) section of this handbook, the following campus resources are available to all Assumption University Students. [[ARC-PA Standard A1.04](#)]

### [Academic Support Center](#)

### [Bookstore](#)

### [Campus Ministry](#)

- Chapel of the Holy Spirit
- Interfaith Prayer Room – Tinsley Family Campus Ministry Center

### [Career Development & Internship Center \(CDIC\)](#)

### [Counseling Services \(Fuller Hall\)](#)

### [Cross Cultural Center](#)

### [Dining Facilities](#)

- [Taylor Dining Hall](#)
- [Charlie's Snack Bar](#)
- [Hagan Café](#)

### [Emmanuel d'Alzon Library](#)

- [Library Study Rooms \(Book Online\)](#)

### [Information Technology, Media Services, and Help Desk](#)

### [Mailroom](#)

### [Printing](#)

- [HoundPrint](#)
- [Mobile Print Guide](#)

### Saint Luke's Society

### [Student Accessibility Services](#)

### [Student Health Services \(Armanet House\)](#)

### [The Plourde Recreation Center \(Gym\)](#)

Veteran's Lounge - The Veterans Lounge is in the Information Technology Center, Room 125 and 126

## Educational Resources for Students

The Emmanuel d'Alzon Library provides a comprehensive medical library that is available 24/7 for PA Students both on and off campus. Resource librarians are available to assist PA Students in accessing the resources below. A formal orientation to the resources, searching medical literature, and access to Point of Care databases will take place during program orientation. [\[ARC-PA Standard A1.04\]](#) [\[ARC-PA Standard A1.09\]](#)

## Program Software

[ExamSoft](#)

## Classroom Study Resources

[AMBOSS](#)

[Osmosis](#)

[OnlineMedEd](#)

[Picmonic](#)

[Sketchy](#)

[Pathoma](#)

[Toronto Notes](#)

## Point of Care & Clinical Resources

[Access Medicine](#)

[APA Psychiatry Online](#)

[Clinical Key](#)

[DynaMed](#)

[Epocrates](#)

[UpToDate](#)

## Journal Access Resources

[Annals of Internal Medicine](#)

[British Medical Journal](#)

[JAMA](#)

[Journal of the Academy of Family Physicians](#)

[Medical Economics](#)

[NEJM](#)

## Supervised Clinical Practice Experiences Material

[Aquifer](#)

[CORE ELMS](#)

[PAEA End of Rotation Exams](#)

## Research Tools

[CINAHL](#)

[Cochrane](#)

[Medline EBSCO](#)

[PubMed](#)

## **Question Banks**

[New England Journal of Medicine \(NEJM+\) PANCE Exam Review](#)

[Rosh Review](#)

[U World Medical](#)

## **PANCE Exam**

[Content Blueprint for the Physician Assistant National Certifying Examination \(PANCE\)](#)

[NCCPA PANCE Resources](#)

[Policies and Procedures for Examination Accommodations \(PANCE\)](#)

[Sample PANCE Questions](#)

## **State and National Organizations Representing PAs**

[Accreditation Review Commission on Education for the Physician Assistant \(ARC-PA\)](#)

[American Academy of Physician Assistants \(AAPA\)](#)

[Massachusetts Association of Pas](#)

[National Commission on Certification of Physician Assistants \(NCCPA\)](#)

[NCCPA Health Foundation](#)

[PA Foundation](#)

[PA History Society](#)

[PAs Go Beyond](#)

[Physician Assistant Education Association \(PAEA\)](#)

[Student Academy of the AAPA \(SAAAPA\)](#)

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

All services available to Assumption University Students remain available to PA Students while they are participating in the Gross Anatomy Course and while on Supervised Clinical Practice Experiences (SCPEs). Full access to all library resources remains available. [[ARC-PA Standard A1.05](#)]

### ARC-PA

The [Assumption University Master of Science in Physician Assistant Studies Program](#) has applied for Accreditation-Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The program anticipates matriculating its first class in January 2024, pending achieving Accreditation-Provisional status at the June 2023 ARC-PA meeting. “Accreditation-Provisional” is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program’s ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for graduation of the first class (cohort) of students. If Assumption University is not granted accreditation, no students will be enrolled in the program, and any deposits paid will be refunded. [CASPA](#) application fees will not be refunded.

### Assumptionist Sponsorship

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

### NECHE

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

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

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



# Form Pack

## FORM: Student Handbook Acknowledgement



**By applying my signature, I am attesting:**

1. That I understand all the information provided in this manual and on the attached forms.
2. That I am confirming that I have been made aware of the Program Policies and Procedures.
3. That I agree to abide by all Assumption University, Graduate School, School of Health Professions, and PA Program Policies and Procedures.
4. That I will routinely review the most up-to-date copy of this manual posted on Brightspace.
5. That I am aware of the repercussions of not following these policies, including reasons for dismissal from the program and the University.
6. That I have been afforded the opportunity to ask questions regarding any policies of which I am unclear.
7. That I understand that ignorance of a policy does not excuse any violation of such policies.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed



Formaldehyde is a chemical used in the preservation of human tissue. It is a regulated chemical by the Federal Occupational Safety and Health Administration (OSHA) at [29 CFR 1910.1048](#). The cadavers used in Bio-Skills Lab during the Human Gross Anatomy course have been preserved in formalin (37% formaldehyde inhibited with 6-12% methyl alcohol).

As a PA student, I am responsible for completing and adhering to all required training regarding exposure and personal protective equipment as well as undergoing respirator fit testing during program orientation.

Formaldehyde and solutions containing the chemicals are potential human carcinogens, irritants, and chemical sensitizers.

- Inhalation: Concentrations as low as 0.1 parts per million (ppm) in air can cause irritation to the mouth, nose, and throat. Exposure above 25 ppm can cause pulmonary edema (fluid in lungs) which may lead to death. Exposure greater than 100 ppm is immediately dangerous to life and health. If sensitized, inhalation exposure at any concentration may cause allergic respiratory reactions such as asthma, bronchitis, wheezing, and chest tightness.
- Oral: Ingestion can cause severe irritation of the mouth, throat, and stomach, nausea, vomiting, convulsions, coma, and death. An oral dose of 30 to 100 ml formalin can be fatal in humans.
- Skin: Formalin is a severe skin irritant and sensitizer. Repeated dermal contact may result in sensitization, resulting in allergic dermatitis at relatively low concentrations. Contact causes white discoloration, a burning sensation, drying and scaling of the skin.
- Eyes: Concentrations of 3 to 5 ppm may result in severe eye irritation. Direct contact with the eyes and skin may also cause severe burns, blurry vision, and loss of vision. Burns to eyes and skin may have a delayed effect, not appearing for hours after initial contact. An eyewash is available in the Bio-Skills Lab.
- Chronic exposure: Formaldehyde and its solutions are potential human carcinogens and have been associated with cancers of the lung and nasal passageways.

The Occupational Safety and Health Administration (OSHA) permissible exposure limit (PEL) is 0.75 ppm as a time-weighted average for an eight-hour shift. The OSHA short-term exposure limit (STEL) is 2 ppm for a 15-minute period.

### Limiting Exposure and Personal Protection

- Limit physical contact with the cadaver and released liquids. Wear gloves, scrubs, and safety glasses to prevent contamination of skin or clothing. Wash your hands at end of class.
- Avoid contamination of personal items. Store bags, purses, and other personal items in the lockers provided. Do not bring food or drink into the lab. Keep iPads in large zip-lock bags.
- The bio-skills lab has a ventilation system designed to reduce your exposure to formaldehyde. To ensure optimal performance of the ventilation system, you should not move dissection tables or open windows in the suite. The doors to the lab suite should remain closed.

- Suction excess fluids from the chest cavity with the supplied device. Do not allow formaldehyde-containing liquids to puddle on the floor. Absorb puddles with paper towels. Dispose of paper towels in a lidded trash container. Make sure the lid of the drain bucket located under the dissection table is closed.
- Properly cover the cadaver after you finish. This will reduce the release of formaldehyde into the classroom.

Students who are pregnant, breastfeeding, or have other health conditions that may be affected by working in the bio-skills lab should contact the Director of Didactic Education (DDE) and discuss accommodations and options including, but not limited to, additional PPE.

[3M™ Rugged Comfort Quick Latch Half Facepiece Reusable Respirator 6502QL](#)

[3M™ Formaldehyde/Organic Vapor Cartridge 6005](#)

[3M™ Respirator Cleaning Wipe 504](#)

[3M™ Qualitative Fit Test Apparatus FT-30 Bitter](#)

[3M™ Qualitative Fit Test Apparatus FT-10 Sweet](#)

[3M™ Scott™ Fleece Facepiece Bag](#)

[3M™ Reusable Nylon Respirator Bag FF-400-25](#)

[Centers for Disease Control & Prevention \(CDC\) – Agency for Toxic Substance & Disease Registry \(ATSDR\) – Toxic Substances Portal – Medical Management Guidelines for Formaldehyde](#)



**By applying my signature, I am attesting:**

1. That I have participated in training regarding exposure to formaldehyde.
2. That I understand the risks associated with exposure to formaldehyde.
3. That I agree to participate in the Human Gross Anatomy Course.
4. That I will always wear appropriate personal protective equipment while in the Bio-Skills Lab.
5. That I will follow all rules and regulations of the PC Institute for Medical Education and the direction of faculty who are coordinating the course.
6. That I have been afforded the opportunity to ask questions regarding any part of this policy which is unclear.
7. That if I am pregnant, breastfeeding, or should become pregnant that I will notify the Director of Didactic Education before returning to the lab.
8. I understand the effects formaldehyde exposure and handling of preserved human tissue may have on my health and on any possible pregnancy.
9. That I assume all risks associated with participation in Human Gross Anatomy and that PC Institute, Assumption University, the Assumption University PA Program, and the University, the program, and all program personnel are absolved of all responsibility related to participation.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

# FORM: Annual Attestation Regarding Technical Standards



The technical standards of the PA Program specify attributes necessary for completing PA didactic training, SCPEs, and eventually clinical practice. These standards describe the essential functions students must meet to fulfill the requirements of PA Education, and thus, are pre-requisites for entrance, continuation, advancement, retention, and graduation from PA school. Deficiencies in meeting these technical standards may jeopardize the student's academic standing or compromise the provision of high-quality patient care and, as such, may be grounds for dismissal from the school.

I have read and understand the Assumption University PA Program Technical Standards. I attest that I can fulfill all Technical Standards with or without reasonable accommodations.

## Orientation (January 2024)

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## At completion of didactic education and the start of SCPEs (January 2025)

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## At the start of the final year of the program (January 2026)

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

# FORM: Authorization for Release of Information



I hereby authorize the Assumption University PA Program to release the following information to Supervised Clinical Practice Experience Sites to facilitate the credentialing process:

1. Basic Demographic Information to include name, e-mail address, and telephone number
2. Immunization Records
3. Background Investigation Results
4. Current academic and non-academic probation status
5. Limited health information necessary to place student on appropriate services and assure patient safety

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## FORM: Consent for use of Likeness, Photographs, Videos, Audio Recordings, & Personal Information



I attest that I have read and understood the Assumption University PA Program Policy: Use of Likeness, Photographs, Videos, Audio Recordings, & Personal Information.

I agree to allow Assumption University, the School of Health Professions, and the PA Program to use my likeness, photographs, videos, audio recordings, and personal information in any and all program related correspondence, marketing material, or published program related material. I acknowledge that the University may also use my name in combination with the publication and/or use of any likeness, photographs, videos, and/or audio recordings.

I request that Assumption University, the School of Health Professions, and the PA Program refrain from using my likeness, photographs, videos, audio recordings, and personal information in any and all program related correspondence, marketing material, or published program related material.

*I understand that even if I select this box, the University may nonetheless use my likeness, photograph, video, and/or audio recording when I am photographed/recorded in a public space or at public events where there is no reasonable expectation of privacy (including general "campus scene" photos), where the primary focus of the photograph is taken in a non-public environment and I am not recognizable (e.g., when a silhouette, rear view, or out of focus shot is taken), when I am invited to attend a group activity/event and chose to participate of my free will, and in a classroom or lab environment where the photography has been requested by the faculty member, department, college, or other appropriate agent of the university.*

By my signature:

1. I am stating that I understand the information provided on this form.
2. I understand that if I agree that such likenesses of me may be placed on the Internet.
3. I understand that if I agree that I may be identified by name and/or title in printed, internet or broadcast information that might accompany photographs or recordings of me.
4. I understand that I may rescind this approval at any time by submitting a written request to the Associate Program Director of the PA Program.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

# FORM: Occupational Exposure to Environmental Hazards, Infectious Diseases, and Bloodborne Pathogens



PA Training is associated with the potential for occupational exposure to environmental hazards, infectious diseases, and bloodborne pathogens. Students who participate in training understand and accept these risks as an inherent part of the practice of medicine.

By signing this form, I agree that:

- I have received training on the prevention of exposure to environmental hazards, infectious diseases, and bloodborne pathogens, to include universal precaution and safe handling of sharps.
- I have received OSHA training on bloodborne pathogens, formaldehyde, ionizing radiation safety, personal protective equipment, and respiratory protection.
- That I have been fit tested for a respirator
- That the program has provided Personal Protective Equipment at not cost to me.
- That I will follow all program policies and procedure related to environmental hazards, infectious disease, and bloodborne pathogens.
- That in the event of an exposure during didactic education, I will notify the [Director of Practical Education and Simulation](#), follow published procedures for post exposure treatment, and complete a [FORM: Program Incident](#).
- That in the event of an exposure during a SCPE, I will notify my preceptor and the [Director of Clinical Education](#), follow published procedures for post exposure treatment, and complete a [FORM: Program Incident](#).
- That should I be the source patient in a needlestick, sharps, or mucosal blood and body fluid exposure, that I will agree to cooperate with the University and complete all necessary testing to ensure my safety and the safety of others in the Program, including testing for HIV and Hepatitis Viruses.
- That I will maintain medical insurance coverage during my entire enrollment in the PA Program, confirm that my insurance plan will cover diseases, illnesses, and injuries sustained while performing care as a PA Student.
- I understand that I am financially responsible for covering the cost of medical care for conditions sustained as part of my training, and not covered by my medical plan.

The PA Program will assist me in navigating the health care system related to any exposures, and to determine what, if any, impact the exposure will have on my ability to continue in the Assumption University PA Program.

I agree that I have had the opportunity to discuss this document and have any questions answered.

I, on behalf of myself, heirs, next of kin, spouse, and legal representatives, do hereby absolutely, fully, and forever, release, relieve, waive, relinquish, and discharge Assumption University, The PA Program, any faculty member, fellow student, administrator, or any of their respective directors, officers, employees, volunteers, agents, contractors, and representatives, of and from any and all actions or causes of action, actual or alleged claims, of any kind or undiscovered, accrued or un-accrued, suspected or unsuspected, which I may now have, claim to have, or which may at any time hereafter accrue, arising out of, in connection with, in consequence of, in any way involving, or related to the procedures performed. I also agree that I, my heirs, next of kin, spouse, and legal representatives will not make a claim against, sue, or assign blame in any manner because of any exposure.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed



PA Students enrolled in the Assumption University PA Program have an ethical and moral obligation to protect the health of their patients.

Assumption University is committed to a policy of non-discrimination and protecting the legal rights and privacy of students infected with blood-borne pathogens while also protecting the health of the public. A student who is infected may attend the Assumption University PA Program; however, certain restrictions may be imposed on the scope of the infected student's training. Actual recommendations and advice to the student will depend on current medical findings and standards of practice.

All matriculated Assumption University PA Program students will have their Hepatitis B immunity status confirmed as part of the program's immunization policy. Although testing for hepatitis C and human immunodeficiency virus (HIV) is not required for attendance, it is the professional responsibility of any student who has risk factors for these diseases to make arrangements for serologic testing.

Students who are aware that they are infected with a blood-borne pathogen [including but not limited to Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency virus (HIV)], if not currently under the care of a personal physician, are strongly urged to contact their primary care provider (PCP) so that appropriate medical treatment may be instituted or continued.

Students infected with a blood-borne pathogen must avoid circumstances in which they could potentially transmit their infection to others. They are required, therefore, to disclose their infection status to the Associate Program Director to arrange any necessary adjustments to their educational program. Such notification is considered a professional responsibility of the student, and failure to disclose blood-borne pathogen infection status will be grounds for disciplinary action, up to and including dismissal from the PA Program.

The Assumption University PA Program reserves the right to restrict students who may transmit blood-borne pathogens from situations that place others at risk. Reasonable adjustments will be made for any student who has tested positive for a blood-borne pathogen to be able to continue their PA education. Restrictions and adjustments will be determined on a case-by-case basis by the Associate Program Director, in consultation with an infectious disease consultant. In addition, the Associate Program Director will provide counselling regarding SCPE participation and potential impacts on future employment to all students who have a blood-borne pathogen infection. Every reasonable effort shall be made to maintain confidentiality regarding the blood-borne pathogen status of students. Nevertheless, before an infected student begins SCPE; the preceptor of that SCPE may be informed on a need-to-know-basis of limitations imposed on the student's activities.

Students infected with blood-borne pathogens should be aware that, based on current medical knowledge and practice, they may be restricted from some SCPEs, or from performing certain functions during a SCPE. This may also impact future employment in specialties that require the performance of invasive procedures.

A student infected with HBV, HCV, or HIV may continue in the PA program if they are able to carry out the physical and intellectual activities of all students as outlined in the program Technical Standards.

Demonstrated competence on Standard Precautions is required of all students in PA Program. In addition to any policies of the Assumption University PA Program, students participating in SCPEs are also subject to the blood-borne pathogen disease policies for health care workers at those individual host sites.

In compliance with the American with Disabilities Act Amendments Act of 2008 (ADAAA) students living with blood-borne diseases will not be discriminated against when considering admission and retention in the PA Program.

Once it has been determined what if any adjustments or restrictions need to be imposed on an individual student, reasonable accommodations will be developed. All PA Program students must meet the PA Program technical standards.

**By applying my signature, I am attesting:**

1. I understand the importance of recognizing personal medical conditions that might potentially endanger the health of patients or others with whom I interact.
2. I will consistently utilize Universal Precautions in all educational and health care environments for both my protection, and that of those for whom I am providing care.
3. I am willing to be tested for communicable diseases in the event I am the source person in an infectious disease exposure.
4. I will promptly seek medical care for any condition that could potentially endanger patients or others with whom I interact.
5. That in the event I suspect, or have been confirmed to be positive for a transmissible illness, I will avoid situations where I may endanger patients or others with whom I interact. I agree to notify the Associate Program Director of the PA Program of my condition and abide by any program or SCPE restrictions placed on my participation.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed





Statement: Functional anatomy and physical diagnosis are best learned by studying living subjects. The Assumption University PA Program may require the participation of students as living subjects, as well as examiners, interchangeably during selected courses of the didactic phase of the program.

Students are expected to willingly participate in all aspects of physical examination training professionally and cooperatively.

Students will be asked to wear clothing that will easily allow physical examinations by other students and observation by participating faculty.

- Females will be asked to wear shorts and a modest sports bra
- Males will be asked to wear shorts.

PA education requires the application of physical examination, clinical skills, and therapeutic and diagnostic procedures during the following courses:

- Physical Diagnosis & Clinical Decision Making
- Clinical Procedures and Clinical Decision Making
- Clinical Decision Making
- Tactical Combat Casualty Care

Students will act as both a provider performing such skills and procedures on classmates and as a patient recipient of these same procedures. To make this an equitable process, those students wishing to participate in performing skills must agree to be the recipient of those same skills.

The following rules apply to skills and procedures:

1. All procedures are voluntary. Volunteering involves consenting to the inherent risks involved in both performing and receiving such procedures.
2. If you perform a procedure on a classmate, you consent to have that classmate perform the same procedure on you.
3. You agree that all procedures will be performed in the presence of a faculty member and that you will follow all verbal, posted, and implied instructions.
4. You will report any injury immediately, including needle stick or exposure to bodily fluids, to the faculty member present.
5. In the case of a needle stick injury, you agree to have your blood drawn and tested for communicable diseases, including, but not limited to, HIV and Hepatitis.
6. In the case of an exposure, you will be offered counseling and Post Exposure Prophylaxis (PEP) if indicated.
7. You will understand the risk(s) of each procedure you perform and receive and are willing to accept the risk associated with each procedure. If you are not aware of the risks or are unwilling to accept these

risks, you agree not to perform or receive any procedure until all risks are fully explained and you are fully willing to accept such risks.

8. You are aware that other unforeseeable complications may occur. You do not expect faculty to anticipate or explain all possible risks or complications that could occur.
9. You have the right to consent to or refuse any procedure at any time.

**By applying my signature, I am attesting:**

1. I am stating that I understand all the information provided on this form.
2. That I consent to participate in all physical examinations, procedures, and clinical skills and act as a willing recipient allowing classmates and faculty to perform appropriate physical examinations, procedures, and skills on me.
3. That my participation in clinical procedures is voluntary, but not agreeing to participate as a patient prevents me from performing procedures on fellow classmates, thus limiting my educational experience, and placing me at a distinct disadvantage upon starting clinical rotations.
4. I agree that I have had the opportunity to discuss this document and have any questions answered.
5. I, on behalf of myself, heirs, next of kin, spouse, and legal representatives, do hereby absolutely, fully, and forever, release, relieve, waive, relinquish, and discharge Assumption University, The PA Program, any faculty member, fellow student, administrator, or any of their respective directors, officers, employees, volunteers, agents, contractors, and representatives, of and from any and all actions or causes of action, actual or alleged claims, of any kind or undiscovered, accrued or un-accrued, suspected or unsuspected, which any Releasing Party may now have, claim to have, or which may at any time hereafter accrue, arising out of, in connection with, in consequence of, in any way involving, or related to the procedures performed. I also agree that I, my heirs, next of kin, spouse, and legal representatives will not make a claim against, sue, or assign blame in any manner because of performed procedures.

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Student Printed Name

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Student Signature

---

Date Signed

# FORM: Medical Compliance Certificate & Permanent Immunization Record



Assumption University  
School of Health Professions  
PA Program

Student Name:

Student Date of Birth:

### Tuberculosis Screening ID

<input type="checkbox"/> PPD #1	Planted:	Read:	Result: mm	<input type="checkbox"/> +	<input type="checkbox"/> PPD #3	Planted:	Read:	Result: mm	<input type="checkbox"/> +
<input type="checkbox"/> PPD #2	Planted:	Read:	Result: mm	<input type="checkbox"/> +	<input type="checkbox"/> PPD #4	Planted:	Read:	Result: mm	<input type="checkbox"/> +
<input type="checkbox"/> QuantiFERON-TB Gold Assay	Date:		Result: Negative	<input type="checkbox"/> +	<input type="checkbox"/> QuantiFERON-TB Gold Assay	Date:		Result: Negative	<input type="checkbox"/> +

Students with a positive PPD or QuantiFERON-TB Gold Assay require documentation of a chest radiograph and completion of chemoprophylaxis

Chest Radiograph Date: \_\_\_\_\_ Result: \_\_\_\_\_  
 Completion of Chemoprophylaxis Date: \_\_\_\_\_  Documentation Reviewed

### Tetanus, Diphtheria, acellular Pertussis (Tdap) IM EXEMPT

Tdap #1 Date: \_\_\_\_\_ (Within 7 years of program start)  
 Tdap #2 Date: \_\_\_\_\_ (If required for injury)

### Varicella SQ-LIVE EXEMPT

Varicella #1 Date: \_\_\_\_\_  
 Varicella #2 Date: \_\_\_\_\_  
 Varicella Titer Date: \_\_\_\_\_ Result: \_\_\_\_\_ Status: Immune

### Measle, Mumps, Rubella (MMR) SQ-LIVE EXEMPT

MMR #1 Date: \_\_\_\_\_ M: \_\_\_\_\_ M: \_\_\_\_\_ R: \_\_\_\_\_  
 MMR #2 Date: \_\_\_\_\_ M: \_\_\_\_\_ M: \_\_\_\_\_ R: \_\_\_\_\_  
 Measles Titer Date: \_\_\_\_\_ Result: \_\_\_\_\_ Status: Immune  
 Mumps Titer Date: \_\_\_\_\_ Result: \_\_\_\_\_ Status: Immune  
 Rubella Titer Date: \_\_\_\_\_ Result: \_\_\_\_\_ Status: Immune

### COVID 19 IM EXEMPT

COVID 19 #1 Date: \_\_\_\_\_ Manufacturer: Pfizer  
 COVID 19 #2 Date: \_\_\_\_\_ Manufacturer: Pfizer  
 COVID 19 B1 Date: \_\_\_\_\_ Manufacturer: Pfizer  
 COVID 19 B2 Date: \_\_\_\_\_ Manufacturer: Pfizer  
 COVID 19 B3 Date: \_\_\_\_\_ Manufacturer: Pfizer  
 COVID 19 B4 Date: \_\_\_\_\_ Manufacturer: Pfizer

### Hepatitis B IM EXEMPT

If anti-BBs <10mIU/ml

Hepatitis B #1 Date: \_\_\_\_\_ Hepatitis B #4 Date: \_\_\_\_\_  
 Hepatitis B #2 Date: \_\_\_\_\_ Hepatitis B #5 Date: \_\_\_\_\_  
 Hepatitis B #3 Date: \_\_\_\_\_ Hepatitis B #6 Date: \_\_\_\_\_  
 Titer (Series 1) Date: \_\_\_\_\_ Result: \_\_\_\_\_ mIU/ml Status: Immune  
 Titer (Series 2) Date: \_\_\_\_\_ Result: \_\_\_\_\_ mIU/ml Status: Immune  
 Non-Responder

### Annual Influenza IM EXEMPT

2024 Influenza Date: \_\_\_\_\_  
 2025 Influenza Date: \_\_\_\_\_  
 2026 Influenza Date: \_\_\_\_\_  
 2027 Influenza Date: \_\_\_\_\_

### Inactivated Polio IM

Adult Polio Booster Date: \_\_\_\_\_

### Typhoid IM/Oral EXEMPT

Typhoid Inj Date: \_\_\_\_\_  
 Typhoid Oral  #1  #2  #3  #4 Date: \_\_\_\_\_

### Hepatitis A IM EXEMPT

Hepatitis A #1 Date: \_\_\_\_\_  
 Hepatitis A #2 Date: \_\_\_\_\_

N95 Respirator Fit Test Date: \_\_\_\_\_ Result: Passed

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AT WILL FORMS



# At Will Forms

# FORM: Formative Assessment Failure Appeal



Date:

I am submitting this form to the Director of Admission, Assessment, and Academic Success to appeal  
Choose One

Provide a narrative requesting an appeal:

The written appeal must include:

1. Evidence that the assessment was not an accurate measure of the student's performance, did not measure a course objective, learning outcome, or program-required competency, or was on material not required to be covered in the course. Appeals may not include factors that include student failure to prepare for an assessment unless there are genuinely extenuating factors.
2. A detailed statement of why the program should reconsider the outcome of the assessment.
3. A detailed strategy for the student to accomplish understanding of the material not successfully understood on the formative assessment and how they plan to succeed on future assessments.

This form must be submitted to the [Academic Performance and Professionalism Committee](#) within three (3) days of notification of the failure.

I attest that this is a true and accurate statement.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

**Program Action**

Narrative

[Academic Performance and Professionalism Committee](#)

Appeal  Approved.  Denied

[Director of Didactic Education](#)

Appeal  Approved.  Denied

Filed in Student Record

## FORM: Hepatitis B Vaccine Non-Responder Form



A hepatitis B vaccine "non-responder" refers to a person who does not develop protective surface antibodies after completing two full series of the hepatitis B vaccine and for whom an acute or chronic hepatitis B infection has been ruled out. Once declared as a non-responder, this individual will not be required to receive any more Hepatitis B vaccine or HBsAb titers.

### Non-Responder Student

I have been notified by the Assumption University PA Program that I am a Hepatitis B Vaccine Non-Responder.

I have been counselled that I am considered susceptible to HBV Infection.

I have been counselled about precautions to prevent HBV infection.

I understand the need to obtain HBIG Prophylaxis in the event of a known or probable exposure to HBsAg positive blood or body fluids.

I agree to contact the Director of Clinical Education in the event of a possible exposure and to seek medical treatment as recommended by the program.

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

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

### Director of Clinical Education

I have provided the individual listed above counselling regarding their status as a Hepatitis B Vaccine Non-Responder.

I have counselled the student about their susceptibility to HBV infection, precautions to prevent exposure, actions to take in the event of an exposure, and resources for more information.

Director of Clinical Education: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Resources for Hepatitis B Non-Responders

[The Hepatitis B Foundation](#)

[Centers for Disease Control & Prevention \(CDC\) Hepatitis B Vaccination for Healthcare Workers](#)

Filed in Student Record

## FORM: Global Health SCPE Application



1. You are required to write a personal statement regarding your interest in Global Health through the completion of SCPEs in American Samoa. Please address, at a minimum, the following topics in your statement. This will also be included as part of your credentialing process at the LBJ Tropical Medical Center.

Describe your goals for completing clinical rotations in American Samoa. Include how you believe you will represent your class, the Assumption University PA Program, and the PA Profession while functioning abroad as an Assumption PA Student.

Outline your achievements regarding service to the community since beginning the PA Program.

Outline your achievements regarding service to Assumption University and the Assumption University PA Program since beginning the PA Program.

2. You will not be able to choose which trip you take to American Samoa. If there is one trip you absolutely cannot make, please specify by trip number and provide your reason(s).
3. You will not be able to specify which SCPEs you complete at the LBJ Tropical Medical Center. However, if you have a particular interest, please discuss why you would prefer to complete that SCPE in American Samoa.

### Checklist:

- Current CV
- Passport (expiration date >6 months)
- Current BLS Card     Current ACLS Card
- LBJ Tropical Medical Center Delineation of Clinical Privileges (DA Form 5440-23, Feb 2004)
- Medical Staff Attestation Form
- American Samoa Government Health Services Regulatory Board Application for Licensure
- LBJ Tropical Medical Center Department of Human Resources Background Search Authorization
- LBJ Notification and Authorization to Release Criminal Information for Employment Purposes
- LBJ Authorization for Release of General Information
- LBJ Authorization for Release of Malpractice Information
- LBJ Application Medical Staff Appointment and Clinical Privileges
- TB Risk Assessment and Screening Form
- Medical History and Physical Examination
- Diploma
- Liability Insurance
- Letter of Good Standing     Letters of Recommendation

Filed in Student Record



# FORM: Medical Incidental Finding



This form is to be completed by the Director of Practical Education and Simulation

During the routine performance of a Peer-to-Peer physical examination, the following suspicious or concerning finding was identified.

- Student has been notified of the condition
- Confidentiality has been discussed with all faculty and students involved in the examination or aware of the findings
- Results were confirmed by a faculty member
- Student was given an opportunity to ask questions and discuss the impact the findings may have on participation in the program

Action taken by the Director of Practical Education and Simulation

Select Action

Student Name:

Date:

Student Signature: \_\_\_\_\_

Director of Practical Education and Simulation:

Date:

Signature: \_\_\_\_\_

- Filed in Student Record

# FORM: Program Incident



This form is to be completed with 24 hours of any incident, as required by the policies and procedures in this manual, or as directed by any faculty member. It shall be scanned and e-mailed to the program manager at [kn.wiita@assumption.edu](mailto:kn.wiita@assumption.edu). A hard copy must be provided to the student's advisor and will be filed in the student's permanent record.

## Type of incident: Select

### Completed by the Student

Student Name:

Date of Incident:

Time of Incident:

Location of Incident:

Description of the Incident:

Witnesses or Other Students Involved:

Were Emergency Services Involved?

No  Campus Police  Police  EMS  Other

Transportation to the Hospital?

No  Hospital: \_\_\_\_\_

Program Notified: Date:

Time:

Whom Notified:

Advisor Notified: Date:

Time:

Treatment Provided:

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

**Completed by Advisor**

Action Taken by the Program:

Blood Drawn from Source

Blood Provided as Source

Post Exposure Prophylaxis Recommended: No  Accepted  Declined

\_\_\_\_\_  
Advisor Printed Name

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date Signed

Filed in Student Record

## FORM: Prohibition on the Release of Personal Information



The [Family Educational Rights and Privacy Act](#) (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Schools may disclose, without consent, "directory information". Information that may be released includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, class schedules and individual student photographs and the most recent previous education agency or institution attended by the student.

Assumption University PA Program students wishing to have no personal and/or biographical data information released must complete this form and present it to the Program Director. The withholding of such information will remain in effect until authorization, in writing, is received from the student.

I request that Assumption University, the School of Health Professions, and the PA Program not release any directory information about me or my attendance at Assumption University. I understand that by signing this form, no "directory information" about me will be released to the maximum extent permitted by applicable law. My name will not appear in University Publications, to include commencement programs, program newsletters, press releases, or social media posts.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## FORM: Summative Examination Failure Appeal



Date:

I am submitting this form to the Director of Admission, Assessment, and Academic Success to appeal  
Choose One.

Provide a narrative requesting an appeal:

The written appeal must include:

4. Evidence that the assessment was not an accurate measure of the student's performance, did not measure a course objective, learning outcome, or program-required competency, or was on material not required to be covered in the course. Appeals may not include factors that include student failure to prepare for an assessment unless there are genuinely extenuating factors.
5. A detailed statement of why the program should consider the student's request to remain in the program.
6. A detailed strategy for the student to accomplish understanding of the material not successfully understood on the summative assessment and how they plan to succeed in the remainder of the program.

This form must be submitted to the [Academic Performance and Professionalism Committee](#) within three (3) days of notification of the failure.

I attest that this is a true and accurate statement.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## Program Action

Narrative

### [Academic Performance and Professionalism Committee](#)

Appeal  Approved.  Denied

### [Director of Didactic Education / Director of Clinical Education](#)

Appeal  Approved.  Denied

### [Associate Program Director](#)

Appeal  Approved.  Denied

### [Dean, School of Health Professions](#)

Appeal  Approved.  Denied

## Student Outcome

Appeal Approved – Retained in Current Cohort

Appeal Denied – Decelerated

Appeal Denied – Dismissed

Filed in Student Record

## FORM: Violation of Honor Code & Breach of Professionalism Report



Name of Person Filing Report:

Date of Report:

Role of Person Filing Report: Please Choose

Type of Report: Please Choose      Level of Severity: Please Choose

Please Describe the Incident:

Please Submit Form to the [PA Program](#)

### Program Actions

Referred to the [Academic Performance and Professionalism Committee](#)

Academic Performance and Professionalism Committee

Dismissed     Referred to the Associate Program Director – Recommend: Please Choose

Associate Program Director

Concur with Recommendation    Do not Concur with Recommendation – Recommend: Please Choose

Remediation

Non-Academic Probation

Documentation in Student File

Serious or Repeat Offense – Referred to the Dean, School of Health Professions – Recommend Dismissal

Dean, School of Health Professions

Concur with Recommendation    Do not Concur with Recommendation – Recommend: Please Choose

Dismissal



# Program Forms



## Admission Requirements

- |   |  |
|---|--|
| <input type="checkbox"/> CASPA Application<br><input type="checkbox"/> Supplemental Application<br><input type="checkbox"/> Curriculum Vitae<br><input type="checkbox"/> Baccalaureate Degree<br><br><input type="checkbox"/> Biology – 8 Hours<br><input type="checkbox"/> Human Anatomy – 4 Hours<br><input type="checkbox"/> Microbiology – 3 Hours<br><input type="checkbox"/> Psychology – 3 Hours<br><br><input type="checkbox"/> Meets Technical Standards<br><br><input type="checkbox"/> Overall GPA $\geq$ 3.0<br><br><input type="checkbox"/> Health Screening Forms at Student Health Services<br><br><input type="checkbox"/> AHA Basic Life Support Certification<br><br><input type="checkbox"/> TOEFL (as needed) | <input type="checkbox"/> College Transcripts<br><input type="checkbox"/> Three Letters of Recommendation<br><input type="checkbox"/> Personal Reference<br><input type="checkbox"/> Background Investigation<br><br><input type="checkbox"/> Chemistry – 8 Hours<br><input type="checkbox"/> Human Physiology – 4 Hours<br><input type="checkbox"/> Genetics – 3 Hours<br><input type="checkbox"/> Organic Chemistry, Cell Biology, Biochemistry – 3 Hours<br><br><input type="checkbox"/> 2000 Hours of Direct Patient Care<br><br><input type="checkbox"/> Prerequisite GPA $\geq$ 3.0<br><input type="checkbox"/> No Grade Less Than C<br><br><input type="checkbox"/> Immunization Records/Titers/TB Testing<br><br><input type="checkbox"/> Student Form Pack |
|---|--|

## Program Requirements

- Student Identification
- Student Handbook Attestation
- Advising: Program Orientation
- Advising: At Completion of Term One
- Advising: At Completion of Didactic Phase
- Advising: At Completion of First SCPE
- Advising: Prior to Clinical (Final) Summative Examination
- Advising: Prior to Graduation
- Successful Completion of All Requirements for Term One
- Successful Completion of All Requirements for Term Three
- Successful Completion of Didactic Summative Examination
- Clinical Phase Background Investigation
- Clinical Phase Clinical Education
- Successful Completion of PAS 610
- Successful Completion of PAS 612
- Successful Completion of PAS 614
- Successful Completion of PAS 616
- Successful Completion of PAS 618
- Successful Completion of PAS 620
- Successful Completion of Clinical (Final) Summative Examination
- Parking Pass
- Form Pack Signed and Returned
- Annual Technical Standards Review Didactic
- Annual Technical Standards Review Clinical
- Annual Technical Standards Review Final
- Successful Completion of All Requirements for Term Two
- Successful Completion of All Requirements for Term Four
- No Professional Issues Affecting Progression in the Didactic Phase of the Program
- Clinical Phase Drug Testing
- GPA  $\geq$  3.0 at Completion of Didactic Phase
- Successful Completion of PAS 611
- Successful Completion of PAS 613
- Successful Completion of PAS 615
- Successful Completion of PAS 617
- Successful Completion of PAS 619
- Successful Completion of PAS 620
- No Professional Issues Affecting Progression in the Didactic Phase of the Program

## Graduation Requirements

- Overall GPA  $\geq$  3.0
- Passed a Didactic Summative Examination (80%)
- Passed all EORs
- Met Program Defined Competencies
- Student has Met All Financial Obligations to the University
- All Preceptor Evaluations are Completed
- Completed Graduate Survey and Exit Interview
- APPC Professional behavior checklist
- Passed all Didactic Classes ( $\geq$  75%)
- Passed all SCPEs ( $\geq$  83%)
- Passed a Clinical (Final) Summative Examination within Four (4) Months of Graduation
- Satisfactory Professional Behavior as Determined by the APPC
- Clinical Experience Benchmarks Met
- All Student Evaluations are Completed
- All Portfolio Requirements are Satisfied

## Permanent Record/Board Notification Requirements

- |  |  |
|--|--|
| <input type="checkbox"/> Student Placed on Academic Probation During Didactic Phase of Program     | <input type="checkbox"/> Student Placed on Academic Probation During Clinical Phase of Program     |
| <input type="checkbox"/> Student Placed on Non-Academic Probation During Didactic Phase of Program | <input type="checkbox"/> Student Placed on Non-Academic Probation During Clinical Phase of Program |
| <input type="checkbox"/> Student took Leave of Absence During Didactic Phase of the Program        | <input type="checkbox"/> Student took Leave of Absence During Clinical Phase of the Program        |
| <input type="checkbox"/> Student Decelerated During Didactic Phase of Program                      | <input type="checkbox"/> Student Decelerated During Clinical Phase of Program                      |
| <input type="checkbox"/> Student Dismissed from Program During Didactic Phase of the Program       | <input type="checkbox"/> Student Dismissed from Program During Clinical Phase of the Program       |

## Graduation/Post Graduation

- |  |   |
|--|---|
| <input type="checkbox"/> Student Has Met All Requirements for Graduation | <input type="checkbox"/> Honors                                 |
| <input type="checkbox"/> NCCPA Portal                                    | <input type="checkbox"/> Distinctions                           |
|  | <input type="checkbox"/> Pi Alpha                               |
| <input type="checkbox"/> Post Graduate Survey (1 Year)                   | <input type="checkbox"/> Post Graduate Employer Survey (1 year) |
| <input type="checkbox"/> Alumni Engagement                               | <input type="checkbox"/> Post Graduate Survey (5 years)         |



**VISITING SUPERVISED CLINICAL PRACTICE EXPERIENCE (SCPE) AGREEMENT**  
**Assumption University School of Health Professions**  
**PA Program**

This Supervised Clinical Practice Experience (SCPE) Agreement “Agreement” is made between ASSUMPTION UNIVERSITY “Assumption” located in Worcester, MA, on behalf of its School of Health Sciences “School”, and its Physician Assistant Program “PA Program” and \_\_\_\_\_, located in \_\_\_\_\_ “Participating Institution” (each a “Party”, together the “Parties”) who will collaborate with respect to Supervised Clinical Practice Experiences.

WITNESSETH

WHEREAS Participating Institution wishes to broaden the clinical experience provided to its Physician Assistant students (“Visiting PA Students”) in its training program.

WHEREAS Assumption wishes to assist the Participating Institution in achieving this goal by accepting Visiting PA Students for a Supervised Clinical Practice Experience (SCPE).

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

1. **Term.** This Agreement is effective as of 01 January 2025 (Effective Date) and continues for 5 years through 01 January 2030 (Termination Date) unless terminated by giving not less than two (2) months’ notice of such intent in writing to the other Party. In the event termination takes effect during a period in which the Visiting PA Students have commenced a SCPE, the Parties shall continue to fulfill their obligations hereunder until the completion of the relevant SCPE.
2. **Program.** Participating Institution will notify Assumption when one or more Visiting PA Students wish to participate in a SCPE at Assumption. Assumption agrees to accept, when possible, and at the sole discretion of the Assumption Director of Clinical Education (DCE), one or more students for the purpose of providing a SCPE acceptable to the Participating Institution. After a discussion between representatives of each Party about a proposed SCPE, Participating Institution will provide Assumption with a SCPE Syllabus including the goals and objectives of the SCPE and other sufficient information as may be required under the Participating Institution guidelines to ensure a successful training experience for the Visiting PA Student.
3. **Supervision.** The SCPE preceptor shall be an adjunct faculty member of the PA Program in the SCPE agreed upon by the Parties (“Preceptor”). The Preceptor is responsible for the primary educational and clinical supervision of the Visiting PA Student(s). The Preceptor is responsible for monitoring the adherence of the SCPE to the educational goals of the Participating Institution.
4. **Facilities and Equipment.** Assumption shall provide to the Visiting PA Student(s), to the extent

available, the use of facilities, supplies, and equipment for educational purposes. The use of Assumption facilities, supplies, and equipment for such educational purposes shall be under the direction of the Assumption Director of Clinical Education and the Preceptor. Assumption will provide access to sources of information necessary for training and to promote appropriate learning experience (reference material, SCPE orientation). Assumption will provide all appropriate personal protective equipment (PPE) as may be required for each Visiting PA Student(s) during the SCPE.

5. Withdrawal of Visiting PA Student(s). Participating Institution may terminate a Visiting PA Student's involvement in a SCPE at any time by mailing or electronically delivering to Assumption a written notice stating that it does thereby withdraw the Visiting PA Student(s) and stating the effective date of such withdrawal. Assumption may terminate a Visiting PA Student SCPE by a notice in writing mailed or electronically delivered to the Participating Institution requesting such withdrawal and stating the effective date of the withdrawal. It is understood, without limiting the discretionary authority of Assumption and the Participating Institution under this paragraph, that the Participating Institution expects not to withdraw a Visiting PA Student unless Participating Institution determines that the welfare of the Participating Institution or of the student requires such withdrawal and that Assumption expects not to require the withdrawal of a student unless the academic performance or behavior of the Visiting PA Student(s) is unsatisfactory to Assumption or the SCPE Site or Preceptor. If the discipline of a Visiting PA Student is necessary, the Visiting PA Student will be subject to the grievance and discipline procedure of the Participating Institution.
6. Professional liability insurance. Participating Institution will provide professional liability insurance for the Visiting PA Student(s) during the SCPE, a copy of which will be provided to Assumption following the execution of this Agreement and before the Visiting PA Student(s) commence their participation in the SCPE.
7. Mutual Indemnification.
  - a. Except to the extent that this provision would have the effect of reducing or eliminating any insurance coverage that otherwise would be available to pay damages suffered by Assumption, the Participating Institution shall indemnify and hold Assumption harmless from any breach of this Agreement and from any and all loss, cost or expense incurred by Assumption in connection with any activities performed by any Visiting PA Student(s) while engaged in the SCPE, including, without limiting the generality thereof, any claims paid or expenses incurred in connection with the defense of any claim that may be made against Assumption with respect to such activities including any attorneys' fees incurred in connection therewith.
  - b. Participating Institution shall further indemnify and hold Assumption harmless from any and all claims and liability for loss or damage to property or injuries to Visiting PA Student(s) occurring in or about the Assumption or SCPE premises during the SCPE provided that same was not caused by the negligence or willful misconduct of Assumption.
  - c. Except to the extent that this provision would have the effect of reducing or eliminating any insurance coverage that otherwise would be available to pay damages suffered by the Participating Institution, Assumption shall indemnify and hold the Participating Institution harmless from any and all loss, cost or expense incurred by Participating Institution in

connection with any activities performed by an Assumption employee while engaged in the course of their duties within the SCPE, including, without limiting the generality thereof, any claims paid or expenses incurred in connection with the defense of any claim that may be made against the Participating Institution with respect to such activities including any attorneys' fees incurred in connection therewith.

- d. Assumption shall further indemnify and hold Participating Institution harmless from any and all claims and liability for loss or damage to property or injuries to Assumption employees occurring in or about the Assumption premises during the SCPE provided that same was not caused by the negligence or willful misconduct of the Participating Institution.
8. Compliance with Policies and Procedures. During the SCPE, the Visiting PA Student(s) will be obligated to comply with the policies and procedures of Assumption University and PA Program. The Preceptor will review applicable policies and procedures with the Visiting PA Student(s) at the beginning of the SCPE and will provide the Visiting PA Student(s) with a copy of any written policies and procedures governing their activities or performance. In the event of a conflict between the policies and procedures of the Parties, the Parties shall work to resolve such conflict and escalate it accordingly within their institution.
9. Notices. All official notices regarding this Agreement shall be directed to the authorized representatives of each party as follows:

If to Assumption:

Jeffery Giarnese, PA-C  
Director of Clinical Education  
Assumption University  
School of Health Professions  
PA Program  
500 Salisbury Street  
Worcester, MA 01609  
[jj.giarnese@assumption.edu](mailto:jj.giarnese@assumption.edu)  
[\(508\) 767-7138](tel:(508)767-7138)

Copy to:

Christopher Ferreira, PA-C  
Director, PA Program  
[ca.ferreira@assumption.edu](mailto:ca.ferreira@assumption.edu)

If to Participating Institution:

10. Compliance with Laws and Policies. Each Party acknowledges its obligation to comply with all relevant laws, ordinances, rules, and regulations of the United States. Each Party hereby represents and warrants that the SCPE and the participation of the Visiting PA Student(s) in the SCPE(s) comply with all local laws and regulations.

11. General Provisions

- a. Amendments and Assignment. The terms and provisions of this Agreement may be modified or amended only by the written consent of both Parties.
- b. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be considered an original, and all such counterparts, together, shall constitute one and the same legal instrument.
- c. Force Majeure. Force Majeure shall mean earthquake, typhoon, pandemic, labor disturbance, flood, fire, war, and any other force majeure events arising after the signing of this Agreement that prevent total or partial performance of the Agreement, and which are unforeseen, or if foreseen, unavoidable, and beyond the control of such Party. A Party shall be excused from its obligations hereunder if prevented by force majeure if the Party asserting force majeure provides the other Party as prompt notice as reasonably possible of the occurrence of such an event and of the extent to which the Party asserting force majeure believes the obligations of this Agreement must be suspended or canceled.
- d. Relationship of the Parties. This Agreement is not intended, nor should anything herein be construed, to create the relationship of partners, joint venturers, principal and agent, employer and employee, or other fiduciary relationship between the Parties hereto.
- e. Entire Agreement. This Agreement constitutes the entire, integrated agreement of the Parties about the subject matter of this Agreement, and any previous agreements, understandings, and negotiations on that subject cease to have any effect.
- f. Non-Exclusive. Nothing herein is intended nor shall be construed as creating an exclusive arrangement between Assumption and Participating Institution.
- g. Use of Name. Neither Party shall use the name or marks of the other in any press materials or web-based or other publication without the prior written permission of the other Party.

12. Disputes and Choice of Law. In case of any dispute, the Parties agree to attempt to resolve such dispute amicably and shall escalate within their respective organizations any such dispute. This Agreement shall be governed and construed according to the laws of the Commonwealth of Massachusetts without regard to its choice of law rules. The forum for any disputes shall be the courts of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties have signed this Agreement, effective as of the date set forth above.

**PARTICIPATING INSTITUTION**

**ASSUMPTION UNIVERSITY**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## Assumption University PA Program Visiting Physician Assistant Student Application

The PA Program at Assumption University is willing to host PA students from other Physician Assistant Programs that have:

1. Successfully completed the didactic requirements of their home PA program.
2. Are in good academic and professional standing at their home PA program.

Visiting students who are approved to complete a visiting Supervised Clinical Practice Experience (SCPE) at Assumption University will be allowed to enroll in a single five (5) week SCPE. Enrollment in didactic or pre-clinical courses is not available to visiting PA students.

Students who wish to complete a SCPE at an Assumption University PA Program Established clinical site should have their Director of Clinical Education/Clinical Coordinator contact the Director of Clinical Education (DCE) at Assumption University to determine which SCPE specialties and locations are available during the requested time frame.

Assumption University PA Program students have priority at all AU SCPE Sites. Visiting students wishing to complete a SCPE at an Assumption University PA Program site should apply at least fifteen (15) weeks in advance. Applications that are not received at least fifteen weeks before the requested SCPE may not be honored. Acceptance as a visiting student is always at the discretion of the Assumption University DCE and dependent on the availability of the requested SCPE.

All students accepted as visiting PA Students are expected to adhere to the Rules, Regulations, Professionalism, and Technical Standards required of Assumption University PA Students.

All Visiting Physician Assistant Student Applications must be submitted via e-mail to the Assumption University PA Program Director of Clinical Education.

Jeffrey Giarnese, PA-C  
Director of Clinical Education  
Assumption University  
Health Sciences Building, Room 308F  
500 Salisbury Street, Worcester, MA 01609  
[jj.giarnese@assumption.edu](mailto:jj.giarnese@assumption.edu)  
[\(508\) 767-7138](tel:(508)767-7138)



## Assumption University PA Program Visiting Physician Assistant Student Application

Last Name, First Name, Middle Initial	Date
Mailing Address	Cellular Phone Number
Date of Birth	School E-Mail Address
Last Four Digits of SSN	Country of Citizenship
Sponsoring PA Program	Sponsoring PA Program Director of Clinical Education
Sponsoring PA Program Mailing Address	Sponsoring PA Program Telephone Number
Director of Clinical Education E-Mail Address	Director of Clinical Education Phone Number
Signature of Visiting PA Student	Signature of Director of Clinical Education

Requested SCPE	Dates Requested
PAS 610 Primary Care (10 Weeks)	

### Checklist

- Signed affiliation agreement.
- Completed Application.
- Proof of professional liability insurance coverage from home program (1,000,000/3,000,000).
- Letter of good academic & professional standing from home program.
- Confirmation of background investigation and negative drug test.
- Certificate of completion of HIPAA, Bloodborne Pathogen, OSHA, Universal Precautions training.
- Confirmation of scrub training if student is seeking a surgical rotation (General Surgery, Orthopedic Surgery, OB/Gyn, Dermatology).
- A copy of immunization record and current TB testing.
- A copy of student's current health insurance coverage.
- Copy of current BLS and ACLS cards.

# Assumption University PA Program Physical Examination Laboratory Rules & Regulations



Keep the laboratory clean and organized at all times

Re-stock supplies at the end of each laboratory session

Practice Universal Precautions when appropriate

Use appropriate caution when handling sharps, and do not re-cap needles under any circumstances

Practice hand hygiene after each patient encounter

No food or drink in the lab at any time

No invasive procedures when faculty are not present

Return equipment to proper locations

Turn off all laboratory testing equipment

Maintain a professional demeanor during all examinations

No examination of the breast, genital, inguinal, and/or rectal areas.

Students should be in Assumption University Scrubs while in the laboratory

### **A1.02 The sponsoring institution is responsible for:**

- f) Ensuring that all PA personnel and student policies are consistent with federal, state, and local statutes, rules, and regulations.
- g) Documenting appropriate security and personal safety measures for PA students and faculty in all locations where instruction occurs.
- h) Teaching out currently matriculated students in accordance with the institution's regional accreditor or federal law in the event of program closure and/or loss of accreditation.
- j) Defining, publishing, making readily available, and consistently applying to students, its policies and procedures for processing student allegations of harassment.
- k) Defining, publishing, making readily available, and consistently applying to students, its policies and procedures for refunds of tuition and fees.

**A1.04 The sponsoring institution must provide academic support and student services to PA students that are equivalent to those services provided to comparable students of the institution.**

**A1.05 The sponsoring institution should provide PA students and faculty at geographically distant campus locations access to comparable services and resources available to PA students and faculty on the main campus, which help students reach their academic and career goals.**

**A1.08 The sponsoring institution must provide the program with the physical facilities to operated the educational program in accordance with the Standards and to fulfill its obligations to matriculated and enrolled students.**

**A1.09 The sponsoring institution must provide the program with access to instructional and reference materials needed to operate the educational program and support evidence-based practice.**

**A1.11 The sponsoring institution must demonstrate its commitment to student, faculty, and staff diversity and inclusion by:**

- a) Supporting the program in defining its goal(s) for diversity and inclusion.
- b) Supporting the program in implementing recruitment strategies.
- c) Supporting the program in implementing retention strategies.
- d) Making available resources which promote diversity and inclusion.

### **A2.02 The program must have:**

- a) Program faculty that include the program director, principal faculty, medical director, and instructional faculty.
- b) At least three FTE principal faculty, of which two FTE principal faculty must be Pas who are currently NCCPA certified.

**A2.07 The program director must not be the medical director.**

**A2.10 The program director must supervise the medical director, principal and instructional faculty and staff in activities that directly relate to the PA program.**

**A2.18 Administrative support for the program must be:**

**a) At least one FTE position dedicated exclusively to the program**

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

A3.02 The program must define, publish, make readily available and consistently apply its policies and practices to all students.

A3.03 The program must define, publish, make readily available and consistently apply a policy for prospective and enrolled students that they must not be required to provide or solicit clinical sites or preceptors.

A3.04 The program must define, publish, make readily available and consistently apply a policy that PA students must not be required to work for the program.

A3.05 The program must define, publish, make readily available and consistently apply a policy that PA students must not substitute for or function as:

**a) instructional faculty**

**b) clinical or administrative staff.**

**A3.06 The program must define, publish, make readily available and consistently apply a policy that PA students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.**

**A3.07 The program must define, publish, make readily available and consistently apply:**

**a) a policy on immunization and health screening of students. Such policy must be based on then-current Centers for Disease Control and Prevention recommendations for health professionals and state specific mandates**

**b) written travel health policies based on then-current CDC recommendations for international travel for programs offering elective international curricular components**

A3.08 The program must define, publish, make readily available and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that place them at risk. Those policies must:

**a) address methods of prevention**

**b) address procedures for care and treatment after exposure**

**c) clearly define financial responsibility**

**A3.09** The program must define, publish, make readily available and consistently apply policies that preclude principal faculty, the program director and the medical director from participating as health care providers for students in the program, except in an emergency situation.

**A3.10** The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.

**A3.11** The sponsoring institution and program's announcements and advertising must accurately reflect the program offered.

**A3.12** The program must define, publish, and make readily available to enrolled and prospective students general program information to include:

- a) the program's ARC-PA accreditation status as provided to the program by the ARC-PA
- b) evidence of its effectiveness in meeting its goals
- c) the most current annual NCCPA PANCE Exam Performance Summary Report Last 5 Years provided by the NCCPA through its program portal, no later than April first each year
- d) all required curricular components including required rotation disciplines
- e) academic credit offered by the program
- f) estimates of all costs (tuition, fees, etc.) related to the program
- g) program required competencies for entry level practice, consistent with the competencies as defined by the PA profession
- h) whether certain services and resources are only available to students and faculty on the main campus when the program is offered at a geographically distant campus location
- i) the most current annual student attrition information, on the table provided by the ARC-PA, no later than April first each year

**A3.13** The program must define, publish, consistently apply and make readily available to prospective students, policies and procedures to include:

- a) admission and enrollment practices that favor specified individuals or groups (if applicable),
- b) admission requirements regarding prior education or work experience
- c) practices for awarding or granting advanced placement
- d) any required academic standards for enrollment
- e) any required technical standards for enrollment

**A3.14** The program must make student admission decisions in accordance with clearly defined and published practices of the institution and program.

**A3.15 The program must define, publish, consistently apply and make readily available to students upon admission:**

- a) any required academic standards
- b) requirements and deadlines for progression in and completion of the program
- c) policies and procedures for remediation and deceleration
- d) policies and procedures for withdrawal and dismissal
- e) policy for student employment while enrolled in the program
- f) policies and procedures for allegations of student mistreatment
- g) policies and procedures for student grievances and appeals

**A3.16 Programs granting advanced placement must document within each student's file that those students receiving advanced placement have:**

- a) met program defined criteria for such placement
- b) met institution defined criteria for such placement
- c) demonstrated appropriate competencies for the curricular components in which advanced placement is given.

**A3.17 Student academic records kept by the sponsoring institution or program, in a paper or electronic format, must be readily accessible to authorized program personnel and must include documentation:**

- a) that the student has met published admission criteria including advanced placement if awarded
- b) that the student has met institution and program health screening and immunization requirements
- c) of student performance while enrolled
- d) of remediation efforts and outcomes
- e) of summaries of any formal academic/behavioral disciplinary action taken against a student
- f) that the student has met requirements for program completion.

**A3.18 PA students and other unauthorized persons must not have access to the academic records or other confidential information of other students or faculty.**

**A3.19 Student health records are confidential and must not be accessible to or reviewed by program, principal or instructional faculty or staff except for immunization and screening results, which may be maintained and released with written permission from the student.**

## Applicant Responsibilities

Applicants to the physician assistant profession are expected and required to take full responsibility for their application throughout the admissions process. Please review these responsibilities outlined below. Furthermore, all applicants to the physician assistant profession are expected and required to abide by the [PAEA CASPA Policy Regarding Investigations and Violations](#).

CASPA applicants will:

- Be responsible for researching the application procedures, admission requirements, and deadline requirements for each designated physician assistant program and adhering to those requirements.
- Complete and submit their CASPA application, payments, and submit all supporting documentation to CASPA at least four weeks before the earliest deadline of the programs to which they are applying.
- Use the Transcript Request Form (available to applicants on the CASPA portal after they have listed their colleges attended) to submit transcripts to CASPA. To allow for timely processing, it is recommended that transcripts arrive at CASPA at least four weeks prior to the deadline of the earliest program to which the applicant is applying.
- *Provide honest, accurate, and complete application information.*
- Report to CASPA any changes in contact information (mailing address, email, phone number) throughout the admissions cycle. It is recommended applicants provide the same updates directly to the programs to which they have applied.
- Monitor their application's status and the submission and receipt of all application materials to CASPA, including all transcripts and letters of recommendation. The status of the application and supporting documents can be monitored at any time within the applicant portal.
- Follow up on any incomplete or undelivered application statuses and/or missing materials, such as transcripts, letters of recommendation, or payments, with CASPA staff and facilitate the submission or re-submission of those materials to CASPA. If letters of recommendation are missing, the applicant should contact the individual reference to make sure the request was received and encourage timely submission. Please note that CASPA is not responsible for documents which are lost in the mail. These items must be re-submitted to CASPA in a timely manner.
- Respond immediately to ALL notices and questions received from CASPA staff and physician assistant programs. Applicants are responsible for checking their CASPA application inbox available on the applicant portal, as well as their personal email and voicemail for these important notices and questions.
- Print a hard copy of the completed CASPA application to save for their files.
- Communicate and initiate all contact in a professional manner when interacting with CASPA staff and admissions staff of designated programs. CASPA will not communicate with parents, spouses, friends and or other individuals in regard to an application.
- Accept or decline all interview invitations and offers of acceptance in a timely and considerate manner.
- Log off the CASPA web application after the completion of each entry or review session to protect against unauthorized access of application information.



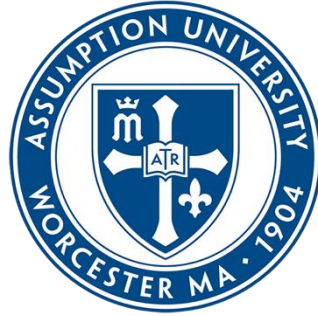
## CASPA Responsibilities

CASPA will facilitate through each of its participating programs a professional and equitable application process. Established protocols will provide applicants with a fair and complete initial review process of all application materials and support each program's autonomy in further evaluating, selecting, and matriculating qualified students.

CASPA will:

- Provide fair and equitable treatment throughout the application process.
- Collect and collate all application materials submitted by applicants. CASPA is further responsible for verifying all academic transcripts and degrees and disseminating completed application files to all programs designated by applicants in a timely and efficient manner. A completed application includes an application submitted by a program's deadline, all fees paid, receipt of official transcripts for all schools reported as attended, and receipt of two of the three required references.
- Provide quality customer service. CASPA's professional staff will maintain ongoing and responsive communications with programs and applicants, including training sessions and webcasts for new participating programs each year.
- Ensure customer confidentiality and data integrity by maintaining a reliable and secure Internet service and program of quality assurance.
- Report year-end data to each participating program and providing an annual report of aggregate applicant data to the Physician Assistant Education Association.
- Support the Applicant Portal (web application), Admission Portal for participating programs, and Advisor Portal for health professions advisors via the web.

## Symbolism of the Assumption University Seal



The Assumption College seal was designed by Brother Gerard Brassard, A.A. in 1954 when the College and the Assumption Preparatory School became separate, distinct entities. The elements of the official Assumption College seal each have symbolic meaning and tell the story of the College's rich history and goals.

The seal's blue and white coloring and the crowned "M" in the upper left-hand section of the shield both signify the Blessed Virgin Mary, the Patron of the Augustinians of the Assumption.

A fleur-de-lis cross quarters the shield, its presence a representation of the College's faith and its styling an acknowledgment of its location within the Roman Catholic Diocese of Worcester, which employs a similar style of cross in its coat of arms.

On the cross is an open book: it represents the Gospel, which is the foundation of teaching at a Catholic institution of higher learning, as well as a more general signifier of knowledge and wisdom. Written on the book are the letters ART, a shortened form of "Adveniat Regnum Tuum" (Thy Kingdom Come), a phrase from the Lord's Prayer that serves as the motto of the Assumptionists.

In the lower right corner, the fleur-de-lis is a reminder of the French origin of the College's founding religious order.

Together, these components of the seal remind us of what it means to be a member of the Assumption College community and how we are all inheritors of a proud tradition.

Light the way.

**Manual Reviewed by Principal Faculty**

- [Director of Admissions, Assessment, and Academic Success](#)
- [Director of Clinical Education](#)
- [Director of Didactic Education](#)

**Manual Reviewed by Program Leadership**

- [Associate Program Director](#)
- [Medical Director](#)
- [Program Director](#)

**University Leadership**

- [Assumption University Provost](#)
- [Assumption University President](#)

**University Legal Counsel**

**Manual Approved**

- [PA Program Director](#)
- [Dean, School of Health Professions](#)

The Assumption University Master of Science in Physician Assistant Studies Program has applied for Accreditation-Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The program anticipates matriculating its first class in January 2024, pending achieving Accreditation-Provisional status at the June 2023 ARC-PA meeting. "Accreditation-Provisional" is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for graduation of the first class (cohort) of students. If the Assumption University is not granted accreditation, no students will be enrolled in the program, and any deposits paid will be refunded. CASPA application fees will not be refunded.

