



# Physician Assistant Program

## *POLICIES & PROCEDURES MANUAL*

**2019-2020**

OREGON HEALTH & SCIENCE UNIVERSITY  
PHYSICIAN ASSISTANT PROGRAM  
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## ACCREDITATION

The OHSU Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), and meets the educational requirements for licensure in all 50 states. ARC-PA has granted Accreditation-Continued status to the Oregon Health & Science University, Division of Physician Assistant Education sponsored by Oregon Health & Science University (OHSU). Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes, withdraws from the accreditation process, or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September 2025. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

## OHSU MISSION STATEMENT

As part of its multifaceted public mission, OHSU strives for excellence in education, research and scholarship, clinical practice and community service. Through its dynamic interdisciplinary environment, OHSU stimulates the spirit of inquiry, initiative, and cooperation among students, faculty, and staff.

Setting the example for integrity, compassion, and leadership, OHSU strives to:

- Educate tomorrow's health professionals, scientists, engineers and managers in top-tier programs that prepare them for a lifetime of learning, leadership, and contribution.
- Explore new basic, clinical and applied research frontiers in health and biomedical sciences, environmental and biomedical engineering and information sciences, and translate these discoveries, wherever possible, into applications in the health and commercial sectors.
- Deliver excellence in health care, emphasizing the creation and implementation of new knowledge and cutting-edge technologies.
- Lead and advocate for programs that improve health for all Oregonians, and extend OHSU's education, research, and healthcare missions through community service, partnerships, and outreach.

## MISSION AND GOALS OF THE OHSU PHYSICIAN ASSISTANT PROGRAM

The Mission of the OHSU Physician Assistant Program is to:

- Prepare physician assistants for the practice of medicine and the delivery of team-based primary care services to diverse populations, including the medically underserved;
- Contribute to meeting the health workforce needs of Oregon;
- Provide a model of excellence in physician assistant education and;
- Advance the physician assistant profession in the state.

The Goals of the Education Program are to:

- Provide a coordinated and comprehensive physician assistant curriculum to ensure the graduate will possess the knowledge, skills, and attitudes appropriate to provide competent and compassionate patient care in collaboration with a licensed physician;
- Facilitate and foster the development of the necessary professional, moral, intellectual and ethical attitudes, behaviors and beliefs essential to the role of a physician assistant;
- Prepare students to provide medical care to patients from diverse backgrounds;
- Foster the concepts of collaboration and working as part of an interprofessional team, ensuring an environment for safe, efficient, effective and equitable patient-centered care;
- Foster the integration of the biologic, psychologic and social concepts of health promotion and disease prevention into the clinical practice of graduates, in accordance with the national objectives as elucidated in Healthy People 2020;
- Provide students with the tools and technological skills to support the necessary lifelong commitment to learning, intellectual pursuit, and acquisition of knowledge.

## **OHSU, THE SCHOOL OF MEDICINE AND THE PHYSICIAN ASSISTANT PROGRAM**

### **APPLICABLE POLICIES**

The Physician Assistant Program at Oregon Health & Science University (OHSU) operates as a free-standing division within the School of Medicine (Division of Physician Assistant Education). The Program provides a 26-month competency-based education consisting of both a didactic and clinical phase. The Program has its own established and approved admission and graduation requirements and has primary responsibility for designing and implementing the education program and procedural guidelines and regulations deemed necessary to carry out the Program's educational objectives. The Program is fully accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). As a graduate program within the School of Medicine, the Dean of the School of Medicine has the authority and responsibility for final judgment and action in all cases, provided that established procedures are followed. Discretionary responsibility for handling extraordinary cases is retained by the President of OHSU.

Upon matriculation into the OHSU PA Program, each student agrees to be bound by the Code of Conduct, rules, policies, procedures and administrative regulations of OHSU, the School of Medicine, Graduate Programs and the PA Program as they exist at the time of admission and as they may be changed during the student's continued enrollment. Students must be familiar with the policies and procedures of the Program as delineated in this manual and are also required to familiarize themselves with all policies and procedures of OHSU, the School of Medicine and Graduate Programs, as published on 'O2', the [OHSU Intranet](#).

### **Non-Discrimination Policy**

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, veteran status, or any other status protected by law. It does not discriminate on any status protected by law. This policy applies to all employment, education, volunteer, and patient care related activities or in any other aspect of OHSU's operation. Retaliation for reporting discrimination is prohibited. To make an inquiry or report an incident of discrimination, contact OHSU's **Affirmative Action and Equal Opportunity (AAEO) Department** at 503-494-5148, [aaeo@ohsu.edu](mailto:aaeo@ohsu.edu).

### **Title IX Notice of Non-Discrimination**

Title IX of the Education Amendments of 1972 ("Title IX") protects individuals from discrimination and harassment on the basis of sex or gender in any educational program or activity operated by recipients of federal aid. OHSU, as a recipient of federal funds, complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination and harassment, which includes sexual misconduct and sexual violence, in education programs, activities, employment, and admissions. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the **OHSU Title IX Coordinator**: Laura Stadum, JD. Contact: 503-494-0258 or [titleix@ohsu.edu](mailto:titleix@ohsu.edu). Inquiries may also be directed to the U.S. Department of Education, Western Region Office for Civil Rights at 206-607-1600, [ocr.seattle@ed.gov](mailto:ocr.seattle@ed.gov).

### **Patient Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics**

OHSU will not accommodate requests for or refusal of healthcare professionals or other personnel because of a specific characteristic of the healthcare professional or other personnel. Please refer to Healthcare Policy [HC-RI-133-POL](#).

Important websites to review include:

- [School of Medicine, Graduate Studies Policies & Guidelines](#)
- [Academic and Student Affairs](#)
- [Medical Student Handbook](#)

All students should also review the [OHSU Code of Conduct](#). Students will be provided access to applicable Program policies at matriculation. After being given an opportunity to review the policies and to have any questions answered, the student will be required to sign an agreement to abide by the policies as a condition of the student's continued participation in the Program.

### **INTEGRITY WEB-BASED TRAINING (COMPASS)**

All students must complete all required online [Compass](#) training modules in a timely manner and adhere to the precepts outlined in these courses at all times. Failure to complete these modules will delay or prevent course registration.

### **WORKPLACE VIOLENCE PREVENTION AND RESPONSE**

It is recommended that students also complete the online module *Workplace Violence Prevention and Response*. All faculty, staff, and students at OHSU need to play a role in keeping our community safe. This module is assigned at the end of the academic year.

## EMERGENCY PREPAREDNESS (EP)

OHSU has established an [Emergency Management Program](#) that plans for an organized and effective response to emergencies. This page includes links to sign up for text alerts, inclement weather or modified operations updates, and other valuable information.

### On Campus

If an emergency should occur while you are in the RLSB PA Program classroom, 1S040, the Program has established the parking lot of the 3030 SW Moody building as the meeting point to gather and assess the situation. If the 3030 building is inaccessible due to TriMet issues or a problem on the Tilikum Crossing, students will gather at the Schnitzer lot to the north of the RLSB.

### Clinical Sites

If an emergency should occur while you are at a clinical site, students will comply with established policies and practice at each clinical site.

For more information regarding campus resources in case of emergency, please refer to OHSU's [Emergency Resource Book](#).

## ADVANCED STANDING

The Program highly values academic preparation and previous healthcare experience in its evaluation of applicants. However, it is the policy of the Program not to award advanced placement for, or to accept for credit, any previous academic or other experiential learning. All matriculated students are required to participate in and complete the entire curriculum of the Program in order to meet the requirements for graduation.

## STUDENT WORK AND EMPLOYMENT

The Program curriculum is fast-paced and rigorous, and successful completion requires the full attention of students.

### Expectations of Students

- a) Students are strongly discouraged from working while enrolled in the Program.
- b) The Program reserves the option to require students on academic probation to give up their employment as a condition of continuing in the Program.
- c) Students are prohibited from working for the Program while enrolled in the Program.

### Expectations of the Program

- a) Students shall not be required to perform clerical or administrative work for the Program.
- b) During clinical experiences, students shall not be used to substitute for regular clinical or administrative staff.

It is the responsibility of OHSU employees seeking to pursue individual courses for academic credit or an academic degree or certificate within OHSU to notify the academic program of their employment status prior to registering or accepting admissions to ensure the activity does not impact their work schedule and to minimize potential conflicts of interest.

Current OHSU students intending to accept an employment offer (excluding positions identified as Student Employment or Student Work Study) from an OHSU department must notify their academic program prior to accepting the position. For more information, see [OHSU Policy 03-30-145, Employees as OHSU Students](#).

## PROGRAM OFFICE

Program office hours are Mon – Fri, 8 am to 5 pm (subject to change), not including [University holidays](#).

The Program administrative office is located on the fifth floor of the Robertson Collaborative Life Sciences Building. Students are asked to be mindful of and respect the personal workspace of Program faculty and staff. Students will not be in faculty or administrative offices without the presence of a faculty or staff member. Students will make every effort to minimize interruptions of staff throughout the day, and conduct routine business at times most convenient to the staff.

Students are encouraged to schedule appointments with faculty in advance. Appointments can be arranged with the individual or through the appropriate Program staff. E-mail requests for appointments are encouraged. Staff time should likewise be by appointment if an extended period of time is required to complete business.

## COMMUNICATION

The Program office shall serve as a clearinghouse for all messages directed to students. Emergency calls should be directed to 503-494-3633. A staff member will respond to calls to this number during business hours.

In almost all instances, students will be contacted via e-mail. **Students are required to view and respond to e-mail from program faculty, staff, and/or other stakeholders (preceptors, credentialing staff, OHSU Housing, etc.) on a daily basis or within 24 hours.** A member of the faculty or staff should be notified immediately if, for any reason, a student is not able to communicate using e-mail.

Students are responsible for notifying Program staff and the Office of the Registrar of changes in name, address, phone numbers and other directory information in a timely manner.

### Communication during the Clinical Phase

Students are required to maintain ongoing communication with the program office throughout the clinical phase. Students will report immediately any problems experienced while on clinical rotations. These concerns should be communicated without delay to the student's clinical year advisor or clinical coordinator. Be sure to include the Regional Coordinator (if applicable) in your communications.

**Reporting Changes in Clinic Work Schedule:** Unless you have been notified by the program in advance, any time your preceptor plans to be gone from clinic for any reason during your rotation (e.g. out ill, attending a conference, on vacation) the student **MUST contact the Clinical Coordinator or the Clinical Education Coordinator immediately upon notification, unless the preceptor has made other arrangements for you at the same clinic.** In such instances, it will be our priority to find another preceptor, either at the same clinic or another clinic. If this information is not communicated to the Program

in advance, and the student is not able to attend clinic because of the absence of preceptor, this may be considered an unexcused absence

### **APPROPRIATE USE OF OHSU EMAIL LISTS**

While in the PA Program, students may have a need to communicate with groups of faculty, staff or students from the wider OHSU community. [OHSU Policy 08-10-005, Internal Communications](#), stipulates that any e-mail sent to more than 50 addresses across departments or a program be approved in advance through Strategic Communications.

OHSU leadership utilizes broadcast emails strategically and for priority communications. Frequent emails can frustrate recipients and cause them to request removal from email groups, which is a problem for leadership when they have important information they need to disseminate to the entire organization.

Instead of directly emailing list addresses of other schools or programs within OHSU, students should contact representatives from individual schools/programs to discuss the best way to disseminate information.

Other OHSU resources that can be used to disseminate information are:

- [SoM Facebook Page](#)
- [SoM Twitter](#)
- [O2 \(OHSU Intranet\)](#)
- [OHSU Classifieds \(Chuckslist\)](#)
- [OHSU Student Council Blog](#)
- [Graduate Student Organization website](#)

### **STUDENT LOUNGE/COMPUTER WORKSTATIONS**

#### RLSB Graduate Student Lounge

The RLSB Graduate Student Lounge is shared with students of other programs, including Medical, Dental, Radiation Therapy and OSU School of Pharmacy. Access to the lounge is by badge only, and all students are expected to facilitate maintaining the area's security. The Assistant Vice Provost for Student Life, Karen Seresun is responsible for maintaining this space. Any problems should be reported by a single class spokesperson to her at 509-494-8295, [seresunk@ohsu.edu](mailto:seresunk@ohsu.edu).

Kitchen facilities, including refrigerators and microwaves, are provided. Students are expected to help maintain the cleanliness of the lounge, the furniture, and equipment. Refrigerators should be cleaned out on a regular basis.

#### PA Program Study/Computer Space

The Graduate Learning Resource Center located on the fourth-floor atrium of the RLSB is designed to provide study areas, small group rooms, and computer space for students in the PA Program and other OHSU/OSU graduate programs.

The room can be accessed via badge only. We also ask that students not leave personal items behind and clean up after themselves when done using any common spaces.



## BICC AND PROGRAM LIBRARY

### Biomedical Information and Communication Center (BICC)

The BICC houses the library and all of the computerized educational support for OHSU. Students are extended full privileges at the BICC, including the use of computers, access to databases, online books and journals and CD-ROM educational materials. Students will be introduced to the BICC at orientation, during which the services and student responsibilities as users will be outlined. Fees for library materials or services may not be charged against the Program account unless expressly authorized by the Program Director.

When students are using the library during open hours, students must use the main 3<sup>rd</sup>-floor entrance. After hours, students can access the 4<sup>th</sup> floor of the library 24 hours a day with their OHSU ID badge. Students can swipe on one of the outside sets of doors (2<sup>nd</sup> floor on either side of the building or 4<sup>th</sup> floor on the bridge side). Once inside the building students should go to the 4<sup>th</sup>-floor lobby, then swipe to get into the library. Quiet study space, study rooms, and wireless access are available. OHSU library hours are posted on the [main library web page](#).

### Program Library

The Program maintains a small library of books for student use. Located in the RLSB classroom, our rolling library cart has reference books and textbooks which may be borrowed by students. These library materials have been provided by the Program to the students for their use. Students should limit borrowing materials to a 24-hour period so as to allow use by fellow students. It is the expectation of the Program that students will ensure the care of materials they borrow and return them in a timely manner. Students may not take materials to rotation sites during the clinical year.

## STUDENT RECORDS

The Program shall create and maintain education records on students that matriculated into the Program. The education record contains information (furnished by the student or by others at the student's or Program's request), including but not limited to, copies of application materials, records of grades earned, assignments, faculty evaluation of student performance, information concerning discipline and counseling for academic and/or professionalism issues and clinical performance in accordance with the Family Educational Records and Privacy Act (FERPA). As the program transitions to an entirely electronic student record, student records are currently maintained in either hard or electronic copy. Records will not be removed from the office absent authorization of the Program Director.

Official academic records and original application documentation are maintained by OHSU's Office of the Registrar.

Additional information, including the *Annual Notification of Student Rights*, the *Student Records Policy* and the *Request to Restrict Directory Information* can be obtained on the [Registrar's website](#). OHSU policies elaborate upon or qualify these rights to the extent the institution is authorized to do so under law (see [OHSU Policy 2-20-005 through 2-20-050](#)).

## STUDENT FINANCIAL CONSIDERATIONS

Program tuition and university fees are determined by the Program Director in consultation with the Provost and are approved by the OHSU Board of Directors. *Projected* Program tuition and university fees are published in the application materials provided by the Program. *Actual* tuition and fees assessed will be based on the *OHSU Academic Year Tuition & Fee Book* and may be different from those published in the application materials.

All students are required to carry a disability insurance policy negotiated by the Program on their behalf. Because the premium is negotiated based on the participation of all students, there will be no exceptions to this policy. Program tuition covers the cost of the disability insurance.

Full payment of Program tuition and university fees is required by the due date listed on your e-bill.

ALL Program tuition and university fees must be paid prior to receipt of a transcript or diploma.

In addition to Program tuition and university fees, students are solely responsible for the following costs:

- a) Required and recommended textbooks. Booklists, specific to each year, will be distributed and contain a list of required textbooks. Recommended and/or reference texts are not required.
- b) Required clothing and equipment, e.g., lab coats, stethoscopes.
- c) Health insurance: All registered and enrolled students are required to carry both major medical and dental insurance policies at all times. Students will be charged for the OHSU sponsored health insurance plan, unless they are covered under a comparable major medical, or dental insurance plan that meets all of the OHSU waiver requirements and have waived out of the OHSU sponsored health insurance plan within the waiver period. Students may apply for a waiver through the Joseph B. Trainer Health & Wellness Center (JBT) before the deadline. Visit the JBT [website](#) for information and forms. Students **MUST** notify the program and student insurance office of loss of privately held insurance and are required to pick-up coverage through OHSU.
- d) Unless otherwise specified, room and board, both while in attendance at OHSU and during clinical rotations.
  - i. The OHSU has a centralized Office of Housing that coordinates housing for all students assigned to clinical rotations in hub sites and non-commutable sites outside metropolitan Portland (typically defined as greater than 45 miles outside of the Portland). However, the Program will not assist with housing in any student-requested non-hub or out-of-state rotations except in exceptional circumstances.
  - ii. Students may choose to arrange their own housing at their own expense for assigned rotations, so long as the housing meets the requirements outlined in [OHSU Policy 02-90-030, Housing for Community Based Rotations](#) and the procedures developed by the OHSU Office of Housing. However, if a student requests housing and subsequently changes their mind or leaves the provided housing, the student may be responsible for the housing costs incurred by the Program.
  - iii. Insurance: Neither the Program nor OHSU maintains insurance to cover the loss of any student personal property. The Program requires that students maintain a renter's (or tenant's) policy to cover potential personal property loss during the clinical year. Students are not provided liability coverage for any of their actions as occupants of OHSU-coordinated housing and therefore are not covered for any liability claim or lawsuit that

might result from such actions. Questions regarding insurance or risk management issues should be referred to the OHSU Risk Management Office.

- e) The required laptop computer, internet service provider, smartphone, and software.
- f) Transportation, both while in attendance at OHSU, and to and from clinical experiences during the didactic year and clinical rotations.
- g) Parking costs and fines.
- h) Pagers, cell phones, and associated service fees. The Program may arrange and pay for student pagers for student use on particular clinical rotations. Students are solely responsible for Program-provided pagers and must return them in good working condition at the end of the rotation. A student who damages, loses, or does not return a pager will be financially responsible for its replacement cost, and will not receive their degree until the Program has been reimbursed.
- i) Certification (NCCPA testing fees) and licensing fees upon completion of the Program.
- j) Membership dues: American Academy of Physician Assistants, Oregon Society of Physician Assistants, etc.
- k) All other incidental expenses, regardless of their applicability to the Program.
- l) Students are required to cover all drug testing costs beginning prior to matriculation and subsequent costs for cause or when required for hospital privileges during the clinical phase.

## REFUND POLICY

Refunds may be granted to students in accordance with the [Academic Tuition and Fees Refund Schedule](#). Notification of withdrawal or cancellation and request for refund must be in writing and addressed to the Registrar. An appeals process is available for students who believe that their circumstances warrant exceptions to the published policy.

### 11- or 12-week term:

Starting from the Day on Which Classes Begin for the Term:	Percent Refund
Complete or Partial Withdrawal Before the Close of the 11th Day After Classes Begin for the Term	100%
Before the Close of the 25th Day After Classes Begin for the Term	50%

### Summer A and Summer B (6-week term):

Starting from the Day on Which Classes Begin for the Term:	Percent Refund
Complete or Partial Withdrawal Before the Close of the 4th Day After Classes Begin for the Term	100%
Before the Close of the 11th Day After Classes Begin for the Term	50%

## REPRESENTATION OF OHSU, SCHOOL OF MEDICINE AND THE PHYSICIAN ASSISTANT PROGRAM

Students shall not make statements on behalf of the Program or Institution or represent the Program or Institution in administrative, financial, educational or policy matters without the express authorization of the Program Director or appropriate representative of the Institution.

## TECHNICAL STANDARDS, OREGON HEALTH & SCIENCE UNIVERSITY

Health Sciences programs have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgment, extensive knowledge, and well-honed technical skills. All candidates for an OHSU degree or certificate must possess essential skills and abilities necessary to complete the curriculum successfully. These include academic (e.g., examination scores, grade point average) as well as technical standards. These technical standards are nonacademic criteria, basic to all of OHSU's educational programs. Each OHSU program may develop more specific technical standards.

OHSU's Technical Standards include:

- a) Acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other.
- b) Ability to recognize, understand and interpret required instructional materials including written documents, computer-information systems, and non-book resources.
- c) Ability to manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice or research.
- d) Ability to follow universal precautions against contamination and cross-contamination with infectious pathogens, toxins, and other hazardous chemicals.
- e) Solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment.)
- f) Synthesize information to develop and defend conclusions regarding observations and outcomes.
- g) Use intellectual ability, exercise proper judgment, and complete all responsibilities within a timeframe that is appropriate to a given setting.
- h) Maintain effective, mature, and sensitive relationships under all circumstances (e.g., clients, patients, students, faculty, staff and other professionals.)
- i) Communicate effectively and efficiently with faculty, colleagues, and all other persons encountered in any OHSU setting.
- j) Work in a safe manner and respond appropriately to emergencies and urgencies.
- k) Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical practice, health care and biomedical sciences and engineering.

## TECHNICAL STANDARDS, OHSU SCHOOL OF MEDICINE

For successful completion of the course of study for the degree of Master of Physician Assistant Studies at OHSU, candidates for graduation must possess the knowledge, skills, attitudes, and judgment to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates must demonstrate the capacity to develop academic and emotional maturity and leadership skills to function effectively in a medical team. Therefore, all students admitted to the Program must be able to meet, with or without reasonable accommodation, the following abilities and expectations. Students/applicants who may have questions regarding these technical standards or who believe they may need to request reasonable accommodation in order to meet the standards are encouraged to contact the [OHSU Office for Student Access \(OSA\)](#).

- a) Candidates must be able to observe demonstrations and experiments in the basic sciences.
- b) Candidates must have sufficient use of the sensory, vision, hearing, motor and somatic sensation necessary to perform a physical examination. Candidates must be able to perform activities such as palpation, auscultation, percussion, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the movements, equilibrium and functional use of the sense of touch and vision.
- c) Candidates must be able to learn to respond with precise, quick and appropriate action in emergency situations.
- d) Candidates must be able to communicate with accuracy, clarity, efficiency, and sensitivity.
- e) Candidates must have the skills to be able to analyze and synthesize information, solve problems, and reach diagnostic and therapeutic judgments.
- f) Candidates must be able to acknowledge evaluation and respond appropriately.
- g) Candidates must possess the interpersonal skills to develop rapport and positive relationships with patients.
- h) Candidates are expected to possess the perseverance, diligence, and consistency to complete the PA Program curriculum. Candidates, therefore, must be able to tolerate physically taxing workloads, to function effectively under stress, to adapt to changing environments, to display flexibility, and to function in the face of uncertainties inherent in the clinical problems of many patients.

## OHSU STUDENT ACCESS AND ACCOMMODATION

OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008.

As defined by the ADA and ADA-AA, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities. This may include, but is not limited to, physical,

sensory, chronic health, psychological and learning impairments. A qualified student is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study, with or without reasonable accommodations.

The OSA determines and facilitates the implementation of reasonable accommodations to address documented disabilities; this may include academic adjustments, auxiliary aids and/or program modifications. Reasonable accommodations enable students with disabilities to have an equal opportunity to participate in an academic program or activity by providing alternative ways to accomplish the course requirements that eliminate or reduce disability-related barriers without altering or lowering standards.

The OSA works with students with disabilities across all OHSU educational programs and campuses. Each school also has an assigned Program Accommodation Liaison (PAL), who acts as an “in-house” resource for students and faculty concerning student access, once accommodations are established.

**Students are advised to contact the OSA as soon as possible to discuss eligibility for disability services; accommodations may take time to implement and cannot be applied retroactively. All information regarding a student’s disability is kept in accordance with state and federal laws.**

Phone: 503-494-0082  
Secure Fax: 503-346-8068  
Email: [studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu)  
Website: [www.ohsu.edu/student-access](http://www.ohsu.edu/student-access)

## **LATEX ALLERGY**

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student’s expense. Any student found to be latex allergic must determine whether or not to continue with clinical training, acknowledging the risk of becoming ill even if reasonable precautions are taken, and accommodations are made.

If the student should elect to continue in training, the student assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death.

## **LIABILITY**

The Dean of the School of Medicine explicitly authorizes physician assistant students, as a part of their academic responsibilities, to participate in clinical activities, including care and treatment of patients, taking histories and performing physical examinations at OHSU, OHSU facilities or affiliated non-OHSU sites. Such authorization is to be for academic activities (including clinical) under the direction of faculty. Such sites include inpatient (such as hospitals and extended care facilities, nursing homes and hospices), outpatient (such as clinics and physician offices), patient dwellings and any other location where education and training of physician assistant students may occur.

In order to be covered by OHSU’s liability insurance policy, a physician assistant student must be registered for an approved course including all electives on and off campus.

## STUDENT HEALTH ISSUES

Immunization records, tuberculosis screening, and drug test results may be released to the Program, as they are considered a condition of matriculation and not part of a student's medical record. Health screening and immunizations of students will not be conducted by Program personnel.

The student must be free of infectious or communicable disease. A formal health declaration (at matriculation) by each student must be provided to the Program prior to matriculation. A student's participation in the Program may be restricted or prohibited if the student is found to have a communicable disease which would present a serious threat to the health of the student or any other person.

Students should expect to participate in the care of patients with infectious diseases during their educational activities and will use standard precautions during all clinical activities.

Students will follow standard precautions to avoid transmission of or infection from infectious diseases. The procedures deemed necessary shall be those recommended by the Centers for Disease Control and Prevention.

- a) It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) designed for one-time use in a clinical setting, e.g., disposable gloves, masks, eye protection, etc.
- b) It is the responsibility of the Program or clinical site to instruct the student about accepted infection control procedures applicable to the student's activities.
- c) It is the responsibility of the student to use the PPE provided and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases. It is further recommended that students purchase reusable protective equipment, e.g., breathing masks, for use outside of a clinical setting.

Students are expected to exercise prudence in attending mandated class or clinical activities when ill. Health care professionals at clinical sites are empowered to restrict the activities of an ill student or prohibit an ill student from clinical responsibilities when deemed appropriate. The student must notify program faculty of any absences due to illness. (See [HC-HR-100-RR, Illness Among OHSU Healthcare Workforce Members](#)).

## INFECTIOUS DISEASE

Physician assistant students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) should follow the protocols established by the JBT. Following such exposure, students are **required** to notify the JBT at 503-494-8665 to solicit additional advice regarding follow up. ***Please review the instructions related to [Blood-Borne Pathogen Exposure](#).***

***Notify the PA program office by phone or e-mail and report the exposure, date, and confirmation that you have initiated the required process explained above.***

- a) It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) for use in a clinical setting (e.g., disposable gloves, masks, gowns, eye protection, etc.).
- b) It is the responsibility of the program and the clinical site to instruct the student about accepted infection control procedures applicable to the student's activities.

- c) It is the responsibility of the student to use the Personal Protective Equipment provided, and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases.

## IMMUNIZATIONS

Immunizations are not provided by the Program.

Although some immunizations may be required or recommended by the Program, the choice regarding immunization is the responsibility of the student in consultation with the JBT. OHSU follows the guidelines for required immunizations issued by the Center for Disease Control (CDC) and by the State of Oregon. Students must comply with pre-entrance immunization requirements and remain in compliance for the duration of their enrollment at OHSU, as specified by JBT. You may review a summary of these requirements on the JBT [website](#).

Immunizations are available through the county health offices and/or the student's personal health care provider. JBT will only assist students in completing the Hepatitis B vaccination series and follow up titer for students that have started but not completed this requirement. All costs associated with immunizations are to be incurred by the student. Failure to provide proof of immunizations within 30 days of matriculation will result in a student being restricted from registering or attending class. (See [OHSU Policy 02-90-010, Student Health](#)).

For self-protection during clinical activities, annual immunization with a polyvalent influenza vaccine is strongly recommended and may be required in some settings. If not immunized a student may be required to use a mask when interacting with patients or restricted from participating in the care of the patient by their assigned site. Maintaining compliance with annual tuberculosis screening and annual respiratory protection requirement is also mandatory. These services are provided free of charge at JBT.

Students will carry their medical records and immunization history with them while on clinical rotations to facilitate the completion of hospital access paperwork during the clinical year. **Some hospitals and hospital systems may have different immunization requirements. Students must comply with the immunization requirements of the facility in which they are training.**

Further information, including the Immune Status Form, is available from the JBT at 503-494-8665 or [online](#).

## SMOKING

The OHSU campus is a "tobacco-free environment." In support of this important initiative (see [OHSU Policy 07-90-021, Tobacco-Free Environment](#)).

## BACKGROUND CHECKS

Students must pass an initial background check conducted through CertifiedBackground. Some hospitals and hospital systems require students to have a more recent background check and possible fingerprint check prior to clinical rotations. Students must comply with such a request. The Program will cover the cost



of additional background checks if required. Additional background checks will be conducted via OHSU's Department of Public Safety.

If at any time during enrollment a student is convicted of a felony or misdemeanor or has any pending arrests for a felony or misdemeanor, the student must immediately inform the Program Director.

## **DRUG TESTING**

Students are referred to OHSU's Policies and Procedures and OHSU Code of Conduct regarding the use of alcohol or other drugs while an OHSU student. Additionally, OHSU provides a required reference, [OHSU Alcohol, and Drug Guide](#) which applies to both employees and students at OHSU.

To promote the health, safety, and productivity of students and clients in their care, OHSU has established a drug testing program consisting of pre-clinical experience testing of students and "for cause" testing for any student suspected of being under the influence of unlawful drugs or alcohol during their course of study. (See [OHSU Policy 02-01-003, Student Drug and Alcohol Testing](#))

All students accepted to the PA Program must successfully pass an initial drug screening. Individual school policy shall dictate the timing of such screenings ensuring, at a minimum, students are tested before their initial clinical experience. All students may be tested "for cause" based on reasonable suspicion of being under the influence. "For cause" testing includes alcohol and/or drug tests. Students are required to cover all drug testing costs beginning prior to matriculation.

Some hospitals and hospital systems require students to be drug tested beyond the initial screen and just prior to participating in a clinical experience. Students must comply with such a request and may be required to cover the cost of the testing.

The 10-panel drug test being administered tests for a variety of substances including, but not limited to, amphetamines, cocaine, marijuana, opiates, barbiturates, and methadone. While many states, including Oregon, have legalized the use of marijuana, OHSU continues to consider marijuana an illegal substance in adherence with the current federal law.

Students who refuse to submit to, or do not pass the drug screening process may be dismissed from the program as outlined in the Program's [Dismissal](#) policy.

## **STUDENT IDENTIFICATION**

At all times, students on OHSU-owned or controlled property will wear the OHSU Identification Badge provided by Public Safety. (See [OHSU Policy 07-15-001, Identification Cards](#))

At all times, students in any clinical setting will wear an identification badge with their name and title as an "OHSU Physician Assistant Student." Students may wear the OHSU Identification Badge and/or the name pin provided by the Program. If a clinical site requires another type of ID, the site's ID and one OHSU ID will be worn.

Lost or stolen badges will result in a \$25 fee to be paid directly by students to the Office of Transportation and Parking. Students must contact Public Safety immediately at 503-494-7744 to report the incident and

deactivate the lost or stolen ID badge. Students must also contact PA Program staff to request a new badge form. Additional services like TriMet & C-TRAN stickers may result in additional fees.

All students will introduce themselves as physician assistant students from OHSU during all encounters at all clinical sites. It is the professional responsibility of the student to ensure that patients, staff, and visitors are made aware of their PA student status.

### **CLASS LEADERSHIP**

Each class will be asked to elect fellow students to serve in leadership roles as representatives of the class and Program. All such students are required to remain in good academic standing, and the Program reserves the right to require the resignation of any student leader whose continued matriculation in the Program might be jeopardized by their responsibilities as a student leader.

### **CURRICULUM DEVELOPMENT AND REVIEW**

The Program staff welcomes and encourages written feedback regarding any aspect of the Program. Students are required to complete evaluations of didactic presentations, all courses within the curriculum, skills labs, and mentoring and clinical rotation sites.

The feedback provided shall be considered confidential, and information determined from the contents of the evaluations will be disseminated outside of the Program only in summary form, without identification of the student, unless specifically authorized by the student. These evaluations will be maintained in a permanent Program file and will be used to refine the curriculum and ensure the selection of optimal instructors in subsequent education programs.

At the end of each phase of the Program, students are required to complete evaluations designed to evaluate the Program as a whole.

The Curriculum Committee will meet regularly to review the curriculum, student performance, and student/mentor/preceptor evaluations and suggest revisions appropriately. Students will assist in the work of the Curriculum Committee.

### **ATTENDANCE**

**Attendance is mandatory for all classes, basic science labs, skill labs and supervised clinical experiences** unless students are notified to the contrary by Program faculty or staff. At the discretion of Program faculty and/or course directors, attendance and class participation may be considered in grading.

#### Academic Year Attendance

A class schedule for each quarter is determined by the Academic Coordinator and approved by the Program Director. Classes are generally scheduled 8 a.m. to 5 p.m., Monday – Friday. The Program faculty reserves the right to schedule additional class time and require attendance prior to 8 a.m., beyond 5 p.m., and on weekends when necessary. Due to the accelerated nature of the Program, daily attendance is required and will be monitored.

Personal Days (Discretionary Absences)

Three "personal" or discretionary absences will be allowed during the didactic year. These days may be taken for any reason deemed warranted by the student.

To be "excused":

- a) Each day must be requested at least 7 days in advance and approved by the academic coordinator who will keep track of personal days used.
- b) Students may not take two personal days in a row and may not take the day before or after a holiday or break to lengthen the time off.
- c) Personal days will not be approved for any day on which there is an exam, clinical skills training, or small group activity.

If a student takes a personal day off without meeting these criteria, it will be treated as an "unexcused absence."

In general, absences will be considered "excused" when due to:

- a) Illness/injury – The Program reserves the right to request a health care provider's note to document office visits for any extended absence due to illness beyond two consecutive days.
- b) Immediate family emergency.
- c) Personal emergency.
- d) Anticipated absence "excused" in accordance with the Personal Day Policy.

If an emergency or illness arises, students are to notify the Program office as soon as possible by calling 503-494-3633.

Whenever possible, elective personal appointments for medical, dental or other reasons should be made on a student's own time. Anticipated absences for non-acute health-related reasons must be requested in writing to the Academic Coordinator or, in their absence, the Program Director. If initial approval is granted, additional approval of the course director must be requested.

Program faculty will make the final determination as to whether an absence will be considered "excused." Unexcused absences will not be tolerated and, as a professional development issue, may result in the issuance of a Professional Development Form and be referred to the Progress and Promotions Committee for appropriate action.

Students will be held accountable for all information and skills presented during ANY absence, excused or unexcused. In the event of absence, students will be responsible for following up with the course director and/or instructor and acquiring any information or materials missed using Echo 360 (lecture-capture) when appropriate and/or from Sakai or classmates.

Missed assignments and/or examinations may or may not be "made up" at the discretion of the Program faculty and/or course directors. The make-up of certain lab "performance" tests, e.g., anatomy lab, OSCEs, may not be feasible. The Program reserves the right to require additional "makeup" work and/or time when necessary for a student to complete Program requirements.

Changing the scheduled time of an examination for non-health reasons is generally not permitted. However, per [OHSU Policy 02-70-04, Change in Scheduled Examination or Other Assessments](#), students may request a change in the schedule for an examinations so long as the rationale meets the requirements for a reasonably excused absence. These exceptions may include emergencies and unique academic

opportunities. In the case of academic opportunities, students must submit an email request to the Course Director, Academic Coordinator *and* the Program Director at least two weeks prior to the examination. Students must be in satisfactory academic standing to be considered for an examination schedule change for non-health reasons.

During modified operations, students should call the OHSU Inclement Weather Hotline at 503-494-9021 for a message regarding possible campus closures. Any program-specific changes to class schedule due to modified operations will be communicated via email to all students as soon as feasible.

Students in good academic standing may participate in University elective courses offered to first- and second-year medical students, provided the course(s) does not conflict with Program course requirements.

#### Clinical Year Attendance

The Program's Clinical Year Team will determine the clinical year calendar. **Students in the clinical phase of the Program will adhere to the requirements of the clinical year calendar rather than the OHSU academic calendar.**

Memorial Day, Independence Day, Labor Day and Thanksgiving Day are the only student holidays officially observed while on rotations. If a student wishes to observe other holidays, they must request authorization in writing at the start of the clinical year. Absences for additional holidays observed by an assigned clinic must be requested in advance.

Students will attend and participate in all activities required and assigned by their clinical preceptors. The clinical preceptor determines the daily schedule. Students should be involved in the clinical care of patients each day of their assigned rotation. **For most rotations the required work week is 40 hours per week at each assigned clinical rotation site.** Students must recognize that many rotations will require participation far in excess of these minimum standards. When a preceptor is seeing patients, it is expected that the student will be working as well. **Students will participate during evenings, nights, weekends and holidays when expected by an assigned clinical preceptor.**

Emergency Medicine Rotations: Students may be scheduled to work a variety of shifts on their emergency medicine rotations, **including evenings, nights, weekends and holidays. Shifts may include 8, 10 or 12-hour shifts.** If you have any questions about your schedule or expectations for attendance, please contact the clinical coordinator.

In the event that your preceptor works less than 40 hours per week, the program may make other arrangements for you to work with another preceptor in order to ensure that you meet the required clinical hours. The program will communicate these details to the student prior to beginning the rotation. **If your preceptor is unexpectedly absent, you must communicate this to the Clinical Coordinator, Regional Coordinator or Clinical Education Coordinator immediately.**

At the start of every new rotation, students should explore with their preceptors any potential conflicts during the rotation that might interfere with meeting the requirements of 40 hours per week. Any such conflict should be reported to the clinical team immediately. **A student who fails to meet either of the minimal time requirements in any given week without notifying the Program and seeking prior authorization from the clinical team will be considered absent (unexcused) for the length of time missed.** Consequences associated with unexcused absences from rotation are explained below. This

guidance should not be interpreted as an opportunity to negotiate additional time off that does not meet the above attendance standards.

**Callbacks and Bridge to Professional Practice course series:** Attendance at Callbacks and Bridge activities is mandatory, and students are expected to report to all scheduled activities on time. A student who is absent for all or part of a Bridge/Callback session will be considered to have an unexcused absence(s). Any student who misses all or part of a Bridge session may be required to complete additional assignments.

**Excused Absences:** Students may have a maximum of two excused absences (excluding pre-approved personal days) from any single rotation. If more than two days are missed for any reason (illness or emergency), students may be required to make the time up. Unexcused absences will not be tolerated and, as a professional development issue, will be referred to the Progress and Promotions Committee for appropriate action. Absences for any reason totaling five or more days during a clinical rotation may require repetition of the entire rotation. Multiple interruptions in the sequence of the clinical year may require the repetition of the entire clinical phase of the program.

**Illness or Emergency:** In the event of illness or emergency necessitating absence from the clinical rotation site, students shall contact the preceptor and the Clinical Education Coordinator by phone by 9:00 AM that morning. Messages left must include student's name, clinical site, preceptor's name, verification that the preceptor has been notified, the reason for absence (illness or emergency), expected return date and a telephone number where the student may be reached. These absences are "excused" when the above procedure is followed. The clinical year team, in conjunction with the preceptor and student, will determine if and how the time will be made up.

**Personal Days:** Absences for anything other than an acute illness or emergency must be approved in advance. Students are permitted five personal days over the course of the clinical year, which do not need to be made up. Students may use these days for engagements such as personal appointments, employment interviews, conference attendance, or family events. **No more than two personal days may be taken during a single rotation.** A student may not use a personal day during a Bridge course or Callback. Requests for personal days must be submitted to the Clinical Education Coordinator or the Clinical Coordinator **in writing** via e-mail at least two weeks in advance of the requested date(s). Additionally, students must fill out the Personal Day Request Form that **MUST** be signed by the preceptor and faxed to the PA program office at 503-494-1409. All requests are subject to approval by the clinical coordinator and the preceptor. If the request for personal time off precedes the start of a rotation, the Program will obtain approval from the preceptor. However, the student must still submit a request form and gain approval.

**Unexcused Absences:** Attendance at clinical rotations at the scheduled time and date is mandatory. Any missed days or hours not approved or excused are considered unexcused.

- a. A student may not arrive late or leave early from any rotation without the permission of the preceptor **and the clinical year team**. Arriving late or leaving a rotation early will be treated as an unexcused absence. Students who demonstrate a pattern of unexcused absences may receive a Professional Development Form and may also be referred to the Progress and Promotions Committee for appropriate action.

- b. During any rotation, a student is required to make up all time lost as a result of unexcused absences unless specifically exempted by a member of the clinical year team. The student, in consultation with the assigned preceptor, will propose how the time is to be made up.

**Conference Attendance:** While the program encourages student participation in PA professional conferences, students must request in advance to attend. Depending on their relevance to the student's education they may be required to use personal days for absence from a rotation to attend such conferences.

**Community Outreach Project (COP):** Students are excused from clinic one day to implement their (COP). Students may not implement their COP during their inpatient medicine rotation or during a Bridge/Callback session. The date of implementation must be pre-approved by program faculty prior to implementation. Failure of a student to obtain prior approval may result in an unexcused absence.

### **Extended Leave for Clinical Year Students**

The program recognizes that a situation beyond a student's control may arise that requires a student to request an extended leave of absence from the rotation schedule during the clinical year. Situations that may precipitate such a request are illness, active duty military service, the death of a family member, or the birth of a child. An extended leave of absence is granted in 4-week blocks, therefore requiring students to extend their time in the program in order to make-up a rotation. Students must follow Program policy regarding extended leaves or leaves of absence (LOA).

1. Extended leave for any reason other than sudden illness, family emergency or active duty military service must be requested in writing at least 3 months in advance and is subject to program approval. The program must be notified of any emergent situation as soon as possible.
2. Makeup rotations resulting from an extended leave will be scheduled on an as-available basis. Makeup rotation dates may not fit the current year's clinical year schedule.
3. Students granted an extended leave will be charged University fees for any additional term in which they are enrolled.

### **SUPERVISED CLINICAL SITE PLACEMENT**

Students will not supply their own clinical sites or preceptors for required supervised clinical rotations. Students are welcome to offer suggestions to the clinical year team for potential preceptors, but Program faculty and staff assume full responsibility for vetting potential preceptors and clinical sites and evaluating their appropriateness for student supervised clinical experience. Students should not contact preceptors directly to arrange for a rotation.

## HOUSING – CLINICAL PHASE

The OHSU Office of Housing provides housing as a benefit for all students assigned to clinical rotations in hub sites and non-commutable sites outside metropolitan Portland. The Program will not assist in housing any student-requested non-hub or out of state rotations except in exceptional circumstances. Housing provided may be an apartment or a house, a room within a house, a dormitory, or a hotel room. Every effort is made to provide the necessities for the full rotation.

The housing provided represents our best efforts at providing comfortable lodging for students away from "home."

**The housing provided is shared (often with students from outside the Program) and co-ed.** Students will have their own room; however, the housing unit may be shared with students from other OHSU schools and programs.

Students may decline Program-provided housing if the Program is notified at least 8 weeks prior to the rotation start date. The Program will not pay, reimburse or subsidize alternative housing arrangements made by individual students. Any situation resulting in a student vacating Program-provided housing (after the Program has made the arrangements), must be reported to the Program immediately. Responsibility for costs incurred as a result of the student's unexpected move may be placed on the student and will be reviewed on a case-by-case basis.

Housing is provided for student use only. Visitors, including family, are not welcome for overnight, weekend or extended periods. All housing units are non-smoking. Pets, weapons, drugs or illegal activities are not allowed. The program-provided housing may be up to 45 miles from a student's assigned rotation site. Since many of our clinical rotation sites are in rural areas, public transportation and bicycling are not feasible options for many sites. It is the student's responsibility to obtain reliable transportation for all rotations.

## PROFESSIONAL DEVELOPMENT

### Expectations for Academic Performance

Students are expected to learn the knowledge and skills presented in the curriculum to the best of their ability. Faculty members recognize that students cannot learn all there is to know about any subject. However, they do expect students to learn those concepts, facts, and skills that are important to their profession. The faculty will guide students in identifying relevant knowledge, skills, and attitudes.

Scientific knowledge is continually expanding and being reevaluated. Because of this, students are expected to develop a habit of life-long learning. Students are expected to learn to know the limits of their knowledge and skills and seek help when those limits are reached.

### Expectations for Professional Conduct

Through their professional conduct, students represent OHSU, the School of Medicine, the PA profession and, most specifically, the PA Program. The students of the Physician Assistant Program of the School of Medicine at OHSU are expected to conduct themselves in an ethical, prudent and humanitarian manner while engaging in all phases of their professional and academic life. The following behaviors and attitudes

embody some of the key requirements for professional conduct expected of students in the Program. Deviation from expected conduct may result in disciplinary action.

- a) Honesty is a necessary professional virtue. Students are expected, to be honest in their academic and professional interactions with each other and in their dealings with peers, patients, and the OHSU and the professional community.
- b) It is expected that students will discharge their professional obligations in a timely and responsible manner.
- c) Society sanctions health professionals to help people endure physical and emotional distress entrusts them to examine intimate areas of the body and grants them the privilege of listening empathetically to closely guarded secrets and fears. Consequently, it is expected that health professionals will treat patients and their families with dignity and respect and will hold the information that they acquire in strictest confidence.
  - i. Patient information is to be discussed only in the context of consultation with mentors or preceptors, or professional discussion with other health care providers at the clinical site.
  - ii. To maintain patient confidentiality and comply with the Health Information Portability and Accountability Act (HIPAA), students must delete or code patient/location-identifying information during oral presentations to Program faculty and students, and on any write-ups submitted to the faculty for evaluation.
- d) Faculty and students should assist each other to identify and maintain professional standards of conduct in a dignified and helpful manner.
- e) Faculty and students should show respect for each other and for those who support the care of patients and the academic programs.
- f) Conflicts among students and faculty should be addressed and resolved in an equitable and professional manner.
- g) Professional responsibilities require mental and physical abilities that are unimpaired by the use of drugs or alcohol.
- h) Students will not allow personal concerns and biases to interfere with the welfare of their patients.

## **STANDARDS OF BEHAVIOR**

Students are expected to conduct themselves in accordance with the high ethical standards expected of health professionals. Because Program graduates will assume responsibility for the health and welfare of the public as certified and/or licensed health care practitioners, students are expected to demonstrate levels of competence and patterns of behavior deserving of the public trust with which they will be vested. OHSU has the right and responsibility to sever the relationship with any student considered unfit for a career in the health-related professions. Allegations of prohibited conduct are reviewed by the Program's Progress and Promotions Committee.

Prohibited conduct includes:

- a) Submitting material in assignments, examinations or other academic work that is based upon sources prohibited by the instructor or the furnishing of materials to another person for the purposes of aiding another person to cheat.
- b) Submitting material in assignments, examinations or other academic work that is fabricated, or is not the work of the student in question and where there is no indication (citation) in writing that the work is not that of the student.



- c) Knowingly producing false information or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to educational or professional matters. Falsification or misuse of University records, permits or documents.
- d) Violating existing Program, School or University policies or regulations
- e) Exhibiting behavior that is disruptive to the learning process or to the academic community environment.
- f) Conviction of or pleading guilty to or not guilty by reason of insanity to a crime bearing upon the suitability to practice a health-related profession while a student or after acceptance into the program and prior to matriculation. All students are required to disclose criminal charges to the Program.
- g) Disregard for the ethical standards appropriate to the practice of a health or related profession while a student.
- h) Illegal use, possession, manufacture, diversion, sale, dispensation, or distribution of drugs or controlled substances, including being under the influence or impaired on institutionally owned or controlled property (absence of criminal penalties shall not be considered express authorization).
- i) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities, including the institution's public service functions or other authorized activities on institutionally owned or controlled property.
- j) Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on institutionally owned or controlled property.
- k) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instruments on institutionally owned or controlled property, in contravention of law or institutional rules.
- l) Detention or physical abuse of any person or conduct intended to threaten imminent bodily harm or endanger the health of any person on any institutionally owned or controlled property.
- m) Malicious damage, misuse, or theft of institutional property, or the property of any other person where such property is located on institutionally owned or controlled property or, regardless of location, is in the care, custody, or control of the institution.
- n) Refusal while on institutional property to comply with an order of the OHSU President or authorized official to leave such premises because of conduct that constitutes a danger to personal safety, property, or educational or other institutional activities on such premises.
- o) Unauthorized entry to or use of institutional facilities, including buildings and grounds.
- p) Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct which calls upon a person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the institution, including the safety of persons and the protection of its property.
- q) See separate policy below for additional prohibited conduct related to online social networking.

## Confidentiality

- a) Students will comply with established policies of OHSU and the Physician Assistant Program with regard to patient confidentiality at all times. Patient information is to be discussed only in the context of consultation with preceptors or professional discussion with other healthcare providers.
- b) To maintain patient confidentiality and comply with Health Information Portability and Accountability Act (HIPAA), students must delete or code patient/location-identifying during oral presentations to program faculty and students and on any write-ups submitted to the faculty for evaluation.

## GUIDELINES FOR ONLINE SOCIAL NETWORKING

Social networking sites are changing the way we work and interact with others. Social networking can help you build stronger relationships with others, both on a personal level and a professional level. However, it also provides a potential avenue for lapses in professionalism and professional behavior. As a healthcare professional, you need to carefully scrutinize the way you present yourself to the world at large via social media, including your personal profiles. Social sites may give you the impression of privacy, but you need to consider all postings and other data such as photos and video to be in the public realm and therefore potentially visible to everyone online.

- a) Professionalism
  - i. Postings on social network sites are subject to the same professional standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Please review the [OHSU Physician Assistant Program Honor Code](#). Student conduct is also governed by the [OHSU Code of Conduct](#). Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.
  - ii. Think before you write! Everything you write online should be considered as permanent – there is no undo online. You may be able to delete a post or comment, but it is usually archived somewhere online and therefore accessible in the future. If you would be embarrassed if the Dean, Program Director, faculty or patients read your statements, then DON'T POST THEM!
  - iii. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
  - iv. Use good judgment and avoid criticizing your school, faculty and fellow students online.
  - v. Do not violate copyrighted or trademarked materials. If you post content, including photos, video or other media, you are acknowledging that you own or have the right to use these items.
  - vi. In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as OHSU PA student, you are creating perceptions about OHSU by those who have access to your social network profile or blog. Be sure that all content associated with you is consistent with your role as a PA student and with OHSU's values and professional standards.
  - vii. Any medically oriented blogs should contain the disclaimer: *The contents, including all opinions and views expressed, in my profile [or on my page] are entirely personal and do not necessarily represent the opinions or views of anyone else, including other faculty, students or staff in my program or at Oregon Health & Science University. My program and*

*Oregon Health & Science University have not approved and are not responsible for the material contained in this profile [or on this page].*

- viii. The use of social networking sites or blogs can have legal ramifications. Comments made that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings (i.e., State Medical Licensing Boards).
- ix. Pick your “friends” carefully. Unprofessional postings by others on your page reflect very poorly on you. Monitor others’ postings on your profile and work to ensure that the content would not be viewed as unprofessional. Delete questionable or unprofessional content immediately. Consider having two profiles on social networking sites – a personal one for family and friends and a professional one for fellow students and other colleagues. However, you still need to maintain professional content on your personal profile since others could possibly obtain access via a third party friend request or other methods.
- x. If fellow students make unprofessional or potentially offensive comments online, you are encouraged to alert them so they can avoid future indiscretions and refer them to this document. It may not be readily apparent to them that their comments are out of line.
- xi. Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires.
- xii. Cyberstalking, sexting, requests from those who supervise or teach you to engage in activities outside of class, and other inappropriate postings to social networking sites can all be considered forms of sexual harassment. Please see the [OHSU Sexual Harassment Policy](#) as well as [Safety Tips for Using Social Networking Sites](#). If you believe you are the target of any cyber-bullying, harassment, stalking or threat, please call OHSU Public Safety at 503-494-7744.

b) Privacy

Due to continuous changes in social networking sites, closely monitor the privacy settings of your social network accounts to optimize your privacy and security:

- i. Strongly consider setting your privacy profile so that only those people whom you provide access can see your personal information and photos. Remember that these controls are only a deterrent, not an absolute insulator.
- ii. Avoid sharing identification numbers on your personal profile such as address, phone numbers, social security number, passport numbers, driver’s license numbers, birth date, or any data that can be used to obtain your personal records and/or steal your identity.
- iii. Others may post photos of you and ‘tag’ you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to ‘untag’ yourself from any photos as a general rule. Resist tagging others unless you have their explicit permission to do so. Ask friends to remove any compromising photos.
- iv. Maintain the privacy of fellow students, faculty, health care providers and other OHSU employees when referring to them in a professional capacity unless they have given their permission for their name or likeness to be used.
- v. Do not provide medical advice. Make sure you differentiate your medical opinion from medical fact. The world of medicine is foreign to many, so readers may take your words at face value. Make clear what statements reflect your own personal beliefs.

c) Confidentiality in Social Media Context

Regardless of whether you are posting items for OHSU business purposes or personal use, you are never permitted to post patient information.

d) Social Media in Clinical Settings

- i. Avoid accessing personal social networking sites while in clinical work areas.
- ii. Make a point to know the social networking policies in each clinical setting where you are placed to work.

## HONOR CODE

Ethical conduct, particularly honesty, is one of the most important attributes of a competent healthcare professional. Students are accountable for their own professional behavior. They are also charged with reporting to the program any unprofessional behavior or infractions of this honor code on the part of others.

Students will not consult resources during examinations or quizzes unless specifically authorized. Violations of this honor code are a breach of the behavioral standards defined in the sections "Expectations for Professional Conduct" and "Standards of Behavior."

For testing purposes, students are required at the beginning of each exam, to agree to abide by the following honor code:

*I understand that ethical conduct is one of the most important attributes of a competent healthcare professional. Cheating on an examination will ultimately deprive my future patients of the quality health care they deserve.*

*Upon matriculation, I agreed to abide by the policies and procedures of the University, the School of Medicine, and the Physician Assistant Program. As a member of the physician assistant class, I affirmed that I would personally uphold the honor code and would report any suspected or known infractions of the honor code committed by any member of my class.*

*During this exam, I affirm that I will not use any outside sources of information, including but not limited to books, websites, journals, computers, smartphones, tablets, or any other emerging technologies. In addition, I will not seek or accept help from another person by phone, in person or via any electronic means.*

*The content of this examination is proprietary and confidential and is not to be transcribed or reproduced in any manner at any time, or through any means. I understand that the use of technology designed to capture test content or override test security measures represents a violation of the honor code. Possession, re-creation and/or distribution of the examination or content of the examination is prohibited. Students are expected to respect test security at all times. Anyone in possession of unauthorized examination content in any form will be subject to academic disciplinary action, up to and including potential dismissal from the program, for failing to meet professional standards.*

**Continuing this examination indicates that I understand and agree to abide by the honor code outlined in the policies and procedures of the University, the School of Medicine, and the Physician Assistant Program.**

The faculty considers adherence to this Honor Code to be essential for every PA student. Failure to adhere to this honor code constitutes cheating. **Cheating on an exam or any other program activity or assignment cheats your future patients and is grounds for dismissal from the Program.**

## CLASS CONDUCT

Students, while at OHSU or any clinical affiliate, will conduct themselves in a professional manner.

During a presentation, common courtesy is expected. Students will remain seated during a lecture (unless utilizing a standing desk unit) and not leave prior to the end of the presentation. Students are expected to arrive on time and not delay the presentation by reason of tardiness.

Arriving to class on time is an expectation of all students. Tardiness is unacceptable to the Program. Chronic tardiness will not be tolerated and will be viewed as a professional development issue and may result in the issuance of a Professional Development Form and be referred to the Progress and Promotions Committee for appropriate action.

The class will generally start on the hour and will usually be an hour to two hours in length. Break periods are not guaranteed and, at the discretion of the instructor, may be for periods of time less than ten minutes. Students should not disrupt the presentation to leave class in the event a break is not granted. However, students may tactfully request a break, if a class exceeds an hour and a half without one. Students are expected to return to the classroom promptly for the next scheduled presentation, without a summons from faculty or staff.

After a presentation begins, tardy students should enter the classroom from the rear of the classroom only and do so quietly to avoid disrupting the class.

The Program will not tolerate disruption of class due to audible pager or cell phone notifications. During all class situations (lectures, labs, skills workshops, callbacks) such devices, if used, must be maintained either in "vibrate" or "silent" mode. In addition, it is expected that students will await an appropriate break to respond to messages.

If an instructor is more than fifteen minutes late for a scheduled presentation and a Program representative is not in attendance, a student representative should call the Program office for instructions (503-494-3633 or 503-494-1447).

The Program has had a long-standing policy allowing beverage and reasonable food consumption in the classroom during class (lectures and small group activities). Eating is not allowed during exams, however. Students may also eat in the classroom at other times with the provision that the classroom must remain clean and free of objectionable odors. Please dispose of foodstuffs with this in mind.

### Guidelines for Internet/Computer Use in the Classroom

To maximize learning in the classroom, students are expected to stay on task and participate fully in classroom activities. Use of computers in the classroom is encouraged for class-related activities such as taking notes or other research-related activities as directed by an instructor. The use of computers during class time for anything other than class-related activities is a distraction to fellow students, an annoyance to

faculty and lecturers and will not be tolerated. Such action may result in the issuance of a Professional Development form and referred to the Progress and Promotions Committee for appropriate action.

Students are responsible for complying with all OHSU policies related to Information Technology Management (see [OHSU Policy 11-10-001](#), Information Technology Management and [OHSU Policy 11-20-010](#), Acceptable Use of Computing and Telecommunications Resources).

## CLINICAL PRACTICE CONDUCT

Students must be ever mindful of, and act in recognition of, their limitations as students while interacting with patients. Students will confer with their mentors and preceptors regarding all clinical findings, interventions, and patient management plans. Likewise, mentors and preceptors should recognize the primary role of the student as a learner in their practices. Students may not take the responsibility or place of qualified clinical staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. **All patients must be discussed with and seen by the mentor or preceptor prior to being discharged.**

Students will confer with the assigned mentor/preceptor regarding the site's general policies and practices of chart (EMR) entries and/or dictation procedures.

**Students will immediately report any potential medical liability incidents regarding their activities to their mentor or preceptor and the Clinical Coordinator and/or Program Director.**

Students will comply with established policies and practice at each clinical site regarding security and personal safety. Weapons are not permitted in any affiliated clinical sites.

## STUDENT ATTIRE

Casual clothing is acceptable in all classroom settings. In anatomy lab and clinical and diagnostic skills labs, students may not wear shorts, sleeveless garments, sandals or open-toed shoes. Students will be notified of any additional specific dress requirements associated with a particular course within the course syllabus and must adhere to such requirements.

Students should be aware that classmates, faculty, staff, and patients may be sensitive to odors and perfumes and should avoid wearing scented products.

## Clinical Activities

Students on clinical rotations will comply with the established dress code policies of the Physician Assistant Program and will maintain the level of personal hygiene consistent with the clinical environment. Men will be expected to wear ties and slacks (no jeans), and women will wear slacks or an appropriate length dress or skirt and blouse. Wearing excessive jewelry or any jewelry or ornamentation inconsistent with the public's expectation of a health care professional is prohibited. Students will not wear sandals or open-toed shoes. No athletic shoes will be worn with the exception of the Emergency Department (ED) and surgical rotations where they may be acceptable to the specific site.

White short lab coats are mandatory for all clinical rotation sites unless specifically discouraged by a particular site.

Students will comply with established policies and practices at each clinical site regarding proper attire and the wearing of surgical scrubs. Per OHSU policy, the wearing of light blue scrubs will only be acceptable in the Operating Room (OR) and at no other time.

Fingernails are to be neatly manicured and of length not to exceed ¼ inch beyond the fingertip and decorations should be safe, functional and customary for the work area. Students shall not wear any type of nail enhancement (as recommended by the Centers for Disease Control and Prevention). This includes but is not limited to the following: artificial nails, acrylics, tips, wraps, appliques, gels or any additional items applied to the nail surface with the exception of nail polish. Nail polish should be smooth and not chipped.

The wearing of your OHSU ID badge is mandatory for all clinical experiences and rotation sites regardless of whether or not additional ID is required by a site.

Please Refer to Healthcare Policy [HC-HR-101-RR](#) for the official OHSU appearance policy.

#### **STUDENT PROBLEMS/CONCERNS**

The Program faculty and staff strive to serve as student advocates. Whenever possible, Program faculty and staff will support student decisions in administrative, educational, and clinical matters. To do this most effectively, we request timely notification of any significant incident, problem or error. Routine mandatory student/faculty-staff meetings are scheduled during which general problems or concerns may be discussed.

During the academic year, individual student problems or concerns should be directed, without delay, to the Education Coordinator, the Associate Director, the Academic Coordinator, or to the student's advisor.

During the clinical phase, individual student problems or concerns should be directed, without delay, to the Clinical Education Coordinator, the Clinical Coordinator, the relevant Regional Coordinator, or to the student's advisor.

If a student knows or feels that there may be some controversy regarding their actions (or inactions), it is best to contact Program staff **before** we hear about the problem from other sources. In this way, we can respond appropriately.

Students are asked to write incident reports regarding any significant problem or unusual occurrence. Promptly contact Program staff, who will advise you of the necessity and format of the incident report. Incidents resulting in injury must get reported to the [OHSU Risk Management Office](#).

#### **EVALUATION OF STUDENT PERFORMANCE**

The faculty will evaluate a student's performance to determine if they are displaying adequate knowledge, skills, values, and attitudes and is meeting the Program standards for academic progress. By entering the Program, students agree that the Program faculty shall be the sole judges of performance in both academic and non-academic areas.

Most objective examinations in the program are web-based. By starting each web-based exam, students confirm their adherence to the Program's honor code. When testing, students must not utilize any outside resources including but not limited to, books, computers, smartphones, websites, journals, or help from another person by phone, in person, via electronic means or through the use of other emerging technologies. Exam scores are not final until each exam's results and student comments are reviewed by faculty, and the reliability and validity of the assessment are confirmed.

Students may be dismissed from or disciplined by the Program either for failure to meet academic standards or for failure to meet standards of performance or behavior in nonacademic matters.

Academic Evaluation System and Grades: OHSU Employs a letter grading system, applicable to all OHSU courses ([OHSU Policy 02-70-20, University Grading](#)). Each academic program stipulates standards for academic progression and graduation including a minimum cumulative Grade Point Average (minimum cumulative GPA is determined by OHSU, not the Program), a minimum required grade for a specific course, and other academic criteria which are required for continuation in and graduation from that academic program. Criteria for achievement of competence are defined by the faculty responsible for setting and communicating minimum standards of performance for a passing grade. For each course in the Program curriculum, students will be advised of the percentile range applicable for each level of performance indicated by the following grades:

- a) **A** – Honors or Excellent.
- b) **B** – Near Honors or Very Good.
- c) **C** – Fair. In all letter-graded courses, a final course grade of "C" indicates a non-passing grade, resulting in referral to the Progress and Promotions Committee.
- d) **D/F** – Inferior/Failure. Non-passing performance with insufficient mastery of essential knowledge and skills that will result in referral to the Progress and Promotions Committee, and is subject to committee recommendations regarding progress in the program.
- e) **Pass/Non-pass** – Basic science courses, as well as a few other selected courses (as reflected in course syllabi), are graded Pass/Non-pass. Clinical rotations are graded on a Pass/Non-pass basis. Any Non-pass grades will result in referral to the Progress and Promotions Committee, and is subject to committee recommendations regarding progress in the program.
- f) A grade of **Incomplete (I)** is assigned when a student's work is of passing quality but incomplete for a good cause, and is at the discretion of the course director. A grade of Incomplete is not assigned unless the student is unable to complete the work because of sudden illness, personal emergency, or other good cause outside of the control of the student. A course assigned an Incomplete must be completed within one term after the assignment of the Incomplete grade, or the grade will automatically be changed to a grade of I/F (Incomplete/Failure). An appeal for an extension to the one-term time frame must be approved by the Program Director and in coordination with the Office of the Registrar prior to the final grade being automatically assigned a grade of I/F.

A student receiving an incomplete grade during the academic year must complete all required coursework before being permitted to begin the clinical phase of the Program. Any incomplete grades received during the clinical phase must be resolved before a student will be eligible to graduate from the Program.

Students may be dismissed from or disciplined by the program either for failure to meet academic standards or for failure to meet standards of performance or behavior in nonacademic matters.



Per [Graduate Council Bylaws](#), a grade point average of at least 3.0 must be maintained throughout the curriculum. A student whose cumulative grade point average falls below 3.0 shall immediately be placed on academic probation. Federal regulations require that all students receiving federal financial assistance maintain Satisfactory Academic Progress. Students who do not meet the minimum requirements at the end of spring term and/or completely withdraw from two consecutive terms will be placed on Financial Aid Suspension. Students placed on Financial Aid Suspension will be notified of this status in writing. Students on Financial Aid Suspension will be denied future financial aid. Students receiving financial aid should review [applicable guidelines](#) to ensure compliance and maintain eligibility.

#### Determination of Grades

Students receive grades that reflect the level of their performance. An assessment of professional conduct is considered in the determination of all grades earned during the Program.

#### Evaluation of Student Performance during the Academic Year

At the discretion of the course director, grades for classes shall be determined by the achievement of course outcome. Class participation and attendance may be taken into consideration when determining grades. Students are responsible for evaluating each course and the instructor at the end of the term for all eligible courses. (See [OHSU Policy 02-50-035, Student Evaluation of Course and Instructional Effectiveness](#)).

#### Performance on Assessments

See course syllabi for a detailed explanation of acceptable minimum passing scores, grade determination and course requirements if an individual exam score or assignment grade does not meet the required standard.

Students are encouraged to identify potential causes for examination difficulties in an attempt to strategize testing improvements in the future.

#### Course Performance

The program maintains high standards for student performance. Specific expectations vary based on the course content and whether the course is letter-graded or pass/non-pass. The program does not “round-up.” Refer to individual syllabi for specific details about course expectations.

In addition to coursework, students will participate in both formative and summative assessments during the academic phase. A “mid-year” formative assessment consisting of a multi-station Objective Structured Clinical Examination (OSCE) and a cumulative examination over the coursework presented in the first half of the academic phase will be conducted to determine student progress. Results will be utilized to advise and guide students, and those who fail to demonstrate appropriate progression may be required to complete additional enrichment activities as determined by the Academic Coordinator.

A required summative assessment will be conducted at the conclusion of the academic phase of the program prior to advancement to the clinical year. The components of the summative assessment include:

- a) Demonstration of clinical competencies through a multi-station OSCE.

Students who do not successfully pass the OSCE by failing to demonstrate the expected level of skill in the assessed competencies are referred to the Progress and Promotions Committee and

may be required to complete a prescribed remediation, repeat an examination and/or be delayed in the start of the clinical phase of the program until readiness to advance can be demonstrated.

- b) Demonstration of medical knowledge through the cumulative PACKRAT® exam.

Students who do not successfully complete the PACKRAT® within 2 standard deviations of their national cohort are referred to the Progress and Promotions Committee and may be required to complete a prescribed remediation and/or be delayed in the start of the clinical phase of the program until readiness to advance can be demonstrated.

Students are required to successfully pass and complete all requirements of the academic year with a minimum cumulative GPA of 3.0, and must have the approval of the [Progress & Promotions Committee](#) to progress to the clinical phase.

### **Evaluation of Student Performance during the Clinical Year**

Students will successfully complete all core and elective clinical rotations, as well as additional areas of assessment and summative evaluation during the clinical phase of the Program including:

- a) Satisfactory assessment of Professional Development.
- b) Periodic site visit evaluations by faculty
- c) Successful completion of Community Outreach Project
- d) Successful completion of all required didactic coursework associated with the clinical phase (Bridge to Professional Practice).
- e) Attendance, preparation and active participation in all Callback Sessions
- f) Clinical Case Presentation(s) "PA Program Grand Rounds."
- g) PACKRAT Exam administered during the last Callback prior to graduation
- h) Successful completion of Summative Assessment within the last four months prior to graduation to include a comprehensive, objective exam and demonstration of clinical competencies through an OSCE.

See course syllabi for a detailed explanation of acceptable minimum passing scores, grade determination and course requirements if an individual exam score or assignment grade does not meet the required standard.

In addition to coursework, students will participate in both formative and summative assessments during the clinical phase.

A mid-year formative assessment consisting of a multi-station Objective Structured Clinical Examination (OSCE) and a cumulative medical knowledge examination will be conducted to determine student progress. Results will be utilized to advise and guide students, and those who fail to demonstrate appropriate progression may be required to complete additional enrichment activities as determined by the Clinical Coordinator.

A required summative assessment will be conducted within the last four months prior to graduation to include a multi-station Objective Structured Clinical Examination (OSCE) and a cumulative medical knowledge examination.

Students who do not successfully pass the objective exam and/or OSCE by failing to demonstrate the expected level of skill in the assessed competencies are referred to the Progress and Promotions Committee and may be required to complete a prescribed remediation, repeat an examination and/or be delayed in graduating until readiness to advance can be demonstrated.

Students are expected to have a minimum of 1760 hours of supervised clinical practice in order to graduate. Significant deficiencies due to excessive absenteeism or pattern of shortened hours may result in the delay of graduation and required remediation or additional clinical time.

### **Mobile Devices, Use on Clinical Rotations**

Students must act appropriately and professionally on each clinical rotation regarding the use of mobile devices. Respecting peers, faculty, staff, and patients in lecture, conference settings, on the hospital wards, and in the clinics, students should:

- a) Turn cell phone to vibrate.
- b) Refrain from text messaging, checking email, or talking on the phone while engaged in patient care and educational activities.
- c) Use iPads or other digital/electronic notepads exclusively for educational purposes.
- d) Refrain from putting any patient information on a personal mobile device.

### **ACADEMIC COUNSELING AND TUTORING**

Students who are performing poorly are urged to seek academic assistance as early as possible. There are multiple ways for students to seek academic counseling.

Informal counseling can be obtained by:

- a) Asking questions in class, working and studying with classmates, talking with an instructor either at the conclusion of class or by appointment.
- b) Consulting with the course director.
- c) Seeking assistance from one's assigned Faculty Advisor, the Academic Coordinator (academic phase), Clinical Coordinator (clinical phase), Associate Director, Program Director or other appropriate faculty member.
- d) Consulting with Joseph B. Trainer Health and Wellness Center (JBT) staff and/or Teaching and Learning Center (TLC) staff regarding study and test-taking skills.
- e) Consulting with the Office of Student Access for assistance with study skills, advice regarding learning disabilities and appropriate and reasonable accommodations.

Formal counseling can be obtained by:

- a) Students are encouraged to seek academic assistance first from the appropriate course director. When necessary, at the request of a student, a course director or other faculty member, the Program will assist in identifying tutors or other resources to assist any student in academic difficulty. Appropriate tutors may be identified with the help of the Academic Coordinator, Associate Director, Program Director, course director, the Assistant Dean for Undergraduate Medical Education, and/or [Student Access](#). Costs for private tutoring will be the responsibility of the student.

- b) Students whose academic performance in the quarter reflects marginal and/or failing grades will be requested to meet with the Program Director for formal academic counseling. The purpose of the counseling will be to assure that the student clearly understands the nature of any deficiencies, what is needed to correct them and the consequences if unable to correct them.

## **PERSONAL COUNSELING**

The demands of the Program and difficult personal problems can cause considerable stress. Students are urged to seek help as early as possible if the stress they are experiencing is disruptive or causing dysfunction. There are multiple ways for students to obtain assistance. Personal counseling can be obtained by seeking the advice of a faculty member, or staff member, classmates, significant others or friends. In addition, personal counseling is available through the JBT, including access to substance abuse programs.

If a student is uncertain about where to start, contact the Director of the JBT or any member of the faculty for assistance. JBT has experienced counselors available and information discussed in personal counseling sessions is held in the strictest confidence by the counselor.

## **PROGRESS AND PROMOTIONS COMMITTEE**

### Responsibilities of the Committee

The Progress and Promotions Committee (the Committee) is responsible for reviewing the professional development of all students enrolled in the Program. Professional development includes the student's academic progress as well as their ethical, prudent and humanitarian behavior (professional conduct) as described in the section on Professional Development.

The Committee will advise the Program Director by recommending the promotion, dismissal, remediation or repetition of coursework, or other special action for each student before that student may progress from one quarter to the next in the curriculum or, from one year of the Program to the next, or before each student is considered for graduation.

The Committee will hear all cases of alleged violations of policy and/or professional conduct standards by students. The Committee will also review any failure to make academic progress, including multiple examination failures and/or course failures. In each case, the Committee will make recommendations to the Program Director regarding sanctions that should be imposed.

### Membership of the Progress and Promotions Committee

The Committee may include members of the core PA Program faculty (Program Director, Medical Director, Associate Director and Faculty), medical school faculty, basic science instructors, graduates and clinical faculty, including community physicians and physician assistants who may serve as instructors, mentors and/or preceptors for PA students.

The Program Director will chair the Committee but will not have voting privileges. A quorum of the Committee will consist of five voting members.

### Meetings of the Progress and Promotions Committee

Ordinarily, regular meetings of the Progress and Promotions Committee are held at the conclusion of each academic quarter. Special meetings of the Committee may be called at any time by the Program Director, provided that notice of the meeting time and agenda are given in advance to all members.

### Recommendations and Actions of the Progress and Promotions Committee

#### *Promotion and Requirements for Promotion*

Promotion of each student from the academic phase to the clinical phase and from the clinical phase to graduation requires specific action by a majority of the members present and voting at a meeting of the Progress and Promotions Committee (or a majority of members in the event of an electronic vote). The Program Director, upon the advice of the Progress and Promotions Committee, will determine promotion to the clinical year. Eligibility for promotion to the clinical year requires that students complete and receive passable grades in all coursework required during the academic year.\* Additionally, students must maintain a cumulative 3.0 grade point average and demonstrate a consistent and satisfactory pattern of professional development.

Students who demonstrate satisfactory professional development and conduct will continue their matriculation in "good academic standing."

\*Students experiencing minor academic difficulty or who are engaged in remediation efforts may be promoted to the clinical phase to complete transition month activities (skills labs, etc.), but may have additional conditions imposed upon them before beginning clinical rotations.

#### *Recommendation for Graduation*

To be recommended for graduation from the Physician Assistant Program, a student must complete all required coursework, receive all passable grades with a minimum cumulative GPA of 3.0 on a 4.0 scale and demonstrate satisfactory professional development. A student, prior to being cleared to graduate, must successfully complete all aspects of the Program's Summative Assessment, delivered within the last four months of the Program.

#### *Role of Progress and Promotions Committee in Professional Development*

Students will be evaluated on their professional development throughout their matriculation. Assessments will be based on evaluations by faculty, staff, preceptors and regional coordinators. Student behavior as it relates to attendance and timely submission of assignments will also be taken into consideration. Any student who fails to demonstrate satisfactory progress in professional development will receive a Professional Development Form and may be referred to the Progress and Promotions Committee for appropriate action.

#### *Professional Development Forms and Actions*

Concerns related to students' professional development are shared via Professional Development Forms which may be initiated by a faculty member, course director, mentor or preceptor. Students are encouraged to seek assistance or support from their Advisor. There are several levels of professional development concerns. These levels are not meant to be progressive in nature; serious concerns may immediately be brought to a level of moderate or significant concern without having first been issued at a lower level.

### Initial Concern

A Professional Development form marked at the level of initial concern will be completed, and the student will be counseled for improvement in the area(s) identified. *A concern at this level is not referred to the Progress and Promotions Committee.*

### Moderate Concern

A Professional Development form at the level of moderate concern will be completed and referred to the Progress and Promotions Committee.

This may be issued independently if the issue is of moderate concern. If the issue is of a similar nature to previous ones issued at the "initial" concern level, it may be considered as progressive in nature.

### Significant Concern

A Professional Development form at the level of significant concern will be completed and referred to the Progress and Promotions Committee.

This may be issued independently if the issue is serious. If the issue is of a similar nature to previous ones issued at the "moderate" concern level, it may be considered as progressive in nature.

Additionally, this policy does not supersede the PA Program professional conduct or OHSU Code of Conduct policy. In other words, allegations involving prohibited conduct may go directly to the Promotions and Progress Committee for action rather than follow the action steps described above.

### Academic Warning

An academic warning serves as an early notice to students who are at risk of not meeting academic and/or professional requirements. The warning will allow the Progress and Promotions Committee and the Program Director and faculty to intervene early and provide structure and assistance for potentially at-risk students. A student may be placed on academic warning by a majority vote of the PA Program core faculty with notification then to the Progress and Promotions Committee.

Academic warning status is, in most cases, the step prior to academic probation. Although students on academic warning are considered to be making satisfactory academic progress, this action is reportable to state medical boards. Issues brought to the attention of the Committee that may result in academic warning status include:

- A single (1) non-passing grade earned which requires remediation, as defined by Committee recommendation.
- Students following their removal from academic probation may be placed on academic warning upon the recommendation of the Committee or Program Faculty.
- A Professional Development concern that is deemed "moderate or significant" and brought to the attention of the Committee by a course director, faculty member or clinical mentor or preceptor by submitting a "Professional Development Evaluation" Form.

### Academic Probation

The Progress and Promotions Committee is responsible for recommending (to the Program Director) that a student be placed on academic probation and recommending the length of time of the probation. Issues brought to the attention of the Committee that may result in academic probation status include:

- Failure to meet academic and/or professional requirements.
- The first term a student's cumulative grade point average falls below 3.0.
- Other misconduct reported to the Committee.

In addition, the Progress and Promotions Committee may recommend a student be placed on academic probation for failing to progress in the curriculum as established by the previous action of the Progress and Promotions Committee. A student may be placed on academic probation without previously being placed on academic warning if deemed appropriate by recommendation of the Committee. The Program Director is responsible for officially notifying the University Registrar and the Associate Dean for Graduate Education of a student being placed on or removed from probation.

### Restrictions while on Academic Warning or Academic Probation

The Progress and Promotions Committee may recommend restrictions to the Program Director when the student is placed on academic warning or academic probation.

The type of restrictions may include:

- Restriction from outside activities which might include participation in elective university courses, representing the class and/or program as a class officer or in another leadership role within the University, School of Medicine, or local or national leadership organization.
- Requirement to seek academic or other counseling.
- Specific requirements for continued progress in the curriculum (e.g., prescribed remediation, requirement to successfully pass all future coursework).

Additionally, students on academic probation will not be able to participate at non-OHSU clinical sites. Based on availability this may impede a student's ability to complete all required clinical activities on time.

### Recommendation for Professional Evaluation of a Student

While it is not the Progress and Promotion Committee's responsibility to determine whether a student might experience a disability or have emotional or physical issues which might be affecting the student's ability to perform successfully in the Program, it is appropriate for the Committee to make students aware of the resources and services that are available to them, such as JBT and/or the Office for Student Access. If, the Progress and Promotion Committee receives a report of possible physical or mental-health problems that may impact a student's personal or patient safety, and/or be contributing to unsatisfactory performance or conduct of a student, the Program Director will identify resources or health professionals to advise the student. The health professional will perform the evaluation and record any appropriate recommendations for the Progress and Promotion Committee's consideration. The evaluation requested shall be made only after the student has been apprised of its purpose and has given permission to the health professional involved for the release of privileged information to the Progress and Promotion Committee.

Note: For students receiving financial aid, federal regulations require that all students receiving federal financial assistance maintain Satisfactory Academic Progress. Please refer to [Physician Assistant Program Satisfactory Academic Progress Policy](#) or contact the [Office of Student Financial Aid](#) for more information.

The following policies related to Student Suspension, Dismissal and Appeal is subject to OHSU Policy 02-30-050, and related procedures, and is currently under comprehensive review by OHSU and Graduate Council. Where any differences in policy exist, OHSU policy supersedes Program policy.

#### Recommendation for Dismissal

- a) Because physician assistant students, after graduation, are eligible to be licensed to practice medicine and will be required to assume responsibility for the life and welfare of other human beings, every student is expected to demonstrate a level of competence and a pattern of behavior that are consistent with these professional responsibilities.
- b) Implicit in the promotion and graduation of each student from the Program is the faculty's endorsement that the student has demonstrated competence, behavior, and judgment deserving of public trust. Therefore, academic performance and/or conduct that is judged by the faculty to be contrary to the norms of personal deportment, standards of conduct, professionalism or ethics issued by the PA program, OHSU and/or generally known in the profession may lead to a recommendation by the Progress and Promotions Committee for dismissal.
- c) The Committee may at any meeting, accept by a majority vote, a proposal to consider a recommendation for dismissal because of deficiencies in professional development. Deficiencies that *may* result in dismissal include, but are not limited to:
  - i. failure to pass a required course in the curriculum
  - ii. failure to maintain a 3.0 GPA for two or more terms, the probationary terms need not be consecutive.
  - iii. unacceptable behavior as described in the "Expectations for Professional Conduct," "Standards of Behavior," the "Honor Code," and/or Academic Probation sections of these policies and procedures.
- d) Initiation and Notification of Proceedings: Upon acceptance by the Committee of a proposal to consider a recommendation for dismissal, the Program Director shall inform the Associate Dean for Graduate Studies in writing of the reasons for its recommendation. The Associate Dean may return the recommendation to the Program for further consideration, deny the recommendation or appoint a committee to evaluate the recommendation. The suspension/dismissal review committee will include at least three members of the Graduate Faculty, the majority of whom should be from clinically relevant disciplines. The Associate Dean will select one of the committee members to serve as chair. The chair of the committee will convene a meeting to evaluate the proposed recommendation for suspension or dismissal. The Associate Dean shall give written notification of the meeting to the student.
- e) Suspension/Dismissal Review Committee: The Chair will convene a hearing to review matters relevant to the recommendation for suspension or dismissal. In addition to the Committee members and representatives of the student's Program, the meeting may be attended by the student and one advisor or support person of their choice. The advocate may not speak on the student's behalf nor address the Committee at any time unless specifically requested by the Committee. The name and professional qualifications of the advocate must be submitted in writing to the Associate Dean for Graduate Studies at least 48 hours prior to the hearing. If the advocate is an attorney, notification must be submitted in writing to the Associate Dean for Graduate Studies 5 days prior to the hearing. The committee may, at any time, request additional information or



documentation from the student and/or others and may request that individuals appear before it during the hearing process, to provide information. In addition, for any student who has been granted a reasonable accommodation for a disability through the OHSU Office of Student Access, the Director of Student Access or his or her delegate will be present at the hearing. The Chair may recess the meeting whenever they consider it appropriate. All committee sessions, except for the committee's deliberations will be audio recorded.

- f) Deliberations: At the completion of the hearing, the committee will deliberate in private and recommend a decision concerning suspension or dismissal. The standard for decision making shall be the preponderance of evidence. A recommendation should be reached within 10 business days of the conclusion of the hearings process. The committee will prepare a report summarizing the committee's findings and decision concerning suspension or dismissal. The findings and recommendation of the committee will be communicated in writing to the Dean and Associate Dean for Graduate Studies of the School of Medicine and to the Program Director. The Dean shall reach a final decision concerning suspension or dismissal within 10 business days of receipt of the committee report. A copy of the decision will be sent to the student and members of the suspension/dismissal committee, the Associate Dean for Graduate Studies, and the Program Director. The decision of the Dean will be the final action of the School of Medicine. Suspension and dismissal may be appealed to the Provost as provided in OHSU Policy, [Student Dismissal, Grievance and Appeal Procedure, 02-30-055](#). Unless placed on interim suspension, the student may continue in the Program pending the outcome of the hearing.
- g) Students on interim suspension are not eligible for the privileges and services provided to currently enrolled students, including registering, attending class, receiving a stipend or health insurance, or using other OHSU services or facilities. The interim suspension may be specified for any length of time. If a student is suspended, fees will be refunded in accordance with the refund schedule adopted by OHSU. The conditions of interim suspension take effect immediately after the student has been informed of the decision. If an appeal is filed, the imposition of the interim suspension will be stayed until the conclusion of the appeal process. However, if a pending misconduct hearing or appeal may result in suspension, awarding of an academic degree sought will be postponed pending the outcome of the hearing. Upon expiration of the period of suspension, the student may submit in writing to the Associate Dean for Graduate Studies a request for permission to re-enroll in the Graduate Studies Program. The request should include a description of the student's activities since the interim suspension went into effect and should include a letter of support by the Program Director. If the Associate Dean for Graduate Studies decides that the terms of suspension have been met, the student may re-enroll. If the terms of suspension have not been met, the student may be subject to dismissal proceedings.

#### Activities Not Within the Jurisdiction of the Progress and Promotions Committee

Any student may be suspended on an immediate basis from the Physician Assistant Program by the Dean of the School of Medicine for sufficient cause. Although this will generally be the result of a recommendation of the Progress and Promotions Committee, an emergency or other special circumstance may arise where this action must be taken at the administrative level of the school. In such instances, an opportunity for an appropriate hearing will be offered to the student as soon as possible.

#### **DECELERATION (CURRICULUM EXTENSION)**

Ordinarily, students in the Program are expected to graduate in 26 months. Occasionally a student may be confronted with special issues that may be better addressed if the curriculum is extended. It should be noted that curriculum extension requires a compelling reason.

Students requesting a decelerated course of study are responsible for submitting a detailed proposal to the Program Director, who will forward this to the Progress and Promotion Committee for consideration. The Progress and Promotion Committee will consider this proposal, and in certain situations the student may be asked to appear in person to provide additional information. Following this, the Progress and Promotion Committee will make a recommendation to the Program Director who will consult with appropriate OHSU leadership (Associate Dean for Graduate Studies,, Provost, etc.) and render a final decision.

The Progress and Promotion Committee, recognizing difficulties a student is experiencing, may also raise the possibility of curriculum extension or repetition if deemed appropriate.

An approved curriculum extension may include required repetition of coursework previously passed and/or repetition of an entire year (with additional tuition costs), and defined expectations related to required level of performance in order to maintain acceptable academic standing. Students choosing to decelerate will be placed on academic warning or probation and will remain so until removed on the recommendation of the Program's Progress and Promotions Committee. A decelerated student will be subject to dismissal if the prescribed level of performance is not attained in the time frame agreed upon.

#### **LEAVE OF ABSENCE**

Requests for leaves of absence, not to exceed 12 months, may be granted by the Program Director to any student in good academic standing who finds it impossible to continue their education because of health or personal reasons. A leave of absence is a type of withdrawal that temporarily interrupts study in order to accommodate extenuating circumstances.

#### **Procedure**

- a) A leave of absence can only be initiated by the student, and a request for a leave of absence must be made in writing to the Program Director, in accordance with the OHSU Policy [02-70-030](#), Voluntary Leave of Absence & Withdrawal Policy.
- b) The Program Director will meet with the student and with faculty, course directors, and others, as needed, to review the request and discuss terms which will govern the leave, including conditions that need to be satisfied before the student is reinstated.
- c) The Program Director will issue a letter to the student granting or denying the request for a leave of absence and identify the terms of the leave and the requirements for reinstatement.
- d) A "Withdrawal/Leave of Absence" form must be completed by the student, signed by the Program Director and submitted to the Registrar.
- e) A written request to resume studies must be submitted to the Program Director. Additional letters or other documentation in support of a student's preparation to resume their studies may be required.
- f) A student granted a leave of absence maintains their status as a student in the Program while on leave, but may not engage in any Program-related activities during the leave unless specifically authorized in writing by the Program Director.

- g) A student who does not make written application for reinstatement before the last day of the leave of absence will be administratively withdrawn from the Program. In such a case, the student must then apply for readmission to the Program.
- h) The Program Director will update the Progress and Promotions Committee of the status of each student granted a leave of absence at each regular meeting of the Committee.

#### Time Limits

During the didactic year, if the leave of absence is of substantial duration, the student is responsible for completing all course requirements and making up all missed work. The student may be required to repeat the missed coursework with the following year's class. Additional requirements, including the possibility of repeating the entire didactic year, may be imposed after review by the Progress and Promotions Committee and subsequent recommendation to the Program Director.

Leave of Absence During the Clinical Year – See Clinical Year Attendance, Extended Leave.

#### **WITHDRAWAL**

Generally, withdrawal is initiated by the student. A student may withdraw from term enrollment when they would like to discontinue all currently enrolled courses in the Program, or if they elect to not begin any courses scheduled for the remainder of the academic term. In addition, a student may withdraw from the university whenever they no longer wish to be a student in the Program and sever their connection with the program and university.

Administrative withdrawals are initiated by the Program or university and can occur as a result of disciplinary action, or when a previously enrolled student does not return from a leave of absence, fails to register for classes, or fails to meet the requirements for continued enrollment.

To withdraw from term enrollment or the university at any time other than the close of an academic quarter, a student must notify the Program Director in writing.

Students who withdraw from the Program either by their own volition or by the administrative withdrawal process must apply for readmission and be readmitted in order to resume their studies.

Before withdrawing from term enrollment or the university, a student should carefully consider the alternative of requesting a leave of absence which does not require readmission to the Program in order to be reinstated. (See [OHSU Policy 02-70-030, Voluntary Leave of Absence and Withdrawal](#)).

#### **STANDARDS OF CONDUCT IN THE TEACHER/LEARNER RELATIONSHIP**

Faculty members are held to the highest standards of professionalism. It is expected that the learning environment for student physician assistants will facilitate and reinforce behaviors and attitudes of mutual respect between faculty, preceptors, and other teachers and Physician Assistant student learners. It is the policy of the Oregon Health & Science University Physician Assistant Program that all student-faculty relationships be held to the highest professional standards, and in specific, be free of abuse, discrimination, mistreatment, and harassment.

If a student thinks they have been discriminated against and/or harassed, they are encouraged to notify a faculty member, an appropriate administrator, or the Affirmative Action & Equal Opportunity Department (AAEO) (503-494-5148). If you experience an incident of sex or gender-based discrimination, we encourage you to report it. While you may talk to a faculty member or administrator, understand that as a "Responsible Employee" of OHSU the OHSU employee **MUST report to AAEO or the Title IX Coordinator what you share**. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are people who can meet with you, learn more about who the confidential resources on the [Title IX](#) Website.

AAEO administers OHSU's Equal Opportunity Complaints Procedure. [AAEO's website](#) contains a link to this procedure and a link to a harassment/discrimination complaint form. OHSU policy prohibits retaliation against individuals for reporting discrimination or participating in an investigation; and to the extent possible, OHSU treats information received in connection with reports of discrimination as confidential.

Definitions:

*Verbal abuse* may include but is not limited to shouting, hostility, belittlement, intimidation, humiliation or profanity directed at the student.

*Physical abuse or threats of physical abuse* may include but is not limited to hitting, slapping, kicking or intentionally placing a student at risk of physical harm.

*Discrimination* may include but is not limited to those behaviors, actions, interactions, and policies that adversely affect one's work because of disparate treatment, disparate impact, or the creation of a hostile, intimidating or offensive work or learning environment. Common forms of discrimination include those based on race, gender, color, religion, national origin, age, disability, marital status, veteran status, sexual orientation, participating in a civil rights complaint, or any other prohibited basis in law.

*Harassment* may include, but not limited to verbal or physical conduct that creates an intimidating, hostile or offensive work or learning environment or verbal or physical abuse or mistreatment when submission to such conduct is a term or condition of one's professional training. Common forms of harassment include those based on race, color, religion, national origin, age, disability, marital status, veteran status, sexual orientation, participating in a civil rights complaint, or any other prohibited basis in law.

*Sexual harassment* is defined by OHSU as:

Sexual harassment is any unwelcome sexual advance, request for sexual favor, or other behavior of a sexual nature when such conduct, creates an intimidating, hostile or offensive environment.

It is a violation of OHSU policy when:

- Accepting or rejecting unwelcome behaviors affects someone's assignment, job, pay, hours, grades, rotation, treatment, or any other terms and conditions of employment, education, training, or receiving services; or
- The harassment is severe or pervasive enough to create a hostile, threatening, intimidating, or offensive environment.

*Mistreatment* - other forms of mistreatment may include such things as requiring a student to perform personal services such as shopping or babysitting or requiring a student to perform tasks which would likely cause a reasonable student to be humiliated.

#### **STUDENT GRIEVANCE AND APPEAL POLICY - FOR NON-DISCRIMINATION ISSUES**

Students have the right to grieve matters related to, but not restricted to, the following areas: role as a student, activities within a school/program, decisions made on the basis of any policies or procedures thought to be unfair, Students may not grieve assigned grades or disciplinary actions. Issues regarding grades may be submitted to the specific Course Director, Academic Coordinator, or Clinical Coordinator only if unfair or unreasonable procedures are alleged. Disciplinary actions are addressed through the Progress & Promotions Committee. Refer to [OHSU Policy 02-30-055, Student Grievance and Appeal](#).

A grievance involving unlawful discrimination is referred to the Office of Affirmative Action/Equal Opportunity.