



College of Health Professions

**UNIVERSITY OF DETROIT MERCY
 PHYSICIAN ASSISTANT PROGRAM 2016-2017
 POLICY MANUAL**

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PA PROGRAM WEB ADDRESS:

<http://healthprofessions.udmercy.edu/programs/paprogram/index.htm>

PHYSICIAN ASSISTANT PROGRAM OBJECTIVES

This program will prepare entry level professionals capable of:

1. **Approaching a patient of any age, in any setting, to elicit a detailed and accurate history, perform**

intramuscular, intradermal and subcutaneous injections, venipuncture, arteriopuncture, intravenous therapy, urethral urinary bladder catheterization, nasogastric intubation, application of O2 therapy, ECG, collection of certain specimens (i.e. fluid and tissues specimens, cervical scraping, cultures, stool for occult blood), incision and drainage, local anesthesia, PFT, wet smear, gram stain, KOH prep, removal of foreign body, cerumen removal, certain biopsies and lumbar puncture

differentiate between normal and abnormal laboratory findings or diagnostic test outcomes
interpret common laboratory and other diagnostic procedures such as; UA, CBC and differential, ESR, chemistry profiles, culture and sensitivity, reticulocyte count, coagulation studies, hepatitis screen, gram stain, arterial blood gases, primary level ECG interpretation and identification of life threatening dysrhythmias, primary level CXR, abdominal film and extremity films

provide patient education and obtain consent prior to initiation of diagnostic and therapeutic procedures

3. Assisting the physician in assessing patients in the acute and long term primary care setting, developing and implementing patient management plans, recording patient progress, assisting in

4. Performing specific routine technical and surgical procedures, assisting with more complex procedures and taking initiative in performing evaluation and therapy in response to life threatening situations

OUTCOMES

Upon successful completion of the program the entry level professional will be able to:

- provide wound care including suturing, application of dressings, application of casts and other forms of immobilization
- administer medications by various routes
- assist in certain surgical cases
- use principles of aseptic technique and universal precautions
- recognize life threatening situations and take the appropriate steps in initial emergency management
- perform procedures only after providing appropriate patient education and obtaining consent

5. Conveying an understanding of the multi-dimensional role of the physician assistant, demonstrating professionalism in service to the profession and the community, and obtaining and maintaining certification and applicable licensure as a PA

OUTCOMES

Upon successful completion of this program the entry level professional will be able to:

- achieve a passing score on the PA National Certifying Examination
- apply the process for licensure in the chosen practice state
- demonstrate ethical problem solving abilities within the professional code of conduct
- comply with institutional, local, state and federal guidelines, laws and regulations
- assess factors such as changing health care needs, introduction of technology, safety, quality, economic considerations, health policy, political, legal, intra-professional issues and trends in health care and how they impact upon the practice of medicine
- utilize critical thinking in the process of lifelong learning especially demonstrated by keeping abreast of evolving clinical practice and maintaining certification status
- realize the importance of participation in professional leadership roles and participate in service to the profession
- realize the importance of public health

Resources:

Accreditation Standards, 4th Edition, 2010; Accreditation Review Commission for Education of the Physician Assistant (ARC-PA)

Competencies for the Physician Assistant Profession, 2012, Accreditation Review Commission for Education of the Physician Assistant (ARC-PA); the Physician Assistant Education Association (PAEA), the American Academy of Physician Assistants (AAPA), and the National Commission on Certification of Physicians Assistants (NCCPA).

**PHYSICIAN ASSISTANT PROGRAM
ADMISSIONS POLICIES**

The Physician Assistant Program carefully abides by the nondiscriminatory admissions policy of the University of Detroit Mercy. Applications are accepted for regular admission through CASPA January 15th in the year for which admission is sought. Applicants in transfer from other Physician Assistant Programs must be reviewed for admission by the end of the semester preceding the one for which transfer admission is sought.

The Physician Assistant Program recognizes two categories of admission.

REGULAR ADMISSION: is selectively afforded to applicants who satisfy all admission requirements of the University and the Physician Assistant Program.

CONTINGENT ADMISSION: is afforded to applicants who appear qualified for regular admission but have not completed a baccalaureate degree from an accredited U.S. institution by the application deadline. When the baccalaureate degree has been completed, a decision about regular admission will be made by the Program faculty. Students admitted on a contingent basis, must resolve the incomplete requirement prior to registering for classes and beginning t 792 re(4792 mBT/F6 1179

ACADEMIC MISCONDUCT UNIVERSITY OF DETROIT MERCY

Among the most serious academic offenses is plagiarism, submitting the words or style of another author or source without acknowledgement or formal documentation. Plagiarism occurs when specific phrases or entire passages, whether a sentence, paragraph, or longer exerts, are incorporated into one's own writing without quotation marks or documentation. One also plagiarizes by paraphrasing the work of another that is, retaining another writer's ideas and structure without documentation.

Students are advised to always set off another writer's exact words by quotation marks, with appropriate references. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting other's work and ideas when they find their way into the writing. Whenever in doubt, cite the source.

Students who purchase essays from other students or agencies or who copy from one another or from prohibited sources, commit the most serious type of academic dishonesty.

The consequences of plagiarism, or any act of academic dishonesty, may range from failure in a course to dismissal from the University.

Please refer to the Professional Conduct Policy in this manual for more information.

COURSE AND FACULTY EVALUATIONS

POLICY ON ATTENDANCE

The importance of regular and timely attendance at required Program activities cannot be overstated. It is expected that all students will assume responsibility for meeting all academic and clinical commitments with punctuality.

FACULTY GUIDELINES: The faculty or course instructor will make available within the first or second class meeting, a syllabus or course description which specifies course attendance requirements and project deadlines.

The faculty or instructor will advise the Program offices and students as quickly as possible of alterations in the syllabus schedule and any unanticipated class cancellations.

The faculty will regard "unanticipated" absence due to student illness, accident or emergent personal business as an excused absence when notified promptly regarding the circumstances.

STUDENT GUIDELINES: It is expected that students will arrange all non-emergent personal obligations and appointments to avoid conflicts with required Program activities.

Students are expected to notify the course instructor (and the clinical site if appropriate) promptly regarding the circumstances and expected duration of unanticipated absence. Unanticipated absence of greater than three days duration typically requires written substantiation.

Students are expected to discuss anticipated absence with the faculty as soon as it is known. Requests for anticipated absence from program obligations should be made in writing to the Program Chair.

Unexcused absence, repeated excused absences and repeated tardiness in meeting appointments, completing assignments and other Program obligations as outlined by course syllabi or the clinical year syllabus will be considered unprofessional behavior and will negatively impact student promotion reviews.

No portion of this policy is intended to imply that students are not responsible for work missed during any absence. The Program fully expects students will complete all assignments, papers, examinations, demonstrations, clinical experiences and responsibilities.

SPECIAL ATTENDANCE PROCEDURES FOR CLINICAL ROTATIONS

Students on rotation at clinical training sites assume additional responsibilities for professionalism and patient service. Details of policy are contained in the Clinical Year Syllabus which is made available prior to beginning of clinical training. Because of its later publication date, the attendance policy outlined in the Clinical Year syllabus takes precedence over this summary.

Students on clinical rotation are responsible for promptly notifying their clinical site supervisor and the Program Clinical Coordinators of any absence or tardiness, anticipated or unanticipated. It is not adequate to notify only the clinical preceptor

Students on clinical rotation are expected to participate in all training opportunities. The educational and patient care obligations may include evening, weekend and overnight "on-call" schedules and hours. Certain sites also include scheduled didactic (lecture and demonstration) obligations.

Students on clinical rotation are expected to complete all daily duties and patient care obligations before leaving the site.

Repeated requests for time off, unexcused absence and tardiness in discharge of clinical obligations will be considered unprofessional behavior and will negatively impact student promotion reviews.

EXEMPTION FROM COURSE WORK

Course work in the Physician Assistant

PROTOCOL FOR PROMOTION OF PHYSICIAN ASSISTANT STUDENTS

Faculty Evaluation: A percentage of each semester grade is determined by the program faculty based upon the faculty site visit and student documentation (Typhon) and participation in evaluation of the clinical experience.

Details for grading in the clinical year are provided in the Clinical Year Syllabus. Due to its later publication date, those policies take precedence over this summary.

COMPREHENSIVE EXAM:

All students must meet a minimal level of competency prior to graduation. The comprehensive exams are given in the final semester to assess competency in primary care. A passing score must be achieved to graduate.

The exam assesses acquisition of knowledge, problem solving skills, psychomotor and clinical competencies. The exam is taken on two separate days. The **Written Comprehensive Exam** is typically given in the final summer semester. An average passing score of at least 67% must be achieved on the written components to pass. The **Practical Clinical Comprehensive Exam** is typically given in the final summer semester. A score of at least 80% must be achieved on EACH of the station components to pass. Failure of the written exam or any part of the practical exam will require remediation to a passing grade for promotion to graduation. Failure of the comprehensive exams may result in delay of graduation. The comprehensive exam will test students on all of the PA Program Objectives described previously in this manual.

GRADE "I" INCOMPLETE:

If a student has been making satisfactory academic progress and has encountered extraordinary circumstances, (e.g., illness) a course grade of "I" must be requested with an "I" Grade Petition (see appendix A). It is the student's responsibility to contact the instructor to make these arrangements. The instructor will submit a failing grade if no arrangements for incomplete work is made. Work for the course in which the "I" grade is received must be completed by the date stated on the "I" grade petition. Failure to complete the course work by this date may result in the "I" remaining on the transcript or conversion to a failing grade. Grade "I" is also used in the clinical year when grade requirements on rotations don't always coincide with the semester end. In this case only, the student need not request an incomplete grade. Refer to the Graduate catalog for complete policy.

obtain a suboptimal evaluation in certain content areas, and may or may not meet minimum competency as defined by the program and/or the course syllabus. In such a circumstance, the instructor and/or the trainee may request the specific content area be re-evaluated.

remedial work will not be made by instructors after grades are submitted without specific consent from the Program Chair. However, final course work remediation is possible. In this case, the original grade will be recorded and a "change of grade" form will be submitted when the remediation work is completed. All remediation outcomes will be reported to the Promotion and Progress Committee.

Repetition of a course:

The student will be assessed additional tuition for repetition of a course in which an unsatisfactory grade was earned. This tuition will be the current tuition rate. The Committee may also direct a student to Audit or retake a course as an alternative to separation from training. The student will be assessed additional tuition at the prevailing rate determined by the University for Audit privileges.

appropriate requirements. This action will appear on the student's transcript. (See UDM Student Handbook for a complete description).

RESIGNATION/WITHDRAWAL:

The intention of this option, to be used in situations when the Promotion and Progress Committee judges that the student deserves special consideration even though dismissal is in order, is to provide the student with a less onerous notation in the student's record than a dismissal. (Thus, for example, the record might be more acceptable for pursuing a different career). If the student does not act on this option, the student will be dismissed and the student's record will so indicate. This option applies only to situations of dismissal for academic reasons, and does not apply to situations of dismissal for professional misconduct.

NOTE: Certain time constraints, outlined in the schedule of classes published by the University apply to students requesting a withdrawal on their transcript.

DISMISSAL:

A student may be dismissed for academic reasons including any of the following:

One or more failures in any one term. (a

PROFESSIONAL CONDUCT POLICY AND PROCEDURES

The PA PROGRAM has established standards for determining the professional and ethical fitness of students. All students enrolled in this program are expected to adhere to a standard of behavior consistent with the high standards of their new profession. Compliance with all institutional rules and regulations, city, state and federal law is expected.

Student conduct evaluations include the following considerations:

Concern for the welfare of patients (real or mock), faculty, staff & peers as evidenced by: a thoughtful and professional attitude manifesting concern for the total person; avoidance of offensive language, offensive gestures, inappropriate remarks, or remarks with sexual overtones;

institutional sites. This includes visits to study in the hospital library and for examinations or meetings held in a clinical facility

Practice, most of the health care providers you will come in contact with will be under the

Physician Assistants shall take personal responsibility for being familiar with and adhering to all federal/state laws applicable to the practice of their profession.

Physician Assistants shall provide only those services for which they are qualified via education and/or experiences and by pertinent legal regulatory process.

Physician Assistants shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.

Physician Assistants shall uphold the doctrine of confidentiality regarding privilege patient information, unless required to release such information by law or such information becomes necessary to protect the welfare of the patient or the community.

Physician Assistants shall strive to maintain and increase the quality of individual health care service through individual study and continuing education.

DISCIPLINARY SANCTIONS FOR VIOLATIONS OF PROFESSIONALISM

Students who fail to meet the standards specified in the Program policy on attendance, professional decorum, clinical conduct or professional ethics are subject to sanctions including, but are not limited to, warning, reprimand, probation and dismissal. The Physician Assistant Promotion and Progress Committee is the determining authority for PA student misconduct of warning, reprimand or probation for professional misconduct violations. The Office of the Dean of the College of Health Professions will adjudicate all matters involving dismissal for professional misconduct

WARNING:

A warning is verbal or written to a student for misconduct that is found to be an isolated, promptly correctable, and does not violate specific Program, University policy or jurisdictional law

Committee.

CONSULTATION:

POLICIES OF THE PHYSICIAN ASSISTANT PROGRAM

EMPLOYMENT POLICY

Students enrolled in the Physician Assistant Program are not excused from program classes or clinical obligations because of full or part-time outside employment. When continuation of employment is essential, students should enroll in the 3 year track of studies. Students are expected to balance their commitments to give priority to and fulfill all educational responsibilities. Students in the clinical year of training are not eligible for deceleration or employment.

The Michigan Public Health Code clearly states the qualifications and conditions of Physician Assistant practice. Physician Assistant students may not render services nor use the title "physician assistant student" for compensation. No physician assistant student may practice or train in any site not sanctioned by the University or school in which they are enrolled.

POLICY ON MEDICAL MALPRACTICE INSURANCE

Students in the University of Detroit Mercy Physician Assistant Program are covered under the institutional policy for medical liability associated with training activities during the didactic and clinical portions of the program. Students may be charged a fee for this liability coverage. Students who are not registered each semester in the PA program and are not assigned to a particular clinical site are NOT covered by the student liability policy.

The liability policy will not cover the studio0D(2ov)0 G[(pr)-2(ac)-2(t)6(i)-dentitll noprilitporstovns super ser0 Gtovite

The Office of Disability Support Services arranges accommodations, adjustments and special equipment for students with all types of disabilities. Based upon a student's disability and needs, services could include:

Advocacy	Readers/recorded books
Alternative arrangements for tests (i.e., extended time, use of a computer, distraction-free environment)	Referral to appropriate services
Assistance with physically getting around campus	Sign language interpreters
Assistance with registration	Special equipment
Counseling	Taped lectures
Help with study skills	Tutoring
Note takers	Program Deceleration
Physical Assistance in library	Other Services

The handbook also includes information on University services including food service, public safety, academic and personal counseling resources and academic schedules.

The University Sexual Harassment Policy can be found on the Human Resources web site at

The University Social Media Policy can be found at:

http://www.udmercy.edu/governance/proposals/adopted-proposals/pdf/UDM_Social_media_policy_May%202012.pdf

FINANCIAL AID RESOURCES

Physician Assistant education today is expensive but is an excellent investment. Financial assistance for the PA student is available but it remains the student's responsibility to find it and apply for it. Since student eligibility for financial aid is determined by individual circumstances, each student is urged to visit the Financial Aid office for assessment of financial status. Information on various grants, loans and other assistance is also available. Many financial assistance programs require students apply only through the financial aid office.CES

PHYSICIAN ASSISTANT PROGRAM
HISTORICAL BACKGROUND

The Physician Assistant program began in 1972 at Mercy College of Detroit as an expression of the mission of both the College and the sponsoring body, the Religious Sisters of Mercy. Both organizations

access. Under his direction, Duke became the first academic center to undertake the training of Physician Assistants. Since then the philosophy has gained wider acceptance and programs to prepare mid-level health practitioners have multiplied. The federal government has played an important role in the development and expansion of the PA concept by providing both start-up funds and continued financial support.

Originally limited to former military personnel, the training programs now draw on a large pool of applicants from a wide variety of health-related backgrounds.

National Certification and Continuing Education

The first National Certifying Examination for Primary Care Physician Assistants was given in December, 1973. The examination was developed by the National Board of Medical Examiners and by a liaison committee of the American Medical Association. A national commission was formed to evaluate the results of the examination and to decide matters of eligibility. To be eligible to take the examination, candidates must have graduated from an approved educational program. The National Commission for Certification of Physician Assistants is the only credentialing organization for physician assistants in the United States. Established as a not-for-profit organization in 1975, NCCPA is dedicated to assuring the public that certified physician assistants meet established standards of knowledge and clinical skills upon entry into practice and throughout their careers. Every U.S. state, the District of Columbia and the U.S. territories have decided to rely on NCCPA certification as one of the criteria for licensure or regulation of physician assistants. Approximately 95,000 physician assistants have been certified by NCCPA.

To ensure continued competency, all certified PA's are required to obtain at least 100 hours of continuing medical education (CME) every two years to qualify for re-issuance or new certificates. Recertification is granted every ten years based upon successful completion of PANRE

Alexandria, VA 22314 , (703) 836-2272, www.aapa.org.

The Michigan Academy of Physician Assistants is located at
1390 Eisenhower Place, Ann Arbor, Michigan 48108, mapa@michiganpa.org,
Phone 1-877-YES-MAPA, Fax: (734) 677-2407 www.MichiganPA.org

Organized in 1972, the Association of Physician Assistant Programs now the Physician Assistant Education Association (PAEA) was formed to unite various types of Physician Assistant educational programs into a national consortium for an exchange of ideas, research, curriculum development and evaluation. The Association has grown to encompass virtually all programs involved in PA education. <http://paeaonline.org/>

Publications

Members of the Academy and Association are kept informed of national, state, and local developments through "The PA Professional". The Journal of The American Academy of Physician Assistants serves to improve communication between members of the Academy and as a forum for the exchange of educational, scientific and clinical information. The Physician Assistant Education Association publishes quarterly the "Journal of Physician Assistant Education" and annually the "Physiciap p P

Appendix A

Forms

3. GRADE PETITION

If, for serious reason, a student is unable to finish a required assignment or is unable to take a required examination, the student may petition for an “I” Grade. This petition may be approved or denied by the instructor. **Specific assignments or examinations yet to be completed and the specific plan (including deadlines) for completion, must be listed below.**

Student’s Name _____

ID. No. _____ Student’s College _____

Course Number _____ Term Year _____

Instructor _____

Petition Initiated By: _____ Student _____ Instructor

The following Assignments must be completed in order to remove the grade of “I”:

Student’s Signature _____

Instructor’s Signature (approval) _____ Date _____

Copy: Program Director/Chair
Advisor

Student
Instructor

**UNIVERSITY OF DETROIT MERCY
PHYSICIAN ASSISTANT PROGRAM**

STUDENT AGREEMENT FORM

WORK WITH FAMILIES AND INDIVIDUALS

I understand that a part of the educational experience of the Program will be to work with families and individuals representing varied cultural, religious, racial and socioeconomic backgrounds, and the assumption of partial responsibility for facilitating appropriate health care. I agree to participate in such educational and service work with families and individuals regardless of the backgrounds of the persons assigned.

CONFIDENTIALITY

I understand that as a student and PA practitioner I should maintain confidentiality and respect patient privacy at all times. Any communication about a patient must be conducted in a manner that maintains patient confidentiality.

RECIPROCAL PEER GROUP PRACTICE

An important part of the learning experience will involve learning from one another. Students will practice interviewing skills with each other, will take part in role playing exercises, and perform physical examinations on each other (respecting each individual's privacy). They will also perform basic procedures such as taking blood specimens, tuberculin tests and electrocardiograms. I understand that a part of the program will require peer group practice and I am willing to participate serving as both "health practitioner" and "patient" as may be indicated.

ONGOING EVALUATION

Evaluation of the University of Detroit Mercy Physician Assistant Program includes ongoing assessment of all facets of the program curriculum, teaching strategies, faculty, students and staff. Additional assessment includes admission prerequisites, student performance of clinical skills and other contacts with patients.

I understand that evaluation of the University of Detroit Mercy Physician Assistant Program will require my active participation in ongoing studies and I am willing to participate, not only during my actual tenure in the program, but also in similar studies of Physician Assistants after graduation.

CONSENT TO PHOTOGRAPH

The University of Detroit Mercy Physician Assistant Program episodically photographs and films physician assistant trainees for educational, fund raising, profession awareness and publicity purposes. The following consent form allows the Program to use your photograph or film appearance for these purposes.

IF YOU REQUEST THAT YOUR PHOTOGRAPH AND OR FILM APPEARANCE NOT BE USED BY THE PROGRAM, CROSS OUT ONLY THIS PORTION OF THIS AGREEMENT.

Authorization to Release Student Information

**University of Detroit Mercy
Physician Assistant Program**

Academic Probation Requirements

Name: _____ **ID No** _____

Advisor _____ **Effective dates:** _____

Academic Situation:

The student named above has been retained in the UDM PA program on probation. These conditions must be satisfied in order to register for the following semester or graduate from the program:

- 1) The student must bring/maintain his/her cumulative GPA to 3.0 by the end of the current semester.
- 2) The student must schedule at least _____ meeting(s) with the his/her advisor _____
(date or frequency)
- 3) The student may not withdraw from a course or take an incomplete in a course without the program director/chair's written permission
- 4) The student must earn a grade of B- or better in all PA curriculum courses.
- 5) The student must meet all other academic and professional standards for promotion and progress in the PA program.
- 6) The following additional conditions apply to this student:

These academic probation requirements may be modified as academic circumstances warrant but only in writing and only with the signature of the Program Director/Chair. Failure to satisfy these requirements may mean dismissal from the program.

I have been presented a copy of these probationary requirements and I accept these conditions of my probation status in the University of Detroit Mercy Physician Assistant Program.

Student Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

Program D0 G[e(ra)911.04 Tf1 03ETQq0.00000912 0 612 792 reW*nBT/F6 11.04 Tf1 0 0 1 216.05 5921 Tm0 g0 B 4

COLLEGE OF HEALTH PROFESSIONS
Student Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring or transmitting Hepatitis B virus (HBV) infection. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I may do so.

Reference: Appendix A, 29 Code of Federal Regulations 1910.1030 Occupational Exposure to Bloodborne Pathogens. Occupational Safety and Health Act.

I, _____, have decided not to receive injections of the
(print name)
Hepatitis B vaccine as required by the University of Detroit Mercy.

Date

**University of Detroit Mercy
College of Health Professions**

Student Latex Release Form for Students with Identified Latex Allergy.

I understand that due to my clinical activities exposure to latex, I may be at risk of worsening a pre-existing latex sensitivity. I understand that continued exposure may cause my condition to worsen and potentially lead to life threatening symptoms. I understand and I agree to accept full responsibility for my decision to continue clinical activities that may lead to a worsening of my latex sensitivity/allergy and its subsequent results.

Further, I understand that:

it is my responsibility to be aware of potential exposure to latex in my learning environment and to avoid or minimize such exposure

it is my responsibility to notify each of my course instructors/clinical faculty or preceptors of my latex sensitivity/allergy in every situation where potential exposure may be present.

it is my responsibility to follow up with my healthcare provider/allergist for services related to my latex allergy and follow their recommendations

it is my responsibility to assume any costs related to latex allergy screening and treatment.

I believe the University of Detroit Mercy, College of Health Professions and its affiliated clinical agencies of any responsibility related to latex exposure.

Student Signature

Date

Parent Signature if Student is under 18 years old

Copy: student, file