



Physician Assistant Program Policy Manual

**UNIVERSITY OF DETROIT MERCY  
PHYSICIAN ASSISTANT PROGRAM 2018-2019  
POLICY MANUAL**

**MISSION STATEMENT .....**



**UNIVERSITY OF DETROIT MERCY  
PHYSICIAN ASSISTANT PROGRAM**

**Mission Statement**

The University of Detroit Mercy Physician Assistant Program is dedicated to the education of clinically competent medical professionals thoroughly prepared to deliver quality patient care in the context of a dynamic health care delivery system.

**Core Purpose**

Advance health care by fostering the development of excellent physician assistants.

**Philosophy:**

The didactic and clinical portions of the Physician Assistant Program reflect a fundamental allegiance to the compassionate delivery of services to those in need. The Program implements this commitment through a curriculum which emphasizes the practical and policy issues of: health promotion and disease prevention; primary care delivery in urban and metropolitan communities; the team approach to delivery of care to populations with special needs; and the use of technology to support delivery of quality health care and education.

The Physician Assistant Program is committed to a student-centered approach to education and equal educational access for interested and qualified applicants. The Program strives to maintain an atmosphere of mutual respect and an environment promoting personal growth and professional advancement which culminates in the graduation of humane and ethical practitioners.

The University of Detroit Mercy is an independent, Catholic institution of higher learning which exists primarily for teaching, learning and research.

**PA PROGRAM WEB ADDRESS:**

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

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**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









- A working USB port is required
- Internet connection

**PC Requirements:**

- Operating System: 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10
- Only genuine, U.S.-English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space
- A working USB port is required
- Internet connection
- Screen Resolution must be 1024x768 or higher
- Adobe Reader (Version 9, 11, or DC)

(Approved by PA faculty April 12, 2018)

## **ACADEMIC and PROFESSIONAL INTEGRITY**

### **FACULTY RESPONSIBILITIES:**

Faculty members are expected to conduct themselves in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community as well as those of the PA profession. Members of the faculty are expected to (except in cases of illness or other compelling circumstances):

1. meet scheduled classes and appointments;
2. be available at reasonable times for appointments with students;
3. make appropriate preparation for classes and other meetings;
4. perform grading duties in a timely manner;
5. communicate with students who have earned a failing grade prior to submitting the grade to the Registrar. The purpose of this is to ensure that the grade was arrived at accurately and fairly as well as to allow the student to present information relative to the grades;
6. if at any time a student has a program, the faculty advisor must make themselves available for timely referrals of student services. If the advisor is not available, the advisor should refer the student to the program director.
7. describe to students in writing at the beginning of a course the content and objectives along with

relating to the use of human subjects in ex



## **ACADEMIC MISCONDUCT**



## **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.

The UDM PA Program does not permit its students to work (paid or voluntary) for the PA Program

The Program strongly discourages full time students from being employed while enrolled and does not make exceptions or alterations to required course work, scheduling, or rotation assignments for individual students due to employment. Employment status while in the program will not be used to excuse absence from scheduled learning activities, justify poor performance, or be considered as a mitigating factor when assess

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







## **PROMOTION AND PROGRESS COMMITTEE**

### **FUNCTION OF THE COMMITTEE**

1. To review the academic and professional progress of all physician assistant students.
2. To review academic evaluation outcome data.
3. To make recommendations to the program chair for:
  - a. Students in real or potential academic and/or professional difficulty
  - b. Students who have shown outstanding ability
  - c. Academic policy development or modification

### **COMPOSITION**

A majority of the core faculty, a physician assistant in community practice and the Program Medical Director. The Program Chairperson serves as the chairperson.







student at least once a semester. The notice will reflect the semester and course work in which the promotion was earned. A copy of this notice will be added to the student's record.

RECOGNITION: Students who have demonstrated exceptional academic performance will be acknowledged. Recognition of outstanding academic achievement is done annually at commencement.

CONDITIONAL PROMOTION includes:

**Counseling:**

Directing a student to seek appropriate academic counseling is within the purview of the Promotion and Progress Committee. While it is advisable for students to seek assistance from instructors and university resources as a course proceeds, there may be circumstances where extra support is needed to understand certain concepts or to make up work lost for extraordinary reasons such as illness. The Promotion and Progress Committee can recommend the student establish a collaborative plan with the faculty to complete selected course objectives and incomplete work and/or seek assistance from the Student Success Center. Students will be notified of this recommendation by letter from the program chair





### LEAVE OF ABSENCE

If a student has been making satisfactory academic/professional progress and has encountered extraordinary circumstances, (e.g., illness), a student may request a leave of absence. The Promotion and Progress Committee must review and approve such a request and may request documentation to support such a leave (such as medical documentation for a medical leave of absence). Students who have not met the academic and or professional standards for progression in the program or are on probation, are NOT eligible for a leave of absence.

A leave of absence might be indicated under circumstances peculiar to a given student.

student to be removed from probation. Conditions of probation may include any of the above described conditional promotion or other decisions of the Promotion and Progress Committee and/or may include conditions specific to a particular student situation.

**SUSPENSION:**

Suspension is defined as an involuntary, temporary separation from the University of

## COURSE GRADE ADJUSTMENT

Refer to the College of Health Professions policy on academic appeals policy and procedure at the following link:

[https://healthprofessions.udmercy.edu/files/pdf/Appeals\\_Policy\\_CHP.pdf](https://healthprofessions.udmercy.edu/files/pdf/Appeals_Policy_CHP.pdf)

## 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; treatment of patients, peers, staff and faculty with respect and dignity both in their presence and in discussions with others.

**Concern for the rights of others, shown by:** dealing with class peers, professional and staff personnel, and with all other members of the health team in a considerate manner and with a spirit of cooperation; acting with an egalitarian spirit towards all persons encountered in a classroom setting or a professional capacity regardless of race, religion, gender, sexual orientation or disability.

**Responsibility to duty, which involves:** effectively undertaking duties with alacrity and persevering until complete, or notifying responsible persons of problems; punctual attendance at classes, labs, rounds, conferences and clinical duties, or offering appropriate explanation when unable to be present; notifying course directors and supervising house officers of absence or

It is not possible to enumerate all forms of inappropriate behavior which would raise serious questions concerning a student's status as a health professional in training. The following, however, are examples of behavior which would constitute a violation of professional standards:

Harassment, harm, abuse, damage, or theft to or of any person or property including copying of copy write materials or plagiarism and copying software on the University of Detroit Mercy grounds or property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned.

Entering or using the University of Detroit Mercy or affiliated hospital/clinic facilities without authorization or disrupting teaching, research, administrative, or student functions of the University.

Conviction of a felony.

Participating in academic or clinical endeavors of the University of Detroit Mercy or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs. Unlawful use, possession, or distribution of illegal drugs and alcohol.

Placing a patient in needless jeopardy or unethical disclosure of privileged information.

Behavior or grooming which elicits a lack of respect and confidence from a patient, faculty, and colleagues.

Abusive, disrespectful or sexually inappropriate conduct (verbal, written or electronically communicated) toward or about members of the faculty,

At varying times, students will be assigned clinical duties and responsibilities at Program affiliated hospitals, offices and clinics. These clinical training opportunities represent a privilege extended to the PA Program. Students are reminded of their responsibility to dress and act in compliance with the guidelines of the institution where the experience is conducted. Students will assume the dress code of the clinical site and it is the student's responsibility to determine the specific guidelines in each situation. In most cases, professional attire should be observed whenever students are on hospital or institutional sites. This includes visits to study in the hospital library and for examinations or meetings held in a clinical facility. Jeans, sweat pants and shirts, sandals and casual accessories are not considered utio



2. Charts or contents, e.g., lab reports, etc., are not to be removed from the hospital or clinical setting.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates Federal privacy protection for individually identifiable health information. Standards have been set for health care providers who transmit health care transactions electronically. While in Clinical Practice, most of the health care providers you will come in contact with will be under the HIPAA guidelines and requirements. In your studies, and during your clinical practice, you need



Physician Assistants shall adhere to all state and federal laws governing informed consent concerning the patient's health care.

Physician Assistants shall seek consultation with their supervising physician, other health providers, or qualified professionals having special skills, knowledge or experience whenever the welfare of the patient will be safe-guarded or advanced by such consultation. Supervision should include ongoing communication between the physician and the physician assistant regarding the care of all patients.

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. A warning may be issued by any faculty member, adjunct instructor, or any representative of the University of Detroit Mercy. Warnings are reported to the Promotion and Progress Committee and Program Director/Chair for informational purposes. Temporary entry is made into the student record and made permanent if further action is required. Warning letter(s) is/are removed upon successful completion of education.

**PROBATION:**

In a more serious breach of professional standards, a student may be placed on disciplinary probation. Provisions included in probation will be decided by the Promotion and Progress Committee of the PA Program. Such provisions may include a requirement that the student obtain medical (including psychiatric) consultation and treatment or other requirements that will remedy the misconduct and prevent its recurrence. The duration and condition of any probation will be determined on an individual basis by the Program Director/Chair in consultation with the Committee.

**CONSULTATION:**

is being considered.

## **POLICIES OF THE PHYSICIAN ASSISTANT PROGRAM**



## **EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the Family Rights and Privacy Act, a federal law established in 1974, confidentiality of student education records must be maintained.

At the University of Detroit Mercy, the Registrar coordinates the inspection and review procedures for student education records which include admissions, personal, academic, and financial files as well as cooperative education and placement records.

No one outside the institution shall have access to information in a student's education records without the written consent of the student. Exception will be granted in special circumstances to officials of other institutions in which students seek to enroll, persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons in an emergency in order to protect the health and safety of students or other persons.

Students may review their education records by making written requests to the Registrar.

Students may not inspect financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement or honors to which they have waived their rights of inspection. Students may not have access to education records containing information about more than one student. The University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

A copy of detailed University policies and regulations related to the Privacy Act is available in the Registrar's Office.

Program faculty will request a signed student release to provide information or recommendations to scholarship granting agencies or potential employers.

### **RELEASE OF STUDENT RECORDS:**

No one outside \_\_\_\_\_ out written consent  
of the student. Exceptions are described in the Graduate catalog. The university may disclose public or  
See the

Graduate catalog for full disclosure.

## **AMERICANS WITH DISABILITY ACT**

The Americans with Disability Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1974 prohibit educational institutions from discriminating on the basis



Advocacy  
Alternative arrangements for tests  
(i.e., extended time, use of a  
computer, distraction-free  
environment)  
Assistance with physically getting  
around campus  
Assistance with registration

Readers/recorded books  
Referral to appropriate services

Sign language interpreters

Special equipment

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**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 have a commitment to service as the central theme of their missions. This was tangibly addressed with the establishment of the Physician Assistant Program in response to the need for health care professionals to serve in areas with limited access to health providers and services.

Given the proximity to the many other resources in metropolitan Detroit, Mercy College was uniquely situated to implement and sustain aF2 12 Tf1 0 0 1 204.29 694.42 Tm0 g0 G(P)11(HYS)-3(ICIAN)4( ASS)-5(I)-119(9-12

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.

In December, 1971, the House of Delegates of the AMA adopted "Essentials for an Educational Program for the Assistant to the Primary Care Physician" establishing specific standards for the education of Physician Assistants and providing a mechanism for review and survey visits. The accreditation process is currently under the supervision of the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) composed of representatives from various medical and educational organizations. The University of Detroit Mercy is one of the 6 accredited programs in Michigan. Currently, there are over 200 programs accredited by ARC-PA.

State support for the Physician Assistant concept in Michigan was formalized in 1972 when Public Act 312 established an Advisory Commission to set standards for educational programs. Subsequent legislative action was taken to regulate the employment of PAs and to amend both the medical and osteopathic practice acts to conform to these regulations. The PA Task Force, in conjunction with the Michigan Department of Community Health, licenses PAs and oversees their activities within the state.

The American Academy of Physician Assistant defines the Physician Assistant as the following.

*Physician Assistants are health professionals. They are licensed to practice medicine with physician supervision. PA's are qualified by graduation from the accredited educational program and/or certification by the National Commission on Certification of Physician Assistants. Within the physician/ PA relationship, PA's exercise autonomy in medical decision making and provide a broad range of diagnostic and therapeutic services. The clinical role of the PA includes primary and specialty care in medical and surgical practice settings in rural and*

and social factors. At a minimum, however, Physician Assistants are educated in areas of basic medical science and clinical disciplines. Exposure to family medicine, internal medicine, pediatrics, gynecology and surgery, and to the concepts of behavioral medicine and psychiatry, pharmacotherapeutics, health maintenance, and ambulatory, emergency and long term care provides the breadth of educational preparation needed to function as a Physician Assistant. In 2006 four key PA organizations, the American Academy of Physician Assistants, the Accreditation Review Commission on Education for the Physician Assistant, the National Commission on Certification of Physician Assistants and the Physician Assistant Education Association collaborated to produce the Competencies for the Physician Assistant Profession. This document identifies six major areas for clinically practicing PAs: medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement and systems based practice.

Services performed by Physician Assistants include but are not limited to the following:

**EVALUATION:** Initially approaching a patient of any age group in any setting to elicit a

screen laboratory data, prepare narrative case summaries, and counsel patients as to the regimen prescribed by the physician. Graduates are prepared to assist in the evaluation and management of common health problems, including both acute self-limited problems and chronic illnesses such as hypertension and diabetes. Recognizing the intrinsic relationship between emotional and physical health, the program stresses competence in the exploration of psychosocial concerns. Graduates are expected to have a basic fund of knowledge pertaining to health needs of infants and children, young and middle-aged adults, and geriatric patients. In addition, Physician Assistants can provide patient care services such as application and removal of casts, suturing wounds, changing dressings and monitoring the progress of ill patients.

As members of the health-care team, physician assistants can provide valuable and flexible support for their physicians. They can be used both in office and in hospital settings. They can make home visits and call upon patients in nursing homes. Consequently, proper utilization of PA services can enable the physician's practice to operate in a more efficient and effective manner.

### **Regulation**

Currently all states, have enacted some type of regulatory mechanisms for physician assistants. Although the statutes vary, the mechanism most often proposed or enacted vests authority in the State Board of Medical Examiners, or a similar state agency, to oversee the utilization of physician assistants through an exception to the State Medical Practice Act which recognizes the physician's right to delegate tasks to a trained assistant.

### **Third Party Reimbursement**

The costs and benefits of employing PA's are crucial issues to potential employers, to third party payers, to patients, and to PAs themselves. Cost containment is a major eye on of



Alexandria, VA 22314 , (703) 836-2272, [www.aapa.org](http://www.aapa.org).



# Appendix A

## Forms

**“T” GRADE PETITION**

If, for serious reason, a student is unable to finish a required assignment or is unable to take a  
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.**

\_\_\_\_\_

Course Number \_\_\_\_\_ Term Year \_\_\_\_\_

Instructor \_\_\_\_\_

Petition Initiated By: \_\_\_\_\_ Student \_\_\_\_\_ Instructor

\_\_\_\_\_ Date \_\_\_\_\_

Copy: Program Director/Chair  
Advisor

Student  
Instructor



## **Honor Code**

The University of Detroit Mercy, College of Health Professions is an academic community of scholars and learners committed to the traditions of the Sisters of Mercy of the Americas and the Society of Jesus that emphasizes values, respect for others and academic excellence.

I pledge to be responsible for creating a climate of academic trustworthiness and integrity. I will uphold a Code of Honor which formally recognizes my responsibility to act at a level entrusted to future health care professionals with integrity, competence and personal accountability. As a future health care professional, I will behave in an ethical and honest way at all times.

I recognize that the Honor Code depends upon all members of the community to prevent violations







