



UNIVERSITY OF  
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

**PHYSICIAN ASSISTANT  
STUDENT HANDBOOK**

**Class of 2022**

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## WELCOME FROM THE PROGRAM DIRECTOR

Dear UNE Physician Assistant Student,

Welcome and thank you for entrusting your medical education to the faculty at the University of New England. We are excited about embarking on this journey with you to become a competent and compassionate Physician Assistant (PA). You are truly in a special place. Our program is the only accredited PA program in Maine. Since its inauguration in 1996, our program has experienced tremendous growth. Currently, the PA program accepts 50 students into a class. The curriculum consists of a didactic and clinical phase. The didactic portion lasts 12 months and the clinical portion lasts 12 months.

It is our mission to guide your learning of the scientific principles absolutely necessary in the practice of medicine from a primary care perspective. It is equally our mission to aid your learning about the social/economic/environmental and administrative aspects of medicine influencing the health and wellbeing of diverse individuals over the lifespan. Your training will prepare you to engage in the scientific and social science principles that underlie disease while meeting the challenges of a changing health care system. The program places special emphasis on training clinicians who are professional, compassionate, skilled, and knowledgeable about the health care needs of our aging population and those who reside in underserved rural and urban communities.

To meet our mission, the UNE PA Program's experienced and motivated faculty and staff are committed to student support and success. Teaching and learning may take place in online, hybrid, or face to face platforms. Pedagogical methodologies employed to facilitate learning include early clinical experiences in the didactic phase of training, simulations, standardized patient encounters, case based learning, interprofessional education, and lectures from subject matter experts. The ability to navigate through a changing health care landscape not only requires knowledge but also leadership abilities.

This Student Handbook has been developed to provide you with the essential information about the academic policies and procedures adopted by the UNE PA Program and the university. It serves to clarify the administrative and logistic aspects of both the didactic and clinical phase of the program. Students are highly encouraged to read the handbook carefully and in its entirety, as well as refer back to it during your training as questions arise. An additional Clinical Rotation Manual for the clinical year will be provided during your clinical orientation.

Each student is required to sign the accompanying signature form acknowledging the receipt and review of the Handbook. [Didactic Year Handbook Signature Page](#). Your signature further denotes your understanding of its content. On behalf of the faculty and staff, thank you for choosing the UNE PA program to provide your medical education. Indeed, you have made an excellent decision!

Sincerely,



Dr. Diane Visich, PA-C  
Interim Program Director Physician Assistant Program

## SECTION I: GENERAL PROGRAM INFORMATION

### Introduction

The University of New England (UNE) Physician Assistant Program handbook outlines specific policies and procedures pertaining to the UNE Physician Assistant Program. The student handbook is designed to supplement existing university policies and procedures with policies and procedures specific to the UNE Physician Assistant Program. Therefore, the UNE Physician Assistant (PA) Program Student Handbook is to be used in conjunction with the University of New England Student Handbook (available at <https://www.une.edu/studentlife/handbook>).

The UNE PA student handbook should be used as a guide for students, faculty, and staff regarding day to day procedural activities in the PA program. Specific guidelines and additional regulations for the clinical year can be found in a separate Clinical Year Handbook.

The University of New England Physician Assistant Program reserves the right to amend policies. The Student Handbook is subject to continuous review and improvement. Therefore, modifications to this document may be made at any time during the academic or clinical year. Students will be notified of any changes to the handbook in written form via their UNE email accounts. Students are subject to all guidelines, procedures, and regulations of the most recent version of the handbook. Students are provided the most current version of the handbook as it becomes available in May of each year.

The purpose of the physician assistant program is to prepare individuals to possess the knowledge, skills, behaviors, and professionalism to practice as physician assistants. Upon meeting all program and graduation requirements, the University of New England grants a Master of Science degree.

### Physician Assistant Program Mission Statement

*The mission of the University of New England Physician Assistant Program is to prepare master's level primary care physician assistants to be highly skilled members of interprofessional health care teams. The program is committed to developing clinicians who will provide compassionate, competent, and evidence-based patient centered health care to people of all backgrounds and cultures throughout their lifespans. The program places special emphasis on training clinicians who are knowledgeable about the health care needs of our aging population and have the skills and passion to provide health care to people in underserved rural and urban communities.*

### Physician Assistant Program Graduate Outcomes

The physician assistant program is rigorous and intense and places specific requirements and demands on the students enrolled.

Graduates of the physician assistant program will be able to:

- Provide compassionate, competent and patient-centered health care across the life span that is sensitive to diverse circumstances and backgrounds.
- Apply the principles of anatomy, physiology, pathophysiology, pharmacotherapeutics, history taking, and physical examination in the detection and management of disease states.

- Evaluate the medical literature critically, applying evidence-based medicine clinical decision making practices.
- Order and interpret appropriate diagnostic tests in a conscientious and cost efficient manner.
- Present and record patient data appropriately and accurately in all clinical communication modalities.
- Competently perform or assist in diagnostic and therapeutic procedures to include surgical, emergent, and critical care management.
- Participate effectively as a member of an interdisciplinary healthcare team in accordance with established standards of Interprofessional Education and Practice.
- Incorporate the principles of public health, health promotion and disease prevention, into health care practice.
- Proficiently utilize information technology in the provision of quality healthcare and clinical decision-making.
- Assess the medical and social issues affecting the geriatric patient and provide appropriate patient-centered management of these problems.
- Adapt patient-centered care around the medical and socioeconomic issues affecting patients in rural and underserved communities to achieve optimal health outcomes.
- Counsel patients, their loved ones and their caregivers about health, illness, resources and medical care.
- Integrate the historical and contemporary role of the physician assistant in the healthcare system into personal practice.
- Demonstrate appropriate professional behavior by following the American Academy of Physician Assistants' Guidelines for Ethical Conduct for the PA Profession. <https://www.aapa.org/download/56983/>

### Physician Assistant Program Technical Standards

A student in the physician assistant program must have abilities and skills in five categories: observation, communication, motor, intellectual, and behavioral/social. All students admitted to the program must meet all of the technical standards upon matriculation and maintain these standards while enrolled in the program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will be subject to dismissal after admission or at any time throughout the program.

Please refer to Appendix A for a list of technical standards.

### Competencies for the Physician Assistant Profession

The physician assistant profession defines the specific knowledge, skills, and attitudes as well as the required educational experiences needed in order for physician assistants to acquire and demonstrate these competencies. While these competencies are ultimately for clinically practicing physician assistants, the

program will work toward fostering the development and acquisition of these competencies throughout the program.

Please refer to Appendix B for a list of competencies.

#### Program Calendar

The program calendar may differ from the posted UNE Graduate Academic Calendar. Any such difference will be posted and distributed prior to the start of a semester. Please consult the program to resolve any schedule differences prior to planning time away.

Students may be required to attend classes and/or activities during evening and weekend hours at times during the program. Students should be prepared to be present for classes and activities between 8:00 a.m. and 7:00 p.m., seven days a week.



## Faculty & Staff Contact Information

<u>Name</u>	<u>Position</u>	<u>Phone #</u>	<u>Email Address</u>
Diane Visich	Interim Program Director/ Associate Clinical Professor	221-4266	<a href="mailto:dvisich@une.edu">dvisich@une.edu</a>
Meredith Wall	Didactic Coordinator/ Associate Clinical Professor	221-4527	<a href="mailto:mwall1@une.edu">mwall1@une.edu</a>
Jed Jankowski	Director of Clinical Education/ Assistant Clinical Professor	221-4408	<a href="mailto:jjankowski@une.edu">jjankowski@une.edu</a>
Thomas White	Clinical Professor	221-4524	<a href="mailto:twhite4@une.edu">twhite4@une.edu</a>
Gretchen Preneta	Assistant Clinical Professor	221-4552	<a href="mailto:gpreneta@une.edu">gpreneta@une.edu</a>
Dana Villmore	Assessment Coordinator/ Assistant Clinical Professor	221-4525	<a href="mailto:dvillmore@une.edu">dvillmore@une.edu</a>
Kellie Goudreau	Clinical Coordinator/ Assistant Clinical Professor	221-4440	<a href="mailto:kgoudreau@une.edu">kgoudreau@une.edu</a>
Joseph Wolfberg	IGEP Coordinator	221-4465	<a href="mailto:jwolfberg@une.edu">jwolfberg@une.edu</a>
Elizabeth Cavallaro	Clinical Placement Coordinator	221-4528	<a href="mailto:escottcavallaro@une.edu">escottcavallaro@une.edu</a>
Amy LaBelle	Staff Assistant	221-4529	<a href="mailto:agrindell@une.edu">agrindell@une.edu</a>
Melissa Gagnon	Administrative Assistant	221-4526	<a href="mailto:mgagnon9@une.edu">mgagnon9@une.edu</a>
Laura Grover	Program Assistant	333-0455	<a href="mailto:lgrover3@une.edu">lgrover3@une.edu</a>

The physician assistant program offices are located on the third floor of Hersey Hall, on the Portland Campus. The main office (room 311) hours are 8:00 a.m. to 5:00 p.m.

## Professional Organizations

Students are encouraged to join their professional organizations.

- The American Academy of Physician Assistants (AAPA) <https://www.aapa.org/>
- The Student Academy of the American Academy of Physician Assistants (SAAAPA) is the student chapter of AAPA. Students are informed of important SAAAPA issues effecting physician assistant education and practice <https://www.aapa.org/about/aapa-governance-leadership/student-academy/>
- The state chapter for AAPA, the Maine Association of Physician Assistants (MEAPA). <https://www.mainepa.com/>, <https://www.facebook.com/meapa4me/>
- Students may also wish to join one of the 24 AAPA specialty organizations

## SECTION II: GENERAL PROGRAM POLICIES

### School Cancellation or Delays

Occasionally, severe weather can cause cancellations or delays. Announcements are made by 6:00 a.m. based on conditions at the University and the immediate surrounding area after consulting with the weather service. Please call (207) 602-2211 to access UNE's voice mail on storm days. A short message will inform you if the University is open, closed, or delayed. These announcements can also be accessed at myUNE.edu, and through local television stations. The University's decision to cancel classes and/or activities later in the day, evening, or weekends due to inclement weather will be made at least two hours prior to the class or event. Unless UNE announces a closing via the media, we are open. In certain circumstances, faculty may elect to cancel classes when the University is open. In this case, they are responsible for informing their students in a timely manner.

### Policy on Change of Address

Throughout the program, students are required to notify the program immediately when there is a change in their address or phone number. The program will not be responsible for lost mail or late notification when a student does not provide notification of a change. Students are also responsible for notifying all pertinent UNE departments of the change, including the registrar's office.

### Student Health Care

Information regarding UNE Student Health Care is available at <http://www.une.edu/studentlife/shc>

### Health Insurance

All full-time students are required to have health insurance. Information regarding student health insurance is available at <https://www.une.edu/student-health-insurance>

### Physical Examination / Immunization Requirements

All students in any health profession program at UNE are required to have specific immunizations. PA students are required to meet the immunization requirements for health care personnel set forth by the Centers for Disease Control and Prevention (CDC).

Information regarding required immunizations and physical examinations is available at <http://www.une.edu/student-health-center>.

### Drug Screenings

Students are required to complete drug screens for illicit substances prior to matriculation, clinical rotations, and at times during clinical rotations. Students are responsible for the costs of these screenings.

### Background Checks

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requires "information on criminal background according to law, regulation, and organizational policy" on all employees, students, and volunteers according to the 2005 proposed standard in section HR 1.20#5.

Students in the program are subject to criminal background checks in order to meet requirements for the Interdisciplinary Geriatric Education Program (IGEP) and clinical rotations. Any discrepancy between a criminal background reported on a CASPA application and discovered through a criminal background check is grounds for dismissal.

Students are responsible for all costs associated with background checks, immunizations, and drug screenings.

#### Required Medical Equipment, Supplies and Books

The following is a list of the medical equipment each student will receive. Equipment cost is included in student tuition and fees.

- Oto-Ophthalmoscope set (Welch Allyn full size/3.5 volt diagnostic set with traditional ophthalmoscope)
- Stethoscope (Littman Cardiology IV)
- Reflex Hammer
- Tuning forks- 128cps and 512cps
- Sphygmomanometer with child, adult, and large blood pressure cuffs
- Examination gown (“Johnnie”) that ties in the back
- Examination drape (Flat twin sheet, white)
- Medical bag
- Metric tape measure
- 6” clear ruler

#### Book list

The booklist will be sent out to all incoming students prior to matriculation in a letter from the Program Director.

#### Scrubs, White Jackets, and Name Tags

**Scrubs:** Students will need two sets of solid-colored scrubs with their first and last names embroidered on the tops. Scrubs are routinely worn for the anatomy and clinical assessment courses.

**Short White Jacket/Coat:** Students are required to have at least one long-sleeved, short white coat. A short white coat ends at the upper thigh/top of inseam.

**Nametags and Patches:** Students are required to wear a UNE PA name tag during their didactic and clinical training. Orders can be made through the UNE physician assistant office. Patches for the white coat are required for the second year only and can be purchased through the UNE bookstore prior to clinical rotations.

#### Basic Life Support for the Health Care Provider

Students are required to be certified in Basic Life Support for Healthcare Provider **through the American Heart Association** prior to matriculation. Students must remain certified throughout the entirety of the 24-month program. Certification must be granted by the American Heart Association.

### Faculty Advisors

All students are assigned a faculty advisor. The role of the faculty advisor is to provide academic advising relative to a student's academic progress and success in the program. In addition to regularly scheduled meetings, students are encouraged to meet with their advisor more frequently if they are having academic challenges. For matters regarding a student's psychological and emotional health Counseling Services (see below) can be utilized.

### Counseling Services on Portland Campus

Counseling Services at the University of New England provides a variety of services that address the psychological and emotional health of the graduate and undergraduate student population. Individual, group, or couple counseling are available.

In keeping with UNE's focus on health promotion and maintenance, services such as workshops, special issues groups, informational sessions, developmental programming, and consultation are designed to address the on-going needs of UNE's population. The PA Program encourages students to take full advantage of their services. <https://www.une.edu/studentlife/counseling>

**Office:** Lower Level, Ginn Hall, Portland Campus, Phone: (207) 221-4550

### The Student Academic Success Center

The Student Academic Success Center (SASC) offers a range of free services to support your academic achievement, including tutoring, writing support, test-taking, and study strategies, learning style consultations, ESOL support, and many online resources. The PA Program works closely with this important support group and encourages students to take full advantage of their services

To make an appointment for tutoring or any of our services go to [une.tutortrac.com](http://une.tutortrac.com) or visit the SASC. To access our online resources, including links, writing and study guides, and video tutorials, visit <https://une1.sharepoint.com/sites/SASC>.

Office: Procter Center, First Floor Procter Hall on the Portland Campus  
Phone: (207) 221-4247

### Student Access Center

The University of New England is committed to creating a learning environment that meets the needs of its diverse student body and will make reasonable accommodations for students with documented disabilities. Any student eligible for and needing academic adjustments or accommodations because of a disability is requested to speak with the professor at the beginning of the semester. Registration with the Student Access Center is required before accommodation requests can be granted.

Visit <https://www.une.edu/student-access-center> for more information.

Student Access Center on the Portland campus is located in the lower level of Ginn Hall and may be reached by calling (207) 221-4418.

Student Access Center on the Biddeford campus is located in the lower level of Stella Maris Room 131 and may be reached by calling (207) 602-2815

### UNE Discrimination and Harassment Policy

The physician assistant program requires that all matriculating students abide by the University of New England Policies as defined in the University of New England Student Handbook. These are available on the UNE website at <http://www.une.edu/studentlife/handbook>.

The University policy on Discrimination and Harassment is available at

<https://www.une.edu/sites/default/files/Title%20IX%20Anti-Discrimination%20Policy.pdf>

### Policy on Communication

Email is the primary mechanism used to notify students of important information. Students are required to check their UNE email at least once every 24 hours. The program will not be responsible if a student has outdated or missed information because of not regularly attending to their email. All correspondence is to be made through your UNE email accounts, not personal email accounts.

### Policy on Program Schedule

During the entire program, students will follow the PA program schedule. Holiday and vacation times may differ from the University schedule. During the clinical year, please note that students will only have vacation during the December Holiday Break.

### Policy on Student Employment

The program discourages students from having outside employment during the 24-month program. If a student feels that it is necessary to work, it is advisable that the student informs their faculty advisor of this need. Program expectations, assignments, deadlines, and responsibilities will not be altered or adjusted to accommodate working students, and it is expected that the student employment will not interfere with the student learning experience. Any conflict that may arise due to outside employment may be brought to the Student Development Committee.

### Policy on Student Work to Benefit the PA Program

Students will not be required to perform any clerical or administrative work or teaching on behalf of the physician assistant program.

### Policy on Advanced Placement

There is no advanced placement.

### Policy on Experiential Learning

No credit will be awarded to students for experiential learning performed prior to the start of the program.

### Policy on Transfer Credit

Transfer credits are not accepted.

## HIPAA and OSHA Training Requirements

### Health Insurance Portability and Accountability Act (HIPAA)

Students must maintain their HIPAA training each year through the University HIPAA Compliance Office.

The Full HIPAA Policy and Manual may be found online at:

<http://www.une.edu/research/compliance/hipaa-and-une>.

### Occupational Safety and Health Administration (OSHA) / University Precaution and Student Exposure Risk

Safety of students, patients, and other health care providers is critical to the health and wellbeing of all. Physician assistant students can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. Therefore, all students must complete the OSHA training prior to beginning their IGEP and clinical year experiences and must be compliant with OSHA and universal precaution requirements including the use of gloves, care of sharp objects, use of eyewear, protective clothing, and other precautionary measures. You will receive this online training in your first semester.

### Needle Stick / Bodily Fluids Exposures

If an exposure occurs the student should immediately cleanse the affected area and report the exposure to the appropriate person. See below:

1. If the exposure takes place during the didactic year while on an IGEP, wound care or other site experience, the student must notify the on-site faculty facilitator **IMMEDIATELY** (*please see Needle Stick/Bodily Fluids Exposure Guidelines in Appendix E*). The student should proceed to the nearest facility (emergency department or UNE-approved affiliated clinic) for emergency care. Students must also notify the academic coordinator within two hours of the exposure and complete a *Student Exposure Form* located in Appendix E and turn it into a physician assistant program's office staff within 24 hours. Any and all expenses for the care and potential treatment are the responsibility of the student.
2. If the exposure takes place during the clinical year while on a clinical rotation, the student must notify the supervising physician or site supervisor **IMMEDIATELY** (*please see the Needle Stick/Bodily Fluids Exposure Guidelines in Appendix E*). The protocol at the clinical site will govern the medical approach to that exposure. Immediate medical care and lab work will be done either at the rotation site or the nearest appropriate emergency department. Student must also notify a Director of Clinical Education within two hours of the exposure and complete a *Student Exposure Form* located in Appendix E and turn it in to physician assistant program's office staff within 24 hours. Any and all expenses for the care and potential treatment are the responsibility of the student.

### Policy on Accident or Injury

Information regarding UNE Safety and Security are available at: <http://www.une.edu/studentlife/security>

1. If a student sustains any accidents or injuries during the didactic year while at the IGEP or other site, the student must notify the on-site faculty facilitator **IMMEDIATELY** and seek medical attention commensurate with the nature of the injury, which may require a visit to the closest emergency room or an appointment with their personal health care provider. IGEP

sites are under no obligation to provide the student with free medical care. Students must notify the academic coordinator, Meredith Wall ([mwall1@une.edu](mailto:mwall1@une.edu)) within 2 hours of the exposure and complete a *Student Accident Report* located in Appendix F and turn it in to the physician assistant program's office staff within 24 hours. Any and all expenses for the care and potential treatment are the responsibility of the student.

2. If a student sustains any accidents or injuries during the clinical rotation site, the student must notify the supervising physician or site supervisor **IMMEDIATELY** and seek medical attention commensurate with the nature of the injury, which may require a visit to the closest emergency room or an appointment with their personal provider. Students must notify a Director of Clinical Education within 2 hours of the exposure and complete a *Student Accident Report* located in Appendix F and turn it in to the physician assistant program's office staff within 24 hours. Any and all expenses for the care and potential treatment are the responsibility of the student.

## Policy on Social Media

### **GUIDELINES FOR THE USE OF SOCIAL MEDIA**

The use of social media can be beneficial for communication with friends, family, colleagues, and in the delivery of quality health care. However, physician assistant students in training have an ethical and legal obligation to be professional in behavior and to maintain patient privacy and confidentiality at all times. It is the expectation that students in this program are taking on the status of professionals and should conduct their online accounts in such a manner. The use of electronic media can sometimes result in a lack of professionalism if not used properly, and too much disclosure with social media could result in a violation of patient privacy and confidentiality. Note, as well, that social media use policies at clinical sites and future employers may be stricter than UNE PA policies. Social media use is available not only now to sites, residencies, and employers in the medical field in your career as a physician assistant, but also what is posted now will all be accessible to them in the future. Do not expect that just simply deleting a post or hiding it permanently removes it from the web. Also be aware that professionally you can be held accountable for posts others make in which you are tagged or included and in which you do not remove yourself from association with the post. The legality of posting questionable comments, pictures, or video on social media does not exempt you from school or medical facility policies. You are still held accountable for unacceptable and unprofessional social media choices via your reputation as a professional, even if the post itself is not illegal on a federal, state, or local level.

*Please Refer to:* Appendix G: Netiquette Policy

#### **The following guidelines minimize the risks associated with social media.**

Students must not share, post, or otherwise transmit any patient-related information, including images, unless there is a legitimate reason to do so or a patient care related need to disclose information.

Limiting access to postings, through privacy settings is not sufficient to protect yourself professionally or to protect a patient's privacy.

Students should never refer to a patient, staff, co-workers, health care agencies or their staff in a derogatory or disparaging manner.



No photos or videos of people or patients should be taken on a personal device, including cell phones without written consent. Even if a picture is posted to a “limited” viewing social media site such as Snapchat, its disappearance from a user feed does not mean the image is removed from the internet all together. There is still an online record.

When representing yourself as part of UNE or a medical professional, do not take or share a photo of anyone without the written consent of the person or, when relevant, their parent/guardian.

Students should always maintain appropriate professional boundaries with colleagues and patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship and should be avoided.

If in doubt, the student should consult the faculty for guidance about the appropriate use of electronic media.

Inappropriate and unprofessional use of electronic/social media can lead to disciplinary action, including but not limited to formal reprimand, suspension, or dismissal from the Physician Assistant Program. Students can be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with applicable laws (HIPAA).

Refrain from using foul language and hate speech on social media.

When posting on social media, be sure to make clear in the post that it is your personal opinion, not that of the medical school or institution to which you belong.

Do not post any official communication from the UNE PA Program or medical facilities to social media without written consent from UNE Communications or the appropriate department of the medical facility.

Before you post, ask yourself the following: Could this post violate HIPAA, patient trust, employer trust, my future professional self or that of my fellow students? If so, then do not post.

Social Media accounts should not be accessed and used while in class or lab, or on the floor in clinical rotations. Be respectful of the faculty or visitor providing you your education by giving them your attention while in class.

Email can be considered here as a form of social media. Once you send an email, it can be shared by anyone who receives it. Anyone who receives it as a forward can also share it.

Adapted from:

UNE College of Medicine Social Media Policy Guidelines

## SECTION III: UNE PHYSICIAN ASSISTANT PROGRAM POLICIES

### Policy on Housing and Transportation

Students are responsible for securing and paying for their own housing during their education. Students must plan ahead to ensure they have housing in time for the start of all clinical rotations. Failure to secure housing may result in forfeit or removal from that rotation block, which then will have to be rescheduled at the end of the clinical year. This could delay graduation. Students must have reliable transportation during the clinical year. Lack of a functioning vehicle is not an acceptable excuse for missing a clinical assignment.

### Attendance

Students are expected to be present and prepared for all scheduled classes, labs, and other program activities. Students are expected to be actively engaged as evidenced by critical thinking and meaningful participation.

There are times when circumstances dictate that courses, lecturers and exams may need to be moved on short notice. It is expected that a student's medical and other personal appointments be scheduled around the class and rotation schedules.

Students are expected to not take time off or vacations unless they fall over program-defined holidays or breaks. Attendance at all classes and assigned rotations is expected and considered an aspect of professional responsibility and individual dependability.

### Expected / Anticipated Absence

While it is the policy of the program that students are expected to attend all classes, labs, and rotation assignments, the program understands students may have exceptional events that might keep them from classes or program activities. Any student anticipating time away for an exceptional event during the didactic year is expected to notify the academic coordinator one month in the advance of the event. If the event occurs in the clinical year, the Director of Clinical Education should be notified.

Classes, labs, program activities as well as quizzes, exams, and other evaluative events will not be rescheduled for students unless a student request for time away form has been completed and approved prior to the event; or, in case of emergency, the unanticipated event has been documented and reviewed by an academic coordinator or a core faculty member.

In the event of an absence, students are responsible for all material missed including labs and examinations. If a cost is incurred, such as travel back to the program, for the make-up of an exam or lab or other required program component, the student will assume that cost. If a student with an excused absence will be missing an examination, they should expect to take that exam immediately upon return to campus. This exam may be in a different format than the original examination given to the rest of the students.

Students with expected absences during the didactic year should complete a “*Student Time Away Request Form*” in Appendix D and turn it in to the academic coordinator. This should be submitted in person 30

days prior to the anticipated absence so that appropriate planning can take place. This form can be found in the general information folder on Blackboard.

If the event occurs during the clinical year, a “*Student Time Away Request Form: Clinical Year*” should be submitted to the Director of Clinical Education 30 days prior to the anticipated absence so that appropriate planning can take place. This form can be found in the clinical year handbook.

### Emergency / Unanticipated Absence

A rare or solitary absence or lateness due to unexpected medical and/or personal issues may be unavoidable. Absence from instructional periods for any reason does not relieve the student from the responsibility for the material covered.

Students with unexpected absences during the didactic year must contact the academic coordinator **and** course coordinator as soon as such an event or issue is identified prior to the absence. Students with unexpected absences during clinical year must contact the Director of Clinical Education. Communication of absences to a faculty advisor or a core faculty member is a professional responsibility.

### Policy on Missing Examinations

Examinations include all graded activities including course examinations, objective structured clinical examinations (OSCEs), lab practical or other graded assessment excluding quizzes. Student must contact the academic coordinator **and** course coordinator in advance if they will miss a scheduled examination due to Emergency / Unanticipated Absence during the didactic year to request a rescheduled exam.

Failure to do so will result in a grade of zero (0) for the exam (unless there is a significant extenuating circumstance) and the student may be referred to the Student Development Committee.

Unless determined to be an Emergency/Unanticipated Absence as outlined above, students who arrive late or are not in attendance for a schedule examination, laboratory practical, or other examination requirements will neither be granted additional time to complete the examination nor will they be allowed to reschedule that examination.

### Dress Code

As health professionals, and in accordance with the Westbrook College of Health Professions policy, physician assistant students are expected to maintain the highest possible standard of appearance. As is expected in the professional workplace, students are expected to be conservatively and neatly dressed in business casual and groomed throughout all phases of their professional education, whether on campus, in the community or a clinical setting. Students should wear at minimum dress slacks and open collared shirts/blouses. Specifically, no shorts, sandals or flip-flops, jeans, tights, (leggings must be worn with a long tunic reaching mid-thigh), t-shirts or athletic wear, including athletic shoes, except when preapproved in the didactic year. Some courses may have more stringent requirements due to OSHA.

The physician assistant program and its preceptors reserve the right to require students who present for participation in a class or program activity inappropriately dressed or with poor body hygiene to leave the activity. Should this occur, the absence would be treated as unexcused.

### Classroom Behavior

Students, faculty members, and the administration share the responsibility to maintain appropriate student conduct in the classroom. Students are expected to respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom or that impedes an instructor in conducting class or a speaker in making a presentation are considered inappropriate and unprofessional. Guests (family members or friends) are not permitted into class, seminars, or other learning sessions.

The same professional behavior is expected for classes meeting via remote online conference platforms, such as Zoom. We will adopt the same rules and norms as in a physical classroom (take notes and be prepared to participate by asking and answering questions). Video cameras must be turned on at all times. If this presents a challenge (e.g., camera not functioning, insufficient bandwidth), faculty must be notified in advance. Be mindful of your appearance and surroundings, and position yourself facing a light source so you can be seen clearly. Mute your microphone unless you are speaking. Use the raised hand, the chat function, or the follow the instructions of the lecturer to ask a question to avoid speaking over classmates. For everyone's benefit, join the course in as quiet a place available and be in the classroom prior to the class start time. Close browser tabs not required for participating in class. The success of this form of learning will depend on the same commitment brought to the physical classroom.

Faculty have the authority to identify disruptive students, instruct a disruptive student to refrain from such behavior, and require that students leave the classroom if, in the judgment of the instructor, their behavior is interfering with the learning environment. In addition, sanctions may be brought against any student as outlined in the University of New England Student Handbook.

### Standards of Conduct

Professionalism is as important as, and holds equal importance to, academic progress. Students are expected to demonstrate the legal, moral, and ethical standards required of a health care professional and display behavior, which is consistent with these qualities. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal, and behavioral expectations. The program expects nothing short of respect and professional demeanor at all times. All students are required to adhere to the University Conduct Code as defined in the UNE Student Handbook, available on the UNE website.

### Policy On Grading

The physician assistant program utilizes a letter grade system for grading. Completion of every course and clinical rotation with a minimum grade of 74 percent is necessary to progress through the program. The program does not round grades up.

## Grading Scale

<b>A</b>	94-100	<b>B-</b>	80-83	<b>D</b>	64-69
<b>A-</b>	90-93	<b>C+</b>	77-79	<b>F</b>	< 64
<b>B+</b>	87-89	<b>C</b>	74-76		
<b>B</b>	84-86	<b>C-</b>	70-73		

*Note: Fractional numeric grades are not rounded up.*

### Submission of Assignments

Meeting deadlines is a professional responsibility. Late assignments will receive a zero, but must be submitted in order to successfully complete all of the requirements of the course. In cases of personal emergency, the student must contact the course coordinator prior to the deadline for consideration of a late submission.

### Policy on Course and Lecturer Evaluation Forms

Students are required to complete the UNE and WCHP course evaluations at the end of each semester. Students are expected to complete program module and lecturer evaluations. This information is extremely valuable when decisions are made about course content and structure. Student final course grades will not be released until the required evaluation forms have been completed and submitted.

### Policy on Academic and Professional Progression

A student in good academic standing is defined as one who is currently meeting all academic and professional requirements of the program. If a student has been on probation at any time, or their academic or professional progress is marginal, the program retains the authority to deny or limit a student's request for involvement or attendance at extracurricular educational and professional activities, events, or conferences. Students must have successfully completed all coursework and exams in order to progress forward in the program.

The physician assistant program follows the Westbrook College of Health Professions (WCHP) progression policies included in Appendix C.

### Exam Failures

It is important to ensure that students have a baseline of knowledge at the end of each module for each course. If a student fails an end of module exam, a minimum competency review (MCR) with the course instructor is highly recommended and strongly encouraged. The objective of the MCR is to ensure that the student has sufficient comprehension of the material. MCRs are highly recommended and strongly encouraged for each individual exam failure and more information is included in each course syllabus.

### Minimum Competency Review (MCR)/Remediation/Support/Learning Assistance

MCR and Remediation are processes through which a student experiencing difficulty works to improve unsatisfactory performance and/or professional behavior. The intent is to increase the likelihood of a student's educational and professional success. An MCR is different from remediation. Although specifically designed to support success, MCR is not a mandatory process. It is a support structure designed to support student comprehension of material. Students are highly recommended and strongly encouraged to initiate an MCR when performance on exams or assignments are unsatisfactory. An MCR must be initiated by the student within 24 hours of receiving an unsatisfactory exam or assignment score. A score of 79% or higher is considered successful completion of an MCR.

The term remediation is reserved solely for the purposes of course failures. Successful course remediation allows the student to progress in the program. Unsuccessful course remediation is grounds for program dismissal. (See Course Remediation Policy for further clarification.)

Students are strongly encouraged to make full use of the services of the Student Academic Success Center (SASC): <https://www.une.edu/SASC>. The staff of the SASC may be involved in remediation plans and their recommendations may be incorporated in order to enhance achievement of the stated goals.

### Course Remediation Policy

Requirements for successfully passing a course (including didactic courses and clinical rotations) are outlined in each course syllabus. A final grade of 74 percent or greater is a consistent requirement for passing all courses, and additional requirements for passing may vary among courses. In the event that a student fails a didactic course, the program may provide certain opportunities for remediation of the course as follows. For clinical year failures (course or rotation), please see the clinical-year handbook for its policies.

#### **First Course Failure**

A student who fails a course will be invited to a student development committee (SDC) meeting to discuss factors influencing the failure and strategies for future success. A student who fails a course for academic reasons will be granted an opportunity to remediate the course. The remediation will be developed by the course instructor, and it may include a demonstration of competency of content including but not limited to written, oral or practical exam formats.

#### **Second Course Failure**

In the event that a student fails a second course, dismissal from the program will be considered. The student will be referred back to the SDC for a discussion surrounding the factors influencing the failure. The SDC will also assess the student's displayed capacity to meet the competencies of the physician assistant program, overall academic performance, and professional issues to include attendance, history of minimum competency reviews, and citizenship within the program. The SDC will make a recommendation to the Program Director to either grant the student the opportunity to remediate the course or to dismiss the student from the program. It is the Program Director who makes the final decision on whether to support remediation or dismissal. If remediation is granted, the process will be developed by the course coordinator as stated in the above section.

#### **Third Course Failure**

In the event that a student fails a third course, the student will be automatically dismissed from the program.

**Students must score a 79 percent or higher on a course remediation in order to pass. Failure of a course remediation will be considered an additional course failure.**

### Policy on Program Completion

While it is understood that unforeseeable circumstances may lead to delayed progression in the 24-month PA curriculum, all students must successfully complete the entire UNE PA Program in no more than 36-months from initial matriculation. A student who is not able to complete the full 24 month program within 36 months for initial matriculation will be discharged from the program.

### Leave of Absence

Per the Westbrook College of Health Professions policy, a leave of absence (LOA) can be requested by a student or recommended by the advisor, Program Director, or student development committee (SDC). Students considering a leave of absence are encouraged to begin the process with a discussion with their academic advisor. If a decision is made to proceed, the appropriate LOA form is completed by the student

and submitted to the Program Director, who has final approval. Leaves of absence can be requested for academic, medical, or other personal reasons and are granted for a period not to exceed one year. The petition form is available at

[https://www.une.edu/sites/default/files/university\\_withdrawal\\_and\\_loa\\_request\\_7-17-19\\_3.pdf](https://www.une.edu/sites/default/files/university_withdrawal_and_loa_request_7-17-19_3.pdf)

**If a student qualifies for a leave of absence, they must complete the entire program within three years (36 months) of initial matriculation. Return to the program from a medical leave of absence must be approved by the UNE medical officer.**

### Program Dismissal

It should be clearly understood that the University of New England physician assistant program, after due consideration and process, reserves the right to dismiss a student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, health, or academic nature justify such an action. Recommendations for dismissal will be made by the student development committee to the Program Director.

### Program Probation Policy

Policy #2015 – 1 (Rev. 2019)

The University of New England Physician Assistant Program reserves the right to place any matriculated student on Program Probation. Program Probation is an internal policy utilized to facilitate the monitoring of students with academic concerns and/or concerns regarding behavior. Probationary status implies the student is being monitored regarding either their academic progress or for behavior/professional concerns. The length of the probationary status is determined on a case-by-case basis and criteria for removal of the probationary status will be discussed with the student at time of initial placement on probation. This action may be initiated by any faculty member and must be approved by the Program Director. Students placed on probationary status are not eligible for participation in extra-curricular activities requiring a time commitment that may distract them from effectively managing the issues precipitating placement on probationary status. Placement on program probation does not impact, in any way, other probationary status within the University of New England.

### Site and Preceptor Selection Policy

Policy #2016 – 01 (Rev. 2019)

The University of New England Physician Assistant Program strives for excellence in the provision of quality clinical site placements for our students during clinical year of the program. In support of this goal, the following measures are taken to assure a clinical site meets program qualifications.

The program offers a safe environment that is conducive to learning. This is achieved by the following measures:

- A. A clinical site that is a physical structure and offers student parking
- B. A well-lighted parking lot
- C. Security support if situation in a high risk area
- D. Space for the student to access medical records and reference materials
- E. Work space for the physician assistant student
- F. Adequate numbers of support staff- minimum one clerical support and once clinical support.
- G. Access to medical records via Electronic Health Records or paper charts

### **Supervision of Physician Assistant Student**



- A. A licensed physician, physician assistant, or nurse practitioner must be on site at all times providing direct supervision of student.
- B. Preceptors should allow students to obtain history, perform physical examinations, and development treatment plans to be orally presented to the preceptor.
- C. Under no circumstance should the student be allowed to discharge a patient from care.
- D. Students may not write prescriptions independently. (Please refer to the Clinical Student Handbook for further clarification.)
- E. Students may not order laboratory or diagnostic studies independently.
- F. Preceptors should assure students are afforded an adequate number of patient visits and adequate time to complete the visits.
- G. Students should be afforded the opportunity to see patients across the lifespan with a range of acuity consistent with the practice in which they are assigned.

### **Loss of License**

Preceptors must notify program immediately if for any reason their license is suspended, revoked or if they are placed under a consent order.

Students will be re-assigned to either another licensed clinician within the practice or to a different site.

### **Format of Site Evaluation**

If the site is located in the Northeast of the United States, it will undergo in-person evaluation every three years at minimum. Distant sites will undergo evaluation via skype or similar type venue at minimum every three years.

New sites, or sites that have not been utilized in the prior three years, will be evaluated via in-person visit or via skype prior to the placement of student(s).

### **Program Policy on Response to Student in Crisis**

Policy #2015 -01 (rev 2020)

The University of New England Physician Assistant Program will respond to self- report of a student in crises or report of peer and/or university or community official in the following manner:

- A. Immediately make contact with the student.
- B. Arrange for two members of the faculty, or a faculty member and the program director to meet personally with the student as soon as possible.
- C. In cases involving threat to life or health of student, activation of community emergency services will occur.
- D. For cases in which there is no immediate threat to life or health of student, a faculty member will contact counseling services to arrange immediate assistance for the student and accompany the student to the counseling center. Faculty members will not participate in the counseling session unless asked specifically by the student to do so.
- E. When appropriate, and with the student's permission, a peer will be identified to assist in support of the student.
- F. Any action taken will be documented and placed in student file.
- G. The UNE PA Program maintains a cell-phone and/or pager with a faculty member at all times to be used for student crisis. The definition of a crisis is reviewed yearly with students. The process is for students to call one of the following: cell phone, office phone or pager (207-915-0788), ***and follow up with an email.***

## APPENDICES

### Appendix A: UNE Physician Assistant Technical Standards

A student in the Physician Assistant Program must have abilities and skills in five categories: observation, communication, motor, intellectual, and behavioral/social. All students admitted to the program must meet the following abilities and expectations upon matriculation and maintain these standards while enrolled in the PA Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will be subject to dismissal after admission.

Reasonable accommodation for persons with documented disabilities will be considered on an individual basis. However, a candidate must be able to perform these skills in an independent manner. Accordingly, the program requires each student to meet the following technical standards with or without accommodation:

#### ❖ **Observation**

Students must have sufficient sensory capacity to observe in the lecture hall, the laboratory, the outpatient setting, and the patient's bedside. Sensory skills adequate to perform a physical examination are required. The ability to acquire sensory input using, vision, hearing, and tactile sensation must be adequate to observe a patient's condition and to elicit information through procedures regularly required in a physical examination, such as inspection, auscultation, percussion, and palpation.

In any case where a student's ability to observe or acquire information through these sensory modalities is compromised, the student must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information without reliance upon another person's interpretation of the information. It is expected that obtaining and using such alternative means and/or abilities shall be the responsibility of the student. The University will reasonably assist the student where necessary.

#### ❖ **Communication**

The student must be able to effectively and efficiently communicate in the English language using verbal, written, and reading skills, in a manner that demonstrates sensitivity to fellow students, patients, their families, and all members of the health care team.

A student must be able to accurately elicit information, describe a patient's change in mood, thought, activity, and posture. Students must demonstrate established communication skills using traditional means which may include the use of assistive devices.

The student must be able to communicate complex findings in appropriate terms for patients/caregivers and other members of the health care team.

A student must be able to communicate clearly and audibly during interactions with classmates, professors, patients, and members of the health care team.

A student must be able to receive, write legibly, and interpret written and verbal communication in both clinical and academic settings.

The student must be able to interpret and record legibly observations in a manner that is efficient and accurate using handwritten, electronic and dictating formats.

❖ **Motor**

The ability to participate in basic diagnostic and therapeutic maneuvers and procedures (e.g. palpation, percussion, auscultation) is required. Students must have sufficient motor function to safely execute movements required to provide care to patients. Students must be able to negotiate patient care environments and must be able to move between settings, such as clinic, classroom building, and hospital. Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. Long periods of sitting, standing, or moving are required in the classroom, laboratory, and during clinical experiences.

The student must be able to execute motor movements reasonably required to provide general and emergency diagnosis and medical care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, and suturing of wounds. At all times the ability to administer care to patients in a safe manner is paramount.

❖ **Intellectual**

Students must be able to measure, calculate, reason, analyze, and synthesize information effectively in a precisely limited time as would be appropriate for the individual's level of training in a given clinical setting, while under stress, and in an environment in which other distractions may be present. Problem solving, one of the critical skills demanded of Physician Assistants, requires all of these intellectual abilities. In addition, students should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

Students must be able to read and understand medical literature. The student must be able to demonstrate mastery of these skills and the ability to use them together in a timely fashion in medical problem solving and patient care.

The student must be able to, with or without use of assistive devices, but without reliance on another person, interpret x-ray, and other graphic images and digital or analog representations of physiologic phenomena (such as EKGs).

❖ **Behavioral and Social Attributes**

Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all academic and patient care responsibilities. The development of mature, sensitive, and effective relationships with patients and other members of the health care team are essential. Flexibility, compassion, integrity, motivation, interpersonal skills, and the ability to function in the face of uncertainties inherent in clinical practice are required.

Students must function professionally and effectively in any academic or clinical setting. Students must always demonstrate the psychological and emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all academic and clinical responsibilities.

The student must demonstrate mature, sensitive, and effective relationships with University faculty and staff, peers and classmates, patients and other members of the health care team. Flexibility, compassion, integrity, motivation, interpersonal skills, and the ability to function in the face of uncertainties inherent in clinical practice are all required.

## Appendix B: Physician Assistant Competencies

A list of competencies for the physician assistant profession was created and adopted by four organizations—NCCPA, AAPA, ARC-PA and PAEA and can be found at <https://www.aapa.org/wp-content/uploads/2017/02/PA-Competencies-updated.pdf>. The UNE physician assistant program has also adopted these competencies.

**Medical knowledge** includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigative and analytic thinking approach to clinical situations. Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

- Evidence-based medicine
- Scientific principles related to patient care
- Etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- Signs and symptoms of medical and surgical conditions
- Appropriate diagnostic studies
- Management of general medical and surgical conditions to include pharmacologic and other treatment modalities
- Interventions for prevention of disease and health promotion/maintenance
- Screening methods to detect conditions in an asymptomatic individual
- History and physical findings and diagnostic studies to formulate differential diagnoses

**Interpersonal and communication skills** encompass the verbal, nonverbal, written, and electronic exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients' families, physicians, professional associates, and other individuals within the health care system. Physician assistants are expected to:

- Create and sustain a therapeutic and ethically sound relationship with patients
- Use effective communication skills to elicit and provide information
- Adapt communication style and messages to the context of the interaction
- Work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- Demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- Accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

**Patient care** includes patient- and setting-specific assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, safe, high quality, and equitable. Physician assistants are expected to:

- Work effectively with physicians and other health care professionals to provide patient-centered care

- Demonstrate compassionate and respectful behaviors when interacting with patients and their families
- Obtain essential and accurate information about their patients
- Make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- Develop and implement patient management plans
- Counsel and educate patients and their families
- Perform medical and surgical procedures essential to their area of practice
- Provide health care services and education aimed at disease prevention and health maintenance
- Use information technology to support patient care decisions and patient education

**Professionalism** is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency, or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

- Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- Professional relationships with physician supervisors and other health care providers
- Respect, compassion, and integrity
- Accountability to patients, society, and the profession
- Commitment to excellence and on-going professional development
- Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- Sensitivity and responsiveness to patients' culture, age, gender, and abilities
- Self-reflection, critical curiosity, and initiative
- Healthy behaviors and life balance
- Commitment to the education of students and other health care professionals

**Practice-based learning and improvement** includes the processes through which physician assistants engage in critical analysis of their own practice experience for the purposes of self- and practice-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices. Physician assistants are expected to:

- Analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
- Locate, appraise, and integrate evidence from scientific studies related to their patients' health
- Apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness
- Utilize information technology to manage information, access medical information, and support their own education
- Recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others

**Systems-based practice** encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of, and responsiveness to, the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs should work to improve the health care system of which their practices are a part. Physician assistants are expected to:

- Effectively interact with different types of medical practice and delivery systems
- Understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
- Practice cost-effective health care and resource allocation that does not compromise quality of care
- Advocate for quality patient care and assist patients in dealing with system complexities
- Partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes
- Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- Apply medical information and clinical data systems to provide effective, efficient patient care
- Recognize and appropriately address system biases that contribute to health care disparities
- Apply the concepts of population health to patient care

## Appendix C: Westbrook College of Health Professions Graduate Program Progression Policies

Please refer to the following link for the 2019-2020 policies:

[https://www.une.edu/sites/default/files/grad\\_prog\\_policies\\_2019-2020.final\\_0.pdf](https://www.une.edu/sites/default/files/grad_prog_policies_2019-2020.final_0.pdf)



Appendix D: Student Time Away Form



**UNIVERSITY OF NEW ENGLAND  
PHYSICIAN ASSISTANT PROGRAM  
Student Time Away Request Form**

While it is the policy of the program that students attend all classes, labs, rotations and other program related functions, the program understands students may have exceptional events which might keep them from classes or program activities. Any student requesting time away for an exceptional event must complete and submit this form and submit it to the Academic Coordinator ([mwall1@une.edu](mailto:mwall1@une.edu) didactic year) or Director of Clinical Education ([jjankowski@une.edu](mailto:jjankowski@une.edu) Clinical Year) at least **one month** in advance of the event. Time off may be granted for **no more than 2 days**. The approval of each request is made on an individual basis and there is no guarantee the approval will be granted. Time away may not be possible to grant during a semester whose schedule is not yet completed.

In the event the request is granted, students are responsible for all material missed including examinations. If a student will be missing an examination, they are to expect to take that exam immediately upon return to campus. This exam may be in a different format than the original examination given to the rest of the students.

Student Name (PRINT): \_\_\_\_\_

Class: \_\_\_\_\_

Requested date(s) off: \_\_\_\_\_

Reason for Request:

Student Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Program Use Only**

Request Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments:

**\*\* Can be found on Blackboard Under: Schedule & General Info or Picked up in Main Office**

## Appendix E: Needle stick/Bodily Fluids Exposure Guidelines and Forms

If any student believes they have been exposed, the student should:

1. **Immediately** cleanse the affected area:
  - Wash needle sticks and cuts with soap and water
  - Flush splashes into the nose, mouth or skin with water
  - Irrigate eyes with clean, water, saline or sterile irrigates
2. If the exposure occurs during the Academic year at an IGEP, wound care, or other site, **immediately** report the exposer to the faculty member in attendance and proceed to step #3 above

If the exposure occurs during the Clinical year at a rotation site, **immediately** notify the supervising physician or other site supervisor and follow site-established protocols

3. **Immediately** seek medical evaluation and treatment. If there is no establish protocol on site, seek treatment at the closest Emergency Department
4. Within 2 hours, notify the Academic Coordinator(s) if during the didactic year or the Director of Clinical Education if during the clinical year.
5. Complete and submit the Student Exposure Form to either the Academic Coordinator or Director of Clinical Education as described above within 24 hours.

Appendix E: Needle stick/Bodily Fluids Exposure Guidelines and Form (cont.)

**Student Exposure Form**

This form is to be complete when there has been a student needle stick or bodily fluid exposure and submitted fax 207.221.4711 or e-mail Academic Coordinator or Director of Clinical Education within 24 hours of the exposure. Students must also directly report the exposure (via incident to the Academic Coordinator or Director of Clinical Education within 2 hours of the exposure.

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date and Time of Exposure: \_\_\_\_\_

Name of Site: \_\_\_\_\_

Name of person notified at the site: \_\_\_\_\_

Date and time of site notification: \_\_\_\_\_

Name of witness (es) if any to the incident: \_\_\_\_\_

Please provide a detailed description of Incident, including how the exposure occurred and location (body part).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you receive medical evaluation and/or treatment?       Yes       No

Was the PA program notified?       Yes       No

Date and time PA program was notified: \_\_\_\_\_

Name of person notified at the Program: \_\_\_\_\_

**Signatures:**

Student: \_\_\_\_\_

Faculty: \_\_\_\_\_

Appendix F: Student Accident Report

**Student Accident Report**

Immediately notify either the Academic Coordinator or the Director of Clinical Education of the event and submit this report to the Program (Fax 207.221.4711) within 24 hours an accident/injury occurring while on an IGEP or clinical rotation site. *(This form is not for needle stick or body fluids exposures)*

Student Name \_\_\_\_\_

STUDENT STATEMENT:

\_\_\_\_\_ was injured at \_\_\_\_\_  
(print name) (location)  
on \_\_\_\_\_ at \_\_\_\_\_.  
(date) (time)

Please describe in full detail how the accident occurred.

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Did you receive medical evaluation and/or treatment? \_\_\_ Yes \_\_\_ No  
Was the PA program (Academic/ Director of Clinical Education) notified?  
\_\_\_ Yes \_\_\_ No

Date and time PA program was notified: \_\_\_\_\_

Did you miss time from the IGEP site or Clinical rotation? \_\_\_ Yes \_\_\_ No  
If yes, how many day(s)? \_\_\_\_\_

***NOTE: If your absence from a clinical rotation will exceed two (2) days, you will need a medical note from the physician who saw and examined you in an office/clinic or hospital and the date you can resume clinical activities. You may not return to rotations until we have this note.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Appendix G: Netiquette Policy

- Use proper language. This means no emoticons, text message language, or swear words. Your virtual context is like a workplace and is meant to be professional.
- Be sure to test run your camera and your microphone before online sessions.
- Please be sure that your camera is turned on and that you are visible for faculty and peers to interact with you in the virtual environment.
- Please consider your clothing and environment. We are all in makeshift spaces, but be strategic. Please do not wear hats, or hoodies during your courses. Consider the lighting so that you visible while online
- Run a spelling and grammar check before posting anything to a discussion board. This is especially important if your instructor is grading these comments.
- Read through your comments at least twice before hitting submit. (Some professors use settings that allow students to edit their responses, while others don't.)
- Don't type in ALL CAPS! If you do, it will look like you are screaming.
- Recognize and respect diversity. It's ok to ask questions to clarify things you don't understand. If you're not sure, email the professor privately for more information.
- Avoid sarcasm and dark humor. Take your posts seriously. Never say online what you wouldn't say in real life to another person's face. Your posts are a permanent record, so think about the type of record you want to leave behind.
- If you are frustrated and finding the course material difficult, please reach out to the professor, use the IT resources, your peers etc., as we won't be in person your communication is critical. A discussion board is not the venue to complain about why you need to take this course, how it is or is not meeting your expectation, or how hard you have to work, or how bored you might be.
- Don't wait until the last minute to make your post or submit your assignments. On discussion boards early posts allow time for other students to respond before the deadline. Likewise, don't wait to post your replies until the deadline; the author deserves an opportunity to address any questions you have or respond to points you make but they won't be able to do that if you are close to the deadline.
- Before asking a question, check the instructor's FAQs or search your Learning Management System resources and/or the internet to see if the answer is obvious or easy to find.
- Be forgiving. If your classmate or faculty makes a mistake, whether it's a typo or grammatical error, don't judge him or her for it. Just let it go, and the other students and/or faculty will do the same.
- The same rules apply for email. "Hey, teach, heeeelp!" is probably not the best way to ask your professor a question. You should communicate with your professor in the same way that you would speak to your boss or a potential employer. Also, any email you send your professor should always include your name and which class you are in.
- This is uncharted territory for you and for us, most importantly we know you are doing your best and so are we. Hiccups in technology, and the methods we try might work great, or might not meet our expectations, are inevitable, but can be handled with kindness and mutual respect.