This PA student policy and procedure handbook has been developed by the faculty and administration of the Pace University-Lenox Hill Hospital Physician Assistant Program to provide the student with specific guidelines, rights, and responsibilities regarding the Physician Assistant Program. This handbook is designed to supplement rather than supplant existing University policies and procedures, including those set forth in the University graduate catalog and student handbook. We encourage every student to become familiar with and refer to those and other University publications for further information. Students are responsible for knowing and complying with all applicable policies of Pace University and the Physician Assistant Program.

Any questions regarding policies contained within this handbook should be directed to the Director of the Physician Assistant Program. Although every effort has been made to make this manual as complete and up-to-date as possible, it should be recognized that circumstances will occur which the handbook does not cover. The handbook may also be altered due to changes in program policies. Students will be notified of any changes or additions in writing.

When the handbook does not cover a specific circumstance or the interpretation of a policy is ambiguous, the Director of the Program will make the necessary decision or interpretation. If students have questions regarding a situation they should discuss them with the Director of the Physician Assistant Program.

Please note that if there is any conflict between the specific policies and procedures set forth in this handbook and general University policies and procedures, the policies and procedures in this handbook shall be controlling. We hope you find this handbook helpful and wish you success in your studies.

-- The PA Program Faculty
New policies approved after publication of this handbook may add to or supersede those contained herein.

All policies are derived from the

“Accreditation Standards for Physician Assistant Education”

Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)

Accreditation Status

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Pace University-Lenox Hill Hospital Physician Assistant Program sponsored by Pace University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The date for the next validation review of the program by the ARC-PA will be September 2023. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

As part of the licensing process in most states, including New York, both successful completion of an accredited program and passage of the PANCE are required to practice. Specific information regarding the licensing process can be obtained by contacting the licensing authority in the state in which you intend to practice.
WELCOME TO THE COLLEGE OF HEALTH PROFESSIONS

Dear Physician Assistant Graduate Students:

The faculty and I applaud your decision to pursue a graduate degree in physician assistant studies, and are delighted you chose Pace University and the College of Health Professions as the place to do so. The program you are enrolled in will be stimulating, challenging, and sometimes exhausting as you make your way through new terminology, insights, dilemmas, and skills. Faculty and staff are here to help you to be successful in your endeavors. As with any new role there are expectations that will help you to be successful as a student and practitioner. The core values of the College of Health Professions are: Commitment to quality care, Cultural Competence, Innovation, Integrity, Interprofessional Collaboration and Scholarship. In concert with these values, our expectations of you in the student role are that you will be honest, respect others and yourself, be accountable and committed to doing your very best, give constructive feedback to us and to your peers, participate fully in the learning process, be reflective in your learning and practice, adhere to standards, and understand all of the privileges, rights, and responsibilities of being a student in the College of Health Professions and Pace University. As part of these responsibilities, you are required to be familiar with the Physician Assistant Studies Handbooks. Our goal is to provide you with the tools to be the best you can be -- exceptional PA’s of the highest caliber!

These Handbooks will guide you through the standards, policies and practices set forth by the faculty of the Pace University-Lenox Hill Hospital Physician Assistant Program. We believe that physician assistants make a difference, and that our pledge as professionals providing compassionate and competent care to our patients is paramount. The commitment to your faculty is to give you constructive feedback, participate fully in the teaching/learning process, be reflective in their teaching, and adhere to the standards they have established for themselves, you, and the profession. Your faculty welcomes the opportunity to embrace all of the privileges, rights, and responsibilities of being your teachers and mentors. We wish you the very best in your studies!

Harriet R. Feldman, PhD, RN, FAAN
Dean and Professor
College of Health Professions
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GENERAL INFORMATION

MISSION STATEMENT

The mission of the Pace University-Lenox Hill Hospital Physician Assistant Program is to graduate physician assistants who demonstrate the competency necessary to function in diverse communities and settings. The program develops critical thinkers committed to professionalism, teamwork, and community engagement.

PROGRAM VISION

The Pace University-Lenox Hill Hospital Physician Assistant Program will prepare lifelong learners to succeed within the rapidly changing health care landscape who are committed to becoming leaders in the PA profession and community.

PROGRAM GOALS FOR MEETING PA CORE COMPETENCIES

The Pace University-Lenox Hill Hospital Physician Assistant Program is deeply committed to graduate PAs who demonstrate:

- Core knowledge in biomedical and clinical sciences and be able to apply this knowledge to clinical care
- Interpersonal & communication skills that result in effective information exchange with patients’ families, professional associates and other individuals within the healthcare system.
- Care that is effective, safe, high quality, & equitable
- A high level of responsibility, ethical practice, sensitivity to diverse population, & adherence to legal & regulatory requirements
- The ability to assess, evaluate, & improve their patient care practices.
An awareness and responsiveness to a larger system of health care to provide patient care that balances quality & cost, while maintaining the primacy of the individual patient.

SPONSORSHIP
On July 31, 1996, the New York State Education Department registered the Pace University-Lenox Hill Hospital Physician Assistant Program. The Commission on Higher Education Middle States Association of Colleges and Secondary Schools accredits Pace University. The most recent reaccreditation was awarded in 2014. Pace’s clinical affiliate, Lenox Hill Hospital was awarded three-year accreditation by the Joint Commission following its most recent survey in February of 2017. The residency programs offered by Lenox Hill Hospital are accredited by their respective agencies.

HISTORY OF THE PHYSICIAN ASSISTANT PROFESSION
In 1965, Dr. Eugene Stead of Duke University founded the first Physician Assistant (PA) Training Program. Soon after, similar programs were begun in other states; by 1971, over 50 PA educational programs had been established in colleges, universities, and medical centers across the country. Existing financial support from the government was expanded in 1971 with passage of the Comprehensive Health Manpower Act and continued in the 1980s in the form of categorical grants funded under the authority of the Health Professions Educational Assistance Act. The medical establishment joined in early efforts to solidify the PA profession. In 1970, the American Medical Association House of Delegates recommended that states be encouraged to amend medical practice acts to allow physicians to delegate tasks to qualified PAs. The following year the AMA took steps, through its Council on Medical Education, to recognize and accredit the rapidly growing number of PA training programs.

The founders of the PA concept believed that the key to success was a close practice relationship with physicians. Therefore, efforts to legally sanction PA practice were aimed at modifying existing laws to allow physicians to delegate a wide variety of medical tasks to PAs. Physician Assistants were not introduced to assume new roles brought about by advances in medical technology. Rather, they were to perform duties previously performed only by doctors – history taking, physical examination, diagnosis, and patient management. A physician-dependent role afforded PAs a large amount of responsibility for patient care, yet did not usurp the ultimate authority of physicians. Thus, the legal basis for PA practice is built upon physician supervision, a relatively unique arrangement among health providers.

To ensure the competence of PAs emerging medical practice, the AMA and the PA profession worked with the National Board of Medical Examiners (NBME) to produce a national competency examination. In 1975 an independent organization, the National Commission on Certification of Physician Assistants (NCCPA), was created to administer a certification program that involves an entry-level examination (developed in conjunction with the National Board of Medical Examiners), as well as continuing medical education and periodic re-examination. As
the first Physician Assistants entered practice, they quickly began to organize their young profession. The American Academy of Physician Assistants (AAPA), established in 1968, serves the interests of graduate and student PAs in areas such as government affairs, public education and professional development, while its chapters work to advance the profession on the state level. A closely related organization, the Association of Physician Assistant Programs (APAP), represents the interests of PA educational programs.

Throughout the 1970s, health services researchers focused attention on physician assistants to observe their acceptance by physicians and patients, the content and quality of the care provided, cost effectiveness and productivity, and willingness to practice in medically underserved areas. The 1980s and 90s brought about the continued expansion of training programs for PAs and further utilization in a wider range of practice settings than had ever been anticipated by its founders. Today PAs play an integral role in many aspects of the health care system. Current transitions in managed care have resulted in the incorporation of PAs into reimbursement formulas. In the next several decades the expansion of opportunities for PAs in primary care and other specialties will become limitless.

PROGRAM FACULTY AND ADMINISTRATION

The Pace University-Lenox Hill Hospital Physician Assistant Program is administered by the faculty and department personnel listed below. The Program administration is responsible for class selection, curriculum design and development, student and course evaluation, student advising, and other matters relevant to the Program. It is important to the faculty of the Pace University-Lenox Hill Hospital Physician Assistant Program that there is open communication between students, faculty and staff. It is our intention, therefore, that all department personnel be available for student consultation as required.

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<th>Department Chair and Program Director</th>
<th>Medical Director</th>
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<tr>
<td>Clinical Associate Professor</td>
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<tr>
<td>Susan Cappelmann, MS, MT (ASCP), PA-C</td>
<td>Dr. Brandon Godbout</td>
</tr>
<tr>
<td>Pace University</td>
<td>Lenox Hill Hospital Northwell Health</td>
</tr>
<tr>
<td>163 William Street, 5th Floor</td>
<td>100 E 77th Street</td>
</tr>
<tr>
<td>New York, NY 10038</td>
<td>New York, NY 10021</td>
</tr>
<tr>
<td>(212) 618-6045</td>
<td><a href="mailto:bgodbout@northwell.edu">bgodbout@northwell.edu</a></td>
</tr>
<tr>
<td><a href="mailto:scappelmann@pace.edu">scappelmann@pace.edu</a></td>
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<td>Gina Pontrelli, DHSc, MS, PA-C</td>
<td>Jean M. Covino, DHSc, PA-C</td>
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<td>New York, NY 10034</td>
</tr>
<tr>
<td>(212) 618-6007</td>
<td>(212) 618-6047</td>
</tr>
<tr>
<td><a href="mailto:gpontrelli@pace.edu">gpontrelli@pace.edu</a></td>
<td><a href="mailto:jcovino@pace.edu">jcovino@pace.edu</a></td>
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<td>Kate Kunstel, MS, PA-C</td>
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<td>David Jackson, DHSc, PA-C</td>
<td>Jennifer Hofmann, MS, PA-C</td>
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<tr>
<td>(212) 618-6044</td>
<td>(212) 618-6017</td>
</tr>
<tr>
<td><a href="mailto:aismael@pace.edu">aismael@pace.edu</a></td>
<td><a href="mailto:jhofmann@pace.edu">jhofmann@pace.edu</a></td>
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<td>Tracey Kramar, MS, PA-C</td>
<td>Elizabeth Salzer, DMSc, PA-C, M.A., NYSAFE, C-EFM</td>
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<td>(212) 618-6043</td>
<td>(212) 618-6038</td>
</tr>
<tr>
<td><a href="mailto:tkramar@pace.edu">tkramar@pace.edu</a></td>
<td><a href="mailto:esalzer@pace.edu">esalzer@pace.edu</a></td>
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<td>Tracy Van Ness, DHSc, MS, PA-C</td>
<td>Shannon North, MS, PA-C</td>
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<td>Pace University</td>
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<td>(212) 618-6019</td>
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</tr>
<tr>
<td><a href="mailto:tvanness@pace.edu">tvanness@pace.edu</a></td>
<td><a href="mailto:snorth@pace.edu">snorth@pace.edu</a></td>
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<td>Clinical Assistant Professor</td>
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<tr>
<td>Kindred Harland, MS, PA-C</td>
<td>Natasha Yukhnovskaya</td>
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<td>(212) 618-6021</td>
<td>(212) 618-6053</td>
</tr>
<tr>
<td><a href="mailto:kharland@pace.edu">kharland@pace.edu</a></td>
<td><a href="mailto:nyukhnovskaya@pace.edu">nyukhnovskaya@pace.edu</a></td>
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<td>Hope Eiger</td>
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<td>(212) 618-6053</td>
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<tr>
<td><a href="mailto:stoque@pace.edu">stoque@pace.edu</a></td>
<td><a href="mailto:nyukhnovskaya@pace.edu">nyukhnovskaya@pace.edu</a></td>
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<td>Katy Luk</td>
<td>Clinical Program Coordinator</td>
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| 163 William Street, 5th Floor  
| New York, NY 10038  
| (212) 618-6052  
| kluk@pace.edu |
| 163 William Street, 5th Floor  
| New York, NY 10038  
| (212) 618-6051  
| hsherwin@pace.edu |
PROGRAM TECHNICAL STANDARDS

Pace University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as well as state and local laws which prohibit institutions of higher education from discriminating against students with disabilities. Although all applicants and students are held to the same technical and academic standards, reasonable accommodations are provided to qualified individuals with a disability. In order to request a reasonable accommodation, applicants and students should read Information for Students with Disabilities which may be found at http://www.pace.edu/counseling-center/node/22 and then contact the Coordinator of Disability Services for their campus.

The ability to meet the technical standards and educational objectives established by the program is essential for the fulfillment of the requirements for the Master of Science in Physician Assistant Studies degree. The academic and technical standards established by the faculty require that all students accepted by the Pace University – Lenox Hill Hospital PA Program possess the physical, cognitive, and behavioral abilities that insure that they will be able to complete all aspects of the curriculum. Students admitted to the Physician Assistant (PA) Program must have the intellectual, emotional and physical abilities to acquire the knowledge, behaviors, and clinical skills needed to successfully complete the entire curriculum and practice medicine as a physician assistant. The technical standards outlined below (“Technical Standards”), in conjunction with established academic standards, are followed by the Admissions Committee to select students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective physician assistant. The Program and sponsoring institution must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a physician assistant. The program and sponsoring institution cannot compromise the health and safety of others and reserve the right not to admit any applicant who cannot meet the technical standards or who would constitute a direct threat to the health and safety of others, e.g., those individuals who are currently impaired by alcohol or substance abuse cannot meet the Technical Standards.

Technical Standards:

Granting of the PA degree signifies that the holder is a physician assistant prepared for entry into the practice of medicine. Therefore it follows that graduates must have the knowledge and skills to practice medicine as PAs in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates must also have the physical and emotional stamina to function in a competent manner in educational and practice settings that may involve heavy workloads and stressful situations. Accordingly, candidates for the degree must be able to perform specific essential functions that the faculty deem requisite for the practice of medicine. These functions, expressed as technical standards, fall into several broad categories, including: observation, communication; motor; conceptual, integrative and quantitative; and behavioral and social.

- **Observation:** Candidates must be able to observe demonstrations in the basic sciences, medical illustrations and models, microscopic studies of microorganisms and tissues in normal and pathological states. They must also be able to directly and accurately observe a patient’s demeanor, see a patient’s physical condition, and obtain a medical history and
perform a physical examination correctly on the patient in order to integrate the information derived from these observations in order to develop an accurate diagnostic and treatment plan. These skills require the functional use of vision, hearing, smell, and somatic sensation.

- **Communication**: Candidates must be able to speak, hear, and observe patients in a clinical setting and elicit information, perceive nonverbal communications and detect changes in mood. They must be able to record information accurately and clearly, speak fluent English, and communicate effectively and sensitively with patients and families. Candidates must also be able to communicate effectively with other members of the healthcare team in oral, written and electronic form, and provide accurate information in patient care settings in which decisions based upon those communications must be made rapidly.

- **Motor**: Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers necessary to complete a full physical examination. They must possess motor function sufficient to perform basic laboratory tests (e.g., urinalysis, CBC, etc.) and carry out diagnostic procedures (e.g., venipuncture, arterial puncture, paracentesis, thoracentesis, lumbar puncture, etc.). These skills require coordination of gross and fine muscle movements, equilibrium, and sensation. Candidates must be able to execute the appropriate motor movements required to provide general care as well as emergency treatment to patients. Examples of emergency treatment reasonably required of physician assistants are cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the management of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. A candidate must be able to transport themselves from one location to another in a timely fashion in order to facilitate patient care responsibilities and receive educational training.

- **Interpretative, Conceptual and Quantitative**: Candidates for the degree must have effective and efficient learning techniques and habits that allow for mastery of the complex PA curriculum. They must be able to learn through a variety of modalities, including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. They must be able to memorize, measure, calculate, reason, analyze, and synthesize. They must also be able to comprehend spatial relationships and three-dimensional models.

- **Behavioral and Social Attributes**: Candidates must understand the legal and ethical aspects of the practice of medicine and function within the guidelines established by the law and by the ethical standards of the PA profession. They must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion and nondiscrimination in the care of their patients. They must at all times demonstrate the emotional stability to be able to exercise good judgment and carry out prompt completion of all the responsibilities attendant to the diagnosis and care of their patients in a sensitive and
effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impact on relationships and patient care. Applicants must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. A candidate must be able to accept criticism and respond by a modification of behavior. All of these personal qualities will be assessed during the admissions and educational process.

EXPECTED STUDENT LEARNING OUTCOMES AT GRADUATION

1. Elicit a complete or directed patient history.
2. Perform a complete or directed physical examination.
3. Recognize “normal” vs. abnormal findings on the history and physical examination.
4. Develop appropriate differential diagnoses, problem lists, and management plans.
5. Accurately record and orally present findings in an organized manner.
6. Perform, request, and/or interpret routine laboratory or diagnostic tests/studies.
7. Initiate treatment for common problems encountered in patient care including the writing of medical orders and prescriptions.
8. Perform routine therapeutic procedures, e.g. suturing and casting, and assist in surgical procedures.
9. Provide appropriate health education and counseling for patients.
11. Recognize the indications for patient/family referral and initiate such referrals.
12. Recognize the value of consultation with colleagues, physicians, and other health professionals.
13. Recognize the contribution of other health care professionals to the delivery of patient care and work effectively with them towards meeting patient care objectives in a variety of settings.
14. Maintain current knowledge of community health facilities, agencies, and resources.
15. Maintain and apply a critical, current operational knowledge of new medical information.
16. Recognize and respond appropriately to issues of diversity which impact on the delivery of patient care.
17. Practice in a manner consistent with the highest standards of ethical and professional behavior.

FUNCTIONS, TASKS AND TECHNICAL PROCEDURES

Specific Skills and Procedures graduates are expected to perform:

- OSHA and HIPAA Regulations
- Comprehensive and focused history taking and physical examination of all patient populations from infant to elder and including prenatal care and appropriate care of patients from diverse backgrounds
- Male genital and rectal/prostate examination
- Female breast, pelvic, and rectal examination
• Pap smear and collection of samples for STI testing
• Basic and Advanced Cardiac Life Support Certifications (includes intubation)
• Wound care- sterile technique, suturing, dressing
• Application of local anesthetic and digital block
• Basic surgical skills – scrub, gown, glove, sterile technique
• Venipuncture
• Arterial puncture
• Immunizations
• PPD placement
• Joint injection techniques
• IV cannulation
• Casting and splinting
• Interpreting diagnostic imaging
• Interpreting EKGs
• Interpreting laboratory values

COMPETENCIES FOR THE PHYSICIAN ASSISTANT PROFESSION
The PA Program educational objectives and expected graduate competencies are taken from the "Competencies for the Physician Assistant Profession", crafted by the NCCPA, ARC-PA, APAP/PAEA, and the AAPA. These competencies are noted in the Student Handbooks and in each syllabus as they apply to the specific learning objectives of the course. All graduates will be expected to meet the "Competencies" which state the following:

Medical Knowledge
Medical knowledge includes an understanding 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. Physician assistants are expected to demonstrate an investigatory and analytic thinking approach to clinical situations.

Upon graduation our students are expected to:
1. Understand etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions.
2. Identify signs and symptoms of medical conditions.
3. Select and interpret appropriate diagnostic or lab studies used in primary care.
4. Manage general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities.
5. Identify the appropriate site of care for presenting conditions, including identifying emergent cases and those requiring referral or admission.
6. Identify appropriate interventions for prevention of conditions.
7. Identify the appropriate methods to detect conditions in an asymptomatic
individual.

8. Differentiate between the normal and the abnormal in anatomic, physiological, laboratory findings and other diagnostic data.

9. Appropriately use history and physical findings and diagnostic studies to formulate a differential diagnosis.

10. Provide appropriate care to patients with chronic conditions.

**Interpersonal and Communication Skills**

Interpersonal and communication skills encompass verbal, nonverbal and written exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients' families, physicians, professional associates, and the health care system.

**Upon graduation our students are expected to:**

1. Create and sustain a therapeutic and ethically sound relationship with patients.
2. Use effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information.
3. Appropriately adapt communication style and messages to the context of the individual patient interaction.
4. Work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group.
5. Apply an understanding of human behavior.
6. Demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety.
7. Accurately and adequately document and record information regarding the care process for medical, legal, quality and financial purposes.

**Patient Care**

Patient care includes age-appropriate assessment, evaluation and management. Physician assistants must demonstrate care that is effective, patient-centered, timely, efficient and equitable for the treatment of health problems and the promotion of wellness.

**Upon graduation our students are expected to:**

1. Work effectively with physicians and other health care professionals to provide patient-centered care.
2. Demonstrate caring and respectful behaviors when interacting with patients and their families.
3. Gather essential and accurate information about their patients.
4. Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.
5. Develop and carry out patient management plans
6. Counsel and educate patients and their families.
7. Competently perform the medical and surgical procedures considered essential in
the area of practice.
8. Provide health care services and education aimed at preventing health problems or maintaining health.

**Professionalism**
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 know 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.

*Upon graduation our students are expected to demonstrate:
1. Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant.
2. Professional relationships with physician supervisors and other health care providers.
3. Respect, compassion, and integrity.
4. Responsiveness to the needs of patients and society.
5. Accountability to patients, society, and the profession.
6. Commitment to excellence and on-going professional development.
7. Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices.
8. Sensitivity and responsiveness to patients' culture, age, gender, and disabilities.

**Practice-based Learning and Improvement**
Practice-based learning and improvement includes the processes through which clinicians engage in critical analysis of their own practice experience, medical literature and other information resources for the purpose of self-improvement. Physician assistants must be able to assess, evaluate and improve their patient care practices.

*Upon graduation our students are expected to:
1. Analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team.
2. Locate, appraise, and integrate evidence from scientific studies related to their patient’s health problems.
3. Obtain and apply information about their population of patients and the larger population from which their patients are drawn.
4. Apply knowledge or study designs, and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness.
5. Apply information technology to manage information, access on-line medical information, and support their education.
6. Facilitate the learning of students and/or other healthcare professionals.
7. Recognize and appropriately address gender, cultural, cognitive, emotional and other biases; gaps in medical knowledge; and physical limitations in themselves and others.

**System-based Practice**

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 is of optimal value. PAs should work to improve the larger health care system of which their practices are a part.

*Upon graduation our students are expected to:*

1. Use information technology to support patient care decisions and patient education.
2. Effectively interact with different types of medical practice and delivery systems.
3. Understand the funding sources and payment systems that provide coverage for patient care.
4. Practice cost-effective health care and resource allocation that does not compromise quality of care.
5. Advocate for quality patient care and assist patients in dealing with system complexities.
6. Partner with supervising physicians, health care managers and other health care providers to assess, coordinate, and improve the delivery of health care and patient outcomes.
7. Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care.
8. Apply medical information and clinical data systems to provide more effective, efficient patient care.
9. Use the systems responsible for the appropriate payment of services.
As health care practitioners, physician assistants are required to conform to the highest standards of ethical and professional conduct. Physician assistant students also are expected to adhere to the same high ethical and professional standards required of physician assistants.

The American Academy of Physician Assistants (AAPA) has identified four primary bioethical principles, i.e., autonomy, beneficence, nonmaleficence and justice, which form the foundation of the Statement of Values of The Physician Assistant Profession. The Statement of Values provides a guideline for ethical conduct by physician assistants. A complete discussion of the ethical conduct required of physician assistants can be found at the AAPA website: https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf

In addition to the AAPA’s guidelines, The National Commission on Certification of Physician Assistants (NCCPA) recently adopted a code of conduct for certified and certifying physician assistants. NCCPA’s code of conduct “outlines principles that all certified or certifying physician assistants are expected to uphold.” A complete discussion can be found at: https://www.nccpa.net/code-of-conduct

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), the accrediting body for physician assistant programs, recognizes that “The role of the physician assistant demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient’s welfare are essential attributes.” (Further information may be found at the website of the Accreditation Review Commission on Education for the Physician Assistant, http://www.arc-pa.org/about/pas/)

In addition to knowing and complying with the principles and standards promulgated by the AAPA, NCCPA, and the ARC-PA, physician assistant students are required to know and comply with the policies, procedures and rules of the Physician Assistant Program and the University (including, without limitation, the Guiding Principles of Conduct found in the Pace University Student Handbook, http://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/guiding-principles-conduct, and the policies, procedures and rules of each clinical site to which the student is assigned.

Please refer to the Northwell Health Employee Handbook section on “Conduct in the Workplace”. Although students in the PA Program are not considered employees of Northwell Health, they should utilize this policy as a basis for professionalism while participating in clinical experiences within the hospital. https://www.northwell.edu/sites/northwell/files/NW%20Employee%20Handbook_NWH%202017%20%281%29.pdf
Further, physician assistant students are required to conduct themselves in a manner that
collides with the following principles and standards:

**Respect**  Physician assistant students are expected to treat all patients, faculty, staff, clinical
preceptors, health care workers, and fellow students with dignity and respect. For example
physician assistant students must be able to:

- Recognize and embrace their role as a member of a team and interact with others on the
team in a cooperative and considerate manner.

- Maintain and exhibit respect for the privacy and confidentiality of fellow students during
activities with other students, including but not limited to physical examinations of fellow
students or discussion groups that may reveal personal information.

- Offer criticism or suggestions in a thoughtful manner that fosters respect and trust and be
willing to accept and apply constructive feedback.

- Remain professional and maintain a calm demeanor and respond in accordance with the
standards of professional conduct when confronted by another member of the team
with conduct that may be inappropriate or when faced with emergency or highly stressful
situations.

**Accountability**  Physician assistant students have a unique role in health care delivery. In that
role, physician assistant students are accountable for:

- Performance of only those procedures authorized by the Program, clinical site, supervisor
and/or preceptor and always required to exercise sound judgement.

- Functioning at all times under the supervision of a preceptor while at clinical sites and
prohibited from assuming primary responsibility for a patient’s care. For example,
students shall not treat or discharge a patient without prior consultation with and approval
of a clinical preceptor or supervisor.

- Timely completion of all assignments and duties effectively and to the best of their
ability.

- Identifying and reporting unprofessional, unethical and/or illegal behavior by health care
professionals and students, faculty and staff of the Physician Assistant Program. If a
physician assistant student has a reasonable belief that such conduct has occurred, he or
she should report it to the Program Director, preceptor, supervisor or clinical coordinator,
as may be appropriate under the circumstances.
**Concern For The Patient**  Physician assistant students must, by their words and behavior, demonstrate concern the patient. Concern for the patient is manifested in many ways including, but not limited to, the following:

- Physician assistant students must treat patients and their families with dignity and respect and use appropriate verbal and non-verbal communication to convey concern, pleasantness and professionalism to the patient. At all times the physical and emotional comfort of the patient is of paramount importance.

- Students shall deliver health care services to patients without regard to their race, religion, national origin, age, sex, marital status, citizenship, sexual orientation, creed, disability, medical condition, socioeconomic status or political beliefs, or any status protected by law.

- Students may not accept gifts or gratuities from patients or their families.

- Sexual and romantic relationships with patients are prohibited and will not be tolerated.

**Timeliness and Lateness**  Attendance and timeliness are important aspects of professional behavior. Students must report to all classes, online activities, labs, seminars, call back days, clinical sites and other scheduled activities on time. Timely return from designated breaks is required. Students must return messages from Program staff, faculty, clinical preceptors, patients and clinical sites in a timely manner (i.e., in less than 36 hours). Students must submit all required assignments and forms on or before the designated date and/or time they are due.

The professional conduct of physician assistant students is evaluated on an on-going basis throughout the professional phase (i.e., the didactic and clinical years) of the Program. Violations of standards of conduct are subject to disciplinary actions administered by the University and by the Physician Assistant Program.
ACADEMIC INTEGRITY

Physician assistant students are expected to comply with the University’s and College of Health Professions Academic Integrity Code which may be found in the Pace University Student Handbook. [http://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures](http://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures)

In addition, physician assistant students must know and comply with the academic integrity policy of the Physician Assistant Program which includes, but is not limited to, the following:

- Students are not permitted to use notes or other materials during examinations unless expressly authorized in advance to do so by the instructor.

- Students are required to do their own work and, without prior approval of the instructor, may not submit work created by others as their own work or knowingly allow another student to copy or use his or her work.

- Students are required to sit for examinations that are submitted to fulfill their own academic obligations; students may not have another student or person take an examination for them.

- The same academic work may not be submitted more than once for credit or to fulfill the requirements of an academic exercise.

- Obtaining a copy of an examination or graded assignment (e.g., case presentation, patient education project) used in a previous year or completed by another person is prohibited.

- Prior to taking an examination or completing an assignment, students are not permitted to review prior related examination questions or answers and/or graded assignments completed by another person.

- A student must give proper attribution when using the words or ideas of another person, whether in a written or oral academic exercise. This includes, among other things, proper citation of quoted and paraphrased material.

- Knowingly presenting false information to Program faculty, staff, supervisors, patients or clinical preceptors is prohibited. This includes but is not limited to, falsifying laboratory data, patient information, or forging another’s name or signature on required program documents such as preceptor evaluations.

- Misrepresenting oneself as a graduate of the Program or one’s physician assistant student status as, for example, a physician assistant, nurse practitioner, medical resident, and the like, is prohibited.
PAEA EXAM HONOR CODE
Students in the didactic and clinical year will be required to adhere to PAEA examination and honor code policies. Please review all policies in the below link and your signature on the performance agreement acknowledges that you fully understand the information. http://paeaonline.org/wp-content/uploads/2017/07/PAEA_Assessment-Policy-Doc_2017_Final2.pdf

THE CENTER FOR EXCELLENCE IN HEALTHCARE SIMULATION CODE OF CONDUCT

The College of Health Professions Center for Excellence in Healthcare Simulation training facility contains simulation centers, laboratories, and classrooms for inter-professional collaboration and to permit students to hone their clinical skills in an environment focusing on patient safety and quality.

At the start of your didactic year an orientation of the training facility will be delivered along with a discussion of the formal Code of Conduct compliance agreement. The Center for Excellence in Healthcare Simulation is to be treated like a real clinical environment. The Center provides a safe learning environment, and all simulations are for learning purposes only. Student performance during a simulation is not to be discussed outside of the course. As a healthcare professional, you are to treat the simulator like your patient.

Please see Center for Excellence in Healthcare Simulation Code of Conduct Compliance Agreement located at the end of this handbook.

STUDENT RESOURCES

PROFESSIONAL AGENCIES AND REGULATORY BODIES

ACCREDITATION REVIEW COMMISSION ON EDUCATION FOR THE PHYSICIAN ASSISTANT, INC. (ARC-PA)

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is the recognized accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.
The ARC-PA encourages excellence in PA education through its accreditation process, by establishing and maintaining minimum standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Physician Assistant Education. The accreditation process is designed to encourage sound educational experimentation and innovation and to stimulate continuous self-study and improvement.

http://www.arc-pa.org

AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS (AAPA)

The AAPA is the national professional organization of physician assistants. Its membership includes graduate and student physician assistants as well as affiliate membership for physicians and physician assistant educators. The Academy provides a wide range of services for its members from representation before federal and state governments and health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance. Their mission is to lead the profession and empower members to advance their careers and enhance patient health. Their vision is to see PAs transforming health through patient-centered, team-based medical practice.

As an AAPA member, you also receive multiple publications, free record keeping and reporting of CME requirements, and are entitled to a membership discount for the annual spring conference. Student Physician Assistant Societies are an integral part of the AAPA and make up a body referred to as the Student Academy of the American Academy of Physician Assistants (SAAAPA). The Student Academy meets yearly at the national spring conference to elect officers and representatives. The Pace University-Lenox Hill Hospital Physician Assistant Program encourages each of you to take an active interest in this process. A student must be in good standing, with no history of academic or professional probation, in order to hold a leadership role within the program’s SAAAPA group.

The national organization represents you and as such deserves your support during your student years and as a graduate Physician Assistant. Membership to professional organizations is another benefit also routinely covered by employers.

https://www.aapa.org/

NEW YORK STATE SOCIETY OF PHYSICIAN ASSISTANTS (NYSSPA)

The NYSSPA is the state constituent chapter of the APAA. Currently all fifty states have similar chartered constituent chapters. The NYSSPA mission is to provide PAs a collective voice through advocacy and enhancing the environment of PA practice focused
on quality patient and healthcare outcomes. Their collective vision is to promote and empower PAs as leaders and integral members of healthcare.

NYSSPA provides continual representation of PA interests in both Washington, DC and Albany with both federal and state health profession’s organizations as well as the State Department of Health (DOH) and the State Education Department (SED). The Student Affairs Committee of NYSSPA promotes student issues and interests within the Society. Any student enrolled in a New York PA Program approved by the Board of Directors is eligible for student membership. Student members may hold a place on the Board of Directors and are also eligible for scholarship monies.

http://www.nysspa.org

THE PHYSICIAN ASSISTANT EDUCATION ASSOCIATION (PAEA)

PAEA is the only national organization representing PA education programs. PAEA works to ensure quality PA education through the development and distribution of educational service and products geared toward meeting the emerging needs of PA programs, the PA profession, and the health care industry. PAEA has developed PAEA Student Fellowship programs to provide PA students interested in a future career as PA educators to better understand medical education.

Policy for consideration for PAEA Future Educators Fellowship

Pace University- Lenox Hill Hospital PA Program requires that students wishing to be considered for application to the PAEA Future Educators Fellowship have the following:

1. Good professional and academic standing in the Program

2. The support of their faculty advisor

They must request approval from the Program Director, who will confer with all program faculty prior to granting approval.

NATIONAL COMMISSION ON CERTIFICATION OF PHYSICIAN ASSISTANTS (NCCPA)

All graduates of Physician Assistant Programs accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) are eligible to sit for the national certifying exam (PANCE) offered by the NCCPA. Registration applications are completed during the clinical year of the Physician Assistant Program. Most states require graduates to take and successfully pass the national certification exam to continue employment. Please refer to the link below for exam scheduling requirements. Once certified through the NCCPA, each graduate must obtain and report 100 hours of various required CME every two years. Recertification exams are also required at the end of each 10-year cycle in addition to the CME requirement. http://www.nccpa.net
The Henry Birnbaum Library is located on the Pace University, New York City Campus at 1 Pace Plaza. In addition to required texts, the library holds many supplemental texts and periodicals. The library also provides students with access to a wide spectrum of electronic information resources, on-line information and document retrieval systems and the Internet. These services allow students to obtain books, articles, research papers, or government documents from scholarly journals to which the Pace library does not hold subscriptions. The service desk can provide an information sheet detailing library hours and circulation policies. The instructional services librarians can assist with interlibrary loans and daily passes to other libraries in New York City. Additional information about library services is available on the Pace University website http://www.pace.edu/library/. The library liaison for CHP has created a library information module and PA webpage to further assist students with medical literature resources and research and can be found at http://libguides.pace.edu/PAS.

The Lenox Hill Hospital Health Sciences Library is available to all clinical year physician assistant students. This library’s holdings include many general and specialty medicine texts and periodicals. On-line searches of the medical literature are also available. Please see the Medical Librarian for details regarding library hours. Additionally, various individual hospitals and clinical sites also offer electronic resources such as UpToDate, DynaMED, MDConsult, Access Medicine, Access Surgery and Access Emergency Medicine.

A list of all required and recommended texts will be provided throughout the year via individual course syllabi. **A majority of required textbooks can be accessed through:** https://accessmedicine.mhmedical.com/ with a Pace University username and password.

**COMPUTER RESOURCE CENTERS**

The Computer Resource Centers (CRCs) at Pace University offer students a wide variety of resources including internet access from all lab computers, over 50 different software packages, and assorted hardware. http://www.pace.edu/student-handbook/student-computer-resource-centers

**FINANCIAL AID**

Pace Financial Aid provides a financial counselor liaison for PA students, Ms. Nakeba McKoy, who can be reached at nmckoy@pace.edu and can provide information about financial aid services offered by the Office of Student Assistance/Financial Aid office. http://www.pace.edu/financial-aid. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students’ education records. FERPA affords eligible students with certain rights - one of these rights is to have some control over the disclosure of personally identifiable information (PII).

To protect student’s personally identifiable information (PII), Nakeba McKoy the Financial Aid liaison to the PA department, will not be accepting tax documentation, loan applications or any documents that include PII to her personal email. All documentation listed above should be sent via the helpdesk which is secure finacialaid@pace.edu.
EXPENSES
Current tuition and fees are available from the Office of Graduate Admissions and can be found at http://www.pace.edu/prospectivestudents/graduate/tuition-fees. All costs are subject to change at any time.

Other costs to be considered by the student are books, rent and utilities, food, transportation, and personal medical insurance costs. All students will be required to purchase medical diagnostic equipment and supplies, and lab jackets for the clinical year. Students need to also consider costs for Infection Control Certification, HIPAA and OSHA Certification, Medical Terminology Certification, BLS/ACLS Certification, patient tracking software, immunization tracking software, PACKRAT and PANCE examinations. All travel costs during the duration of the program including travel to and from clinical rotations is the responsibility of the student. Any student who must repeat a clerkship for any reason will be responsible for any fees and applicable credit hours. http://www.pace.edu/physician-assistant/ tuition-and-financial-aid

The Program is not responsible for any changes in the tuition or financial aid of students who must repeat a course/semester for academic or behavioral reasons. Nor is it responsible for changes made while a student is on a leave of absence.

INSTRUCTIONAL AIDS
The program has a number of models, simulations, and computer programs available to students. Holdings include breast exam and prostate exam models, Foley catheter male and female models, IV and suture arms, anatomy, dermatology, medicine and pharmacology videos, heart sound and EKG software, and history and physical exam recordings and demonstrations.

PROFESSIONAL MENTORS
The Pace University-Lenox Hill Hospital Program recognizes the importance of professional role modeling. To this end, the Program recommends and fosters relationships between its students and many of the physician assistants who work at Lenox Hill Hospital outside of the Program. This relationship may take various forms from a one-time professional advisement session to shadowing or participation in an elective clerkship. The Program conducts scheduled social events during which students may meet and network with a larger group of physician assistants.

The program encourages students to join the Student Academy of American Academy of Physician Assistants (SAAAPA) at https://www.aapa.org/about/aapa-governance-leadership/student-academy/ and the New York State Society of Physician Assistants, NYSSPA, which has an online section dedicated to students. http://www.nysspa.org/content.aspx?page_id=0&club_id=14758
Students and faculty also attend professional NYSSPA and AAPA conferences; these conferences provide students additional opportunities to meet and network with physician assistants and other healthcare practitioners.
THE PACE PHYSICIAN ASSISTANT STUDENT SOCIETY

The Pace University-Lenox Hill Hospital PA Student Society is a chapter of the Student Academy of the American Academy of Physician Assistants (SAAAPA) and works in conjunction with SAAAPA to coordinate events and advocate for student and professional issues on a local, state and national level. https://www.aapa.org/about/aapa-governance-leadership/student-academy/student-society-resources-and-news/

The Society serves as a communication link between the PA classes, faculty, staff and community. Student Society activities include community service, fundraising, public education and promotion of the PA profession. A few of the common Student Society activities include:

- Fundraising for local, national, and international relief efforts
- Local community blood pressure screening on PA Day
- PA week activities (PAs on the Plaza)
- Program Annual Blood Drives
- Purple Stride New York City Cancer Race
- Oral health education awareness at local high schools
- Light The Night Walk: Taking Steps to Cure Cancer
- Attendance and participation at state and national PA conferences

A student must be in good standing, with no history of academic or professional probation, in order to hold a leadership role within the program’s SAAAPA group.

STUDENT SERVICES

The following are just some of the many useful services available at the Pace University and students should consult the Pace University website at http://www.pace.edu/pace/ and the catalog for further information on these and other services that are of interest to them:

- Dean for Students https://www.pace.edu/student-affairs
- Student IT Resources https://www.pace.edu/its/it-services-and-support/students-resources
- Center for Academic Excellence https://www.pace.edu/center-academic-excellence/
- Computer Labs https://www.pace.edu/its/it-services-and-support/computer-labs
- Office of Multicultural Affairs https://www.pace.edu/multicultural-affairs
- English Language Institute https://www.pace.edu/eli
- Center for Community Action and Research https://www.pace.edu/dyson/centers/center-for-community-action-and-research

TECHNOLOGICAL ASSISTANCE

For a list of all Pace Information Technology Services see http://www.pace.edu/its
For live assistance with a technological concern, contact the Pace Helpdesk at 914-773-3648 or create a work request at https://help.pace.edu/helpdesk/WebObjects/Helpdesk.

If you encounter an issue with technology, it is important to send a ticket through the help desk to ensure Pace personnel quickly attend to the problem. To submit a new ticket request or to review the status of an existing request, please log in to your MyPacePortal: https://portal5.pace.edu/

**SELF-CARE STATEMENT**

Your academic success in this program and throughout your college career depends heavily on your personal health and well-being. Stress is a common part of the college experience, and it often can be compounded by unexpected life changes outside the classroom. The Program strongly encourages you to take care of yourself throughout your educational experience.

Please feel free to talk with faculty about any difficulties you may be having that may impact your performance in this demanding program as soon as it occurs and before it becomes unmanageable. Please know there are a number of other support services on campus that stand ready to assist you. We strongly encourage you to contact them as needed and the following mechanisms have been established to deal with the stresses that you may incur.

**Identification and Prevention**

- Student input (SAAAPA President and Director’s Hours)
- Required faculty advising sessions
- Discussion and observation by clinical preceptors
- Discussion and observation by Program faculty
- Discussion of ‘Student Concerns’ in Program advisement meetings

**Treatment**

- Pace University Health Care Unit (212-346-1600)
  [http://www.pace.edu/college-health-professions/university-health-care](http://www.pace.edu/college-health-professions/university-health-care)

- Pace University Counseling Center (212-346-1526)
  [http://www.pace.edu/counseling-center/](http://www.pace.edu/counseling-center/)

- Community Resources
  - Mental Health Line – 1-888-NYC-WELL
    ✓ free, confidential help line for New York City residents
    ✓ 24 hours per day/7 days per week
    ✓ trained mental health professionals help callers find mental health services

  - Crime Victims – 311
    ✓ 24 Hour
    ✓ [http://www1.nyc.gov/nyc-resources/service/1467/crime-victim-assistance](http://www1.nyc.gov/nyc-resources/service/1467/crime-victim-assistance)
- SUICIDE PREVENTION HOTLINE – 212-673-3000
  - 24 Hour
  - http://www.samaritansnyc.org/

Students who are directed to seek psychiatric or psychological services or other counseling may be required to present documentation of attendance at said sessions and/or submit a letter or certification of fitness to return to duty as a Physician Assistant student. Students are responsible for providing payment for services rendered by any agencies.

INFORMATION FOR STUDENTS WITH DISABILITIES

Beginning a graduate career is an exciting and challenging experience. If you are a student with a disability, this experience can be especially challenging. Assistance is available to students with disabilities through the Office of Disability Services to enable them to have equal access to Pace University’s educational programs and facilities.

The same rigorous admission and academic standards apply to students with and without a disability. In order to support the continued success of students with disabilities, the University prohibits discrimination on the basis of disability and is committed to providing equal access for students with disabilities to its facilities, programs, and activities. The University's commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities.

Disabilities and Accommodations

Federal law, including the Rehabilitation Act and the Americans with Disabilities Act, both as amended, as well as state and local laws prohibit institutions of higher education from discriminating against students with disabilities. The Americans with Disabilities Act defines an individual with a disability as a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual, has a record of such an impairment, or is regarded as having an impairment.

Students with, among others, hearing, visual, or mobility impairments, or psychological conditions may be eligible for a reasonable accommodation. More specific examples of impairments include such things as specific learning disabilities, attention deficit and hyperactivity disorder, traumatic brain injuries, bipolar disorder, vision and hearing loss, cerebral palsy, paraplegia, and certain chronic health conditions.

Major life activities include, but are limited to, activities such as seeing, hearing, learning, reading, concentrating, communicating, standing, walking, eating, sleeping, speaking, caring for oneself, thinking, and the operation of a major bodily function.

Each student diagnosed with a particular disability will have a different level of functioning even within the same disability category. Further, compensation skills will also vary from one student to another and in the same student over time. Therefore, accommodations are determined on a case-by-case basis according to a student’s documented needs, guidelines suggested by federal and state law, and criteria developed by the University.
Identifying and implementing a reasonable accommodation for a student with a disability is an interactive process that includes shared responsibility between the University and the student. Accommodations include, for example, academic adjustments or modifications, auxiliary aids and services, and adjustments to make the campus, residential housing and transportation accessible. Academic adjustments include such things as extended time to complete examinations, a distraction-reduced testing environment, permission to record classes, and course substitutions. Examples of auxiliary aids and services are note-taking services, readers and/or scribes for examinations, sign language interpreters, and caption services.

The University is required to provide a reasonable accommodation; it is not required to provide the specific accommodation requested by the student. In providing accommodations, the University is not required to lower or effect substantial modifications to essential requirements or to make modifications that would fundamentally alter the nature of the service, program or activity. Thus, for example, although the University may be required to provide extended time within which to complete a test, it is not required to change the substantive content of the test. Personal attendants, individually prescribed devices, readers for personal use or study, wheelchairs, hearing aids, and other devices or services of a personal nature are the responsibility of the student, not the University. Finally, the University is not required to make adjustments or provide auxiliary aids or services that would result in an undue burden on the University.

Funding for auxiliary aids and services may be available from certain state agencies such as, for example, the New York State Adult Career and Continuing Education Services - Vocational Rehabilitation. For those auxiliary aids and services that are likely to be funded by a state agency, the University may require the student to apply to the agency for funding. The University may provide assistance with the application for funding.

**Requests for an Accommodation**

To request an accommodation for a qualifying disability, a student must self-identify and register with the Office of Disability Services for his or her campus. The Office of Disability Services is housed in the Counseling Center on both the New York City and Pleasantville campuses. The Office of Disability Services for the New York City campus may be contacted at 212-346-1526 or 156 William Street, 8th Floor. The Office of Disability Services for the Westchester campuses may be contacted at 914-773-3710 or the Administration Center, 861 Bedford Road, Pleasantville. Notifying other University offices, faculty or staff does not constitute giving notice to the University of a request for an accommodation. No one, including faculty, is authorized to evaluate the need and arrange for an accommodation except the Office of Disability Services staff. Moreover, no one, including faculty, is authorized to contact the Office of Disability Services on behalf of a student.

It is the student’s responsibility to request an accommodation. Because some accommodations may take considerable time to arrange, students are urged to contact the Office of Disability Services in order to request an accommodation as soon as possible after receiving notice of admission to the University. Untimely requests may result in delay, substitution, or an inability to provide an accommodation. If a request for an accommodation is submitted late, the Office of Disability Services will, nevertheless, make every reasonable effort to process the request for an accommodation.
Before an accommodation will be provided, the student may be required to submit medical and/or other diagnostic information concerning the student’s impairments and limitations. If the information provided is unclear or incomplete, the student may be required to provide additional information or participate in further evaluations. The Office of Disability Services will, in conjunction with others as may be appropriate, evaluate the information provided by the student and health care providers; refer the student for additional testing and evaluation as may be necessary; make recommendations for the accommodations to be provided to the student; and, assist in arranging for the implementation of the accommodation to be provided.

If a student experiences difficulty with the implementation of the accommodation or, if after it has been implemented, a student has concerns that the expected results of the accommodation are not being met, the student must promptly notify the Office of Disability Services. The Office of Disability Services will, as may be appropriate, endeavor to remedy the situation. If a student disagrees with the accommodation recommended by the Office of Disability Services, the student should promptly appeal the recommendation to the Assistant Dean for Community Standards and Compliance at 914-773-3168.

Faculty members who have concerns about a reasonable accommodation recommended by the Office of Disability Services for his or her class, should contact the Office of Disability Services on the appropriate campus.

Depending on the nature of the disability and the accommodation provided, a student may be required periodically to submit medical and/or diagnostic information demonstrating the current status of the disability and/or to renew the request for an accommodation.

Any questions about the services offered by the University to students with disabilities or the procedures for requesting an accommodation should be directed to the Office of Disability Services for the New York City campus at 212-346-1526 or for the Westchester campuses at 914-773-3710.

Confidentiality

The information and documents provided to the University in support of a student’s request for an accommodation shall be maintained as confidential. Individually identifiable information will not be disclosed except as may be required or permitted by law or pursuant to a release signed by the student.

Complaints of Disability Discrimination

If a student has concerns that the student has been discriminated against because of a disability, they should contact the University’s Affirmative Action Officer at 212-346-1310 or 914-773-3856.

Additional Services Offered by the Counseling Center

The Counseling Centers for the New York City and Westchester campuses offer a range of personal counseling and group services to all students of the University. Students who wish to obtain information about the services offered by the Counseling Centers or to schedule an
appointment, should call 212-346-1526 for the Counseling Center for the New York City campus or 914-773-3710 for the Westchester campuses.

**CLINICAL YEAR PRE-CLERKSHIP PLANNING**
After successful completion of the didactic year, students will begin twelve (12) months of clinical experience organized into nine five-week clerkships. The Program has an adequate number of clinical sites in all disciplines to ensure required clerkship experiences. These include:

- Clerkship in Internal Medicine
- Clerkship in Pediatrics
- Clerkship in Women’s Health
- Clerkship in Behavioral Medicine
- Clerkship in Family Medicine
- Clerkship in Emergency Medicine
- Clerkship in Surgery
- Clerkship in Selected Elective
- Clerkship Selected by Program

**INTERNATIONAL ELECTIVE ROTATION**
Students may choose to do their student selected elective rotation abroad through Child Family Health International (CFHI). Please visit [https://www.pace.edu/study-abroad](https://www.pace.edu/study-abroad) for further information about available programs. Detailed information about international elective rotations will be presented during the student’s didactic year. International travel may require additional healthcare clearance requirements. *International elective placements will be subject to faculty approval.*

**CLERKSHIP ASSIGNMENT POLICY**
Clerkships are assigned according to their availability. Due to situations beyond the Program’s control, the program is unable to guarantee specific rotation site requests including electives. Additionally, it is not unusual for changes in the clinical rotation schedule to occur during the clinical year. It is necessary that you maintain flexibility when these situations arise.

The student is required to attend clerkships where they are assigned. The cost of possible temporary housing, meals and transportation remains the responsibility of the student. All clerkship schedule decisions rest with the program.

**Once the final clerkship schedule is complete, student requests for changes will not be permitted.**

**STUDENT INITIATED CLERKSHIPS**
The procedure to be followed to initiate a new clerkship site is as follows:

a) The site must be in New York and in commuting distance from Pace University NYC campus
b) New clerkship site **must** be willing to allow additional students to rotate, otherwise new sites will not be permitted.

c) The student makes initial contact with the physician(s) or other potential preceptor. Once the preceptor agrees to accept the students, the clinical faculty must be notified.

d) The student will then provide the preceptor with program documentation. The student is responsible for following up to ensure the completion of these documents.

e) After the documents are complete, program staff will arrange a meeting with the preceptor and the clinical coordinator(s).

f) Students will be expected to follow up with any paperwork involved with initiated clerkships.

g) The process must be initiated by November of the didactic year.

Student initiated clerkships are not guaranteed. The final decision to pursue a particular student initiated clerkship rests with the clinical faculty. Students are not required to initiate or acquire their own clerkship sites.

**LIABILITY INSURANCE**

Pace University carries general and professional liability insurance that includes coverage for all students in the Physician Assistant Program for claims arising from a student’s activities in satisfaction of the requirements of his or her academic program, including clinical courses, at the University. The University’s general and professional liability insurance does **not** cover any claim arising from a student’s activities outside of his or her academic programs at the University, including, without limitation, claims arising out of previous or current academic activities at another institution or employment. These insurances apply only to claims brought against the student by third parties; they do not provide coverage for the student if the student is injured or becomes ill from work performed during their clinical course work. It is the student’s responsibility to carry personal medical insurance to cover this potential.

On occasion, a clinical site may require that students performing a clinical placement at its site have their own professional liability insurance in addition to that provided by the University. Therefore, prior to attending a clinical course, students should confirm with the clinical instructor whether students at the clinical site are required to have their own professional liability insurance in addition to that provided by the University.

**RISK OF EXPOSURE**

Students enrolled in the physician assistant program will be participating in caregiving activities. During these activities, exposure to communicable diseases, including, but not limited to, Hepatitis B (“HBV”), Tuberculosis (“TB”), Human Immunodeficiency Virus (“HIV”), SARS-Cov-2 (Covid-19), and Ebola Virus is possible. By enrolling in a clinical practicum course, students understand that they may contract a communicable disease while acting as a caregiver during a clinical experiences. Students are provided standard precautions education, in accordance with the Centers for Disease Control and Prevention Guidelines, and
are expected to practice within those guidelines. Students are also expected to adhere to the policies of the clinical and practicum partners. However, in some cases, even when guidelines are followed, exposure resulting in illness can occur. This is an inherent risk in all health care fields. Students recognize and acknowledge that they are voluntarily accepting this risk as part of enrollment in the program and cannot hold the University responsible for any illness contracted during their clinical placements.

**TRANSPORTATION**

Throughout the clinical phase of the Physician Assistant Program students are required to attend clinical rotations and participate in clinical experiences in a variety of community medical settings throughout the Tri-State area, including but not limited to NY, NJ, and CT.

Students are required to provide their own transportation (which may include a car) to hospital and clinical sites during the professional phase. Transportation to various hospitals, clinical experiences and other events will be the student’s responsibility. Clinical year students are responsible for transportation to all clinical rotation sites and to the Program on call back days.

**PROGRAM POLICIES**

**STUDENT RIGHTS**

**Basic Rights**
Enrollment in the Physician Assistant Program provides the student with some basic rights.

The student has the right to competent, knowledgeable instructors who conduct themselves in a professional manner in their interactions with students in the work setting. A student who is experiencing difficulty with an instructor should contact the Program Director so that appropriate action may be taken.

Classrooms should be able to provide the proper educational environment for student learning. These classrooms or other appropriate facilities should also have available current instructional materials and modern equipment that meets the technical training needs of the physician assistant student.

Instructors must maintain a classroom environment that is conducive to and compatible with the learning environment. Students who disrupt that environment will be asked to leave the classroom or clinical area. If a particular student persists in disruptive behavior, disciplinary action may be initiated.

**Rights to Privacy**
Student records are protected from unauthorized access and release by the Federal Educational Rights and Privacy Act (FERPA) of 1974. Information on this can be found on the website: [http://www.pace.edu/office-student-assistance/pace-university-ferpa-policy](http://www.pace.edu/office-student-assistance/pace-university-ferpa-policy)
Students are granted access to their own program files after completion of a Student Request For File Access form. Students may inspect and review files in the Physician Assistant Program office during regular office hours with a faculty member. At no time will information be removed from a student’s permanent file. Students who wish to challenge the content of records may do so in one of two ways:

- A letter may be placed in the student record indicating the student’s objections to a given entry.
- Students may request a review regarding an entry with the Professional Standards Committee.

Release of student records by the Program (i.e., to potential employers) is granted only upon completion of a written Consent for Release of Confidential Information by the student. Program faculty and Pace University-Lenox Hill Hospital Physician Assistant Program employees, preceptors, and administrative staff who have direct involvement with the education of the student are provided access and may review student records without written consent of the student at the discretion of the Program Director.
STUDENT GRIEVANCE POLICY

The University views students as responsible citizens who are integral members of the academic community. Policies and practices pertaining to student relations and services should reflect this point of view. All University officers will make every effort to ensure that this philosophy is implemented.

It is recognized, however, that regardless of how well intentioned people may be complaints and misunderstandings are bound to arise. It is the purpose of the Student Grievance Procedures to ensure that these disagreements are expressed, explored, and resolved promptly and confidentially. The Student Grievance Procedures shall apply to student grievances relating to the following:

- Student Programs, Facilities, and Services: Allegations of violations of University policies and procedures with respect to programs, services, activities or facilities.
- Student Relations: Allegations of unfair treatment from faculty, administration, staff or fellow students.

The Student Grievance Procedures shall not apply to claims relating to academic standing, grading or discipline, except where discrimination is alleged. Such matters are within the jurisdiction of the Academic Progression Appeals Committee and the Dean of the school.


SEXUAL HARASSMENT POLICY

Pace University reaffirms the principle that its students, faculty, interns and staff shall be free from discrimination on the basis of sex. Sexual offenses such as rape, sexual abuse, or discrimination in the form of sexual harassment, will not be tolerated. Please refer to the Pace University website for sex-based misconduct policies and procedures.

https://www.pace.edu/sexual-assault/policies-and-procedures

Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the educational or professional dependence and trust between individuals with different levels of authority. When the authority and power inherent in such relationships are abused, whether overtly, implicitly, or mistakenly, there is potentially great damage to the individual, the alleged offender, and to the educational and professional climate of the University. Both institutions have established grievance policies. Any student who believes they have been or is being sexually harassed should report this incident to the Program faculty immediately. The faculty can then direct the student through the appropriate channels. Any complaints will remain confidential. No student will be placed in a clinical experience that jeopardizes his or her educational and personal welfare.
DRUG AND ALCOHOL POLICY

Physician assistant students must comply with the University’s Drug and Alcohol Policy and all other applicable policies and procedures concerning the use of drugs and alcohol at Lenox Hill Hospital and clinical sites. Students are prohibited from appearing at any clinical site while under the influence of alcohol or any drug that may affect performance or judgment. http://www.pace.edu/student-handbook/alcohol-and-other-drug-policy

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENINGS

There are various laws, standards and employer policies that require all employees, volunteers and students working in or assigned to a clinical site to undergo a criminal background check and/or drug screening. Therefore, in order to comply with these requirements, clinical agencies may require students, at their own cost, to complete a criminal background check and/or drug screen prior to commencing a clinical placement. Based on the clinical agency requirement the student either will be directed to the agency to complete the agency’s required background check and/or drug screening, or the student will complete the background check and/or drug screening through Certified Background. Based on certain criminal convictions clinical affiliates may not accept a student for a clinical assignment or may rescind a previous acceptance. In such an event, and depending on the circumstances, the student may be unable to complete a required clinical experience and consequently the Pace University-Lenox Hill Hospital PA Program curriculum requirements. Students who are unable to complete the program curriculum requirements are subject to dismissal from the Pace University-Lenox Hill Hospital PA Program. In addition, certain criminal convictions may result in the denial of the credentials needed to practice. Prospective students who are concerned about a criminal conviction are urged to contact the relevant state and/or federal agencies to inquire whether their criminal record may adversely affect the issuance of the credentials needed to practice as a physician assistant.

ADVISEMENT POLICY

Each student will be assigned to a faculty advisor. The advisor will communicate formally with the student in person or via phone, video chat, or email, and document all encounters. During these encounters progress in meeting the Program’s objectives, both academic and professional or behavioral, will be discussed. These sessions are an opportunity to frankly assess your strengths and identify areas for improvement, and to develop plans to capitalize on your strengths and improve your weaker areas. The advisor will also be available at other times to discuss issues of concern raised by you or others. The Program faculty believes participation in the advising process is consistent with the behavior of a successful student.

Prior to each scheduled session, the advisor will collect data concerning your performance. You will be asked to complete a self-assessment portion as a basis for discussion (forms for your review are appended to this handbook). Student input is critical for the success of this process. Both advisee and advisor have specific responsibilities. Students are encouraged to use the Degree Works planner platform and bring a log for review during advisement meetings.
FACULTY RESPONSIBILITIES
Each student is assigned a faculty advisor for the duration of the program. The role and responsibilities of the advisor include but are not limited to the following:

1. Provide communication between the student and faculty;
2. Meet with student at minimum two times per year;
3. Meet with student if problems arise e.g. academic or professional difficulties;
4. Know the student advisee’s grades, skills and professional conduct;
5. Assist the student in meeting the educational objectives of the Program;
6. Discuss strengths and areas for improvement;
7. Suggest improvements in time management and study skills as needed;
8. Help plan in conjunction with a course coordinator remediation for deficiencies in skills or knowledge;
9. Discuss summative academic, clinical skills and professional/behavioral evaluations;
10. Identify additional faculty member(s) who will be easily accessible if a student wishes to discuss a problem of a personal or professional nature;
11. Record meetings with student advisee in student file;
12. Refer to appropriate services including but not limited to the Counseling Center, Center for Academic Excellence, Health Care Unit, as needed;
13. Enable the student to identify the materials necessary to achieve the educational and objectives and professional standards of the Program.

STUDENT RESPONSIBILITIES
1. Discuss areas of strength and areas for improvement with the advisor;
2. Complete a self-assessment at each meeting;
3. Help plan a course of action to remediate deficiencies and capitalize on strengths;
4. Meet with advisor at minimum two times per year;
5. Meet with advisor on an as-needed basis when problems arise;
6. Make an honest effort to follow the plans derived from the sessions.

EXAMPLE OF OUTPUT FROM ADVISING SESSIONS (NOT COMPREHENSIVE)

1. Referral to Center for Academic Excellence
2. Referral to Counseling Center
3. Referral to Health Care Provider
4. Assessment of Time Management and/or Study Skills
5. Specific Remediation Programs
6. Referral for Tutoring Services
7. Stress Reduction Techniques
8. Career Goal Reexamination
**THE ADVISOR WILL NOT:**

1. **SOLVE YOUR PROBLEMS.** You can discuss your problems with your advisor and they can help you clarify options and devise a plan of action.

2. **ACT AS YOUR MEDICAL PROVIDER.** It is inappropriate for any for the Program faculty to try and provide your health care. If you have a medical problem, see the University Health Care Unit or an outside provider of your choice. [http://www.pace.edu/college-health-professions/university-health-care](http://www.pace.edu/college-health-professions/university-health-care)

3. **ACT AS A COUNSELOR.** If you have problems that require counseling, you need the help of a professional counselor. Your advisor will refer you to the established system at the University to assist you in accessing mental health services. [http://www.pace.edu/counseling-center/](http://www.pace.edu/counseling-center/)

It is your responsibility to see your advisor and schedule a mutually convenient time for mid-semester advising. The advisor will not “track down” any student who does not make an appointment after initial notification by the PA Program. It is also your responsibility to act on the plan devised during the sessions.

The advising session can be a powerful tool for you to get the most from your education and in your development as a health care professional. The process must be an active one to be effective.

Remember that someone from the Program or Counseling Center at Pace University is available during normal office hours to provide you with help. In an emergency situation, your advisor or another faculty member can address your concern immediately. For emergencies taking place after normal office hours, please contact your community crisis center.

For non-emergent problems, make an appointment with your advisor. Please be advised that you can send an email or leave a phone message 24 hours a day.
HEALTH CLEARANCE POLICY

All students are required to have adequate health insurance. Students are responsible for their own health care while in school. Selected clinical agencies may require evidence of health insurance. If you are placed at such an agency, it will be necessary for you to provide this evidence. If a health condition arises during the course of study that would in any way alter a student’s ability to perform in the clinical setting, it is the student’s responsibility to notify the Director of the Physician Assistant Program immediately.

In order to ensure the safety of students, staff, clinical agency personnel, and patients, and to comply with clinical agency contract mandates, no students will be permitted to participate in Physician Assistant clinical application courses or clinical rotations unless they have been medically cleared. This may include but is not limited to facility mandated drug screening, background check, color blindness testing, physical exam, respirator mask fit testing, student interview, or facility orientation. Failure to satisfy these requirements may result in student removal from the rotation site, rotation reassignment and a subsequent delay in graduation. Students must bring copies of all completed health clearance documents with them for every clerkship. Students must keep a copy of the completed health clearance documents for their own records.

The majority of our Health Care Clearance process is now handled online through Castle Branch (CB). Immunization forms, Hepatitis B Declination Forms (if applicable) and Consent for Release forms will be submitted to CB directly. Once these forms and other supporting documentation are submitted, CB will check this paperwork against the program’s specifications and will deem the student compliant or not.

Additionally, the student must complete an annual Medical Clearance form including a physical exam. The student should upload only the Medical Clearance Form to CB.

DO NOT UPLOAD YOUR PHYSICAL EXAM OR ANY OTHER DOCUMENTS THAT CONTAIN YOUR MEDICAL HISTORY OTHER THAN THOSE REQUESTED BY CB.

Please make sure to retain a copy of your actual physical exam form, as that is not uploaded to CB, but will be required to participate and rotate at all hospital locations.

In addition to the PA Program’s Health Care Clearance process, Pace University has its own immunization requirements which students must meet. A completed Pace University Immunization Requirement Form must be submitted to OSA – Immunization Compliance in order to be cleared by Pace University.

Detailed directions on how to set-up your CB account can be found on the Accepted Students Page found at: http://www.pace.edu/physician-assistant/accepted-students

Students may contact CB directly at epservicedesk@certifiedprofile.com or 888-914-7279 with questions regarding the medical requirements, website or forms.
Health Care Clearance forms that must be completed & submitted through your CP account:

➢ Immunization Forms & required documentation  
➢ Hepatitis B Declination Form  
➢ Consent for Release Form  
➢ Physical Exam Form

Health Care Clearance forms that must be completed & emailed to OSA at Immunization@pace.edu:

➢ Pace University Immunization Requirement Form

It is the student’s responsibility to read all of the instructions on each form and assure all paperwork is filled out correctly by health care providers.

Please note: some of these forms may require additional documentation to be submitted and the signature of the health care provider; students should read each form completely and carefully.

**IT IS THE RESPONSIBILITY OF STUDENTS TO OBTAIN THE APPROPRIATE HEALTH CLEARANCE.**
PACE UNIVERSITY IMMUNIZATION POLICY

Measles, Mumps, and Rubella (NYSDOH Public Health Law 2165)

Since August 1, 1990, students attending New York State colleges and universities have been required by law to show proof of immunity against measles, mumps and rubella. Persons born before January 1, 1957 are exempt from this requirement.

Immunity to measles is demonstrated by evidence that you have had either 1) two doses of measles vaccine on or after the first birthday and the second dose received at or after 15 months of age and at least 30 days apart, 2) physician documented history of disease, or 3) serologic evidence of immunization.

Rubella immunity is demonstrated by evidence that you have had either 1) one dose of rubella vaccine on or after the first birthday, or 2) serologic evidence of immunization.

Mumps immunity is demonstrated by evidence that you have had either 1) one dose of mumps vaccine on or after the first birthday, 2) a physician documented history of disease, or 3) serologic evidence of immunization.

Pace University Health Care Unit can provide these immunizations for a nominal fee; you need only call for an appointment.

Important Note: New York State immunization requirements may differ from those of other states and other countries. You may need to receive additional vaccinations in order to be in compliance with state specific and international based curricular components. If you have not been immunized yet, make an appointment today. Your registration will be voided and you cannot attend class without proof of immunity.

Meningitis (NYSDOH Public Health Law 2167)

Since August 15, 2003, New York State Department of Health requires that all college students be educated about meningococcal meningitis and the benefits of pre-exposure vaccination. Pace University strongly encourages first-year resident students to receive the meningitis vaccination.

For more information or to make arrangements for vaccination, you may contact University Health Care Unit and/or consult with your health care provider.

Important Note: Completion of Part One and Part Two of the Immunization Requirement Form is required of all students. Your registration will be voided and you will be unable to attend class if you do not comply with NYSDOH Public Health Law 2167. Immunization Requirement Form (PDF)

Submit documentation of immunity to the OSA/Immunization Compliance office. All hard-copy documentation will be retained for a period of two years. It will be maintained electronically for the duration of a student’s attendance at the University.

For additional information:
UNIVERSAL PRECAUTIONS POLICY

All PA students are required to complete a training session for healthcare professionals in infection control/universal precautions provided by the Medical Society of the State of New York and New York State Department of Health, before participating in patient contact activities. Documentation of compliance with this must be provided by the student and kept in their files prior to beginning the didactic year.

The principle of universal precautions has been adopted because any patient may be infected with microorganisms that could be transmitted to other persons. Of particular concern are the primarily blood-borne pathogens HIV (human immunodeficiency virus) and HBV (hepatitis B virus). However, body fluids other than blood, secretions, and excretions are included in universal precautions. Since infected patients may be asymptomatic, it becomes necessary to use basic precautions with every patient. Observance of universal precautions will help to provide better protection for every staff member. Students should also familiarize themselves with the hospital/clinical sites specific policies regarding universal precautions.

Universal Precautions Guidelines

1. Avoid direct contact with: Blood, Body Fluids, Secretions, Excretions, Mucous Membranes, Non-intact skin, Lesions.
2. Avoid injuries from all “sharps”.
3. Avoid direct contact with items, objects, and surfaces contaminated with blood, body fluids, secretions, and excretions.
4. Dispose of all “sharps” promptly in special puncture resistant containers.
5. Dispose of all contaminated articles and materials in a safe manner prescribed by law.

In practice, using Universal Precautions also requires:

1. Wash hands frequently and thoroughly, especially if they become contaminated with blood, body fluids, secretions, and excretions.
2. Depending on job duties and risk of exposure, use appropriate barriers, which can include: Gloves, Gowns, Aprons, Caps, Shoe covers, Leggings, Masks, Goggles, Face shields, Equipment such as resuscitation devices.
3. All specimens are bagged before transport to the laboratory.

These barriers are to be used to protect:
A. Skin, especially non-intact skin (where there are cuts, chapping, abrasions, or any other beak in the skin).
B. Mucous membranes, especially eyes, nose and mouth.

NOTE: These items of protective apparel, including gloves are removed after each use and are PROPERLY disposed of. Gloves, etc. are NOT to be worn from one patient or activity to another.
BLOOD-BORNE PATHOGEN EXPOSURE INCIDENTS/ACCIDENTS

All injuries and other exposure having the potential for infection transmission must be reported to the preceptor and program immediately. If you have a needle-stick injury, or other work related injury, go directly to the emergency department or employee health office to receive the proper treatment and follow-up care. Fill out and submit the Physician Assistant Program Incident Report to the Program as outlined below.

On Site Incident:
Occasionally, accidents will occur in the Center for Excellence in Healthcare Simulation (aka the lab). Should a student be injured as a result of an accident the student must comply with all accident and injury protocols established at the university. If you have a needle-stick injury, or other related injury, go directly to the University Health Care (UHC) or your private health care provider to receive the proper treatment and follow-up care. The student has the right to refuse recommended medical treatment at the health clinic.

Subsequently, the student must email a pdf version of the Physician Assistant Program Incident Report, which can be found in the back of this handbook no later than 48 hours following the incident to the course coordinator (Elizabeth Salzer esalzer@pace.edu; Surgical and Technical Skills courses), didactic program coordiantort (Sherylyne Toque stoque@pace.edu), the director of the lab (Patty Myers pmyers@pace.edu) and director of security (Vincent Beatty vbeatty@pace.edu). A copy of your discharge documentation from the treating medical provider or institution must be submitted with the Incident Report.

Off Site Incident:
Occasionally, accidents will occur on your clinical rotation at the clinical site. Should a student, patient, or other staff member be injured as a result of an accident involving a student, the student must comply with all accident and injury protocols established at the institution. If you have a needle-stick injury, or other work related injury, go directly to the emergency department or employee health office to receive the proper treatment and follow-up care. It may also be required that students follow up with the Risk Management Department of the individual institution as well as any other offices deemed appropriate by the preceptor or institution. The student has the right to refuse the recommended clinical site medical treatment.

Subsequently, the student must fax and or email the Physician Assistant Program Incident Report, which can be found in the back of this handbook and posted on Blackboard, no later than 48 hours following the incident to a clinical coordinator and clinical administrative assistant. A copy of your discharge documentation from the treating medical provider or institution must be submitted with the Incident Report.

All students are required to have adequate health insurance and are responsible for their own health care while in school. Any expenses not covered by the institution where the injury/exposure occurred, are the responsibility of the student. Please refer to the Pace University Bloodborne Pathogens Exposure Control Plan for more information.

**IN-CLASS INCIDENTS/EMERGENCIES**

Any medical emergency or injury on campus must be reported to the Security office via calling 212-346-1800 (24/7), submitting an incident report on the PaceSafe App, or in-person at the main security desk at 3 Spruce St. The Security and Risk Management office keeps this information on file for their records. Please use this link https://www.pace.edu/security-emergency-management/pace-safe-application

**EMERGENCY CLOSINGS AND OTHER CHANGES IN CLASS SCHEDULES**

Occasionally, the University is confronted by the need to close because of inclement weather or other reasons beyond the University’s control. Such closings are normally announced through the major radio stations in New York City and Westchester County and often appear on their Web sites. In addition, students can also check the Pace University home page, and/or call the Pace Events Phone (PEP) for school closing information.

- New York City - (212) 346-1953

Closings are also posted on the University's website at www.pace.edu and are sent via text message and email for those who sign up for Emergency Notifications at http://alert.pace.edu.

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of University equipment (including computers), unavailability of particular University facilities occasioned by damage to the premises, repairs or other causes, and school closings because of inclement weather. The University shall not be responsible for the refund of any tuition or fees in the event of any such occurrence or for failure of a class to conclude on the date originally scheduled. Nor shall the University be liable for any consequential damages as a result of such a change in schedule.

**DRESS CODE POLICY**

As a representative of the College of Health Professions, Pace University and Lenox Hill Hospital, the image projected is expected to be a professional one. Students must dress professionally at all times. Revealing clothing is not permitted in the classroom or clinical setting. Along with a neat and tidy appearance, students are expected to maintain appropriate personal hygiene.

Students who are participating in any clinical experience (during the didactic year on hospital visits or in the clinical year on rotations) are required to wear clinical attire at all times.

Clinical attire consists of the following:
- Men are required to wear a tie.
- Slacks/skirts with shirts/blouses should be conservative and not revealing.
• No sneakers or open toed shoes are permitted, shoes must be worn with socks or hose; heel height should be conservative.
• Jewelry, make-up and cologne are best if conservative.
• Hair should be worn in a neat, conservative style.
• Half-length white lab coats with Program patches and Program ID tags clearly identifying the wearer as a Physician Assistant Student are required unless otherwise directed by the clinical preceptor.

Clinical supervisors, preceptors or PA Program faculty reserve the right to remove any student from a clinical site/experience who is not appropriately dressed.

IDENTIFICATION POLICY

Physician assistant students should be identified by a clearly marked Program identification badge while in Lenox Hill Hospital or on clinical experiences at other institutions. At minimum, students will introduce themselves as physician assistant students and sign all documentation with their legible full signature followed by ‘PA-S’ or ‘PA student’. Students should clearly display their current Pace identification on campus.

At no time should a student, either by virtue of his or her skills or knowledge attained while progressing through the Program, misrepresent him or herself as being other than a physician assistant student. While in the Program, students may not use previously earned titles (i.e. RN, MD, DC, PhD, etc.) Failure to identify oneself appropriately or misrepresenting oneself will result in immediate dismissal from the Program.
E-MAIL/ BLACKBOARD POLICY

E-mail is the preferred mode of communication between the Program Faculty/Staff and students. All students must notify the Program of their current personal e-mail address, in addition to their Pace University account.

Emails regarding the program will be sent to each student's Pace email address. Students must check their e-mail accounts daily for posts from Program Faculty or Staff. Additionally, students should empty mailboxes to allow for regular email from Program staff and faculty. “Not checking an account” is not an allowable excuse for missing a Program event or notification.

Students must return messages from Program staff, faculty, clinical preceptors, patients and clinical sites in a timely manner. In general and unless otherwise indicated, emails will be answered within 48 hours with the exception of emails that arrive after 5pm on Friday and during the weekend-these emails will be answered on Monday.

Most course materials including online, and narrated materials are accessible through Blackboard. New student IT resources provides a guide to IT services and can be accessed at: http://www.pace.edu/information-technology-services/new-student-it-resources

SOCIAL MEDIA POLICY

Refer to Pace University’s social media policy:


In addition, it is strictly prohibited to take photographs of patients, including in the operating room, even if the patient is not identified. Similarly the accessing of diagnostic images or any form of patient data for the purpose of transmission on any social media platform is strictly prohibited. Violation of this policy will result in being called before the Professional Standards Committee and possible dismissal from the program. Witnessing any violation of this policy should be immediately reported to the director of clinical education or program director. Please refer to Pace University’s IT appropriate use policy: ITS Appropriate Use Policy

Netiquette (Internet Etiquette)

"Netiquette" (Internet etiquette) is a set of expectations that describe appropriate behaviors when interacting online. When you are communicating in an online environment, you are subject to the same rules of courtesy and conduct that you would find in any face-to-face environment. Treat your fellow students with respect. If you disagree with someone’s post, you should aim to acknowledge your disagreement in a mature and respectful way, without belittling the writer, and ending the response with a question to open up further discussion. Be clear with your words. It is easy for someone to misinterpret your meaning. They cannot see your expressions or hear the tone of your voice. Be careful when using sarcasm and humor.

Without face-to-face communications, your comments may be misinterpreted.
Proofread and check the spelling before submitting a post in the Discussion Board or sending an email. While online communication is more relaxed, it is not careless communication. Doing a quick proof of your work before you send it may alleviate the need to clarify your posting and save you some time and potential embarrassment. Be aware of copyright and “fair use” law; do not plagiarize, and do not forget to cite your information.

*Portions of the above has been derived from Pace University's Online Training Course

**PROHIBITION AGAINST LECTURE RECORDING & DISTRIBUTING**

Lectures are provided for your personal study and use only. They may not be recorded or reproduced in any form or distributed to anyone, including sharing via social media of any kind, without the prior consent of the instructor.

For example, without the instructor’s prior express consent, video and audio replications as well as photographic images of lectures may not be recorded on any device including, but not limited to, audio recorders, video recorders, cellular phones, digital cameras, MP3 players, computers and other handheld devices that record images and/or sound.

A breach of this requirement may subject you to a disciplinary action in accordance with the Physician Assistant Graduate Program, the College of Health Professions and/or the University’s applicable policies.

**OUTSIDE EMPLOYMENT POLICY**

The Program advises against students holding outside employment while participating in the professional phase of the Physician Assistant Program. The faculty does recognize that a need for employment may be an issue that some students will face. However, Program obligations will not be altered due to a student’s work obligations. The program faculty expects that work obligations will not interfere with the student’s learning progress or responsibilities while in the Program. Working often interferes with learning opportunities during rotation activities. The schedule of clinical experiences and clerkship hours are set by the Program in conjunction with the preceptor and are not negotiable. The Program also discourages the student from working clinically at the same site where they are completing clinical experiences or clerkships.

Students who are involved in, or commence, volunteer or paid work during the course of their Physician Assistant training cannot use their affiliation with the Physician Assistant Program in any aspect of that job. Work outside the Physician Assistant Program undertaken by the student, independent of the Program, is not covered by the liability insurance offered for clinical work associated with the educational experience. Additionally, students may not represent themselves as a physician assistant student in such contexts.

In addition, students are not required to work for the Physician Assistant Program, either as a volunteer or as a paid employee.
PROGRAM CLOSURE/LOSS OF ACCREDITATION

In accordance with federal law and Pace University’s accreditation through the Middle States Association of School and Colleges, in the unanticipated event of either program closure, or loss of accreditation, Pace University would fulfill its obligation to currently matriculated students and continue to provide the necessary didactic and clinical experiences for them to complete the program.

ACADEMIC POLICIES

EXAMINATIONS IN THE DIDACTIC & CLINICAL YEAR

Examinations are scheduled throughout the Physician Assistant Program, and students are required to take examinations when they are scheduled. (Please see Attendance and Punctuality and Missed Examinations Due to Absence in the Student Program Policy and Procedure, Didactic, and Clinical Handbooks for further information regarding examinations missed due to absence.)

Students will be tested on the content of the course as described in the course syllabus. The basis of an examination includes information presented in the course, as well as reading assignments (even if the reading assignments are not formally discussed). The format and length of examinations are varied and may include multiple choice, multiple answer, true and false, matching, short answers, essays, oral presentations, practicals, simulated patient encounters, and/or a combination of formats. A proctor and faculty member will administer each examination, give the instructions for taking the examination, and keep track of the time permitted for taking the examination.

All examinations (including make-up examinations) are subject to the following conditions:

- The majority of non-clinical skills examinations are hosted on the Blackboard or Exammaster systems along with Respondud LockDown Browser. Students must maximize the screen for Blackboard and CLOSE all other applications on their laptop. Any application aside from Blackboard/Exammaster found opened during an examination is a breach of academic integrity and may result in disciplinary action.

- Students are required to store all personal belongings, including but not limited to cell/smartphones, digital watches, digital headphones, and other non-essential electronic devices in a personally secure location. Unless prior approval is obtained, cell phones and other non-essential electronic devices need to be silenced or turned off. If violation of policy is suspected, the device will be confiscated and the student may be subject to disciplinary action.

- Students are required to bring and use a laptop privacy screen during exams. Failure to use this screen during exams is considered a professionalism issue and the student may be subject to disciplinary action.
• A student who arrives after the examination has begun should enter the room quietly, sit down in the closest available chair, and wait for the examination materials to be given to him or her. Students who arrive late and therefore begin taking the examination after the other students began, will not be permitted additional time within which to complete the examination.

• Unless authorized by the proctor or faculty member prior to the examination, students are not permitted to talk for any reason during an examination.

• When the proctor or faculty member announces that the time for the examination has ended, every student must stop exam work immediately. If a student continues to work on the exam after the announcement that the examination has ended, the student will be subject to disciplinary action.

• In the event that a paper exam is used, students must include their names and any other required information on the examination, answer sheets, and/or scrap paper used during the exam. If answer sheets are used during examinations, only the answers on the answer sheets will be graded. Answers found on the paper exam will not be considered.

• All paper examinations, answer sheets, and/or scrap paper must be returned to the proctor or faculty member at the end of the examination. Removal of any of these items from the examination room will constitute cheating and students will be subject to disciplinary action.

• Students may not use the lavatory or leave the room in which the examination is being given for any reason unless escorted by a faculty or staff member. Electronic devices may not be used during such time.

• ALL STUDENTS MUST SHOW their computer screen to a proctor, admin or faculty before leaving the room to ensure they have reviewed the exam results and have signed out of the examination.

• Students, who complete the examination early, may leave the examination room but will not be permitted to re-enter until the examination period has ended, or as instructed by the course coordinator.

• Please also be reminded to be courteous of your classmates once you have left the room. Do not congregate outside the lecture hall shouting and having lively conversations, while the rest of the class is still taking an exam. Please keep your conversations quiet and be respectful and professional.

Except when taking an examination or during reviews of examinations, no student is permitted to have possession of an examination or answer sheet. Further, students are not permitted to copy (whether by hand or electronically) examination questions or answers. This prohibition
against possession and copying of examinations and answer sheets applies to current and previous examinations, and students who violate it will be subject to disciplinary action. Sharing of exam information with more junior PA students or those taking make-up examinations is a violation of the academic integrity policy. (Please see Standards of Professional Conduct in this Handbook for further information regarding academic integrity.)

REMOTE EXAMINATION POLICY

All remote multiple-choice examinations are administered utilizing an online format on a desktop or laptop equipped with a webcam. If a student logs in late, no additional time will be granted to take the exam.

PROCTOR AND REMOTE PROCTOR EXAMINATION PROCEDURES

Examinations are designed to simulate the PANCE experience. Students are required to follow the procedures outlined below:

- Students should log into their computer 15 minutes prior to the scheduled exam time and be prepared to begin the exam at the scheduled start time with your Pace University identification available for review.
- If students are having trouble with technology, they MUST contact the proctor IMMEDIATELY and preferably prior to the examination. The proctor will contact necessary personnel (IT, didactic/clinical administrator, course coordinator, etc.).

FINAL COURSE GRADE APPEAL PROCESS

The process for appealing a grade in a physician assistant course is governed by the University’s Grade Appeal Process (a copy of which may be found in the on-line Pace University Student Handbook) http://www.pace.edu/academic-catalogs/undergraduate/general-information-2/academic-policies-and-general-regulations/section-ii

ACADEMIC PROBATION

Probation Criteria

A student in the Physician Assistant Program (“PA Program”) who fails to satisfy the academic standards of the Program usually will be placed on academic probation automatically. There are, however, certain circumstances when a student who fails to satisfy the applicable academic standards will be dismissed from the PA Program even though they were not placed on probation. (See Academic Dismissal Policy.)

Although it is not possible to anticipate all of the circumstances that may result in a student being placed on probation include, the circumstances include, but are not limited to, the following:

- In one semester, the student received a “C+” or lower grade in a PAS letter-graded course or an “F” grade in a PAS pass/fail-graded course (individually or together, the “Failed Course”).
• The student’s cumulative quality point average (“CQPA”) fell below a 3.00 and it is mathematically possible for the student to achieve a 3.00 CQPA within one semester.

Notice of Probation
Ordinarily, students who have been placed on academic probation will receive written notice of their probationary status from the PA Program as soon as practicable. However, academic probation is automatic if one or more of the requisite conditions is met and therefore is not contingent upon receipt of written notification. It is the student’s responsibility to verify his or her academic standing before each semester and seek clarification if needed from the student’s academic advisor.

Probationary Semester
In order to be restored to the status of good academic standing and to be eligible to continue in the PA Program, a student on academic probation is required to meet the conditions of probation as described in the Conditions of Academic Probation section below. Normally, a student must satisfy the conditions of academic probation in one semester (the “Probationary Semester”). The two summer sessions together may constitute a Probationary Semester if the student accrues the number of credits applicable to the student’s status as a full-time student (not less than nine credits) during the two summer sessions.

Conditions of Academic Probation
• Remediate. A student may remediate the Failed Course by taking a comprehensive test in the appropriate subject matter and receiving a “B-” or higher in a letter-graded course or a “P” in a PAS pass/fail course. If the student successfully remediates the Failed Course in the interim between the semester in which the failure occurred and the beginning of the following semester, they will be restored to the status of good academic standing and permitted to progress in the PA Program. Even though the student was not on academic probation for an entire semester, the probation is counted and designated in the student’s record. If the student does not successfully remediate the Failed Course, they will be required to decelerate in order to remain in the PA Program. (See Remediation Policy, Current Competency Policy and the Deceleration Policy.)

• Decelerate. Students who received a “C+” or lower in a PAS letter-graded course or an “F” in a PAS pass/fail and do not successfully remediate the Failed Course will be required to decelerate in order to progress in the PA Program. Students who decelerate shall take a leave of absence from the PA Program until the next semester in which the Failed Course is offered. When they resume their studies, decelerated students will be on academic probation and required to successfully repeat the Failed Course in the Probationary Semester by receiving at least a “B-“ for a PAS letter-graded course or a “P” for a PAS pass/fail-graded course. (See Deceleration Policy, Remediation Policy, and the Current Competency Test Policy.). A student may decelerate only once.

• CQPA and QPA. At the conclusion of the Probationary Semester, the student must have a 3.00 or higher CQPA and quality point average (“QPA”).
Course Grades. During the Probationary Semester, students must receive a “B-” or higher in each PAS letter-graded course and a “P” in each PAS pass/fail course; and.

A student who fails to satisfy even one of the conditions of probation shall be dismissed automatically from the PA Program. (See Academic Dismissal Policy)

The conditions of academic probation, including the time period within they must be satisfied, are final and may not be appealed.

ACADEMIC DISMISSAL

Usually, a student will have been on academic probation before being dismissed. However, a student may be dismissed automatically from the Physician Assistant Program (the “PA Program”) even if the student has never been placed on probation. Circumstances that may result in a student being dismissed from the PA Program include, but are not limited to, circumstances in which the student:

• Qualified for academic probation a second time.

• Failed to satisfy the conditions of probation within the time permitted.

• Received two or more grades below a “B-” in a PAS letter-graded courses and/or an “F” in a PAS pass/fail-graded courses.

• The student’s cumulative quality point average (“CQPA”) fell below a 3.00 and it is mathematically impossible for the student to achieve a 3.00 CQPA within one semester.

As soon as practicable after the conclusion of each semester including the two summer sessions, the status of each student who was on academic probation during that semester will be reviewed to determine whether the student satisfied the conditions of academic probation during the time permitted. Students who satisfied the conditions of academic probation within the time permitted will be restored to good academic standing and permitted to progress in the PA Program. Students who did not satisfy the conditions of academic probation within the time permitted will be dismissed automatically from the PA Program.

A student who fails to satisfy the conditions of academic probation or otherwise qualifies for dismissal from the PA Program ordinarily shall be notified in writing as soon as practicable that they have been dismissed. Dismissal is automatic if a student fails to satisfy the conditions of academic probation or otherwise qualifies for dismissal, and therefore is not contingent upon receipt of such notification. It is the student’s responsibility to verify his or her academic standing before each semester and seek clarification if needed from the student’s academic advisor.

Students who are dismissed from the PA Program may appeal their dismissal in accordance with the Appeal of Academic Dismissal Policy.

If the appeal is granted, the student will be reinstated in the PA Program on academic
probation subject to the Conditions of Academic Probation identified in the *Academic Probation Policy*. The PA Program will inform the student in writing of the conditions of probation. The conditions of probation (including the time period within which the conditions must be satisfied) are final and may not be appealed.

Normally, a student who is reinstated in accordance with the *Appeal of Academic Dismissal Policy* and subsequently fails to satisfy the conditions of probation will be dismissed automatically from the PA Program without any further review or appeal.

**APPEAL OF ACADEMIC DISMISSAL**

Students who have been dismissed from the Physician Assistant Program (the “PA Program”) may appeal the decision of dismissal to the Academic Appeals Committee (the “Appeals Committee”). *(See Academic Probation Policy and Academic Dismissal Policy.*) To initiate such an appeal the student must deliver a written appeal by overnight mail, United States Postal Service or personal delivery addressed to the Chair of the Appeals Committee, Professor Katherine Kunstel at 163 William Street, Room 528, New York, NY 10038. Alternatively, the written appeal may be sent as an email attachment to the Chair of the Appeals Committee at: kkunstel@pace.edu.

The written appeal must be received by the Appeals Committee within fourteen (14) calendar days from the date of the letter informing the student that they have been dismissed. If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be denied.

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**Standard for Granting an Appeal.** An appeal will be granted only if the student demonstrates to the satisfaction of the Appeals Committee that the student’s unsatisfactory academic performance is due to (1) extraordinary and (2) non-recurring circumstances. In order for an appeal to be granted, each of the two elements must be satisfied.

**Information Required.** The written appeal submitted by the student must include the following information:

1. The student’s name, telephone number, address and e-mail address; and

2. The reason the student was dismissed from the PA Program; and

3. Identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student’s unsatisfactory academic performance; and

4. An explanation of why the information provided in Paragraph 3 above should result in the reversal of the decision to dismiss the student from the PA Program; and

5. A copy of the letter informing the student that the student was dismissed from the PA Program; and

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1 All grade appeals must be completed before the Appeals Committee will accept a student’s appeal of the dismissal decision. An appeal of the dismissal decision must be received by the Appeals Committee within fourteen (14) calendar days from the date of the decision of the grade appeal.
6. With respect to the final course grades that resulted in the student being dismissed, a statement that no grade appeals are pending or will be commenced after the appeal of the decision to dismiss has been submitted to the Appeals Committee.

The Appeals Process. The Appeals Committee will meet as soon as practicable after the fall and spring semesters and each of the summer sessions to hear appeals of academic dismissals. The Appeals Committee will also meet at such other times as may be reasonably necessary.

In addition to considering the student’s written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing in order to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing, the student may present additional evidence in support of his or her appeal. As part of its deliberations, and at its sole discretion, the Appeals Committee may, among other things, take into consideration the student’s academic record, request relevant information from faculty members concerning the circumstances that resulted in the dismissal, and request information from persons knowledgeable about the issues before the Appeals Committee. The student will be permitted to respond to such information if it is adverse to the student and the Appeals Committee is likely to rely on it in making its decision.

If the appeal is granted, the student will be reinstated in the PA Program and placed on academic probation in accordance with the conditions of probation as set forth in the Conditions of Academic Probation section of the Academic Probation Policy. If the appeal is denied, dismissal from the PA Program will be effective as of the last day of the semester in which the student was on probation or was enrolled in the PA Program immediately prior to being dismissed. A student who is reinstated pursuant to this Appeal of Academic Dismissal Policy and fails to satisfy the conditions of academic probation within the time permitted, will be dismissed automatically from the PA Program. If such occurs, ordinarily the dismissal will be final and the student will not have the right to any further review or appeal.

The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. The student will be notified of the decision of the Appeals Committee in writing as soon as practicable, usually within seven (7) business days following the date on which the Appeals Committee made its decision. The decision should consist of factual statements, not conclusory statements unsupported by facts.

The Academic Progression Appeals Committee

The Academic Appeals Committee consists of three full-time and/or part-time faculty members and/or adjuncts of the PA Program. A member of the Appeals Committee who was a participant in the circumstances that resulted in the student’s unsatisfactory academic performance and/or subsequent probation and/or dismissal, must recuse him or herself from the Appeals Committee for the sole purpose of that student’s appeal.

No advisors or representatives of the student may participate in the hearing before the Appeals Committee or in the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, friends, classmates, and family members of the student.
STANDARDS OF PROFESSIONAL CONDUCT AND ACADEMIC INTEGRITY COMPLIANCE POLICY

I. VIOLATIONS OCCURRING IN A COURSE

Instructor’s Determination of a Violation

Ordinarily, in the process of determining whether a student violated the Physician Assistant Program (the “PA Program”) Standards of Professional Conduct and/or Academic Integrity Policy, the course coordinator (or such other faculty or administrator as may be appropriate under the circumstances) shall meet with the student in order to discuss the matter as the violation relates to his or her course, obtain any information the course coordinator believes is relevant, and permit the student to present information the student wishes to bring to the attention of the course coordinator. If the course coordinator determines that it is more likely than not that a student violated the Standards of Professional Conduct and/or the Academic Integrity Policy, the course coordinator may impose sanctions such as, but not limited to, a written warning, a reduction in the grade or a failing grade for the paper, report, examination, data compilation, presentation or other assignment; and/or a failing grade for the course in which the violation occurred; and/or requiring the student to complete a learning activity designed to increase the student’s awareness of the significance and consequences of the violation.

Ordinarily, within seven (7) business days of making the determination there was a violation and imposing the sanction, the course coordinator shall report in writing to the Professional Standards Committee that the course coordinator determined the student violated the Standards of Professional Conduct and/or the Academic Integrity Policy. The report shall (i) provide all of the relevant details about the violation; (ii) describe the instructor’s investigation; (iii) describe the basis of the finding the student violated the Standards of Professional Conduct and/or the Academic Integrity Policy; (iv) identify the sanction(s) imposed; and (v) include any relevant documents, including any documents the student submitted to the course coordinator. A copy of the report shall simultaneously be provided to the student. The report should consist of factual statements, not conclusory statements unsupported by facts.

Appeal to Professional Standards Committee

The student may appeal the finding of a violation of the Standards of Professional Conduct and/or the Academic Integrity Policy and/or the sanction imposed to the Professional Standards Committee.

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2 The word “course” includes all settings where learning, instruction and/or training for academic credit occurs, including clinical sites and clinical education labs (individually or collectively, the “Course”).
Standards Committee. The appeal must be submitted in writing to the Chair of the Professional Standards Committee within seven (7) business days of the date on which the course coordinator’s report was sent to the student. If the appeal is not submitted to the Chair of the Professional Standards Committee within seven (7) business days, ordinarily the appeal shall be denied.

The Professional Standards Committee may conduct such further investigation as it believes is appropriate under the circumstances. The course coordinator’s finding of a violation and/or the sanction imposed will be affirmed unless the Professional Standards Committee determines there is no reasonable basis for the finding and/or the sanction, as the case may be. If such occurs, the Professional Standards Committee will confer with the course coordinator and request that the course coordinator review the matter and, if the course coordinator concludes it is appropriate, to vacate or modify the finding of a violation of the Standards of Professional Conduct and/or the Academic Integrity Policy and/or the sanction imposed. If the course coordinator does not conduct a review, the Professional Standards Committee will request that at least one other course coordinator review the basis of the finding that the student violated the Standards of Professional Conduct and/or the Academic Integrity Policy and/or the sanction. During the period the matter is being reviewed by another course coordinator, the original course coordinator may vacate or modify his or her finding of a violation and/or any sanction imposed.

**Enhanced Sanctions for Serial or Severe Violations**

Under certain circumstances, the Professional Standards Committee may impose sanctions in addition to those imposed by the course coordinator. For example, if previous reports from the same or other course coordinators show that the student committed similar violations of the policy currently at issue, or if the current violation is severe (e.g., patient information was falsified and consequently the safety and well-being of the patient were jeopardized; the violation jeopardized the relationship of the PA Program with a clinical site), the Professional Standards Committee may impose additional sanctions up to and including dismissal from the PA Program. Before imposing a sanction of dismissal, the Professional Standards Committee shall meet with the student in order to discuss the matter, obtain any information the Professional Standards Committee believes is relevant, and to permit the student to present information the student wishes to bring to the attention of the Professional Standards Committee.

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3 For example, and only for purposes of guidance, a low level violation in a course might be failing to treat faculty with respect, or failing to notify a clinical preceptor of an absence, while a more severe violation might be misrepresenting one’s student physician assistant status as a physician assistant or a medical resident, or leaving the operating room without permission when scrubbed in, and a very severe violation might be abusing a patient, or failing to notify the clinical preceptor of an observed decline in a patient’s status.
A written copy of the Professional Standards Committee’s decision shall be provided to the course coordinator and the student as soon as practicable. The decision should consist of factual statements, not conclusory statements unsupported by facts.

**Appeal to the Dean of the College Health Professions**

Students found to have violated the *Standards of Professional Conduct* and/or the *Academic Integrity Policy* and were sanctioned by the Professional Standards Committee with dismissal from the PA Program, may appeal the decision to the Dean of the College of Health Professions.4 The appeal must be submitted in writing to the Dean within seven (7) business days of the date on which the Professional Standards Committee’s decision was sent to the student. If the appeal to the Dean is not submitted within seven (7) business days, ordinarily the appeal shall be denied.

The Dean (or the Dean’s designee) will review the report from the course instructor, the student’s appeal to the Professional Standards Committee, the Professional Standards Committee’s decision to impose an enhanced sanction, the appeal to the Dean, and such other information the Dean believes is relevant to the matter. The Dean will affirm the decision of the Professional Standards Committee unless the Dean determines there is no reasonable basis for the decision. A written copy of the Dean’s decision shall be provided to the Professional Standards Committee and the student as soon as practicable. The Dean’s decision is final and not subject to further review.

**II. VIOLATIONS NOT OCCURRING IN A COURSE**

Not every violation of the PA Program’s *Standards of Professional Conduct* occurs in a course. On occasion, the *Standards of Professional Conduct* are breached outside of a course, for example, treating an advisor with a lack of respect, failing to respond as requested to emails from an advisor or PA Program staff, or failing to meet PA Program staff or an advisor’s deadline for responding to a request.

**The Complaint**

Anyone who has a reasonable belief that a student in the PA Program violated the *Standards of Professional Conduct* outside of a course is encouraged to report such violation so that it can be determined whether, in fact, a violation occurred, and, if so, what the sanction should be. The violation should be reported in writing to the Chair of the Professional Standards Committee. The report shall (i) provide the relevant details about the violation, e.g., what happened, when (date and time), where, and so on; (ii) identify any witnesses to the

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4 Ordinarily, the sanction of dismissal will not be implemented until the appeal to the Dean has been completed.
alleged violation; and (iii) include any relevant documents. The report should consist of factual statements, not conclusory statements unsupported by facts. The Professional Standards Committee shall promptly provide a copy of the complaint to the student alleged to have committed the violation.

Within seven (7) business days following the date the Professional Standards Committee forwarded the complaint, the student may submit a response to the complaint to the Professional Standards Committee. The response, which shall be in writing, may include any information the student believes is relevant to the alleged violation.

**The Professional Standards Committee’s Determination of a Violation**

The Professional Standards Committee may conduct such investigation as it believes is appropriate under the circumstances. The Professional Standards Committee’s investigation shall include a meeting with the student in order to discuss the violation, obtain any information the Committee believes is relevant, and to permit the student to present information the student wishes to bring to the Committee’s attention. The meeting shall also provide the Professional Standards Committee the opportunity to ask questions of the student and for the student to ask questions of the Committee. If the Professional Standards Committee determines it is more likely than not that the student violated the *Standards of Professional Conduct*, the Committee may, in accordance with the frequency and/or severity of the violation, impose sanctions such as:

- A written caution.
- A written warning.
- Dismissal from the PA Program.

In addition to any sanction, the student may be required to complete a learning activity related to the violation of the *Standards of Professional Conduct*.

In determining which sanction to impose, the Professional Standards Committee may consider previous findings that the student committed similar violations of the *Standards of Professional Conduct* policy.

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5 Examples of professional conduct not occurring in a course that may result in a written caution being issued include, but are not limited to, such conduct as failing to respond as requested to emails from an advisor or PA Program staff, or failing to meet a PA Program staff member’s or an advisor’s deadline for responding to a request. A written warning might be issued for professorial conduct outside of a course for such things as addressing an advisor, faculty or PA Program or College of Health Professions staff with expletives. Examples of professional conduct that may result in dismissal include, but are not limited to, forging another person’s signature on any document related to the PA Program; misrepresenting one’s physician assistant student status as, for example, a physician assistant, a nurse practitioner, a physician, or a medical resident; and abusing a patient.
The Professional Standards Committee will issue its decision in writing to the student as soon as practicable. The decision should consist of factual statements, not conclusory statements unsupported by facts.

**Appeal to the Dean of the College of Health Professions**

Students found to have violated the *Standards of Professional Conduct* and were sanctioned by the Professional Standards Committee with dismissal from the PA Program, may appeal the decision of the Committee to the Dean of the College of Health Professions. The appeal must be submitted in writing to the Dean within seven (7) business days of the date on which the Professional Standards Committee’s decision was sent to the student. If the appeal to the Dean is not submitted within seven (7) business days, ordinarily the appeal shall be denied.

The Dean (or the Dean’s designee) will review the student’s appeal to the Dean, the complaint, the student’s response to the complaint that was provided to the Professional Standards Committee, the Professional Standards Committee’s decision, and such other information the Dean believes is relevant to the matter. The Dean will affirm the decision of the Professional Standards Committee unless the Dean determines there is no reasonable basis for the decision. A written copy of the Dean’s decision shall be provided to the Professional Standards Committee and the student as soon as practicable. The Dean’s decision is final and not subject to further review.

**The Professional Standards Committee**

The Professional Standards Committee consists of full-time and/or part-time faculty members and/or adjuncts of the PA Program. A decision of the Committee requires a majority vote. A member of the Professional Standards Committee who was a participant in or observed the circumstances that gave rise to a finding of a violation of the *Standards of Professional Conduct Policy* and/or the *Academic Integrity Policy* or the sanction imposed, or the complaint the student violated the *Standards of Professional Conduct Policy*, must recuse him or herself from the Committee for purposes of that appeal or complaint, as the case may be. Another faculty member will be substituted for the recused Committee member for the purpose of the appeal or the complaint.

Advisors to and representatives of the student (including attorneys), and friends, classmates and family members of the student, are not permitted to participate in the business of the Professional Standards Committee.

6 See fn. 3.
EVALUATIONS

EVALUATION OF STUDENTS IN THE DIDACTIC AND CLINICAL YEARS

Students are evaluated by various methods to ensure that they meet the requirements contained in the “ARC-PA Accreditation Standards for Physician Assistant Education”. The following instruments and processes are used in this effort:

- Didactic and clinical year written or computer-based examinations and/or simulations
- Head-to-Toe Physical Exams
- Physical Exam Simulations (OSCE’s)
- Graded Interactive Case Studies
- Observation by faculty in class, small groups, clinical experiences, and clinical clerkships
- Performance of Clinical Procedures
- Clinical Experiences
- Faculty Advisory Reviews
- Evaluation of H & P write-ups
- Oral Patient Presentations
- PACKRAT Examinations
- Professional Evaluations

PA PROGRAM GRADING AND QUALITY POINT SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90 - &lt; 94%</td>
</tr>
<tr>
<td>B+</td>
<td>86 - &lt; 90%</td>
</tr>
<tr>
<td>B</td>
<td>83 - &lt; 86%</td>
</tr>
<tr>
<td>B-</td>
<td>80 - &lt; 83%</td>
</tr>
<tr>
<td>C+</td>
<td>76 - &lt; 80%</td>
</tr>
<tr>
<td>C</td>
<td>70 - &lt; 76%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 70%</td>
</tr>
</tbody>
</table>

Failure to comply with all aspects of the course requirements and to achieve the learner characteristics may adversely affect the student's grade. The Instructor or Course Coordinator will make all decisions regarding student grades.
PROFESSIONAL EVALUATIONS

The professional conduct of physician assistant students is evaluated on an on-going basis throughout the professional phase (i.e., the didactic and clinical years) of the Program. Violations of standards of conduct are subject to disciplinary actions administered by the University and by the Physician Assistant Program.

PROGRAM EVALUATIONS

The Physician Assistant Program is a dynamic entity. The Program faculty is constantly engaged in activities that provide evaluation data on the Program’s performance. Student input is a vital part of the evaluation process. Feedback from student evaluations can identify strengths and areas for improvement for the Program, and may guide necessary changes in the curricula or clinical components. During the professional phase of the program students are continuously evaluating many aspects of the program, including but not limited to: courses, lecturers, rotations, and textbooks.

Methods of Program evaluation that may employ student input:

- Didactic Course Evaluation
- Instructor Evaluations
- Director’s Hour
- Student Self-Assessment
- Focus Groups/Surveys
- Self-Study Committees
- Admission Committee
- Curriculum Committee
- New Faculty Search Committee
- Clinical Committee

Director’s Hours provide a scheduled forum for the Director to present any Program news to the class and for the class, as a whole, to address the Director.

Additional methods of Program evaluation include:

- Reports to the Executive Committee
- Assessment of student performance on NCCPA exam
- Assessment of student performance on PACKRAT exam
- Assessment of data collected in graduate surveys

All Pace University-Lenox Hill Hospital Physician Assistant Program students are obligated to participate in ALL ongoing Program evaluation efforts.
AT-RISK STUDENTS

How do we define an at-risk student?

1. Failure of 2 or more exams in 1 course (didactic)
2. Failure of 3 or more exams in 1 semester (didactic)
3. Failure of comprehensive medicine examination (didactic)
4. Failure of Mid Term Human Physiology exam (didactic)
5. Failure of 2 or more EOR exams (clinical)
6. Low PACKRAT scores – TBD according to mean of the class and the national mean

What does this mean?
1. Director of Didactic Education and the Director of Clinical Education will identify these students and give this information to the adviser.
2. Adviser schedules a mandatory meeting with their student as soon as possible.

What is the adviser’s responsibility?
1. If it is a didactic student the adviser should discuss:
   ✓ Student’s study habits (how they study, amount of time, study groups)
   ✓ Are they using the course objectives?
   ✓ Are they reading the textbook?
   ✓ Are they using appropriate review books and doing as many review questions as possible. (Babcock & Appleton & Lange)
   ✓ Are there any outside distractions that may be affecting their work?
   ✓ Refer to tutors (identified clinical students)
   ✓ Refer to Counseling Center (if applicable) (http://www.pace.edu/counseling)
   156 William Street, 8th Floor, NYC
   Phone: (212) 346-1526
   Walk-In Hours, Monday through Friday 1 PM - 2:30 PM (during the academic year)

2. If it is a clinical student the adviser should discuss:
   ✓ Student’s study habits (how they study, amount of time, study groups)
   ✓ Are they studying from the topic list provided to them?
   ✓ Are they supplementing with a textbook?
   ✓ Are they reading most nights based on cases they saw that day?
   ✓ Are they using appropriate review books and other materials

TUTORING

Clinical year students in good academic and professional standing are selected by the PA program faculty and may be available for didactic (pre-clinical phase) students. The program will provide access to a student tutor should the student or faculty member identify a tutoring need. Tutors will work out mutually agreeable space and timeframe for tutoring meetings, encouraging group sessions.
REMEDIATION OF ACADEMIC DIFFICULTIES

Students who fail to demonstrate the requisite knowledge or skills may be identified as at risk and required to remediate those deficiencies prior to a course failure. Remediation is a process intended to identify and assist the student with meeting academic and/or professional requirements for satisfactory progression in the program.

The academic remediation process for the PA program is as follows:

- To identify students at risk of meeting course requirements as stated in the syllabus. (See Forms section – Identified At-Risk Students Form)
- Once identified as at risk the Director of Didactic or Clinical Education will contact the assigned advisor to notify the student and arrange a meeting time to discuss any/all of the following:
  - Review of failed examination(s) or assignment(s)
  - Area(s) of deficiency
  - Qualification for and availability of tutoring services
  - Study and test taking skills review
  - Stress management/counseling availability
- Student will be referred to review standards for progression in the program as stated in the applicable handbook.
- Student may be offered a remediation activity to be determined and developed by the course instructor/coordinator. These activities may include but are not limited to a remediation assignment (written, practical or oral).
- Any meeting discussions or e-mails will be documented and placed in the student’s e-file

Remediation of Didactic Written Examinations. Individual course written examinations are not remediated during the course of the semester (with the exception of summative evaluations).

Remediation of Clinical Written Examinations. Students must receive a grade of 80% or higher to pass clinical year exams. Students who do not receive a passing grade will be required to remediate the exam until a passing grade is achieved or as determined by the course instructor(s). Once competency is demonstrated, a grade of 80% will be entered.

Remediation of PAS Courses. A student, who fails a PAS-level course, may be permitted to remediate a maximum of one (1) PAS course during the entire duration of the PA Program. Failure of a second PAS course at any time during the PA Program will result in automatic dismissal from the program.

If a student successfully remediates their remediation activity, his or her grade for the course will be changed to a “B-” and the original failing grade removed. Even though the student may successfully remediate the course, when determining whether the student qualifies for probation or dismissal from the PA Program, it will be counted among the courses the student failed. (Please see Academic Probation, Dismissal and Appeal sections in this Handbook for additional information.)
If the student does not successfully remediate the PAS course, the original failing grade remains and, in order to progress in the Physician Assistant Program, the student will be decelerated and required to successfully repeat the course when it is offered provided the student has not failed one PAS course previously.

**REMEDIATION OF PROFESSIONAL DIFFICULTIES**

Students who fail to demonstrate requisite professional behaviors may be identified as at risk and required to address their deficiencies. Remediation is a process intended to identify and assist the student with meeting professional requirements for satisfactory progression in the program. This can occur via:

1. Professional assessment during formal advisement sessions or
2. Due to a violation of the *Standards of Professional Conduct* and/or the *Academic Integrity Policy*.

When a student is in violation of the Standards of Professional Conduct, a report to the Professional Standards Committee (PSC) will be made in accordance with the procedures as outlined in *The Standards of Professional Conduct and Academic Integrity Compliance Policy* in this Handbook. The PSC will maintain and follow all reported violations.

In addition to any sanctions imposed by the PSC the student will be mentored by his advisor/faculty or the PSC regarding appropriate professional behaviors. Professional and behavioral objectives may be discussed and plans developed to encourage improvements.

- Once identified as at risk the PSC will contact the assigned advisor to notify the student and arrange a meeting time to discuss the PSC violation and any/all of the following:
  - Area(s) of deficiency
  - Strategies to improve professional behaviors
  - Adherence to policies, procedures and respect for negotiated decisions
  - Maintenance of academic integrity
  - Respectful and compassionate treatment for peers, faculty and staff
  - Punctuality and attendance

- Student will be referred to review standards for professional progression in the program as stated in the applicable handbook.

- Student may be offered a remediation activity to be determined and developed by the PSC/advisor/instructor/coordinator.

- Any meeting discussions or e mails will be documented and placed in the student’s e-file

**DECELERATION DUE TO FAILED REMEDIATION**

A student who has been notified they have been decelerated must file for an academic leave of absence from the University with the Office of Student Assistance (OSA). For any leave students must file the appropriate LOA forms with OSA which can be located on the website under forms [http://www.pace.edu/osa/forms](http://www.pace.edu/osa/forms). Signed documentation of the approval of the leave from the College of Health Professions (CHP) Dean must be provided to the PA Program and the Office of Student Assistance (OSA).
The semester prior to your return to repeat a failed course(s) you must complete and file the necessary paperwork to resume your studies with OSA and CHP and provide completed and signed off copies to OSA and the PA Program offices. The appropriate resumption of studies form may be found at [http://www.pace.edu/office-student-assistance/forms](http://www.pace.edu/office-student-assistance/forms) (Please see Leave of Absence, Withdrawals, Resumption of Studies and Expenses sections in this Handbook for additional information.)

Students whose usual course of study is decelerated in order to repeat a course are required to demonstrate their current competency in certain PAS-level courses prior to resuming their studies or progressing in the program, as determined by the program director. (Please see Demonstration of Current Competency section below for additional information.) If a student fails any of these competency examinations, they will have to repeat that course when offered.

**READMISSION**

Students who are dismissed for poor academic performance may not register for any PAS-level courses for at least one full academic year. After this time, students may apply for readmission to the PA Program. Students may be readmitted only once to the PA Program after academic dismissal.

**LEAVE OF ABSENCE, WITHDRAWALS, RESUMPTION OF STUDIES**

Generally, a student must complete the Physician Assistant Program in three years, including any leaves of absence. The maximum time allowed from matriculation to the conferring of the MSPAS degree in accordance with the Pace University Graduate catalog is 5 years. [http://pace.smartcatalogiq.com/2016-2017/graduate-Catalog](http://pace.smartcatalogiq.com/2016-2017/graduate-Catalog)

Occasionally, for a variety of reasons, a student may find it necessary to take a leave of absence from the PA Program or to withdraw before the end of a semester in which the student is enrolled. To request a leave of absence as a reasonable accommodation for an eligible disability, students should contact the Coordinator of Disability Services.

Students who wish to take a leave of absence should file a request in writing to the Program Director, Susan Cappelmann, scappelmann@pace.edu. Additionally, they must notify the Office of Student Assistance [https://www.pace.edu/osa/contact](https://www.pace.edu/osa/contact). Students who are taking a leave of absence because of a medical issue must also include Annette Hernandez hernandez@pace.edu.

For any leave whether medical, military or academic, students must file the appropriate LOA forms with the Office of Student Assistance (OSA) which can be located on the website under [http://www.pace.edu/osa/forms](http://www.pace.edu/osa/forms). Signed documentation of the approval of the leave from the College of Health Professions (CHP) Dean must be provided to the PA Program and the Office of Student Assistance (OSA).

A student who is unable to complete the semester and applies for a leave of absence must
withdraw from the courses in which the student currently is enrolled and will receive a “W” for each course from which the student withdrew. A registration action form will be required to be filed with OSA and can be found at http://www.pace.edu/osa/forms.

Please be advised that a leave of absence is considered a withdrawal for financial aid purposes and will therefore affect a student’s full time status and financial aid packages. Consequently, loan repayment obligations may be triggered. Students contemplating a leave of absence or withdrawal should also consult http://www.pace.edu/financial-aid/content/refund-and-repayment. It is strongly suggested that all students consult the program financial aid liaison Nakeba O. McKoy, nmckoy@pace.edu, in an expeditious manner about all leaves of absence and withdrawals for detailed information about the status of their financial aid prior to submitting a Leave of Absence Application.

The semester prior to your return you must complete and file the necessary paperwork to resume your studies with OSA and provide completed and signed off copies to OSA and the PA Program office. The appropriate resumption of studies form may be found at http://www.pace.edu/office-student-assistance/forms

TUITION CANCELLATION POLICY


TUITION CANCELLATION SCHEDULE


DEMONSTRATION OF CURRENT COMPETENCY

Students, whose usual course of study is interrupted either because of a leave of absence or the need to repeat any PAS course, are required to demonstrate their current competency in certain PAS-level courses prior to resuming their studies or progressing in the program. To demonstrate current competency, a student may be required to take a written, oral or practical examination (OSCE), or to perform clinical activities. A grade of 80% or higher is required in order to demonstrate current competency. Remediation of competency examinations is not permitted. If a student fails a competency examination, the student will be required to repeat the course, even if the student successfully passed the course prior to the interruption of his or her studies.

If taken previous to a leave of absence the courses in which current competency must be demonstrated prior to the resumption of studies or progression in the professional phase of the
PA Program can include but are not limited to: Pathophysiology (PAS 534-535), Clinical Medicine (PAS 601-603), Basic Sciences and Clinical Laboratory Medicine (PAS 604, 605), Clinical Applications (PAS 606,607), Medical Pharmacology (PAS 547, 648), and Didactic or Clinical Comprehensive Examinations. Specific courses or examinations are subject to the approval of the program director.

GRADUATION POLICIES

GRADUATION REQUIREMENTS

The Physician Assistant Program and the University OSA office will review all student records prior to graduation. Any outstanding financial balance must be reconciled with the University prior to graduation. Students must fulfill all Department and University requirements, including compliance with academic integrity and disciplinary policies, before being awarded a diploma and certificate and to be eligible for the physician assistant national certifying examination. Specific requirements include:

1. Satisfactory completion of all Pace University required courses and courses for the Physician Assistant Program.
2. Satisfactory completion of all courses in the professional curriculum with a grade of 80% (B-) or better,
3. Satisfactory completion of all clinical rotations,
4. Satisfactory completion of all assignments,
5. Satisfactory completion of a comprehensive written examination at the end of the didactic year,
6. Satisfactory completion of a comprehensive physical exam and clinical skills practicum (CSP) or simulation at the end of the didactic year,
7. Satisfactory completion of a comprehensive written examination at the end of the clinical year,
8. Satisfactory completion of a comprehensive OSCE (Objective Structured Clinical Evaluation) at the end of the clinical year,
9. Completion of the PACKRAT examination twice in the clinical year,
10. Compliance with standards of conduct and guidelines for ethical conduct and professional performance standards as listed in the student handbook.

APPLICATION FOR GRADUATION & DEGREE CONFERRAL

Candidates for graduation are required to file a Graduation Diploma Verification Form. With this paperless form, you will be able to verify how your name will be presented on the diploma, graduation date, program information, and diploma mailing address among other items. It is required that you file the form as soon as possible upon entering your clinical year to ensure that the updates are processed in a timely manner that coincides with your graduation term. Diplomas are usually ordered at the end of the semester end date according to OSA policies and you may expect to receive your diploma in the mail at least 2-4 weeks after the order date.
READINESS FOR GRADUATION

The Office of the University Registrar conducts the final review of degree candidates’ academic records to verify that all are on track to graduate. The degree verifier will check every course record and every detail in the permanent student academic record to make sure all the degree requirements are met, minimum grade point averages have been achieved, and that enough total credits have been completed to award a degree. Degree Verification notifications are sent by e-mail to each candidate's Pace assigned student e-mail address upon completion of the review. Any discrepancies should be addressed to the degree verifier and your academic advisor immediately to prevent a delay in conferring the degree. If you have questions regarding your Diploma Verification please call the Office of Student Assistance (OSA) immediately at (877) 672-1830. You can also email them at OSA@pace.edu.

REASONS THAT WILL DELAY DEGREE VERIFICATION

- Unresolved Incomplete or In-Progress courses (missing grades)
- Missing final official transcripts (degree conferral date) from Undergraduate Institution
- Any emergency situation that effects the university

Please note: Degree verification is a confirmation that all program requirements have been completed.

The Office of Student Assistance will confer degrees beginning once the semester has ended and continuing up to 45 days after the end of the semester. Notifications of when diplomas are to be mailed will be sent to your pace email address. You may receive an email from a third party vendor who distributes the degrees notifying you they will be sending them out. To help facilitate the process you need to make sure that you email and mailing address is correct early in the fall semester.

CONFERRAL VERUS COMMENCMENT

The precise dates are announced each year. “Conferral” means that the University Registrar posts a notation of the award of a degree in our academic record-keeping system. For most purposes, the terms “graduation” and “conferral of a degree” are synonymous. “Commencement,” however, is another matter.

COMMENCEMENT

The University has commencement ceremonies in May of every year. If you’re planning to attend your campus’ commencement exercise, please go to http://www.pace.edu/commencement. Information on caps, gowns, ticket distribution, award ceremonies and receptions, and the commencement checklist is available on the Commencement site. You must register for the ceremony before March in order to participate and in order to get tickets you must order a cap and gown. Please note: Participation in commencement ceremonies does not mean all degree requirements have been met.

CONFERRAL OF DEGREES
Degrees are conferred upon members of the graduating class one at a time, after the final grades are posted for the final degree requirements of each student’s academic program. Provided that ALL outstanding grades and requirements have been submitted, Pace confers degrees three times per year. The date of conferral that appears on the transcript is relevant to the term in which the final grade was posted.

For those who need a verification letter confirming that they have graduated from the program, you need to submit a Letter Request Form. Please note you can only submit this form after your grades have appeared on Banner.

VERIFICATION OF ENROLLMENT

Pace University subscribes to the National Student Clearinghouse. Companies interested in validating student enrollment or degree completion should visit the following link: www.studentclearinghouse.org to submit a request for verification. Companies should be prepared to submit the correct spelling of name and all names used while attending college, social security number, date of birth, campus attended and a signed release from the student to receive a timely response and verification.

National Student Clearing House can also be reached at 703-742-4200 by phone, at 703-742-7792 by fax and by email at service@studentclearinghouse.org.
PHYSICIAN ASSISTANT NATIONAL CERTIFICATION EXAM
(PANCE)

NCCPA CONTENT BLUEPRINT

The following material is drawn from the National Commission on Certification of Physician Assistant (NCCPA) webpage referenced at: https://www.nccpa.net/pance-content-blueprint
The material on NCCPA’s certification and recertification exams can be organized in two dimensions.

1) Organ systems and the diseases, disorders and medical assessments physician assistants encounter within those systems; and

2) The knowledge and skills physician assistants should exhibit when confronted with those diseases, disorders and assessments.

Please note that while the subject matter covered on the certification and recertification exams is the same, there is some difference in the nature of the questions on those exams. Generally, the questions on the initial certification exam are more specific, while questions on the recertification exam tend to address broader clinical issues. This difference is most apparent in the questions related to applying basic science concepts and reflects the different functions of the two exams.

The tables in the links above illustrate the approximate percentage of exam questions you’ll encounter in several categories, grouped as described above. Other content dimensions cross-sector these categories. For example, up to 20 percent of the questions on any exam may be related to surgery, and up to two percent may cover legal or ethical issues.

Although not an exhaustive listing, the blueprint will provide a sampling of the diseases and conditions the candidate may expect to encounter on the PANCE. Use the blueprint as a guide to your preparation for the certifying exam. Successful completion of the exam is a requirement for licensure in most states, including New York.

NCCPA EXAMINATION CRITERIA

Only those students who graduate in good standing from a program approved by the Accreditation Review Committee for Physician Assistants (ARC-PA) may sit for the PANCE exam. Advance registration is required. Applications are not accepted by the NCCPA until 90 days prior to your expected graduation date. After a completed application is received from a candidate and confirmation of graduation is received from the Program, an “exam acknowledgement” is created by the NCCPA. The available testing dates for each candidate will begin seven days after the expected program completion date and end 180 days later. Please contact NCCPA at www.nccpa.net for more detailed information.

NCCPA complies with the Americans with Disabilities Act (ADA) and also offers special accommodations when testing for qualified examinees with medical conditions that may be temporary or are not otherwise covered by the ADA. The granting of special accommodations at the program does not automatically ensure approval of special accommodations for an
NCCPA exam. The Special Accommodations Guidelines information is available on the website at (http://www.nccpa.net/specialaccommodations).

Graduation from the Pace University-Lenox Hill Hospital PA Program does not ensure that one can practice as a physician assistant. Graduates must successfully pass the PANCE examination and meet state registration requirements in order to become licensed to practice as a physician assistant.

NEW YORK STATE EDUCATION DEPARTMENT REGISTRATION

Students should complete an application for registration with the New York State Education Department (NYSED) 3 months prior to graduation. Permanent registration in New York State requires obtaining a passing score on a certifying examination acceptable to the NYSED. Limited permits are also available. The Physician Assistant National Certification Examination (PANCE) is the current examination utilized by the NYSED.

Contact Information: http://www.op.nysed.gov/prof/med/rpa.htm

OTHER STATE REGISTRATION AND LICENSING

The majority of states have state regulations governing physician assistants. Each student who is considering employment in a specific state should review the regulations so they are familiar with them. Many states require registration through the State Board of Medical Licensure prior to the start of employment. Students are encouraged to check with the specific State Board of Medicine for current requirements and an application. Link to other state licensing & specialty boards: https://www.nccpa.net/stateboards

CAREER SERVICES

The Career Service department provides a career counselor for CHP students. Career counselors offer students the opportunity to develop life-long career management skills and resources to obtain employment. http://www.pace.edu/career-services
FORMS
PA PROGRAM STUDENT ADVISEMENT FORM

Student Name: 

Date:

Didactic  Clinical  Fall  Spring  *Summer

*final summer advisement session must occur after 5/1 of the clinical year

Student Academic Self-Assessment:  (To be completed by student)

<table>
<thead>
<tr>
<th>Please circle the appropriate letter A-E in accordance to your answer</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>A= Strongly agree; B= Agree; C= Neutral; D= Disagree; E= Strongly Disagree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. I understand the PA Program expectations.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>2. I am able to manage class load, complete assigned tasks and keep up with Program studies and expectations.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>3. I am able to manage my stress level well.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>4. My time management and study skills are adequate.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>5. My professional performance is appropriate.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>6. I am comfortable with my overall level of ability and knowledge.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
</tbody>
</table>

Student Professional Self-Assessment:  (To be completed by student)

<table>
<thead>
<tr>
<th>7. I show respect for other students, faculty, administrative personnel and preceptors/other medical personnel (if applicable)</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. I am able to act appropriately in stressful situations.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>9. I understand and respect cultural diversity and lifestyle changes.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>10. I maintain academic integrity at all times.</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
</tbody>
</table>

Student concerns are:

Current Course/Exam Grades: PAS, EOR, PACKRAT:  (To be completed by student)

Faculty Academic Assessment:  (To be completed by faculty advisor)

<table>
<thead>
<tr>
<th>Student Current QPA (&gt;3.0)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is student failing or in danger of failing any PAS level course?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Comments:
**Faculty Professional Assessment:** (To be completed by faculty advisor)  
Please rate the student’s professional behavior over the past semester:

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treats classmates, faculty, and staff with respect, dignity and compassion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains professional appearance and hygiene</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains academic integrity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is punctual and attentive in classroom and clinical rotations (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to adapt to stressful situations in the classroom and on clinical rotations (as applicable)</td>
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<tr>
<td>Submits assignments on time and in professional format</td>
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<tr>
<td>Able to accept, apply and offer constructive criticism</td>
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<td></td>
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<tr>
<td>Maintains professional behavior during classroom activities and on clinical rotations (as applicable)</td>
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<tr>
<td>Understands and respects cultural diversity and lifestyle changes</td>
<td></td>
<td></td>
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<tr>
<td>Adheres to institutional policies, procedures and respects negotiated decisions</td>
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<tr>
<td>Takes personal responsibility for own learning and personal choices</td>
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</tbody>
</table>

Any prior referral to the Academic Appeals Committee or Professional Standards Committee for professional or academic concerns?  
Yes  No

Advisement Discussions: (academic, professional, or personal issues discussed):

Plans and Recommendations as applicable:  
Tutor Referral:

Study Skills:

Stress Management:

CV completed:
Job plans:

PANCE preparation: weak areas addressed; review course/materials

Reference requests:

Other:

<table>
<thead>
<tr>
<th>DIDACTIC YEAR</th>
<th>CLINICAL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Exam (B,D)</td>
<td>Comprehensive Exam (B,D)</td>
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<tr>
<td>OSCE (A,B,C,D, E)</td>
<td>OSCE (A,B,C,D, E)</td>
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<tr>
<td>Technical Skills (A, D)</td>
<td>Technical Skills (A,D)</td>
</tr>
<tr>
<td>Professional Standards (E)</td>
<td>Professional Standards (E)</td>
</tr>
</tbody>
</table>

B 4.03 The program must conduct and document a summative evaluation of each student within the final four months of the program to verify that each student meets the program competencies required to enter clinical practice, including:

a. Clinical and technical skills,
b. Clinical reasoning and problem-solving abilities,
c. Interpersonal skills,
d. Medical knowledge, and
e. Professional behaviors.

Advisor has reviewed the above standard and table; student has met program competence for completion.

Graduating Clinical Year Student ONLY (final 4 months of program completion): Student has met programmatic standards required for graduation regarding professionalism, and has the knowledge, interpersonal skills, patient care skills and professionalism required to enter clinical practice.

Student Signature: ___________________________ Date: __________

Advisor Signature: ___________________________ Date: __________

Mode of communication: In-person video chat audio chat
PACE UNIVERSITY - COLLEGE OF HEALTH PROFESSIONS
CENTER FOR EXCELLENCE IN HEALTHCARE SIMULATION CODE
OF CONDUCT

- The Center for Excellence in Healthcare Simulation Lab is to be treated like a real clinical environment.
- Products in the lab may contain LATEX. In addition to completing this form, please notify your faculty member AND lab staff if you have an allergy upon entering the lab.
- The lab is a safe learning environment; all simulations are for learning purposes only. Student performance during a simulation is not to be discussed outside of the course.
- By participating in a simulation you are acknowledging and agreeing to be recorded. Recorded video may be used for debriefing, educational, and publicity purposes unless explicitly requested otherwise by you in writing.
- You will be required to complete an evaluation immediately following the simulation.
- No food or drinks allowed in simulation areas. Please use the student lounge.
- You may be required to wear a lab coat or scrubs while participating in a simulation.
- You must wash your hands or use hand sanitizer prior upon entering the simulation room.
- As a healthcare professional, you are to treat the simulator like your patient:
  o You are expected to introduce yourself to your patient and provide your credentials
  o You are to inform your patient of their plan of care, lab results, procedures, and medications as applicable
  o You are to use professional communication to manage the simulation; including using SBAR to give and receive report and update other members of the healthcare team
  o You are to document any treatments, procedures, vital signs and the patient’s response in the medical record
  o You are responsible for documenting all medications given in the medication administration record (MAR).
- When performing procedures, you are to perform them as taught during skills instruction. You may not “pretend” to wash hands, use an alcohol swab etc.
- Betadine and surgical lubricant are not to be used on any simulators unless instructed by lab staff.

By signing this form, you agree to follow the above guidelines.

Signature: _________________________________ Date: _______________
Print name: ______________________ Latex Allergy? (please circle) Yes No
IDENTIFIED AT-RISK STUDENTS

Student Name: ______________________

Check appropriate boxes:

**DIDACTIC YEAR CRITERIA:**

- ____ Failure of 1 Human Physiology exam (MT)
- ____ Failure of 2 or more exams in 1 course
- ____ Failure of 3 or more exams in 1 semester
- ____ Failure of Didactic Comprehensive Examination

**CLINICAL YEAR CRITERIA:**

- ____ Cumulative Clinical Medicine Average bottom 5% of class
- ____ Failure of 2 or more PAEA EOR exam
- ____ Packrat 1: Pace Z-score less than or equal to –1.0 (this is a change in effort to capture at risk students early on in clinical year)
- ____ Packrat 2: Pace Z-score less than or equal to –2.0 AND/OR National Z-score less than or equal to –0.5

**Didactic student. Discussed:**

Are the student’s?

- ____ study habits adequate? (how do they study, amount of time, study groups)
- ____ using the course objectives?
- ____ reading textbooks? (Access Medicine)
- ____ using Program provided resources (Rosh & Exam Master)
- ____ using appropriate Board review books and doing as many review questions as possible. (i.e. Babcock & Appleton & Lange)
- ____ free from outside distractions that may be affecting their work?
- ____ referred for tutoring

✓ Refer to Counseling Center (if applicable)  [http://www.pace.edu/counseling](http://www.pace.edu/counseling)

156 William Street, 8th Floor, NYC

Phone: (212) 346-1526

Walk-In Hours, Monday through Friday 1 PM - 2:30 PM (during the academic year)

**Clinical student. Discussed:**

Are the student’s?

- ____ study habits adequate? (how do they study, amount of time, study groups)
- ____ studying from the topic list provided to them?
- ____ supplementing with a textbook? (Access Medicine)
- ____ reading most nights based on cases they saw that day?
- ____ using appropriate Board review books (i.e. PANCE Prep Pearls & PANCE/PANRE Question Book by Dwayne Williams)
- ____ using Program provided resources (Rosh & Exam Master)
- ____ free from outside distractions that may be affecting their work?

Comments:

Adviser ___________________ Student ___________________

156 William Street, 8th Floor, NYC

Phone: (212) 346-1526

Walk-In Hours, Monday through Friday 1 PM - 2:30 PM (during the academic year)
Report to Professional Standards Committee

Date of violation: __________________________________________
Student Name:

Course Coordinator: ____________ Course in which violation occurred: ______
Name/Title of person who reported violation to course coordinator: ____________

Within seven (7) business days of making the determination there was a violation and imposing the sanction, the course coordinator shall report in writing to the Professional Standards Committee that the course coordinator determined that it was more likely than not that the student violated the Standards of Professional Conduct and/or the Academic Integrity Policy. A copy of this report should simultaneously be sent to the student and Professional Standards Committee. The information provided below should consist of factual statements, not conclusory statements unsupported by facts.

1. Provide all of the relevant details about this violation:

2. Please describe your investigation, in other words, what actions you took to determine that a violation occurred.

3. Describe the basis of your finding that it was more likely than not the student violated the Standards of Professional Conduct and/or the Academic Integrity Policy. Please identify the standard of professional conduct that you found was violated and/or the breach in academic integrity.

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7 The word “course” includes all settings where learning, instruction and/or training for academic credit occurs, including clinical sites and clinical education labs (individually or collectively, the “Course”).
4. Identify the sanction(s) you imposed:

5. Include any documents relevant to your investigation, finding, and imposition of sanctions including any documents submitted to the instructor by the student.

Signature of Course Coordinator___________________________________
Date__________________

Signature of Student_____________________________________________
Date__________________
Pace University-Lenox Hill Hospital
Physician Assistant Program

Student Attestation of Understanding

I have reviewed the Pace University-Lenox Hill Hospital Physician Assistant Student Program Policy and Procedure Handbook 2019-2020 and the Student Didactic Year Handbook 2019-2020. I have read the policies and procedures concerning the Physician Assistant Program. I understand my obligation to fulfill all requirements of the Program in the outlined time frame. I fully understand the information, have had an opportunity to have any questions answered and hereby agree to abide by the information concerning Physician Assistant Program policies and procedures contained within these documents, specifically the progression standards, as listed below. Additionally, I agree to abide by the University rules and regulations as set forth in the University Graduate Catalog and Student Handbook (http://www.pace.edu/student-handbook/).

Grade Point Progression Standards for the Pace University-Lenox Hill Hospital Physician Assistant Program

Progression and continuance in the Pace University-Lenox Hill Hospital Physician Assistant Program is not only based upon scholastic achievement. It is also, necessarily, based on the qualities described in the Standards of Professional Conduct for the Physician Assistant Student and Academic Integrity.

PROGRESSION STANDARDS:

1. Students are required to maintain a cumulative QPA of 3.0 or higher to continue and/or graduate from the PA Program.
2. Students must obtain a minimum grade of “B-” (80%) in all PAS letter graded courses and a “P” in all PAS pass/fail graded courses.
3. Students must adhere to the Standards of Professional Conduct for the Physician Assistant Student. Please refer to the sections entitled “Standards of Professional Conduct for the Physician Assistant Student and Academic Integrity” of this handbook.

Students who fail to achieve a cumulative QPA and cumulative science QPA of 3.0, a grade of “B-” in letter graded PAS courses or “P” in pass/fail graded PAS course may present his/her case before the Academic Appeals Committee. Please refer to the Standards of Professional Conduct and Academic Integrity Compliance Policy, Probation, Dismissal and Appeals sections of this handbook for further information.

___________________________________
Student Name (PRINT)
___________________________________
Student Signature Date

____________________________________
Faculty Witness Date
PACE UNIVERSITY-LENOX HILL HOSPITAL
PHYSICIAN ASSISTANT PROGRAM

INCIDENT REPORT

Student Name (PRINT)                      Year/Class                      Date

__________________________________________

Date Incident(s) Occurred                      Time Incident Occurred

__________________________________________

Institution/Office                           Preceptor Name

Has an incident Report been filed at the Institution/Office?   Yes _____     No _____

If yes, who filed the report?

__________________________________________

Describe incident in detail. Give times, names of other personnel present, etc.   Attach additional sheets as necessary

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Student Name (Signature)                      Date

Please make three copies and submit:

Original for Program Faculty file                      Copy for Student file
Copy to Department Chair                                 Copy to Program Director
Copy to Didactic Administrative Assistant                 Copy to Simulation Lab Director
Copy to Director of Security
CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

Student Name (PRINT) ___________________________  Year/Class ___________________________  Date ___________________________

Students often request that parts of their Physician Assistant Program Student Record be released to potential employers through recommendations or actual copies, state agencies for licensure, and NCCPA. In order for the Program to release information, the Program office must have a Consent for Release of Confidential Information on file.

I, ________________________________, authorize the Physician Assistant Program staff to release the following parts of my Student Record:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

To:
____________________________________________________________________________
____________________________________________________________________________

I understand that the above noted information will be sent only to those persons or agencies listed above requesting documentation from my record. I also understand that information not listed above will not be released to any persons until a consent form is on file.

Student Name (Signature) ___________________________  Date ___________________________

Faculty Name (Signature) ___________________________  Date ___________________________
PACE UNIVERSITY-LENOX HILL HOSPITAL
PHYSICIAN ASSISTANT PROGRAM

STUDENT REQUEST FOR FILE ACCESS

I, ________________________________________, hereby request to inspect the contents of my Physician Assistant Program student file.

__________________________________________
Date

__________________________________________
Signature

Appointment for Review: ____________
(Date)

File Inspected:

__________________________________________
Student Signature

__________________________________________
Program Representative Signature