



**PACE UNIVERSITY - LENOX HILL HOSPITAL**  
**PHYSICIAN ASSISTANT PROGRAM - NYC**  
Handbook for Part-Time Paraprofessionals/Technical & Adjunct Faculty



This handbook has two purposes:

- To orient new Part-Time Paraprofessionals/Technical and Adjunct Faculty to the Pace University - Lenox Hill Hospital Physician Assistant Program - NYC
- To serve as a resource for all Physician Assistant Program Part-Time Paraprofessionals/Technical and Adjunct Faculty

*\*Other information about the Pace University-Lenox Hill Hospital Physician Assistant Program may be found on the Pace University website, College of Health Professions site, The Resource Guide for Faculty, and in the Didactic and Clinical Physician Assistant Student Handbooks.*

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## **MISSION STATEMENT**

The mission of the Pace University-Lenox Hill Hospital Physician Assistant Program is to graduate physician assistants with the requisite knowledge and skills necessary to function in diverse settings. The Program develops leaders committed to professionalism and community engagement.

## **PROGRAM VISION**

The Pace University-Lenox Hill Hospital Physician Assistant Program - NYC 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**

The Pace University-Lenox Hill Hospital Physician Assistant Program – NYC is deeply committed to the following goals:

- Students will be prepared with the requisite medical knowledge and skills to enter clinical practice
- Students will be prepared to function in diverse settings
- Engage in a culture of commitment to the PA profession
- Encourage community outreach & engagement
- Support students throughout all phases of their education

## INTRODUCTION TO THE UNIVERSITY

This Handbook is intended to provide you with an overview of general Pace University policies and procedures and the specific procedures for the Physician Assistant Program. These materials should not be construed as a legal document and do not constitute an express or implied employment contract with any employee of Pace University.

Pace University reserves the right to interpret, add, delete or modify any provisions contained in this Handbook. Revisions and updated information concerning changes in Program policies or procedures will be distributed within a reasonable amount of time to all employees. Employees will be responsible for updating their Handbooks and familiarizing themselves with such changes.

As a new employee, you will also receive a link to Pace University Employee Handbook that reviews such issues as Safety and Security; Policy on Affirmative Action; Policy on Sexual Harassment; Staff Grievance Procedure and Performance Appraisal. These policies, along with the University Catalogue, access to your personal information and information about your courses, accounts, financial aid, class rosters, grades, benefits, and more are available on the University website at [www.pace.edu](http://www.pace.edu) in MyPace Portal.

New employees are also advised to familiarize themselves with the Physician Assistant Program's Policy and Procedure, Didactic, and Clinical Student Handbooks, which are posted on the PA Program website at <https://www.pace.edu/college-health-professions/student-resources>.

Please read this information in its entirety.

## 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>

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.

The Pace University-Lenox Hill Hospital Physician Assistant Program—NYC takes academic integrity seriously. If the Part-time Paraprofessional has concerns about Academic Integrity, they should report it immediately to the course coordinator and complete the Academic Integrity Code Violation Reporting Form, included on page 23.

## **POLICY STATEMENT REGARDING DISCRIMINATION**

Pace University reaffirms the principle that its students, faculty, and staff have a right to be free from disability discrimination by any member of the University community.

Pace University does not discriminate on the basis of sex, race, age, national origin, sexual orientation, religion, veteran status, or marital/partnership status. More information is available on the Pace webpage. <https://www.pace.edu/student-handbook>.

## **POLICY STATEMENT REGARDING SEX-BASED MISCONDUCT:**

Pace University is committed to providing a safe environment for every member of its community and to ensuring that no student, faculty or staff member is excluded from participation in or denied the benefits of any University program or activity on the basis of sex. Accordingly, the University prohibits the following forms of Sex-Based Misconduct: sexual assault, sexual harassment, gender-based harassment, dating violence, domestic violence, sexual exploitation and stalking.

Instructors are a **non-confidential** resource and have an obligation to report any information about sexual assault with the Executive Director of Institutional Equity and Title IX Coordinator – Bernard Dufresne, [bdufresne@pace.edu](mailto:bdufresne@pace.edu), 163 Williams Street, Room 1017, (212) 346-1310. The Title IX/Affirmative Action Office is responsible for investigating violations of the sexual misconduct policy. Go here for more information about the [Pace University sexual misconduct policy](#) and resources.

Members of the University community who believe that they have been subjected to Sex-Based Misconduct are encouraged to report such incidents to the University and, where applicable, to local law enforcement. **Confidential** resources include the **University Counseling Centers, Offices of Sexual and Interpersonal Wellness** and **University Healthcare**.

# INTRODUCTION TO THE PHYSICIAN ASSISTANT PROGRAM

## PHYSICIAN ASSISTANT FACULTY AND STAFF 2022

Department Chair and Program Director:	Jean Covino, DHSc, MPA, PA-C, <a href="mailto:jcovino@pace.edu">jcovino@pace.edu</a>
Medical Director:	Brandon Godbout, MD, <a href="mailto:bgodbout@pace.edu">bgodbout@pace.edu</a>
Director of Didactic Education:	Jennifer Hofmann, DMSc, MS, PA-C, <a href="mailto:jhofmann@pace.edu">jhofmann@pace.edu</a>
Associate Program Director/ Director of Clinical Education:	Alison Ismael, MS, PA-C, <a href="mailto:aismael@pace.edu">aismael@pace.edu</a>
Director of Admissions:	Kindred Shulgin, MS, PA-C, <a href="mailto:kshulgin@pace.edu">kshulgin@pace.edu</a>
Director of Remediation:	David Jackson, DHSc, PA-C, DFAAPA, CP, PRP, <a href="mailto:djackson@pace.edu">djackson@pace.edu</a>
Principal Faculty:	Susan Cappelmann, MS, MT (ASCP), PA-C, <a href="mailto:scappelmann@pace.edu">scappelmann@pace.edu</a>
Principal Faculty:	Tracey Kramar, MS, PA-C, <a href="mailto:tkramar@pace.edu">tkramar@pace.edu</a>
Principal Faculty:	Alyssa Paloian Burnham, MS, PA-C, <a href="mailto:apaloian@pace.edu">apaloian@pace.edu</a>
Principal Faculty:	Elijah A.J. Salzer, DMSc, PA-C, NYSAFE, C-EFM, <a href="mailto:esalzer@pace.edu">esalzer@pace.edu</a>
Principal Faculty:	Tracy Van Ness, DHSc, MS, PA-C, <a href="mailto:tvanness@pace.edu">tvanness@pace.edu</a>
Principal Faculty:	Hayley Kovner, MS, PA-C, <a href="mailto:hkovner@pace.edu">hkovner@pace.edu</a>
Principal Faculty:	Shannon North, MS, PA-C, <a href="mailto:snorth@pace.edu">snorth@pace.edu</a>

### Staff:

Program Manager:	Sherylyne Toque, MPA, <a href="mailto:stoque@pace.edu">stoque@pace.edu</a>
Didactic Program Assistant:	Maria Cuffe, BA, <a href="mailto:mcuffe@pace.edu">mcuffe@pace.edu</a>
Clinical Program Coordinator:	Emily McInerney, BS, <a href="mailto:emcinerney@pace.edu">emcinerney@pace.edu</a>
Enrollment Coordinator:	Katy Luk, BBA, <a href="mailto:kluk@pace.edu">kluk@pace.edu</a>

## CLARIFICATION OF ACADEMIC/PROFESSIONAL TITLES

Part Time Paraprofessional/Technical in the Pace University Physician Assistant Program – NYC is a separate role from Part Time Professional/Clerical, a position that serves the program in administrative functions or for proctoring. Part Time Professionals/Technical may be referred to colloquially as Adjuncts or Adjunct Faculty. Please be aware that these are technically distinct and different roles within the university, but may be used interchangeably for program teaching purposes. Any questions on the distinction can be addressed with the Part-time Paraprofessional Coordinator. For the purposes of this handbook, Part Time Professional/Technical will hereinafter be referred to as Part Time Paraprofessional.

As a professional courtesy, students and staff may address the Part-time Paraprofessionals or Adjunct Faculty as “Professor.” This is used as a title of respect rather than an accurate professional distinction. Most Part-time Paraprofessionals or Adjunct Faculty with less than 4 years of teaching experience are



officially titled “Instructor” or “Lecturer.” Consult the Pace University Faculty Handbook (page 26) for the requirements for academic teaching status.

<https://www.pace.edu/sites/default/files/files/NYFC/faculty-handbook.pdf>

## OTHER UNIVERSITY RESOURCES

- The Pace Help Desk is available to assist Part-time Paraprofessionals with any email, internet, or audiovisual equipment issues while teaching at Pace. They can be reached at 914-773-3648 or <https://help.pace.edu/helpdesk/>
- Security can be reached at 212-346-1800 with any security matters, to unlock a classroom or to adjust room temperature. <https://www.pace.edu/security-emergency-management>
- Part-time Paraprofessionals working with students on campus are required to download Pace Safe application for smart phones. The application includes campus maps, emergency procedures, COVID-19 self-assessment information, and allows a Part-time Paraprofessional to report an incident directly to Safety & Security.
- More information on the PaceSafe Application can be found at <https://www.pace.edu/security-emergency-management/pace-safe-application>.
- **Information regarding COVID-19-related policy is available on the [Return to Campus website](https://www.pace.edu/return-campus) at <https://www.pace.edu/return-campus>. Part-time paraprofessionals are responsible for consulting this website prior to every shift as university guidelines and policies are subject to change.**

## **PART-TIME PARAPROFESSIONAL REQUIREMENTS**

- Position Summary:** The Part-time Paraprofessional is a per-diem educator who utilizes their clinical practice expertise as a Physician Assistant to collaborate with full-time Faculty to provide a more robust educational experience for Physician Assistant students.
- Responsible to:** Program Director, Physician Assistant Program
- Responsibilities:** Assistance with student learning activities as described at length in this handbook. This is an on-call assignment and shifts are scheduled through the course coordinators weeks to months in advance.
- Qualifications:** Master's Degree, current NCCPA certification, and NYS PA Licensure required. At least 1 year of clinical experience as a Physician Assistant required. Prior experience in teaching Physician Assistant students is preferred.

## **PART-TIME PARAPROFESSIONAL INITIATION PROCESS for FACULTY**

The following steps are required to setup Part-time Paraprofessional status:

- Faculty will email recommendations to the Part-time Paraprofessional Coordinator, Kindred Harland Shulgin, ([kshulgin@pace.edu](mailto:kshulgin@pace.edu)).
- Part-time Paraprofessional Coordinator will review CV and perform a telephone interview.
- Part-time Paraprofessional Coordinator will send recommendation based on CV review and telephone interview to the Program Director. Program Director will approve the final decision and send information to Program Manager who will then provide the information to the applicant and HR to initiate hiring (see below).

### **APPLYING FOR PART-TIME PARAPROFESSIONAL POSITION**

- Qualified prospective Part-time Paraprofessionals should contact the Part-time Paraprofessional Coordinator by email ([kshulgin@pace.edu](mailto:kshulgin@pace.edu)) with letter of interest and a current CV.
- Letter of interest must include current clinical and nonclinical work commitments and affiliations, areas of interest in teaching, and availability during the week for Part-time Paraprofessional shifts.
- Qualified applicants will be contacted for a phone and/or in-person interview. An orientation can be arranged for applicants to tour the facilities.
- If selected for the Part Time Paraprofessional position, the applicant will receive a formal email from Pace PA program, which will invite them to formally apply to the position via the Pace University Human Resources website.
- Human Resources will direct the applicant through a formal hiring process performed by Pace University, including registering with Payroll.

## UNIVERSITY EMPLOYEE IDENTIFICATION CARDS

- All Part-time Paraprofessionals are required to have a Pace University identification card, and display the card to Security personnel when required, including whenever entering a Pace University building. Part-time Paraprofessionals are expected to obtain an identification card immediately following notification of hire.
- If a Part-time Paraprofessional forgets Pace identification on a day they are working, they should go immediately to the Security desk at 3 Spruce Street to obtain a temporary ID.
- All Part-time Paraprofessionals are required to wear name tags or an ID badge to identify themselves during all assignments so students may appropriately evaluate them.

Administrative ID Offices (212) 346-1015 or (877) 722-3431

One Pace Plaza - B-level

New York, NY 10038

Monday - Friday, 9:00 AM - 5:00 PM

<https://www.pace.edu/auxiliary-services/one-card>

## UNIVERSITY EMPLOYEE EMAIL

Part-time Paraprofessionals are automatically registered for a Pace University email address. This email is how faculty and students will communicate with you.

- The instructions for account activation are available at: <https://aspnetweb.pace.edu/adam/Activate.aspx>. If you have difficulty logging in, please contact the Help Desk at (914) 773-3333.
- You will need your Pace email and password to log in to the MyPace Portal at [portal.pace.edu](http://portal.pace.edu).
- Unless you plan to check this email account frequently, we strongly encourage Part-time Paraprofessionals to have their Pace email forwarded to an email account that you check frequently.

## PART-TIME PARAPROFESSIONAL MAINTENANCE REQUIREMENTS

- Part-time Paraprofessionals are required to work a minimum of 3 shifts per year to maintain status with program.
- **Part-time Paraprofessionals who do not participate in paid work for the university for one year are automatically removed from the Human Resources list.** If a Part-time Paraprofessional wishes to work after a one year absence, they will be required to re-apply through the Part-time Paraprofessional Coordinator and will need to resubmit new hire documents to Human Resources.
- Part-time Paraprofessionals must maintain a current Curriculum Vitae (CV) with the program. Part-time Paraprofessionals must submit a copy of their CV to the Part-time Paraprofessional Coordinator **annually**, or more frequently if any information changes.
- Formal feedback on curriculum, guidance received from the Course Coordinators, and teaching experience is expected through online evaluations and surveys. Reminders will be sent and should be completed within one week. Part-time Paraprofessionals are strongly encouraged to provide full-time faculty/ course coordinators with feedback on an informal basis at any time.
- Pace employees including Part-time Paraprofessionals must maintain accurate contact information. This can be done by logging into the Pace portal, clicking on Employee Dashboard, then My Profile. Click the pencil icon to edit each section, including “view all active addresses” on file. Please also email the Program Manager and/or Part-Time Paraprofessional Coordinator with any changes to contact information.
- Other responsibilities may be assigned by the Program Director or Associate Director.

## SUBMITTING WORKED TIME FOR COMPENSATION

- Work done on campus will be submitted by the Course Coordinator unless otherwise indicated.
- Work done offsite should be submitted by email to the Program Manager ([stogue@pace.edu](mailto:stogue@pace.edu)). The email should be titled “Part-time Paraprofessional Hours” and must CC the faculty member who assigned the work. The email should also outline the task performed, number of students involved in the activity, and the amount of time being billed. Please include any other relevant information (ex: If the site visit took longer than expected, please briefly explain why).
- Offsite work emails should be sent as soon as possible following the shift, and before the 15<sup>th</sup> or the final day of the month.
- **Failure to submit hours in a timely manner will result in delayed or lost compensation.**
- Submitted hours will be reviewed and approved by the faculty, and payment will be processed by the Program Manager and paid through Human Resources. The Part-time Paraprofessional pay schedule is available on the Pace University website Faculty & Staff under Human Resources/Employee Resources/Payroll Calendar/Part-time Paraprofessional Pay Schedule.
- Payments are disbursed bimonthly and the payment received encompasses the previous 2 week pay period. For example: if you receive a paycheck on the 15<sup>th</sup> of the month this will cover your hours from the 16<sup>th</sup> to the end of the previous month. So if you worked on the 10<sup>th</sup> of the month that will not be reflected until the following pay period at the end of the month.
- Part-time Paraprofessionals can sign up for direct deposit through Human Resources, or a live check will be mailed to the home address listed on file.

- Any payment issues should be clarified with the Program Manager processing timecards first. If a resolution is not reached the Part-time Paraprofessional will need to address it personally through Payroll by calling 914-923-2898.

### **UNEXPECTED PART-TIME PARAPROFESSIONAL ABSENCE**

- Please understand your commitment to an activity or lecture is integral to the functioning of the day and the education of the students. Faculty and students rely on the Part-time Paraprofessionals to fulfill the outlined duties. Please do not commit to shifts that may conflict with your clinical work, either scheduled or on-call.
- If a Part-time Paraprofessional has an emergency or is otherwise unable to work a shift they are committed to, they must contact the Faculty Coordinator directly as soon as they are aware of conflict.
- Repeated absences and cancellations may affect standing with the program.

### **EVALUATION OF PART-TIME PARAPROFESSIONAL**

- Many Part-time Paraprofessional roles require teaching, such as Clinical Skills and Site Visits. Part-time Paraprofessionals who work in a teaching capacity will be formally evaluated by the students on their teaching performance.
- Evaluations are based on a Likert scale. If a Part-time Paraprofessional falls below the didactic or clinical year benchmarks, they will be contacted by the Course Coordinator to arrange remediation.
- Part-time Paraprofessional evaluation feedback will be made available to the individual periodically by the Course Coordinator.

## **PART-TIME PARAPROFESSIONAL RESPONSIBILITIES**

### **EVALUATING STUDENT WORK**

- Depending on the assignment, the Part-time Paraprofessional will evaluate the students and provide participation credit or a grade. Any questions about criteria for grading should be discussed with a Course Coordinator thoroughly ahead of time. Grading is done on rubrics in Classes and submitted in person or by email to the Didactic or Clinical Staff Associate.
- Thorough documentation while evaluating the students is important. If a student appeals the grade, it is important that there is a detailed record to explain the reasoning. If an Part-time Paraprofessional finds that a student is failing an assignment they should notify the Course Coordinator as soon as possible so that remediation can be arranged.

- Occasionally, incidents may occur in the Center for Excellence in Healthcare Simulation or on clinical rotation at the clinical site. Should a student be injured as a result of an accident, the student must comply with all accident and injury protocols established by the university. Refer to the Physician Assistant Program's Policy and Procedure handbook.

## **ADMISSIONS**

Part-time Paraprofessionals are encouraged to participate in the admissions process. However, if a Part-time Paraprofessional is involved with admissions decisions and/or is working full time for another PA program, it is considered a conflict of interest and the Part-time Paraprofessional is therefore NOT to participate in the Pace University admissions process.

### **Application Review**

- Readers are needed to review applications submitted via CASPA and determine which applicants should be invited to interview. The greatest need is May through September.
- The Part-time Paraprofessional will meet with the Director of Admissions for a brief training. The Part-time Paraprofessional will then be set up on the CASPA WebAdmit system by the Enrollment Coordinator.
- Applications can be reviewed off-site, wherever internet is available, but should not be done on public computers since the process requires downloading documents with applicants' private information. Extra care should be taken afterward to delete any downloaded documents from the computer.
- Interested Part-time Paraprofessionals should email the Director of Admissions, Kindred Shulgin at kshulgin@pace.edu. There are limited spaces available on this committee per application cycle.
- Email the Program Manager with the total hours spent reviewing applications and specify the number of applications reviewed. Time per application varies based on the applicant's qualifications, but it is expected that you should be reviewing a minimum of 6 applications per hour.

### **Interviews**

- Applicants to the PA Program come to Pace from approximately September through December to interview, and the Part-time Paraprofessionals perform interviews along with the core faculty.
- Part-time Paraprofessionals will receive a detailed email from the Enrollment Coordinator one week prior and are expected to familiarize themselves with the candidates' materials.
- Part-time Paraprofessionals are responsible for conducting interviews with candidates and completing an assessment, including rationale for their admissions decision. Specific instructions will be given at the beginning of each interview session.
- Sessions last approximately 4-5 hours.
- Business casual to professional dress is required.

- Part-time Paraprofessionals should be prepared to answer the questions about the Pace program and what sets this program apart from other opportunities the applicant may have. Any questions the Part-time Paraprofessional is unable to answer should be referred to the Director of Admissions.
- Applicants may ask for the Part-time Paraprofessional's email address, for which the Part-time Paraprofessional should either provide their Pace email or refer the applicant to the Director of Admissions. This is often for the applicant to follow up with a thank you email. Any correspondence between a Part-time Paraprofessional and an Applicant should be forwarded to the Director of Admissions for the applicant's file.
- Sign up: dates vary and once established, sign-up will be emailed from the Enrollment Coordinator.
- On-site work will be recorded by the Director of Admissions and hours will be submitted for compensation. The Part-time Paraprofessional is not required to email hours for on-site work.

## **DIDACTIC YEAR COURSES**

### **1. PAS 506/606/607/609/610: Health History and Physical Exam and Surgical Technical Skills**

- Formative evaluation required for successful completion of the didactic year prior to all of the student's clinical rotations; an evaluative and teaching experience for a student.
- The course coordinator will mail rubric and associated learning materials to the Part-time Paraprofessionals one week prior to scheduled activity. Part-time Paraprofessionals are expected to review these materials ahead of time.
- Part-time Paraprofessionals are responsible for following the grading rubrics, providing students with hands-on instruction, offering constructive feedback, technique critique, and assessment of skill competency.
- Physical exam sessions last approximately 4-6 hours, depending on practical exam type (e.g. thorax, abdominal, MSK physical exam). The Part-time Paraprofessional independently evaluates the student examining a standardized patient (SP) in a private room. These encounters are videotaped and are available for the student's review afterward.
- Clinical procedural skills evaluation sessions last approximately 4-6 hours, depending on procedure type. Examples are suturing, casting/splinting, phlebotomy, and IV insertion workshops.
- Student assessment may be pass/fail or graded. If a Part-time Paraprofessional is concerned that a student is not competent in a skill following thorough instruction and feedback, the Part-time Paraprofessional should contact the Course Coordinator immediately.
- In general, an e-mail is sent out by the Course Coordinator prior to the start of the semester and the Part-time Paraprofessionals will be able to discuss availability. Confirmation e-mails will be sent out by the Course Coordinator once the program has identified their needs.

- **On-site work will be recorded by the Course Coordinator** and hours will be submitted for compensation. The Part-time Paraprofessional is not required to email hours for on-site work.

## **2. Oral Presentation Feedback/Evaluation sessions for SP Cases**

- Using a rubric, the Part-time Paraprofessionals are responsible for evaluating oral presentations (and associated SOAP note, if applicable) and providing constructive feedback to the students. Students typically present on a previous SP encounter from which they took a history, were given the physical examination findings, and have developed a differential diagnosis and plan.
- Sessions last approximately 4-6 hours depending on the number of students.
- Sign up is similar to the above practical sessions (please see above).
- On-site work will be recorded by the Course Coordinator and hours will be submitted for compensation. The Part-time Paraprofessional is not required to email hours for on-site work.

## **3. Didactic Year SOAP note/H & P Write-up Grading**

- An evaluative and teaching experience for didactic students, assigned following Simulated Patient encounters throughout the didactic year.
- Faculty Course Coordinator will provide the Part-time Paraprofessional with rubric for expectations for the note based on the assignment. The Part-time Paraprofessional should focus on these points in their feedback, but can also offer other suggestions as they see appropriate.
- If a student's work appears to be inadequate or failing, the Part-time Paraprofessional should contact the Course Coordinator directly as soon as possible so that remediation can be arranged.
- Thoughtful evaluation and feedback of notes generally requires approximately 10-15 minutes per student note for SOAP notes and 20 minutes per student note for full H&P. Part-time Paraprofessionals are responsible for grading student write-ups and offering constructive feedback. If grading is taking more than 15-20 minutes per note, please contact the Course Coordinator.
- When a Part-time Paraprofessional commits to this role, they should calculate the number of student notes by the above time increments in order to allocate the appropriate amount of total time to complete the notes and give thoughtful feedback. The student notes may be graded online, or are printed on paper and can either be picked up and dropped off by the Part-time Paraprofessional, or can arrange to be mailed through the Didactic Program Assistant.



- In order to receive appropriate compensation, the Part-time Paraprofessional should submit the number of student papers evaluated and total number of hours worked to the Program Manager and CC the full time faculty member coordinating the course.

#### **4. PAS 514, 515, 620: Grading for on-line courses**

- Grading online modules including discussion board questions, critical appraisals and final projects, grading and mentoring research projects, helping with the journal submission process, reviewing posters based on their research project.
- The Course Coordinator will review resumes of prospective Part-time Paraprofessionals, send emails to prospective Part-time Paraprofessionals based on experience.
- If selected, the Course Coordinator will send a link to Classes tutorials, all Part-time Paraprofessionals will be assigned as Teaching Assistants (TA) for the course, and provide instructions and grading rubrics.
- For work done off-site, Part-time Paraprofessionals are responsible for reporting their hours. An email should be sent to the Program Manager with the following information: Part-time Paraprofessional name, date of work, location, description of work, and hours spend doing it. Please CC the full time faculty member coordinating the course.

#### **5. PAS 506/510/511/601/602/603/604/605/606/607/609/610: Lecturing**

- Part-time Paraprofessionals should contact the Program Director with specific areas of expertise or interest. If the Part-time Paraprofessional is selected for a lecturing position, Prof Cappelmann will email lecture times and the Course Coordinator will send a copy of associated materials such as course objectives and topic lists.
- The Part-time Paraprofessional can create an original PowerPoint for the lecture, or can utilize a PowerPoint created for the topic in the past (if the previous lecturer gives permission). If permission is granted, credit must be given to the original author if any portion of the presentation is used.
- An email is sent from the Didactic Program Assistant who will confirm the lecture date, time, and location. *Save a copy of this email as you may need to show it to security in order to enter the building.*
- Lecturer submits PowerPoint and/or handouts **at least 5 days** prior to the lecture date so that it can be posted on Classes.
- Lecturer submits 5-10 original questions related to the topic within 1 week following the lecture. These will be added to the program's question bank. Please avoid True/False and "all of the above" type questions. Refer to the Physician Assistant Program's Policy and Procedure handbook.
- Lecturer payment is tracked by the Program Manager based on what is entered on the program calendar and agreed upon with the Program Director.

## **6. OSCE (Objective Structured Clinical Examination)**

- Required twice during the program for summative evaluation of each student at the end of didactic and clinical years.
- Using a rubric, the Part-time Paraprofessional grades the student performing a history and physical exam on a Standardized Patient. The Part-time Paraprofessional may also grade an oral presentation or a SOAP note following the patient encounter, depending on the case.
- The Course Coordinator will email the Part-time Paraprofessional with information on the case approximately 1 week prior to the OSCE. Specific instruction on the case and the expectations of the Part-time Paraprofessional will be discussed onsite the day of the OSCE.
- Part-time Paraprofessionals may NOT provide prompting or feedback, as these are summative evaluations. Sessions are recorded by video cameras in each exam room.
- Sessions last approximately 8 hours depending on the number of students.
- Sign up is similar to the above practical sessions (please see above).
- On-site work will be recorded by the Course Coordinator and hours will be submitted for compensation. The Part-time Paraprofessional is not required to email hours for on-site work.

## **CLINICAL YEAR COURSES**

### **1. PAS 701/705/706: Virtual Rounds/Site Visits**

- Required for the student's Family Medicine, Internal Medicine, and Emergency Medicine rotations; an evaluative and teaching experience for the student.
- During virtual rounds, the Part-time Paraprofessional is responsible for assessing the student's oral presentation of a case from their clinical rotation using a rubric. The Part-time Paraprofessional will incorporate informal teaching by providing constructive feedback and stimulating group discussion on each of the cases.
- Virtual Rounds/Site visits must be completed before the Call Back Day related to each site visit (e.g.: if the site visit is to be completed during Rotation 7, the site visit must be completed before Call Back Day 7).
- If performing a site visit in person at the clinical site, the Part-time Paraprofessional is responsible for observing and grading a student interaction with a patient, including history and physical exam skills and diagnostic capabilities. The Part-time Paraprofessional will also grade the student on their oral presentation and provide constructive feedback. Requires 2-3 hours per student depending on patient availability, patient complexity and student level.
- If on-site, the Part-time Paraprofessional may need to register with security and should bring identification including wearing visible Pace ID. They should introduce themselves as Pace University Part-time Paraprofessional/Adjunct Faculty to the staff at the site, including the student's preceptor. The student will ask the patient for permission to have the Part-time

Paraprofessional observe the visit. The student should perform a history on a patient they have not already interviewed. After the student conducts the history and physical, the student and Part-time Paraprofessional will step away from the patient. The student will provide their assessment and plan. For the oral presentation, the Part-time Paraprofessional can either observe the student present to their preceptor, or the student can formally present directly to the Part-time Paraprofessional. The Part-time Paraprofessional will then provide feedback to the student based on the rubric. The student will provide the Part-time Paraprofessional with their drug cards and the Part-time Paraprofessional will quiz them using the cards.

- Prior to a virtual rounds/site visit, the Part-time Paraprofessional will be given a site visit orientation and training by the Course Coordinator including specific responsibilities and grading rubric. The Part-time Paraprofessional should return the completed rubric to the Clinical Program Coordinator before the Call Back Day of that rotation. The Part-time Paraprofessional should notify the Course Coordinator immediately of any grade below 80.
- Sign up: each rotation, the Clinical Program Coordinator will email any Part-time Paraprofessionals that are responsible for site visits with a Site Visit Schedule, the address of the site the Part-time Paraprofessional will be visiting and the date of the Call Back Day. This schedule is also available to the students. The students are responsible for contacting the full-time faculty member or Part-time Paraprofessional responsible for their site visit to schedule a date and time for their visit.
- Part-time Paraprofessionals should contact the Clinical Faculty and the Clinical Program Coordinator if a student does not contact you or if you have trouble contacting a student.
- Part-time Paraprofessionals are responsible for reporting their hours by email to the Program Manager within 1 week of site visit with the following information: Part-time Paraprofessional name, date of work, site visit site, number and names of the students evaluated, and hours spent. The Course Coordinator must be copied on the email.

## **2. PAS 708: Case Presentation Grading**

- Required for the student's elective rotation; an evaluative and teaching experience for a student.
- Case Presentation: student selects a case from their elective rotation that interests them. They create a visual presentation and present it to their peers as a learning exercise (approx. 20-30 minutes in length). They engage their peers in discussion of work up and differential diagnosis. The student then provides outlines of two specific differential diagnoses that were considered in this case. They then review the assessment, plan, and patient education, and then briefly discuss a relevant article. Students also submit a SOAP note on this patient.
- Students are expected to follow the guidelines in the syllabus. Students are encouraged to educate each other, and the Part-time Paraprofessional should feel free to ask questions that may stimulate discussion or facilitate learning.
- The Part-time Paraprofessional is responsible for grading each student on oral presentation, podium skills, peer interaction, literature research, differential diagnosis, and history and physical write up.

Printed rubrics can be requested from the Clinical Staff Associate and should be completed during the presentation and submitted directly to the Clinical Staff Associate.

- The Part-time Paraprofessional will receive training on the specific cases from the Course Coordinator prior to the simulation. The Part-time Paraprofessional should notify the Course Coordinator immediately of any grade below 80.
- Prior to the start of the rotation, the Part-time Paraprofessional contacts the Clinical Program Coordinator with their availability. Depending on student load, ½ day to 2 full days may be needed. The Clinical Staff Associate coordinates the date, room, and sends the list to the Part-time Paraprofessional and the students.
- Any audiovisual problems can be reported to the Clinical Program Coordinator and/or to the Help Desk at <https://help.pace.edu/helpdesk/>. These are usually answered in a timely manner.
- Hours and number of students should be submitted to the Program Manager as soon as possible. The Course Coordinator must be copied on the email.

### **3. PAS 702/703/706: Simulation Debrief**

- Required for the student's Emergency Medicine, Women's Health, and Pediatrics rotations; an evaluative and teaching experience for the student. Clinical simulation experiences may take place virtually or in the Center for Excellence in Healthcare Simulation.
- Using a rubric, the Part-time Paraprofessional is responsible for debriefing simulated cases and providing constructive feedback to clinical year students in small groups. Students typically present on a previous SP encounter from which they took a history, performed a physical examination, and have developed a differential diagnosis and plan.
- The Part-time Paraprofessional will receive training on the specific cases from the Course Coordinator prior to the simulation.
- Number of sessions and session duration varies depending on the number of students.
- On-site work will be recorded by the Course Coordinator and hours will be submitted for compensation. The Part-time Paraprofessional is not required to email hours for on-site work.

### **4. Clinical Year SOAP note/ H&P Grading**

- Required for all of the student's rotations; an evaluative and teaching experience for student, requires approximately 20 minutes per student depending on type of clinical documentation; full History and Physical vs. episodic (SOAP) note. The Part-time Paraprofessional is responsible for grading student documentation using rubric and offering constructive feedback.
- The Part-time Paraprofessional will receive training from the Course Coordinator on expectations for grading clinical documentation in that specific course. The Part-time Paraprofessional should notify the Course Coordinator immediately of any grade below 80.
- Hours and number of students should be submitted to Clinical Program Coordinator as soon as possible after grading. The Course Coordinator must be copied on the email.

## IMPORTANT PHONE NUMBERS

### **Academic Technologies**

The Office of Academic Technologies serves the Pace community by integrating and supporting various instructional technologies for teaching and learning. The staff educates faculty and students about the effective use of these technologies, including learning management systems, web conferencing, lecture capture software and electronic portfolios.

<https://www.pace.edu/its/about-its/departments/academic-technology>

### **ITS Help Desk (Information Technology Services)**

ITS representatives are available by phone, email, and live chat to assist you with any technology related questions or concerns. ITS provides remote, onsite and walk-in service for hardware and software issues for Pace owned equipment. You can contact the ITS Help Desk through the following mediums:

One Pace Plaza, Room W202, Tech Zone

<https://www.pace.edu/its/account-access-and-help/its-help-desk>

Telephone: 914-773-3333

Online: <http://help.pace.edu>

E-mail: [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu)

### **Educational Media**

The Educational Media Centers (EMC) provide audio/visual services and media support throughout the university. This includes assisting the faculty and students in their academic endeavors.

1 Pace Plaza, Room E312

Department phone: (212) 346-1583

<https://www.pace.edu/its/its-service-areas/audio-visual-support>

### **Computer Resource Centers**

The Computer Resource Centers (CRCs) provide open-access computer labs for anyone with an active MyPace Portal account. CRC software offerings include many popular word processing, spreadsheet, desktop publishing, graphics software and other packages as well as course-specific offerings for the Mac and PC.

1 Pace Plaza, Room W202

**New York Lab:** 212-346-1698

<https://www.pace.edu/its/its-service-areas/computer-labs>

PACE UNIVERSITY - LENOX HILL HOSPITAL  
PHYSICIAN ASSISTANT PROGRAM - NYC

## ATTESTATION OF UNDERSTANDING

I have reviewed the Pace University - Lenox Hill Hospital Physician Assistant Program – NYC Part-time Paraprofessional/Technical Handbook. I have read the policies and procedures concerning the Physician Assistant Program and I understand my obligations to fulfill all requirements. I fully understand the information, have had an opportunity to have any questions answered and hereby agree to abide by the information concerning the Physician Assistant Program policies and procedures contained within these documents. Additionally, I agree to abide by the University rules and regulations as set forth in the University Graduate Catalog.

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Part-time Paraprofessional/Technical Signature

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Part-time Paraprofessional/Technical Name (PRINT)

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Date

# Academic Integrity Code Violation Reporting Form

This form may be used as the Document of Direct Resolution

Student's name \_\_\_\_\_

Student University Identification Number \_\_\_\_\_

Instructor or Complainant \_\_\_\_\_

Course name and number \_\_\_\_\_

If not a course, please describe \_\_\_\_\_

Date on which the violation occurred \_\_\_\_\_

Describe the nature of the student's violation of the Academic Integrity Code:

Describe the sanctions that shall be imposed by the instructor or complainant (additional sanctions may be imposed by the Academic Conduct Committee):

Both parties, the student and the instructor or complainant, are required to sign below.

I, (student's name) \_\_\_\_\_, acknowledge that the above statements are true and agree to the proposed sanction.

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

I, (Instructor's name) \_\_\_\_\_, acknowledge that the above statements are true and approve of the proposed sanction.

Signature of instructor or complainant:

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

\* If the charges described above have been discussed with the student and the student does not contest the charges, however, the student thereafter is not available to sign this form, this form may be filled out by the person initiating the charges and sent to the Chair of the Academic Conduct Committee. Please explain the circumstances below:

Academic Conduct Committee Chair signature, if required \_\_\_\_\_ Date: \_\_\_\_\_