# Master of Science in Physician Assistant Studies (MSPAS) Program Policy and Procedure Handbook Academic Year 2024-2026

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# Pace University – Lenox Hill Hospital
# Master of Science in
# Physician Assistant Studies (MSPAS)

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*Program Policy and Procedure Handbook*

*Academic Year 2024-2026*

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The PA Program & University policies apply to all students in the didactic and clinical phase of the program, as well as faculty and the program director. Student policies will be consistently applied to all students in the program (A3.01 and A3.02).

This PA program 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 Chair 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 the 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 Chair of the Program will make the necessary decision or interpretation. If students have questions regarding a situation, they should discuss them with the Chair 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.

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

At its September 2023 meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) placed the Pace University–Lenox Hill Hospital Physician Assistant Program-NYC sponsored by Pace University on Accreditation Probation status until its next review in September 2025.

Probation accreditation is a temporary accreditation status initially of not less than two years. However, that period may be extended by the ARC-PA for up to an additional two years if the ARC-PA finds that the program is making substantial progress toward meeting all applicable standards but requires additional time to come into full compliance.

Probation accreditation status is granted, at the sole discretion of the ARC-PA, when a program holding an accreditation status of Accreditation-Provisional or Accreditation - Continued does not, in the judgment of the ARC-PA, meet the Standards or when the capability of the program to provide an acceptable educational experience for its students is threatened. Once placed on probation, a program that fails to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and is subject to having its accreditation withdrawn.

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# General Information

## Program Mission

The mission of the Pace University-Lenox Hill Hospital Physician Assistant Program is to graduate PAs with the requisite knowledge and skills necessary to function in diverse settings using a student-focused approach to learning. The Program develops leaders committed to professionalism and community engagement.

## Program Vision

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

## Program Goals (See website for benchmarks and outcomes)

### GOAL #1

Students will be prepared with the requisite medical knowledge and skills to enter clinical practice

### GOAL #2

Students will be prepared to function in diverse settings

### GOAL #3

Engage in a culture of commitment to the PA profession

### GOAL #4

Encourage community outreach & engagement

### GOAL #5

Support students throughout all phases of their education

## 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 (AMA) 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 Associates (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. We therefore intend that all department personnel be available for student consultation as required.

## Program Leadership

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|---|---|
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| | |
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# General Standards

## 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. To request a reasonable accommodation, applicants and students should read Information for Students with Disabilities which may be found at https://www.pace.edu/student-accessibility-services services 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 (MSPAS). 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 ensure 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 the PA degree signifies that the holder is a physician assistant prepared for entry into 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 competently 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 to integrate the information derived from these observations 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 execute the appropriate motor movements required to provide general care and 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 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 first and demonstrate honesty, integrity, dedication, compassion and nondiscrimination in their care. They must always demonstrate the emotional stability 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 to avoid 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 modifying their behavior. All these personal qualities will be assessed during the admissions and educational process.

## Functions, Tasks, and Technical Procedures

Supervised clinical practice experiences must enable all students to meet the program's learning outcomes:

1. for preventive, emergent, acute, and chronic patient encounters;
2. across the life span, to include infants, children, adolescents, adults, and the elderly;
3. for women's health (to include prenatal and gynecologic care);
4. for conditions requiring surgical management, including pre-operative, intra-operative, postoperative care; and
5. for behavioral and mental health conditions.

Core Skills and Procedures graduates are expected to perform:

- OSHA and HIPAA Regulations
- Comprehensive and focused history taking and physical examination of all patient populations across the life span, to include infants, children, adolescents, adults, and the elderly, including prenatal care and appropriate care of patients from diverse backgrounds
- Basic and Advanced Cardiac Life Support Certifications
- Male genital and rectal/prostate examination
- Female pelvic and rectal examination
- Wound care - sterile technique, suturing, dressing
- Basic surgical skills - scrub, gown, glove, sterile technique
- Surgical dressing change
- Suturing
- Stapling
- Venipuncture
- IM and SC injections
- Intradermal and Intramuscular injections
- IV cannulation
- IV/Hep-lock insertion
- Splinting
- Interpreting diagnostic imaging
- Interpreting EKGs
- Interpreting laboratory values
- Arterial Blood Gas (ABG)
- Electrocardiogram (ECG or EKG)
- Foley Catheter Placement (Male and Female)
- Nasogastric tube (NG tube)

## Program Specific Competencies

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 course's specific learning objectives. All graduates will be expected to meet the Program Specific 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:

- Students will be able to obtain and establish a strong foundation in basic sciences, health and disease states including pathogenesis, etiology, epidemiology, and clinical presentation of medical and surgical problems
- Students will be able to gather complete and focused histories from patients, families and medical records and perform complete and focused physical examinations with patient safety, comfort, and privacy.
- Students will be able to gather information from the patient encounter and clearly, accurately, and concisely present the information, including assessment and plan, to members of the team.
- Students will be able to record and document the entire medical encounter accurately and completely.
- Students will be able to identify studies/ procedures/ tests most likely to establish the diagnosis or distinguish one diagnosis from another: list appropriate special, invasive, non-routine or follow-up tests.

### *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:

- Students will be able to communicate effectively and honestly with patients, families, peers, and other team members of diverse backgrounds, languages, sexual orientation, religion, cultures, and communities.
- Students will be able to effectively discuss sensitive and difficult topics with patients and families

### *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:

- Students will be able to recognize and apply the role of the PA on different teams and in different settings as well as define and value the roles of other health professionals in providing patient centered health care.
- Students will be able to utilize medical and clinical knowledge and critical thinking skills to analyze data from the patient encounter and formulate a logical assessment with differential diagnosis, addressing health care maintenance, and overall comprehensive management of medical problems.
- Students will be able to evaluate a patient’s condition in terms of location of treatment, need for referral for surgical treatments/procedures versus other non-surgical options, and identify priority in management, specifically in acute or emergency cases.
- Students will be able to identify and select appropriate management of selected conditions using a variety of therapies including medications, lifestyle modifications, rehabilitation and surgical management and follow up care.
- Students will be able to perform common procedures appropriately and safely with close attention to appropriate, well-documented informed consent, patient preferences and patient comfort.

- Students will be able to identify and provide appropriate counseling and education of patients and family regarding current and future problems, including risk factors related to present encounter, self-care, management plan, and further disease progression/injury prevention.

### *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:

- Students will be able to demonstrate a strong commitment to ethics, professionalism, ongoing self-reflection and self- assessment, and recognize the importance of maintaining lifelong professional development.
- Students will be able to demonstrate leadership skills while balancing the importance of self-awareness and recognizing the need for additional help or supervision to prioritize the needs of the patient.
- Students will be able to recognize cultural considerations in heterogeneous populations and employ effective and culturally sensitive techniques for dealing with health or illness-related matters.

### *Practice-based Learning and Improvement*

Practice-based learning and improvement includes the processes through which clinicians analyze their own practice experience, medical literature, and other information resources for self-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices.

Upon graduation our students are expected to:

- Students will be able to locate, critically evaluate and apply evidence from medical literature to the care of patients.
- Students will be able to develop strategies for seeking, receiving, acting on, and delivering feedback as a member of a classroom, research, project, or the healthcare team.

### *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:

- Students will be able to recognize and apply the characteristics of value-based health care to provide high quality and evidence-based care for patients in a cost-effective, fiscally responsible manner.
- Students will be able to describe and apply concepts of population health, patient advocacy and be able to locate and secure community resources.

- Students will be able to apply knowledge of the healthcare system and to work as collaborative members of the healthcare team to promote patient safety and meet the goals of the patient.

## Standards of Professional Conduct

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 Associates (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 and 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 found in the Pace University Student Handbook at https://www.pace.edu/student-handbook, 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/employees/new-employee-onboarding). Further, physician assistant students are required to conduct themselves in a manner that complies 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 show respect for the privacy and confidentiality of fellow students during activities with them, including 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; and
- 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;
- always functioning 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; and
- 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 for 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 are expected to 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 ( https://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 allowed to use notes or other materials during examinations unless expressly authorized by the instructor.
- Students are required to do their own work and, without the instructor's approval, may not submit work created by others as their own work or allow another student to copy or use their 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 link below and your signature on the performance agreement acknowledges that you fully understand the information.
https://paeaonline.org/resources/public-resources/paea-news/maintaining-exam-integrity-during-covid

### *The Center for Excellence in Healthcare Simulation Code of Conduct*

The program utilizes the Center for Excellence for Healthcare simulation laboratory located at 161 William Street for required curricular simulation exercises and assessments. The Center consists of 4 large skills laboratories, 2 manikin simulation suites, 6 patient examination rooms and a state-of-the-art

video and data recording system, High Fidelity manikins and various lower fidelity task trainers are used to train appropriate skills and clinical reasoning.

Manikins used:

- 2 Sim Man Essentials
- 2 Sim Anne Manikins
- 1 Sim Mom
- 1 Sim Junior
- 1 Sim Baby and Sim Newbie
- 1 Harvey Manikin
- 1 Geriatric Sim

Task trainers: IV Arms, ABG arms, Suture kits, Urinary Catheters, Injection modules, Central Line manikin, LP Manikin , Intubation heads

Additional Equipment: EKG machines, PFT, Ventilator, Ultrasound, Defibrillator, Full body skeleton and body part anatomical models.

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.

# Student Resources

## Didactic Student Tutoring Guidelines

Based on availability, physician assistant students in their didactic (pre-clinical) phase may apply for tutoring. The following is the process:

1. Students who perceive a tutoring need will contact their adviser for permission for tutoring. Faculty may also refer students.
2. The student will contact their advisor with the request for tutoring services and include their rationale. These include specific course(s), exam/quiz scores and efforts made to acquire the knowledge without a tutor.
3. If approved, the student will be given the name(s) and contact information of the tutor(s).
4. The tutor will work out a mutually agreeable place/time to meet. Avoid last-minute requests as tutors are engaged in their clinical phase and may have scheduling limitations.
5. Group sessions are encouraged, and individual tutoring is not the norm. Students will come prepared with specific areas of knowledge weakness or difficulty.
6. Tutors are encouraged to promote student self-learning/inquiry and should not be asked to "teach me how the heart pumps."
7. Tutors may not discuss prior exam content or offer insights about previous testing. Participating in such activities breaches Academic Integrity by the student and the tutor.
8. Tutors will report tutoring dates, total time spent, student names and courses/primary material covered to the Department.

## Other Student Resources

1. Rosh Review
2. Kaplan
3. Access Medicine
4. Up to Date

## ExamSoft

Our program will be using ExamSoft for examination administration. The laptop you decide to use for exams, either remote or in-person, must meet ExamSoft's Minimum System Requirements for using their test-taking software Examplify. The program recommends using the same laptop for taking examinations. Please review the Minimum System Requirements to ensure that your device is supported.

ExamSoft's Minimum System Requirements can be found here:
https://examsoft.com/resources/examplify-minimum-system-requirements/

If you need assistance with Examplify or the ExamSoft portal, you can contact ExamSoft and their contact information is available online at https://examsoft.com/contact/#phone-support. You may contact ITS at 914-773-3333 or pacehelpdesk@pace.edu for additional support.

## PA Student Website Links

- Physician Assistant Program – NYC

https://www.pace.edu/college-health-professions/departments/physician-assistant/nyc

- American Academy of PAs (AAPA)
  https://www.aapa.org/governance/student-academy/

## 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 Associates (AAPA)*

The AAPA is the national professional organization of physician assistants. Its membership includes graduate and student physician assistants and 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 Associates. 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 issues, to hold a leadership role in 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 and routinely covered by employers. (https://www.aapa.org/)

### *New York State Society of Physician Assistants (NYSSPA)*

NYSSPA is the state chapter, constituent organization of the APAA. Currently all fifty states have similar chartered constituent chapters. 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)

### *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)

## Libraries & Texts

The Henry Birnbaum Library is on the Pace University, New York City Campus at 15 Beekman St, New York, NY 10038. 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 at https://libguides.pace.edu/newhomebuild. The library liaison for the College of Health Professions (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. Online searches of medical literature are also available. Please see the Medical Librarian at Lenox Hills Hospital for details regarding library hours.

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

## Information Technology

The Information Technology Services (ITS) at Pace University offers students a wide variety of resources, including internet access on campus, computer labs, and software packages. More information is available at https://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.

### *Activate e-Mail*

Access to Pace online systems requires an active account. Therefore, go to Pace University's directory at https://directory.pace.edu and find your username/e-mail. Here are the steps:

1. Go to https://directory.pace.edu
2. Type your First and Last name in the Name textbox
3. Select Applicants in the Person Type textbox
4. Click Search
5. After receiving results, click View Details next to your name
6. Write down your Username. It will begin with your initials, followed by a sequence of numbers and a letter.

If your name does not appear, you may also try typing only your Last Name in the Name textbox and select All Staff, Faculty, and Students in the Person Type textbox. Once you have your e-mail or username (e-mail without "@pace.edu"), a one-time account activation at adam.pace.edu is imperative. Password change/reset, e-mail forwarding, apps and software downloading, etc. are also done through adam.pace.edu.

### *Duo Multifactor Authentication (Duo MFA)*

Some Pace systems also require the Duo Multifactor Authentication (Duo MFA), also known as 2Factor Authentication. It adds a second verification step by utilizing a mobile device in your possession, such as a cell phone or tablet, to complete authentication to a website or system. For example, when logging into the MyPacePortal, you will first enter your Pace username and password. Then, you will generate a separate passcode using the Duo MFA application on your phone or tablet. See the Duo enrollment instruction at https://www.pace.edu/its/account-access-and-help/account-services/multifactor-authentication-faq.

### *MyPacePortal*

The MyPacePortal is available to students for registration, to see grades, financial aid status, and other student records, to submit a health insurance waiver and other university forms, and more. Here are the steps to log in:

1. Go to https://portal5login.pace.edu
2. Type your MyPacePortal Username in the Username textbox
3. Type your New MyPacePortal Password in the Password textbox
4. Click Login

### *Computer Labs and Printing Services*

To use a computer or software for Mac and PC, the Computer Resource Center (CRC) at One Pace Plaza, Room W202, has open-access computing labs for Pace students, faculty, staff, and Alumni.
The hours of operation are available at https://www.pace.edu/its/its-service-areas/its-computer-labs.
Printing, copying, and scanning services using the Pharos Printing System are also available. Remote access to a computer is available through the Virtual Lab. No installation is necessary as it is accessible online at https://virtuallab.pace.edu.

## Financial Aid

Pace University students may be eligible for financial aid from Pace University, the federal government, New York State, and other organizations. To determine federal and state aid eligibility a Free Application for Federal Student Aid (FAFSA) must be filed each year. This form can be found at www.studentaid.gov. For additional information about financial aid and general eligibility, please visit https://www.pace.edu/financial-aid/types-of-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), all documentation should be sent via the helpdesk or to finacialaid@pace.edu which is secure.

## Expenses

Current tuition and fees are available from the Office of Graduate Admissions and can be found at https://www.pace.edu/college-health-professions/departments/physician-assistant/nyc/apply/tuition-and-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 ( https://www.pace.edu/financial-aid/types-of-financial-aid/cost-of-attendance ). All students must purchase medical diagnostic equipment, supplies, and lab coats. 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 program's duration, including travel to and from clinical rotations, are the student's responsibility. Any student who must repeat a clerkship for any reason will be responsible for any fees and applicable credit hours. **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.** Students will be charged the CHP graduate program rate

## Instructional Aids and Simulation Lab

The program utilizes several models, simulations, and computer programs. 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. Many of these are in the Interprofessional Center for Healthcare Simulation (ICHS) laboratory at 161 William Street, 6th floor, New York, NY 10038. ICHS is a safe learning environment for clinical simulations and offers state-of-the-art resources. See more information at https://www.pace.edu/college-health-professions/academics/center-excellence-healthcare-simulation/about-center. All students must adhere to the laboratory's code of conduct:

1. The Interprofessional Center for Healthcare Simulation (ICHS) laboratory is to be treated as a REAL clinical environment. Equipment, room design, and preparation are all geared towards mimicking a clinical environment and students are to behave as if they were in a clinical setting.
2. The ICHS is a safe learning environment; all simulations are designed to meet learning objectives within your courses. Student performance during a simulation is not to be discussed outside of the course. Additionally, students must not discuss the content of simulated exercises with other

students after completion. Students should not arrive at the lab with prior knowledge of the exercise as it hinders their performance. (Honor Code)

3. Dress code for laboratory will be provided by faculty dependent upon skills being taught. If you are meeting or working with a Standardized patient, professional attire and a clean white coat is necessary.
4. The ICHS uses some equipment that contains latex. If you have a latex allergy, please notify your faculty as well as the staff of the ICHS.
5. You must wash your hands or use hand sanitizer prior to entering the simulation room or a standardized patient examination room. As a healthcare professional, you are to treat the simulator/standardized patient as you would in a clinical setting.
    a. You are expected to introduce yourself to your patient and provide your credentials
    b. You are to inform your patient of their plan of care, lab results, procedures, and medications as applicable.
6. Betadine and surgical lubricant or any type of marking device may not be used on any simulators unless instructed by lab staff.
7. Discard all sharps, needles and syringes in red sharps boxes located in each room. Needles and syringes are not to be discarded in regular trash containers. All sharps, syringes and needles are to remain in the lab and should not be removed.
8. All medications used in the laboratory are either simulated or expired and are not for clinical use and should not be removed.
9. Absolutely no food or drink is allowed in the skills lab, simulation suites or examination rooms.
10. Students are responsible for their personal belongings. Belongings may be stored in the day use lockers by bringing your own lock to secure your belongings. Belongings cannot be left in the laboratory overnight.
11. Students should clean up after skills sessions and discard trash in proper containers. All exam tables, stools, equipment and supplies should be returned to the proper place before leaving the exam room.
12. Simulations and standardized patient exercises are videotaped with Simcapture by Laerdal/Bline corporation. 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. Students may log into the access portal to watch their own videos. Students can only watch the videos of activities they have participated in.

## 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 Associates 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 (https://www.nysspa.org/page/PAStudentResources). 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 AAPA to coordinate events and advocate for student and professional issues on a local, state and national level. The program's faculty advisor for SAAAPA is Professor Elizabeth Sgambelluri.

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
- PA week activities (PAs on the Plaza)
- March Month of Service
- 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, which includes not being deemed at-risk by the program and no history of academic or professionalism issues, to hold a leadership role within the program's SAAAPA group. If academic difficulties arise, the student will be asked to step down from that role. See more information at https://www.aapa.org/governance/student-academy/.

## Safety and Security (A1.02g)

The safety and security services at Pace University is available 24 hours a day, seven days per week. There is always a supervisor on duty in addition to regular patrols of campus buildings. All active students, staff, and faculty's Pace e-mail address and phone number are automatically added in the Pace Alert system upon enrolling or hiring. To update your preferences, confirm your mobile phone number, register supplemental contact information, update your contact information, or opt out of receiving messaging, visit this link, https://appsrv.pace.edu/ConnectED/. All campus buildings require the use of a Pace ID swipe card to enter all offices, classrooms, laboratories and student lounges. A security guard is posted at the entrance to each building.

The PaceSafe mobile app is the only app that integrates with Pace University's safety and security systems. This features the following:

- *Friend Walk*: Send your location to a friend, who can watch you walk home in real-time.
- *Incident Reporting*: Multiple ways to report a safety/security concern directly to Pace University Safety and Security.
- *Events and Training*: Stay up to date on all emergency preparedness and safety training and events.
- *Safety Notifications*: Receive instant notifications and instructions from campus Safety and Security when on-campus emergencies occur.
- *COVID-19 Self-Assessment*: Complete your daily symptom self-assessment right from the app! If you do not have a smartphone and are unable to use the PaceSafe app, please access our web based daily health questionnaire.
- *Campus Safety Resources*: Access all important safety resources in one convenient app.
- *Emergency Procedures*: Learn what to do in case of an emergency.
- *Campus Maps*: View maps for all Pace campuses, as well as evacuation maps with emergency assembly areas.

- *Emergency Contacts*: Contact the correct services for the Pace University area in case of an emergency or a non-emergency concern.

The above information has been derived from the Security and Emergency Management website at https://www.pace.edu/security-emergency-management.

### *Safety and Security Clinical Sites*

All students must complete the work schedule and submit to the program by Friday of the first week. See the Work Schedule section. Please notify the site preceptor immediately of any personal safety concerns that may arise while on-site. Additionally, please contact the course coordinator immediately with any issues or concerns. Refer to Pace University safety and security guidelines posted on the website at https://www.pace.edu/security-emergency-management for safe travel tips to and from clinical sites, which includes instructions to download the Pace Safety App and to sign up for Emergency Alerts.

### *Safety and Security International Travel*

All Pace University–Lenox Hill Hospital related international travel should be arranged in conjunction with Pace Study Abroad ( https://www.pace.edu/study-abroad and https://www.cfhi.org). All students should consult these websites regularly for information regarding safety, insurance and health information. Additionally, international travel may require additional healthcare clearance requirements. Immunization requirements are based on the country you are going to and can be found at https:// wwwnc.cdc.gov/travel/. International elective placements will be subject to faculty approval.

## Student Services at Pace

The following are just some of the many useful services available at Pace University and students should consult the Pace University website at https://www.pace.edu/parents-and-families 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/its-service-areas
- Computer Labs
  https://www.pace.edu/its/its-service-areas/its-computer-labs
- The Division of Opportunity and Institutional Excellence
  https://www.pace.edu/doie
- English Language Institute
  https://www.pace.edu/eli
- Academic Centers and Institutes
  https://catalog.pace.edu/undergraduate/schools/dyson-college-arts-sciences/academic-centers-institutes/
- Center for Community Action and Research
  https://www.pace.edu/dyson/faculty-and-research/research-centers-and-initiatives/center-community-action-and-research

# Self-Care Statement (A3.10)

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 reach out to your advisor or any faculty about difficulties you may be having that may impact your performance in this demanding program as soon as it occurs and before it becomes unmanageable. The faculty will be able to help identify issues and refer to appropriate services (See Advisement Policy, page 36). There are several 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 help deal with the stresses that you may experience:

## Mindfulness

Please take a moment to review our Mindfulness website and video:

- https://www.pace.edu/college-health-professions/life-chp/mindfulness
- https://www.youtube.com/watch?v=GdCZtCbpPw8&feature=youtu.be

## Identification and Prevention

1. Student input
2. Required faculty advising sessions (see Advisement Policy)
3. Discussion and observation by clinical preceptors
4. Discussion and observation by Program faculty
5. Discussion of 'Student Concerns' in Program advisement meetings

## Treatment

- Pace University Health Care Unit (212-346-1600)
  https://www.pace.edu/college-health-professions/life-chp/university-health-care
- Pace University Counseling Center (212-346-1526)
  https://www.pace.edu/counseling
  - Community Resources
    https://www.pace.edu/counseling/about/contact-us
  - 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 http://
    - www1.nyc.gov/site/doh/health/health-topics/crisis-emergency-services.page
- 24-hour Crime Victims – 311
  https://portal.311.nyc.gov/article/?kanumber=KA-02379
- 24-hour Suicide Prevention Hotline – 212-673-3000
  https://samaritansnyc.org/get-support/crisis-services/

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 Counseling Center to enable them to have equal access to Pace University's educational programs and facilities ( https://www.pace.edu/student-accessibility-services ). The same rigorous admission and academic standards apply to students with and without accommodation. To support the continued success of students with special needs, the University prohibits discrimination based on disability and is committed to providing equal access for all students to its facilities, programs, and activities. The University's commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for their needs.

### *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 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, accommodation is 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 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 notetaking services, readers and/or scribes for examinations, sign language interpreters, and caption services.

The University is required to provide 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 adjust 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 help 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 Student Accessibility Services for his or her campus. The Student Accessibility Services is housed in the Counseling Center on the New York City and Pleasantville campuses. More information is available at https://www.pace.edu/student-accessibility-services. The Student Accessibility Services for the New York City campus may be contacted at 212-346-1526 or 161/163 William Street; 10th Floor. The Student Accessibility Services for the Westchester campuses may be contacted at 914-773-3710 or the Administration Center, 861 Bedford Road, Pleasantville, NY 10571. Notifying other University offices, faculty or staff does not constitute giving notice to the University of a request for accommodation.

No one, including faculty, is authorized to evaluate the need and arrange for accommodation except the Student Accessibility Services staff. Moreover, no one, including faculty, is authorized to contact the Student Accessibility Services on behalf of a student.

It is the student's responsibility to request accommodation. Because some accommodations may take considerable time to arrange, students are urged to contact the Student Accessibility Services to request 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 accommodation. If a request for accommodation is submitted late, the Student Accessibility Services will, nevertheless, make every reasonable effort to process the request for accommodation.

Before accommodation is 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 Student Accessibility 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 has trouble 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 Student Accessibility Services. The Student Accessibility Services will, as may be appropriate, endeavor to remedy the situation. If a student disagrees with the accommodation recommended by the Student Accessibility 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 reasonable accommodation recommended by the Student Accessibility Services for his or her class, should contact the Student Accessibility 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 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 Student Accessibility 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 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 212-3461526 for the Counseling Center for the New York City campus or 914-773-3710 for the Westchester campuses.

# Didactic Year Course of Study

PLEASE NOTE: Physician Assistant Program calendar may differ and does not follow the formal University calendar. Refer to individual course syllabi, and the Director of Didactic Education for further information. Some courses may be entirely or partially web-based through the University's learning management system or other educational supporting platforms. All on-campus courses are web-assisted.

| | | | |
|---|---|---|---|
| **Summer II** | | | |
| PAS 505 | Human Physiology | Synchronous | 3 |
| PAS 506 | Health History & Physical Diagnosis I | Synchronous | 2 |
| PAS 510 | Psychosocial Medicine | Synchronous | 2 |
| PAS 511 | Professionalism and Biomedical Ethics | Synchronous | 2 |
| | | | **9 credits** |
| **Fall** | | | |
| PAS 512 | Gross Anatomy I | On-campus | 2 |
| PAS 534 | Pathophysiology I | On-campus | 2 |
| PAS 547 | Medical Pharmacology I | On-campus | 3 |
| PAS 601 | Clinical Medicine I | On-campus | 5 |
| PAS 604 | Laboratory Medicine & Diagnostic Methods I | On-campus | 4 |
| PAS 606 | Health History & Physical Diagnosis II | On-campus | 4 |
| | | | **20 credits** |
| **Spring** | | | |
| PAS 513 | Gross Anatomy II | On-campus | 2 |
| PAS 535 | Pathophysiology II | On-campus | 2 |
| PAS 514 | Epidemiology and Evidence Based Medicine | Asynchronous | 3 |
| PAS 602 | Clinical Medicine II | On-campus | 7 |
| PAS 605 | Laboratory Medicine & Diagnostic Methods II | On-campus | 3 |
| PAS 607 | Health History & Physical Diagnosis III | On-campus | 4 |
| PAS 609 | Surgical & Technical Skills I | On-campus | 2 |
| PAS 648 | Medical Pharmacology II | On-campus | 3 |
| | | | **26 credits** |
| **Summer I and II** | | | |
| PAS 603 | Clinical Medicine III | Synchronous/On-campus | 10 |
| PAS 610 | Surgical & Technical Skills II | Synchronous/On-campus | 2 |
| PAS 515 | Health Promotion and Disease Prevention | Asynchronous | 2 |
| | | | 14 credits |
| **DIDACTIC YEAR TOTAL** | | | **69 CREDITS** |

# Clinical Year Course of Study

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:

| | | | |
|---|---|---|---|
| PAS 620 | Research Methods/Master's Project | Fall semester (Asynchronous) | 3 credits |
| PAS 701 | Clerkship in Internal Medicine | 5 weeks | 3 credits |
| PAS 702 | Clerkship in Pediatrics | 5 weeks | 3 credits |
| PAS 703 | Clerkship in Women's Health | 5 weeks | 3 credits |
| PAS 704 | Clerkship in Behavioral Medicine | 5 weeks | 3 credits |
| PAS 705 | Clerkship in Family Medicine | 5 weeks | 3 credits |
| PAS 706 | Clerkship in Emergency Medicine | 5 weeks | 3 credits |
| PAS 707 | Clerkship in Surgery | 5 weeks | 3 credits |
| PAS 708 | Clerkship in Selected Elective | 5 weeks | 3 credits |
| PAS 709 | Clerkship Selected by Program | 5 weeks | 3 credits |
| PAS 799C | Clinical Year Capstone | Ongoing | 3 credits |
| **Clinical Year Total Credits** | | | **33 credits** |

## Clerkship Assignment Policy (A3.03)

Students are not required to solicit clinical sites. 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 student's responsibility. 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 (not required)

The procedure to be followed to initiate a new clerkship site is as follows:

1. The site must be in New York and in commuting distance from Pace University NYC campus.
2. New clerkship site must be willing to allow additional students to rotate, otherwise new sites will not be permitted.
3. 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.
4. The student will then provide the preceptor with program documentation. The student is responsible for following up to ensure the completion of these documents.
5. After the documents are complete, program staff will arrange a meeting with the preceptor and the clinical coordinator(s).
6. Students will be expected to follow up with any paperwork involved with initiated clerkships.
7. 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.**

## International Elective Rotation (optional)

Students may choose to do their student selected elective rotation abroad through Child Family Health International (CFHI) (https://www.cfhi.org/) with Pace Study Abroad. Please visit 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 clinical year. International travel may require additional healthcare clearance requirements. Immunization requirements are based on the country you are going to and can be found at https://wwwnc.cdc.gov/travel/ (A3.07b). International elective placements are reserved for students in good academic standing and are subject to faculty approval.

## 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 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. By enrolling in any clinical course, you are acknowledging this potential for exposure and voluntarily accepting the risk of contracting a communicable disease. A student may elect to postpone

returning to/entering clinical assignment due to concern regarding risk. This may delay graduation until all requirements are met.

The Pace University's Biological Safety Manual is available at https://www.pace.edu/administrative-and-operational-services/environmental-health-and-safety/guidelines-manuals-and.

## 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 must provide their own transportation (including 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.

## Living Arrangements

Students are responsible for the cost of temporary housing, meals, and transportation during the clinical year. It remains the student's responsibility to complete housing arrangements before the next assigned clerkship begins.

# Program Policies

## Students' 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 having trouble with an instructor should contact the Program Chair 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 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 at https://www.pace.edu/registrar/transfer-credits/student-records.

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 Chair.

## Student Mistreatment, Grievance and Appeals Policy (A1.02j, A3.15f, A3.15g)

Pace University is committed to a policy of treating all members of the University community fairly regarding their personal and professional concerns. However, times do occur in which students think they have been mistreated. This procedure is provided to ensure that students are aware of the way in which their problems with faculty members can be resolved informally and to provide a more formal conciliation process when needed. Each student must be given an adequate opportunity to bring problems to the attention of the faculty with the assurance that each will be given fair treatment. The faculty member must be fully informed of the allegations and given an opportunity to respond to them in a fair and reasonable manner.

Additionally, 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. The Student Grievance Procedures 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 regarding 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 Academic Progression Appeals Committee and the school's Dean.

If for any reason the student is not satisfied with the results of the investigation conducted by the AVP/Dean or Dean for Students, he/she may ask the AVP/Dean or Dean for Students to submit the matter to the Assistant Dean for Community Standards and Compliance or the Dean of the Law School, [hereafter referred to as the **Appeal Officer**] (A3.15g) as appropriate.

The university grievance procedure is available at https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/university-grievance.

## Harassment Policy

Pace University policy for Non-Sex-Based Harassment and Retaliation Policy and Hate/Bias-Related Crime are published here on the website https://www.pace.edu/sites/default/files/2024-01/policy-against-discrimination-harassment-retaliation.pdf and https://www.pace.edu/sites/default/files/2024-09/hate-bias-related-policy_0.pdf

### *Sexual Harassment Policy*

Pace University reaffirms the principle that its students, faculty, interns, and staff shall be free from discrimination based on 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 at https://www.pace.edu/sexual-wellness.

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. See the university's alcohol and other drug policy at https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/alcohol-and-other-drug.

### *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, to comply with these requirements, clinical agencies may require students, at their own cost, to complete a criminal background check and/or drug screen before starting 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 the Universal Background Screening, Inc. in Exxat. 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 the required clinical experience and consequently meet the Pace University-Lenox Hill Hospital PA Program curriculum requirements. Students 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.

### *Positive Drug Screen*

Positive drug screen reports will be reviewed by the Vice Dean (LSN) or Associate Dean (Allied Health) (or their designee) and any clinical or research related activity will immediately be suspended pending the outcomes of that review. During this time, the student may not participate in any aspects of the clinical or research program of study. The student will be interviewed by the Vice Dean (LSN) or Associate Dean (Allied Health) (or their designee) and any other Pace University officials relevant to the situation. **A confirmed positive drug screen will result in dismissal from the program.**

### *Recreational and Medical Marijuana*

Federal laws, including the Controlled Substances Act, the Drug-Free Workplace Act, and the Drug Free Schools, and Communities Act, prohibit marijuana at educational institutions and on the premises of other recipients of federal funds. Accordingly, the University does not tolerate the unlawful possession and/or use of controlled substances on its premises. Students are prohibited from using, possessing, selling, purchasing, cultivating, processing, manufacturing, or giving away marijuana/cannabis (or its derivatives), on university owned or leased property. Therefore, the possession and use of medical or recreational marijuana on university property is prohibited, even if it is lawful under New York State law.

Additionally, students, including those who are certified or registered participants in a medical marijuana program, remain strictly prohibited from using marijuana or being under the influence or impaired by marijuana while in the clinical environment or on any healthcare agency property. Use of marijuana in the clinical environment or on agency property or reporting for clinical rotations impaired or under the influence of marijuana will result in dismissal from the program.

Students who use marijuana may not be eligible for clinical placement in Federal Healthcare Facilities (VA Hospitals and Clinics). Acceptance and participation in clinical rotation placements are also subject to individual clinical agency placement policies.

### *Drug Screening and Prescription Medication (including but not limited to Medical Marijuana)*

Drug screening is required for all students, including those who use prescription medication, including but not limited to medical marijuana. Students who use prescription medication that may result in a positive drug screening, including but not limited to medical marijuana, should follow the process below to notify the University during the drug screening and evaluation process:

1. Undergo screening as required by the Department of Physician Assistant Studies
    a. Upload supporting documentation as required by **to University Healthcare (UHC)**
    b. Provide adequate documentation from the student's health care provider that use of prescription medication (including medical marijuana) does not and will not interfere with the student's ability to meet program technical standards. Standards can be viewed at https://chp.pace.edu/technical-standards
        i. If the health care provider's letter indicates that the use of prescription medication, including but not limited to, medical marijuana, does not interfere with the student's ability to meet technical standards, clinical placement will be attempted on behalf of the student. Clinical placement is **NOT** guaranteed, but rather based on the clinical agency's internal policies regarding offering a student placement in their facility.
        ii. If the health care provider's letter indicates that the use of prescription medication, including but not limited to medical marijuana, may interfere with the student's ability to meet technical standards, the student may contact the University's Office of Accessibility to determine whether an alternate accommodation to clinical placement may be available. Clinical placement is NOT guaranteed, but rather based on the clinical agency's internal policy.
    c. This supporting documentation must be submitted annually, upon a change in circumstances, or if there is a question as to the student's ability to safely perform their responsibilities, engage in patient care, or otherwise poses a threat to the safety to themselves or others in the community. The University reserves the right to request additional documentation as necessary to ensure the safety of students, patients, and the community.

Students are reminded that improper use or possession of prescription medication including but not limited to use or possession of medical marijuana, on university property or during clinical rotations, or reporting to clinical rotations under the influence or impaired by such substances is still strictly prohibited and violation(s) of this policy may still subject a student to disciplinary action, up to and including dismissal from the program.

## 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 e-mail, 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 will provide for timely access and/or referral of students to services addressing personal issues which may impact their progression in the PA program, see faculty responsibilities and procedure below

(A3.10). 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 on the last part of 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. The Degree Work's Student User Guide and FAQ is available at https://www.pace.edu/registrar/graduation-and-conferral-of-degrees/degree-works and it is accessible through MyPace Portal (https://portal5.pace.edu/c/portal/login) for all users.

### *Faculty Responsibilities*

Each student is assigned a faculty advisor for the program's duration. 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. Record meetings with student advisee in student file;
11. Identify personal issues and refer to appropriate services if needed, including but not limited to the Counseling Center, https://www.pace.edu/counseling, and Health Care Unit, https://www.pace.edu/college-health-professions/life-chp/university-health-care as needed (A3.10);
12. Identify additional faculty member(s) who will be easily accessible if a student wishes to discuss a problem of a personal or professional nature;
13. Enable the student to identify the materials necessary to achieve the educational 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 (student encounter);
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 Program

6. Referral for Tutoring Services
7. Stress Reduction Techniques
8. Career Goal Reexamination

### *The faculty advisor will not:*

1. act as your problem solver. 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 (A3.09). It is inappropriate for any of 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. Please find the information, office hours, and healthcare portal for the University healthcare at https://www.pace.edu/college-health-professions/life-chp/university-health-care.
3. act as a counselor (A3.09). If you have problems that require counseling, you need the help of a professional counselor. Your advisor will refer you to the University's established system to help you access mental health services. Please find the information and office hours for the Counseling Center at https://www.pace.edu/counseling.

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, 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 e-mail or leave a phone message 24 hours a day.

## Health Clearance Policy (A3.07a)

All students are required to obtain and maintain their own health insurance coverage throughout their enrollment in the program. Select clinical sites may also 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 Program Chair of the Physician Assistant Program immediately.

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 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 PA Program and clinical sites follow at minimum CDC guidelines for healthcare providers which can be found at: https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html

### *Summary of Health Requirements*

Complete the Health Clearance Form and Immunization Requirements as detailed in Exxat, which documents:

1. Physical Exam Clearance by medical provider (annual requirement)
2. Record of basic immunization series, along with applicable titers
    a. MMR (measles, mumps, and rubella), dates and lab report required with positive titers
    b. Varicella (chicken pox), lab report required with positive titers
    c. HBV (Hepatitis B virus), lab report required with positive titers
3. Influenza vaccination (flu shot - annual requirement)
4. Tuberculosis screening (TB), dates and/or lab report with positive titers
5. Tetanus immunization (Tdap), documentation of date within 10 years
6. COVID-19 vaccine
7. Meningococcal vaccine

In addition to the Health Clearance Form and above requirements, please document:

1. Consent for Release of Confidential Health Information & Medical Clearance
2. COVID-19 Vaccine Series and Booster Shot requirements – see the University's Return to Campus guidelines*
3. Meningitis certification*
    a. Received meningitis vaccine within the last 5 years or have declined to receive it.
    b. Students that decline the vaccine must complete and submit a meningitis waiver signed by the student or student's parent or guardian, via the University Health Care Patient Portal. The meningitis waiver can be found on the University Health Care Patient Portal under "forms."

    *Indicates this health requirement is part of Pace University's immunization compliance requirements.

The PA Program's Health Care Clearance including annual physical exam is handled online through an outside company, Exxat, at https://exxat.com/. **All requirements and forms will be submitted to Exxat directly**. Once these forms and other supporting documentation are submitted, Exxat will check the requirements against the program's specifications and will deem the student compliant or not.

**Do not upload your physical exam or any other documents that contain your medical history other than immunization records.** Program faculty and staff do not have access to your confidential health records so please make sure to retain a copy of your actual physical exam form, as that is not uploaded to Exxat, but may be required to participate and rotate at all hospital locations. Students must provide their electronic signature authorizing the program to share their immunization and screening results with clinical sites. (A3.19)
In addition to the PA Program's Health Care Clearance process, Pace University has its own immunization requirements which students must meet (see Pace University Immunization Policy below.)

It is the student's responsibility to read all the instructions on each form and ensure 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.

**Students are responsible for obtaining the appropriate health clearance.**

### *Pace University Immunization Policy (A3.07a)*

In addition to the PA Program's Health Care Clearance process above, Pace University has its own immunization requirements which students must meet. All students must log in to their Pace Patient Portal and submit their immunization. With this patient portal, the University Health Care (UHC) can access your medical information when you are not feeling well and need to see a health care provider on campus or through telehealth and telemental health. UHC may also assist you with the immunization requirements and clinical clearance forms, which must also be up to date before and during the clinical year. Schedule online or call ahead for an appointment. You can access the patient portal at https://paceportal.pointnclick.com. See detailed instructions at https://www.pace.edu/student-accounts/immunization-compliance.

**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.**

All students must log in to their Pace Patient Portal and submit their immunization at https://paceportal.pointnclick.com. All hard-copy documentation will be retained for a period of two years. It will be maintained electronically during a student's attendance at the University. Student Accounts can receive requests and inquiries by e-mailing studentaccounts@pace.edu as well as the https://frontdesk.pace.edu/.

Here are the instructions that students will see when they log into the patient portal:
Immunization Entry
Directions to submit immunization information:

1. Obtain your immunization record from your healthcare provider or parent.
2. Once you have obtained your immunization information, enter the information for each immunization below.
3. Please send us your supporting documentation using the Upload button above. This includes your immunization record, any laboratory reports for titers, and any documentation regarding waivers.
   **YOUR NAME AND DATE OF BIRTH ARE REQUIRED TO BE ON EACH PAGE OF YOUR SUPPORTING DOCUMENTATION FOR THE VERIFICATION PROCESS TO CONTINUE FORWARD.
4. Watch your e-mail for important notifications from noreply@medicat.com. We will send you secure messages as your status changes or if we need to communicate with you about your submitted materials. The Message Center is in the Messages button above.
5. If you have, please proceed to enter the dates for your immunization requirements below. Please remember to enter the date each vaccine was administered. Please do not enter today's date. Any questions, send us a secure message from the Messages button above, or e-mail us at complianceservices@medicat.com.

**It is important that we have your preferred e-mail address designated to provide you with support and communication. Edit the e-mail address on file to your preferred e-mail by clicking your name in the upper right-hand corner and then select Edit Your Profile.**

If students have questions about uploading their immunization compliance records, e-mail complianceservices@medicat.com.

**Covid-19 information and policies** can be found online

### *Immunizations and International Travel (A3.07b)*

Once students have identified the country to complete their elective international rotation, they are advised to determine the appropriate heath screening and immunization needed based on country specific CDC recommendations from Child Family Health International https://www.cfhi.org/. CFHI uses recommendations from the Center for Disease Control (CDC) and Prevention and local government officials for country-specific requirements for immunizations (https://wwwnc.cdc.gov/travel/). Before departure, students will receive program-specific materials with information on travel arrangements, visa requirements and updated recommended immunizations. It is recommended that students are up to date, at a minimum, with routine immunizations such as measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, poliovirus vaccine, Hepatitis A and Typhoid.

## Universal Precautions Policy (A3.08a)

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 bloodborne pathogens HIV (human immunodeficiency virus), HBV (hepatitis B virus), HCV (hepatitis C virus), Tuberculosis (TB), and SARS-Cov-2 (Covid19). 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, nonintact skin, and 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 break 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 (A3.08b)*

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 an 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 in an accident, they must comply with all accident and injury protocols established at the university.

If an injury occurs, the student must notify the supervising faculty member immediately. Faculty will alert the Director of the center (or senior member of the team). Security in the building will be notified.

If you have a needle-stick injury, or other related injury, first wash the wound immediately, and then 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.

**The student must** also report the incident on the Pace safe mobile app and upload any supporting documents as soon as possible.

**Course coordinator must:**
Notify the Director of the simulation lab and the Chair of the department
Report the incident to security in the building that the incident occurred

Please see more information on and instructions to download the Pace Safe Mobile app at
https://www.pace.edu/security-emergency-management/pacesafe-mobile-app
A copy of your discharge documentation from the treating medical provider or institution must be uploaded to the Pace Safe app.

### *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 in an accident involving a student, they must comply with all accident and injury protocols established at the institution. **If you have a needle-stick injury, or other work-related injury, first wash the wound immediately, then go directly to the emergency department 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.

**The student must report the incident on the Pace safe mobile app, to the course coordinator and upload any supporting documents including their phone number within 48 hours. If the student seeks medical care, they should also report the incident to Pace security by calling (212) 346-1800.**

A copy of your discharge documentation from the treating medical provider or institution must be uploaded to the Pace Safe app.

Please see more information on and instructions to download the Pace Safe Mobile app at https://www.pace.edu/security-emergency-management/pacesafe-mobile-app.

**All students must 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 student's responsibility. Please refer to the Pace University Bloodborne Pathogens Exposure Control Plan for more information at https://www.pace.edu/administrative-and-operational-services/environmental-health-and-safety/safety-training. (A3.08c)

### *In-Class Incidents/Emergencies*

Any medical emergency or injury on campus must be reported to the Security office by calling 212-3461800 (24/7), submitting an incident report on the Pace Safe 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.

### *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 website. In addition, students can also check the Pace University home page, and/or call the Pace Events Phone (PEP) at (212) 346-1953 (NYC) for school closing information. Closings are also posted on the University's website at https://www.pace.edu and are sent via text message and e-mail 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 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 due to such a change in schedule. The PA program reserves the right to use remote options for lectures and testing when necessary.

## 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. 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 participating in any clinical experience (during the didactic year on hospital visits or in the clinical year on rotations) must always wear clinical attire. 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 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.

Violating the dress code policy in didactic or clinical year is a direct violation of the standards for professional conduct and will be held accountable as per professional conduct policy.

## Identification Policy (A3.06)

Physician assistant students must be identified by a clearly marked program identification badge while in Lenox Hill Hospital or on clinical experiences at other institutions. PA students must wear a short, white lab jacket with a Pace University-Lenox Hill Hospital PA program patch on the sleeve and a pin with the program logo, their name and PA-S printed on it. Students must introduce themselves as physician assistant students and sign all documentation with their legible full signature followed by 'PA-S' or 'PA student'. Additionally, students should clearly display their current Pace identification while 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/Classes 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.

E-Mails regarding the program will be sent to each student's Pace e-mail address. Students must check their e-mail accounts daily for posts from the program faculty or staff. Additionally, students should empty mailboxes to allow for regular e-mail 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 promptly. In general, and unless otherwise indicated, e-mails will be answered within 48 hours except for e-mails that arrive after 5 pm on Friday and during the weekend, these e-mails will be answered on Monday.

Most course materials including online, and narrated materials are accessible through Classes (also known as D2L or Brightspace). New student IT resources provide a guide to IT services and can be accessed at https://www.pace.edu/its/its-service-areas.

## Social Media Policy

Refer to Pace University's social media policy at https://www.pace.edu/university-relations/social-media/social-media-policy-pace. 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 Chair. Please refer to Pace University's IT appropriate use policy at https://www.pace.edu/its/about-its/it-policies/it-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 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.

Faculty require that students to keep their video cameras on during online learning. Students are expected to act professionally during all online sessions. Without face-to-face communications, your comments may be misinterpreted. Proofread and check the spelling before submitting a post on the Discussion Board or sending an e-mail. 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 have 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.

## Program Work Policy (A3.04 and A3.05a, A3.05b)

The program does not require PA students to perform work for the program. PA students cannot substitute for instructional faculty within the PA program. Students who have advanced experience may assist students in a lab environment but may not function as instructional faculty. Additionally, PA students cannot substitute for clinical instructional faculty (preceptors) or as clinical staff while enrolled in the PA Program.

## Outside Employment Policy (A3.15e)

The Program advises against students holding outside employment while participating in the professional phase of the Physician Assistant Program. The faculty recognizes that employment may be an issue 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 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 involved in, or commence, volunteer or paid work during 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.

## Program Closure/Loss of Accreditation

In accordance with federal law and Pace University's accreditation through the Middle States Association of Schools 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 Policy

## Attendance and Punctuality

Attendance and timeliness are important aspects of professional behavior. Students should be present for lectures. Laboratory activities including practice sessions, technical skills practice sessions, seminars, call back days and clinical rotations have a mandatory attendance policy. Like all health care professionals, physician assistants are required to be punctual and report to work as scheduled. Similarly, students in the Physician Assistant Program are required to be punctual and to attend class and other activities required by the PA Program. Each PA Program student must report to every class activity as scheduled, on time, dressed appropriately and with any necessary equipment, and prepared to participate fully. This requirement applies to all labs, small group discussions, clinical experiences, and any other activity required by the PA Program.

Students who are absent are responsible for the material they missed due to the absence.

### *Missed Examinations or Assignments Due to Absence*

It is the student's responsibility to be present for all scheduled examinations, written or practical, and any assignments. Assignments include but are not limited to hospital visits, clinical skills assignments, group interactive case-based sessions, online activities, and critical thinking sessions.

If a student is unable to take an examination or participate in the assignment when it is scheduled, he or she must, prior to the time the examination or assignment is scheduled to begin is required to notify the course coordinator, advisor, and administrative assistant of the absence from the scheduled examination or assignment. If the student does not notify the program personnel, they will receive a **zero** for the examination or assignment and not be permitted a makeup. If a student is absent for medical reasons a clinician's note may be required.

If the course coordinator has been notified of the absence, the student may be permitted to complete a make-up examination or assignment. The date and time of the make-up will be determined by the course coordinator. The content and format of the make-up examination or assignment may differ from that of the original examination or assignment and will be determined by the course coordinator. If the student is not present for the scheduled make-up, they will receive a grade of zero for that examination or assignment.

### *Assignments*

Unless otherwise authorized by the course coordinator in advance of the date on which they are due, all required assignments and forms must be submitted on or before the designated due date and/or time they are due. As determined by the course coordinator, points may be deducted from the final grade for each calendar day that an assignment or form is past due.

## Examinations in the Didactic & Clinical Year

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

Students will be tested on the course's content as described in the 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 or false, matching, short answers, essays, oral presentations, practical exams, simulated patient encounters, and/or a combination of formats. A proctor/staff 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.

### *Exam Integrity Guidelines:*

To avoid failing an exam for integrity issues, please pay attention to the list below of 'banned/illegal actions' that the A.I. will flag as concerns. These guidelines are based on ExamSoft's exam integrity guidelines.

Person Speaking - **Flagged**

1. No people should speak to you
2. You should not speak with anyone
3. Do not read out-loud text from screen or speak to yourself
4. Do not play tv, radio, news, or music or any other sounds

Looking away from the screen - **Flagged**

1. Do not look at anything outside the screen, keep your eyes on the exam
2. Do not look around the room too much

External Resources like Books / Paper - **Flagged**

1. Do not read from any book
2. Do not write on scratch paper or show external resources to other individuals

Suspicious Devices - **Flagged**

1. No cell phones, iPads, tablets, earphones, or other electronics
2. No speaking or listening to phone or other device
3. No reading from other devices

Unusual Hand Movement - **Flagged**

1. Making gestures with hands are not allowed
2. Do not make any signs with your hands
3. Do not write with pen and paper

Multiple People - **Flagged**

1. No one should sit in the room with you during the exam
2. No other person should be on the screen except yourself

Test-taker missing – **Flagged**

1. Do not leave your seat for ANY reason
2. Do not bend away from the screen
3. Do not block the camera with your hand or anything else
4. Do not use the restroom during the exam

If you are going to have a hat or headwear, do not cover your ears – **Flagged**

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

- Most non-clinical skills examinations are hosted on **Examplify** with Exam ID and Exam Monitoring.
- Students are responsible for installing Examplify software on their devices and for ensuring that their devices are fully compatible, charged, and updated as needed. This is the link to minimum system requirements: https://support.examsoft.com/hc/en-us/articles/11145768448909-Examplify-Minimum-System-Requirements-MSRs
- Examplify training will be provided but students are responsible for understanding the exam-taking and exam-submitting procedures.
- Students must store all personal belongings, including cell/smartphones, digital watches, digital headphones, and other non-essential electronic devices in a secure location. Unless prior approval is obtained, cell phones and other nonessential 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 in-person exams. Failure to use this screen during exams is considered a professional issue, and the student may be disciplined.
- A student who arrives after the examination has begun should enter the room quietly, sit down in the closest available chair, and wait for a proctor/staff/faculty to provide the exam password. Students who arrive late and therefore begin taking the examination after the other students have begun will not be permitted additional time within which to complete the examination.
- If a student logs in **more than 15 minutes late** without contacting the program, the policy on missed examinations in this handbook will be followed.
- Unless authorized by the proctor, staff, or faculty member prior to the examination, students are not permitted to talk for any reason during an examination.
- When the proctor, staff, or faculty member announces that the time for the examination (considering it is on paper) 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.
- If a paper exam is used, students must include their name and any other required information on the examination and answer sheets 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 exam will not be considered.
- All examination paper and answer sheets 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 where the examination is given unless escorted by a faculty or staff member. Electronic devices may not be used during such times.
- 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 to your classmates once you have left the room. Noise should be kept to a minimum in the hallways so as not to disrupt other classes and university employees.
- Except when taking an examination, no student is permitted to have possession of an examination or any examination related materials. 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 exam information with any other individual 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 examinations are administered utilizing **Examplify** on a desktop or laptop equipped with a webcam. Video proctoring services through ExamSoft/Examplify are used to maintain examination integrity. If a student logs in more than **15 minutes late without contacting the program, the policy on missed examinations in this handbook will be followed**.

Students should take a Mock Exam and update to their computer at the beginning of each semester. Students should also check for any updates prior to each examination.

If students are experiencing technical issues before an exam, they should contact **ExamSoft** at 866-429-8889. Ext 1 and contact IT at (855) 722-3487) or (914) 773-3333 or pacehelpdesk@pace.edu. Students should also notify the program didactic assistant and course coordinator IMMEDIATELY if they are experiencing technical issues that may delay them starting their exam at the scheduled time.

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

- Students should follow the procedure for taking an exam that uses ExamID and ExamMonitor for remote proctoring.
- Before the examination, students must download the examination file.
- Students will open the Examplify application account to take the appropriate examination.
- Students will receive communication with the examination password when it is time to take the examination.
- Once the examination is complete students must submit the exam file to Examplify.
- Virtual backgrounds are prohibited during remote examinations.
- Exam space should be clear of all items, including cellphones, all electronic devices, beverages, snacks, chewing gum, coats, note pads and brimmed hats.
- No student will be permitted to wear a coat/jacket, zip-up shirt/sweatshirt, sunglasses, brimmed hat, hood, smart watch, or to use another electronic device during the examination.
- All browsers on your laptop or computer must be closed.
- Scrap paper may NOT be used during remote online examinations.
- Students may be permitted to use one erasable whiteboard no larger than 9 inches by 12 inches and one dry erase marker during examinations unless otherwise specified.
- Students should take examinations in a quiet space, but if students need to reduce noise, they may wear foam earplugs that must remain in place for the entirety of the exam.
- If the student is > 15 minutes late and has not notified the program
- Students are not permitted to take pictures or screenshots of examinations.
- Students are not permitted to write down any exam content during or after the examination.
- Webcams will be used throughout the exam to monitor for suspicious activity, including any academic dishonesty.
- If a student is flagged for irregular behavior faculty will investigate the incident, and the student may be called before the Professional Standards Committee.
- Students may not re-enter the examination once the examination is submitted. Students may not ask questions during the exam unless it relates to a technology issue.

### *After Examination*

1. Course coordinators will review examination statistics within 3 business days after the examination has been completed.
2. The course coordinator will allow students to review their Examination Strengths and Opportunities Student Report within 3 business days. The performance report will demonstrate student performance across the learning categories set up for the exams. This information can help students identify areas where they are excelling (strengths) and areas where they need to improve.
3. Final grades will be posted within 1 week.

Students who receive below 70% may review topics they answered incorrectly and study skills with their faculty advisor within 1 week after the final grades are posted. They should reach out to the course instructor/coordinator for content questions. It is the student's responsibility to contact their faculty advisor. Students who receive a 70-79% on an examination should contact their faculty advisor to review study skills within 1 week after the final grades are posted. They should reach out to the course instructor/coordinator for content questions.

**Final exams grades will not be released until all final exams are complete.**

## Program Academic Standards (Didactic and Clinical Year) (A3.15a)

Students must meet the following academic standards to progress and complete the PA Program.

- Students are required to maintain a cumulative QPA of 3.0 or higher to continue and/or graduate from the PA Program.
- Students must obtain a minimum grade of "B-" (80%) in all letter-graded PAS courses and a "P" in all PAS pass/fail graded courses.
- Students must successfully complete all other requirements for each specific course.
- The maximum time allowed from matriculation to the conferring of the MSPAS degree in accordance with the Pace University Graduate catalog is **5 years.** (A3.15b)

### *PA Program Grading and Quality Point System*

- A = 94 – 100 %
- A- = 90 – < 94 %
- B+ = 86 – <90 %
- B= 83 – < 86 %
- B- = 80 – < 83 %
- C+ = 76 – < 80 %
- C= 70 < 76 %
- F = < 70 %

**Any PAS letter graded course below a 'B-' is not considered a passing grade by Program standards**

The process for appealing a grade in a physician assistant course is governed by the University's Grade Appeal Process. A copy of this process may be found in the Pace University Student Handbook at https://catalog.pace.edu/undergraduate/academic/academic-policies-general-regulations/grades-academic-standing/grade-appeal-process/.

## Didactic Year Progression

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

The Certificate of Completion from Lenox Hill Hospital is coincidental with the MS degree from Pace University. Neither the certificate nor the degree will be granted unless the requirements of both have been satisfied.

### *Didactic Comprehensive Medicine Final Exam (PAS 603)*

Because the study of medicine is a cumulative process that builds on knowledge learned earlier, each test may include course subject matter learned previously. Students who do not achieve a passing score (80%) on this examination will be offered the opportunity to take one remediation examination/exercise and they must achieve a passing score of 80% (the original failing score is what will be used to calculate the final course grade). The format of the remediation exam/exercise will be determined by the course coordinator. Students who do not pass the remediation examinations/exercise **will receive a failing semester grade for the PAS 603 course**. Information about the comprehensive medicine final can also be found in the PAS 603 syllabus.

### *Continuity Plan*

In a major campus emergency, course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information will be communicated online through the university and program. If the course is not able to meet face-to-face, students should immediately read any announcements and/or alternative assignments. Students are also encouraged to continue the readings and assignments as outlined in the syllabus.

### *Requirements for Progression Within the Didactic Year (A3.15b)*

1. All written, physical, or combination examinations must be successfully completed.
2. Each student must pass each PAS-level course with a minimum grade of a "B-" (80%) in all letter graded PAS courses and a "P" in all PAS pass/fail graded courses.
3. Students are required to maintain a cumulative QPA of 3.0 or higher to continue and/or graduate from the PA Program.
4. Students must successfully demonstrate clinical skills required for clinical practice as determined by the Program.
5. Students must meet all academic and professional standards.
6. Students must comply with the policies of Pace University, Lenox Hill Hospital, and the Physician Assistant Program.
7. Students must comply with the Standards of Professional Conduct for the Physician Assistant Students set forth in the Student Program Policy and Procedure Handbook and Clinical Handbook as well as university policies described in the Pace University Graduate Student Handbook.

### *Requirements for Completion of Didactic Year (A3.15b)*

To successfully complete the didactic year, the student must adhere to the requirements above and:

1. Follow all rules and regulations published by the Pace University-Lenox Hill Hospital Physician Assistant Program.

2. Fulfill all tenets of policy set forth in this Student Program Policy and Procedure Handbook regarding academic progression.
3. Maintain a professional demeanor as a physician assistant student, as evidenced by attendance and active participation in all classes, lectures, seminars, and clinical experiences as designated by the Program.
4. Assume responsibility for learning.
5. Satisfactory completion of all didactic evaluation tools. (didactic written comprehensive exam, didactic OSCE, comprehensive physical examination, technical skills)
6. Provide proof of satisfactory completion of and certification in BLS/ACLS, infection control, medical terminology, and HIPAA and OSHA regulations.
7. Undergo and submit documentation of a complete physical examination and labs to establish a health database before the start of the clinical year.

### *Requirements for Progression and Completion of Clinical Year (A3.15b)*

A physician assistant student must complete the following requirements to successfully complete the clinical year and graduate from the Physician Assistant Program.

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 letter graded PAS courses and a "P" in all PAS pass/fail graded courses and must successfully complete all other requirements for each specific course.
3. Follow all rules and regulations published by the Pace University-Lenox Hill Hospital Physician Assistant Program.
4. Successfully complete clinical healthcare clearance including annual medical clearance, annual mask fit testing and maintaining up-to-date immunization requirements. Please reference the Healthcare Clearance Policy section and requirements detailed in Exxat for further information.
5. Fulfill all tenets of policy set forth in the Student Program Policy and Procedure and Student Clinical Handbook.
6. Maintain a professional demeanor as a physician assistant student and assume responsibility for learning as evidenced by attendance and active participation in clerkships, call back days, lectures and clinical experiences.
7. Satisfactory completion of a summative written comprehensive examination (EOC) at the end of the clinical phase with a grade of 80% or higher.
8. Satisfactory completion of a summative comprehensive OSCE examination at the end of the clinical phase with a grade of 80% or higher.
9. Completion of the student self-assessment Packrat exam during the clinical year.
10. Satisfactorily complete all 9 clinical clerkships with a grade of 80% or higher.
11. Demonstrate successful completion of program specific competencies.

## Academic Probation

### *Probation Criteria*

A student in the Physician Assistant Program ("PA Program") who fails to satisfy the academic standards of the Program may be placed on academic probation. 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 the circumstances that may result in a student being placed on probation, 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").

### *Notice of Probation*

Ordinarily, students placed on academic probation will receive written notice of their probationary status from the PA Program as soon as possible. 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*

To be restored to good academic standing and eligible to continue in the PA Program, a student on academic probation must meet the probation conditions 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 one Failed Course by taking a comprehensive test on 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 remediate their first failed course, they must decelerate 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 their first failed course will be required to decelerate 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 every 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 within which they must be satisfied, are final and may not be appealed.

## Academic Dismissal (A3.15d)

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 automatically include, but are not limited to, circumstances in which the student:

- Qualified for academic probation a second time in the clinical or didactic year. Failure of a second PAS course in either the didactic or clinical year will result in automatic dismissal from the program.
- 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 in either didactic or clinical year.
- The student's cumulative quality point average ("CQPA") falls below 3.00.

### *Notice of Dismissal*

A student who qualifies for dismissal from the PA Program shall be notified in writing by the Program Director as soon as practicable that they have been dismissed. The student will not be permitted to attend any PAS level classes. 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.

## Appeal of Academic Dismissal (A3.15g)

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 send an email to the Chair of the Appeals Committee. The name and email address will be listed in their dismissal letter.

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.

### *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. 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
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 averse 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. 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. 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.
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 enrolled in the PA Program immediately before being dismissed.

The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. The Program Director will be notified of the Appeals Committee decision. 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 attorneys, friends, classmates, and family members of the student.

## Standards of Professional Conduct and Academic Integrity Compliance Policy

### *Violations Occurring in a Course*

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").

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 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 be provided to the student and placed in their student file. The report should consist of factual statements, not conclusory statements unsupported by facts.

### *Appeal to Professional Standards Committee*

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

### *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 e-mails from an advisor or PA Program staff, or failing to meet PA Program staff or an advisor's deadline for responding to a request.

<u>The Complaint</u>

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 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 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 with 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.

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. 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.

## Programs for at-risk students

### *Didactic Year: Guided Study Program*

Guided study is necessary if a student fails the Human Physiology course. This decision was based on cumulative program data.

Purpose

Cumulative program data has shown that deficient performance in Human Physiology correlates with poorer performance on the PANCE. The purpose of this program is to identify students who are at risk of performing poorly on the PANCE as soon as possible and provide additional guided study tools throughout clinical medicine courses (Fall & Spring).

Process

1. The Director of Didactic Education will identify students that fail the Human Physiology course.
2. The Clinical Medicine course coordinator will develop quizzes for each of the clinical medicine units.
3. The Clinical Medicine course coordinator will check that each quiz is completed at least 24 hours before each clinical medicine examination.
4. If quizzes are not completed during that time, the student will be referred to their academic adviser.
5. Students must receive a minimum score of 80% on each GS quiz.
6. Failure to complete 2 or more quizzes is considered a professional infraction and the student may have a PSE form completed by the course coordinator and placed in their file.
7. Students are offered tutoring (see below).

### *Clinical Year*

Purpose

The program identifies students who are at risk at the conclusion of the didactic year before beginning the clinical year. Students will be entered into a structured remediation program.

Process

1. The Director of Didactic Education will compile a list of all students deemed at-risk at the end of didactic year.
2. The Director of Remediation will notify faculty advisers of any student deemed at-risk as per criteria and ask for adviser input and recommendations.

3. The Director of Remediation and the PA-LT will meet and decide which students would benefit from the remediation program which will begin after the first clinical rotation is completed.
4. The Director of Remediation will notify and work with identified students providing a guided study program to ensure successful completion of the program.

## 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.

Based on need and recommendation from your advisor, physician assistant students in their didactic phase may be offered tutoring. The following is the process:

1. Students who desire tutoring will contact their adviser for permission and a referral.
2. If approved, the student will be given the name(s) and contact information of the tutor(s).
3. The tutor(s) will work out a mutually agreeable place/time to meet. Avoid last-minute requests as tutors are engaged in their clinical phase and may have scheduling limitations.
4. Group sessions are encouraged, and individual tutoring is not the norm.
5. Students should come prepared with specific questions / topics.
6. Tutors may not discuss prior exam content or offer insights about previous testing. Participating in such activities is a breach of Academic Integrity by both the student and the tutor.
7. Tutors will report tutoring dates, total time spent, student names and courses/primary material covered to the Department.

## Remediation (A3.15c)

### *Remediation of Didactic & Clinical Coursework*

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

### *Remediation of Didactic Written Examinations*

Individual course written examinations are not remediated during the semester (except for comprehensive evaluations).

### *Remediation of Clinical Written Examinations*

Students must receive a grade of 80% or higher to pass all clinical year exams. Students who do not receive a passing grade must remediate and retake the exam (See individual clinical syllabus for remediation assignments). A passing grade is required on the retest to pass the course's exam component. If a student cannot pass the course's exam component, this will result in course failure. The original exam grade will be entered for grade calculation. See clinical handbook for further information.

### *Remediation of PAS Courses*

A student who fails a PAS-level course may be permitted to remediate a maximum of one (1) PAS course in the didactic year and a maximum of one (1) PAS course in the clinical year. Failure of a second PAS course in either the didactic or clinical year will result in automatic dismissal from the program.

If a student successfully completes their remediation activity, their grade for the course will be changed to a "B-" (80%) 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.

If the student does not successfully remediate the PAS didactic 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, he or she has not failed one PAS course previously.

If the student does not successfully remediate the PAS clinical course, the original failing grade remains and, in order to progress in the Physician Assistant Program, the student will be required to successfully repeat the course when it is offered provided, he or she has not failed one PAS clinical course previously. This will cause a delay in graduation.

### *Remediation of Summative Evaluation Tools*

The End of Curriculum Exam (EOC) and the Objective Structured Clinical Examination (OSCE) are summative evaluations of each student. These take place within the final four months of the program to verify that each student has met program defined competencies to enter clinical practice.

The program expects the students to obtain an overall passing grade of 80% or greater on both program summative exams, PAEA End of Curriculum Exam (EOC) and Clinical OSCE. The program uses the PAEA EOC exam which utilizes a scaled scoring system of 1200-1800 and a score of 1440 out of 1800 which is equal to 80%.

Students who did not receive an overall passing grade of 80% (1440 or greater) on the EOC Exam will be required to meet with the Director of Remediation and develop a targeted remediation plan. Before graduation, students must retest and pass an exam developed by the Director of Remediation.

Students who do not receive a passing grade of at least 80% on the Clinical OSCE which includes technical skills, will be required to remediate by completing coursework related to demonstrated deficiency and retest as determined by course instructor.

### *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.

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

## Deceleration Due to Failed Remediation (A3.15c)

A student who has been notified they have been decelerated must file for an academic leave of absence from the Office of the Registrar and drop all courses currently enrolled. All requests and inquiries for the Office of the Registrar can be made through https://frontdesk.pace.edu/. A *Registration Action Form* is necessary to file with the Office of the Registrar and is available at https://www.pace.edu/registrar/forms#l. This PDF form requires a signature from the Office of the Registrar then the student must send a copy to the Program. The student must also complete the *Leave of Absence Application* available at https://www.pace.edu/registrar/forms#l. This online form needs the Program's approval, so choose Dr. Jean Covino, DHSc, MPA, PA-C (the Program Chair) from the Advisor's drop-down menu.

You must complete and file the necessary paperwork to resume your studies in the semester prior to your return to repeat a failed course(s). You must complete the *Resumption of Studies Application* available at https://www.pace.edu/registrar/forms#l. This online form needs the Program's approval, so choose Dr. Jean Covino, DHSc, MPA, PA-C (the Program Chair) from the Advisor's drop-down menu.

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 chair. 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 and will be placed in the current applicant pool. Students are not automatically readmitted. Students may be readmitted only once to the PA Program after academic dismissal.

## Leave of Absence, Withdrawals, Resumption of Studies (A3.15d)

The maximum time allowed from matriculation to the conferring of the MSPAS degree in accordance with the Pace University Graduate catalog is 5 years.
https://www.pace.edu/registrar/registration/academic-catalogs

To request a leave of absence as reasonable accommodation for an eligible disability, students should contact the Coordinator of Student Accessibility Services.

Students who wish to take a leave of absence should file a request in writing to the Program Chair, Dr. Jean Covino, jcovino@pace.edu. **The Chair must approve all leave of absences.** Students must be in good academic standing in order to be granted an LOA. Additionally, they must notify the Office of the Registrar through https://frontdesk.pace.edu/. For any leave whether medical, military or academic, students must file the appropriate LOA form
( https://www.pace.edu/registrar/forms ) with the Office of the Registrar. The *Leave of Absence Application* available at https://www.pace.edu/registrar/forms#l must be completed. This online form needs the Program's approval, so choose your academic advisor from the Advisor's drop-down menu.

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 the Office of the Registrar and can be found at https://www.pace.edu/registrar/forms#l. This PDF form requires a signature from the Office of the Registrar then the student must send a copy to the Program.

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 https://www.pace.edu/financial-aid/policies-and-procedures/refund-and-repayment-policy. It is strongly suggested that all students consult the Financial Aid Department 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.

On the semester prior to your return, you must complete and file the necessary paperwork to resume your studies with the office of the Registrar and provide completed and signed off copies to the Office of the Registrar and the PA Program office. The appropriate *resumption of studies form* may be found at https://www.pace.edu/registrar/forms. This online form needs the Program's approval, so choose Dr. Jean Covino, DHSc, MPA, PA-C (the Program Chair) from the Advisor's drop-down menu

### *Withdrawal from the Program (A3.15d)*

A student may initiate voluntary withdrawal from the Program. After submitting a letter to the Program Director requesting a withdrawal, students will be requested to conduct an exit interview with the Program Director prior to leaving the Program. Students should withdraw from all courses and review official withdrawal deadlines for questions on tuition refunds. Withdrawal information can be found at https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/registration-policies/withdrawal-policy/

### *Tuition Cancellation Schedule*

The Pace University-Lenox Hill Hospital Physician Assistant Program adheres to the Tuition Cancellation Schedule stated in the University Academic Catalog at https://catalog.pace.edu/graduate/general-university/tuition-fees/tuition-cancellation-schedule/.

### *Tuition Refund Policy (A1.02k)*

The Pace University-Lenox Hill Hospital Physician Assistant Program adheres to the Tuition Refund Policy stated in the University Academic Catalog at https://catalog.pace.edu/graduate/general-university/tuition-fees/student-refunds/

## 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.** Specific courses or examinations are subject to the approval of the Program Chair and Director of Didactic Education.

## Graduation Policies

### *Graduation Requirements*

The Physician Assistant Program and the Office of the Registrar 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 (OSCE) 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 all summative evaluations.
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 the Office of the Registrar policies and you may expect to receive your diploma in the mail at least 2-4 weeks after the order date. You will find more information at https://www.pace.edu/registrar/graduation-and-conferral-of-degrees.

### *Readiness for Graduation*

The Office of the 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 contact the Office of the Registrar immediately at https://frontdesk.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 that affects the university

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

The Office of the Registrar 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 e-mail address. You may receive an e-mail from a third-party vendor, who distributes the degrees, notifying you that they will be sending them out. To help facilitate the process you need to make sure that your e-mail and mailing address is correct early in the fall semester.

## Conferral versus Commencement

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 https://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. The PA program will have its own celebratory graduation ceremony in August.

### *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 to the Office of the Registrar through https://frontdesk.pace.edu. 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 Clearinghouse can also be reached at 703-742-4200 by phone, at 703-742-7792 by fax and by e-mail at service@studentclearinghouse.org. More information is available at www.studentclearinghouse.org.

## Transcripts and Verification for Physician Assistant Students and Alumni

To request a transcript and verification with Pace University's seal, please see more information and instruction at https://www.pace.edu/registrar/transcripts-and-verification. Here are the keynotes:

Ordering Transcripts/Verification

Pace University has contracted with The National Student Clearinghouse to handle all transcript requests for current students, former students, and alumni.

- All transcript requests must be submitted to The National Student Clearinghouse Transcript Ordering Page (https://tsorder.studentclearinghouse.org/school/select).
- If you are a current or recently graduated student, please check to confirm that your final grades and degree information are posted on MyPace Portal prior to ordering your transcript.
- The National Student Clearinghouse will send updates on the status of your order via email.

Through the National Student Clearinghouse website, students and alumni can choose between two types of transcripts:

- A traditional hard copy transcript that can be sent via regular mail or express mail.
    - For students who attended Pace University prior to 2005, there may be delays in the processing time as these records require additional research. These records will only be available via mail delivery.
- An electronic transcript, a certified PDF of your official Pace University transcript, that can be emailed to a university, business, organization, or to any individual with a valid email address. Recipients of the Electronic PDF Transcript will receive an email with a secured link, password, and instructions on how to retrieve the document. They will have 30 days to access the link.
    - This option is currently unavailable for students who attended Pace University prior to 2005. Please contact the Transcript & Verification Dept. (https://frontdesk.pace.edu/) with any concerns regarding your records if you attended during these dates.

Find the step-by-step instruction at https://www.pace.edu/sites/default/files/2024-04/registrar-online-transcript-ordering-system-for-students.pdf.

Other Verifications without University Seal

- Send the state verification, credentialing reference, and claims history request that does not require the University seal to Emily McInerney at emcinerney@pace.edu or Sherylyne Toque at stoque@pace.edu.
- Send the education verification request for employers to your faculty advisor. You may find the faculty contact information at https://www.pace.edu/college-health-professions/faculty. Send the request to Sherylyne Toque at stoaue@pace.edu if the faculty advisor is no longer with Pace University.
- Send the enrollment verification request for jury duty or apartment rental with attached form(s)/documentation to Sherylyne Toque at stoque@pace.edu.

A list of licensing boards by state is available at https://www.nccpa.net/state-licensing-boards/.

## 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.
https://prodcmsstoragesa.blob.core.windows.net/uploads/files/PANCEBlueprint.pdf
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-sect 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

Most 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/state-licensingboards/.

## 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.op.nysed.gov/prof/med/rpa.htm

**Pace University – Lenox Hill Hospital**
**Physician Assistant Program – NYC**
**Department of Physician Assistant Studies**
**College of Health Professions**
161 William Street, 5th floor
New York, NY 10038
Phone: (212) 618-6050
Fax: (212) 618-6005
Email: paprogram@pace.edu
https://www.pace.edu/college-health-professions

# Policy for Election of Student Representatives and Officers

No later than each October, the Student Academy faculty advisor will convene a meeting of the new didactic class to discuss available positions in the chapter and other offices in local student governance. Students may self-nominate or may nominate others. Each candidate will present qualifications to classmates during an online or in-person meeting. Voting will be conducted by live polling during this meeting. All students will have an opportunity to vote. The winning candidate will receive the majority of votes in a primary or a run-off election. The Student Academy faculty advisor will notify the class of the election results immediately.

Student Academy offices include:

- Student Academy president, vice president, secretary, treasurer
- AOR representative and alternate
- State chapter representative

Local offices include:

- Admissions officers
- Fundraising and outreach officers
- Alumni/ae representative
- Publicist
- IT liaison
- JEDI committee representative

To hold any Student Academy position, all students must be and remain in good academic standing; this may involve satisfactory academic performance or matters of professionalism. Inability to maintain good academic standing, at the discretion of the faculty, may warrant discussion of your candidacy and potential cessation in candidacy. This depends on the faculty's discretion.

In addition, all Student Academy officers must be AAPA members.

Currently we hold elections in September/October

**Pace University – Lenox Hill Hospital**
**Physician Assistant Program – NYC**
**Department of Physician Assistant Studies**
**College of Health Professions**
161 William Street, 5th floor
New York, NY 10038
Phone: (212) 618-6050
Fax: (212) 618-6005
Email: paprogram@pace.edu
https://www.pace.edu/college-health-professions

# Student Attestation of Understanding

I have reviewed the Pace University-Lenox Hill Hospital Physician Assistant Student Program Policy and Procedure Handbook. 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 https://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