PACE UNIVERSITY

College of Health Professions

MASTER OF SCIENCE IN PHYSICIAN ASSISTANT STUDIES (MSPAS) PROGRAM POLICY AND PROCEDURE HANDBOOK

ACADEMIC YEAR 2025-2028

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WELCOME FROM THE FACULTY

The PA Program and 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

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

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be July 2033. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

The program's accreditation history can be viewed on the ARC-PA website (PDF).

GENERAL INFORMATION

Program Mission

The mission of the Pace University–Lenox Hill Hospital Physician Assistant Program is to graduate PA leaders with the requisite knowledge and skills to practice in diverse settings while fostering personal wellness through a student-focused educational experience. 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 to succeed within the rapidly changing health care landscape and to serve as leaders in the PA profession and their communities.

Program Goals

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 and engagement.

Goal #5

Support students' success and wellness 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 2019. Pace's clinical affiliate, Lenox Hill Hospital was awarded three-year accreditation by the Joint Commission following its most recent survey in February of 2026. 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 Assistants (AAPA), established in 1968, serves the interests of graduate and student PAs in areas such as government affairs, public education and professional development, while its chapters work to advance the profession on the state level. A closely related organization, the Association of Physician Assistant Programs (APAP), represents the interests of PA educational programs.

Throughout the 1970s, health services researchers focused attention on physician assistants to observe their acceptance by physicians and patients, the content and quality of the care provided, cost effectiveness and productivity, and willingness to practice in medically underserved areas.

The 1980s and 90s brought about the continued expansion of training programs for PAs and further utilization in a wider range of practice settings than had ever been anticipated by its founders. Today PAs play an integral role in many aspects of the health care system. Current transitions in managed care have resulted in the incorporation of PAs into reimbursement formulas. In the next several decades the expansion of opportunities for PAs in primary care and other specialties will become limitless.

Program Faculty and Administration

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

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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 accommodation is provided to qualified individuals with a disability. To request a reasonable accommodation, applicants and students should read Information for Students with Disabilities at Student Accessibility 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 of the PA degree signifies that the holder is a physician assistant prepared for entry into the practice of medicine. Therefore, it follows that graduates must have the knowledge and skills to practice medicine as PAs in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates must also have the physical and emotional stamina to function in a competent manner in educational and practice settings that may involve heavy workloads and stressful situations. Accordingly, candidates for the degree must be able to perform specific essential functions that the faculty deem requisite for the practice of medicine. These functions, expressed as Technical Standards, fall into several broad categories, including observation, communication; motor; conceptual, integrative and quantitative; and behavioral and social.

Observation

Candidates must be able to observe demonstrations in the basic sciences, medical illustrations and models, microscopic studies of microorganisms and tissues in normal and pathological states. They must also be able to directly and accurately observe a patient's demeanor, see a patient's physical condition, and obtain a medical history and perform a physical examination correctly on the patient in order to integrate the information derived

from these observations in order to develop an accurate diagnostic and treatment plan. These skills require the functional use of vision, hearing, smell, and somatic sensation.

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

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

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

Behavioral and Social Attributes
Candidates must understand the legal and ethical aspects of the practice of medicine and function within the guidelines established by the law and by the ethical standards of the PA profession. They must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion and nondiscrimination in the care of their patients. They must at all times demonstrate the emotional stability to be able to exercise good judgment and carry out prompt completion of all the responsibilities attendant to the diagnosis and care of their patients in a sensitive and effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impact on relationships and patient care. Applicants must be able to adapt

to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. A candidate must be able to accept criticism and respond by 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
- Basic surgical skills - scrub, gown, glove, sterile technique
- Surgical dressing change
- Suturing
- Stapling
- Venipuncture
- IM and SC injections
- Intradermal and Intramuscular injections
- IV/Hep-lock insertion
- Splinting
- Interpreting diagnostic imaging
- Interpreting laboratory values
- Arterial Blood Gas (ABG)
- Electrocardiogram (ECG or EKG)
- Foley Catheter Placement (Male and Female)
- Nasogastric tube placement (NG tube)

Program Specific Competencies

The PA Program educational objectives and expected graduate competencies are developed and approved by the NCCPA, ARC-PA, PAEA, and the AAPA. All graduates will be expected to meet the *Competencies* which state the following:

At the completion of the program students will be able to:

1. **Medical Knowledge (MK)**

- **MK1.** Apply a strong foundation in basic sciences, health and disease states including pathogenesis, etiology, epidemiology, and clinical presentation of medical and surgical problems.
- **MK2**. Integrate medical and clinical knowledge to synthesize patient encounter data, formulating evidence-based differential diagnoses and comprehensive management plans that prioritize healthcare maintenance and disease prevention
- **MK3**. Determine appropriate settings for care and prioritize clinical interventions, including the necessity for surgical versus non-surgical referrals, with a specific focus on the stabilization and management of acute or emergent cases.

2. **Interpersonal and Communication Skills (ICS)**
    - **ICS1.** Demonstrate effective and respectful communication with patients, families, and interprofessional team members to facilitate patient-centered care and shared decision-making.
    - **ICS2.** Communicate with sensitivity and clarity when discussing difficult topics with patients and families.

3. **Person-Centered Care (PC)**
    - **PC1.** Elicit focused histories and perform accurate physical examinations, correlating clinical findings with diagnostic and laboratory data to guide clinical decision-making.
    - **PC2.** Integrate findings from patient encounters with foundational medical knowledge to diagnose and manage common medical and surgical conditions across the lifespan.
    - **PC3.** Deliver clear and concise oral case presentations, effectively communicating the patient assessment and proposed management plan to other members of the healthcare team.
    - **PC4.** Document patient encounters accurately, completely, and in a timely manner to ensure high-quality patient care.
    - **PC5.** Perform common clinical procedures and technical skills safely and effectively, prioritizing informed consent and patient comfort while maintaining standard precautions.

4. **Interprofessional Collaboration (IPC)**
    - **IPC1.** Communicate effectively with other health care professionals to establish and enhance patient care.

5. **Professionalism and Ethics (PE)**
    - **PE1**. Demonstrate professional conduct and provide medical care that is respectful, compassionate, and empathetic.
    - **PE2**. Apply legal and ethical principles to clinical encounters, ensuring the protection of patient rights, autonomy, and confidentiality.

6. **Practice-based Learning and Quality Improvement (PBL)**
    - **PBL1**. Retrieve and apply evidence from the medical literature to the care of patients.

- **PBL2**. Integrate principles of value-based healthcare to provide high-quality, cost-effective care that balances fiscal responsibility with optimal patient outcomes.

7. **Society and Population Health (SPH)**
    - **SPH1**. Apply concepts of population health to locate and secure community resources to mitigate barriers to healthcare access.
    - **SPH2.** Incorporate public health principles into the management of both individual patients and broader populations to promote health, wellness, and disease prevention.

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 and at the Guidelines for Ethical Conduct for the PA Profession (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 Code of Conduct for Board Certified and Certifying PAs and PAs with the PA-C Emeritus Designation (PDF).

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." Additional information may be found at About PAs on the Accreditation Review Commission on Education for the Physician Assistant website.

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 and the policies, procedures, and rules of each clinical site to which the student is assigned.

Please refer to the Northwell Health Employee Handbook (PDF) section on Workforce Conduct. 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.

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 exhibit respect for the privacy and confidentiality of fellow students during activities with other students, including but not limited to physical examinations of fellow students or discussion groups that may reveal personal information;
- offer criticism or suggestions in a thoughtful manner that fosters respect and trust and be willing to accept and apply constructive feedback; 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. 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 can also be found at University Policies, Disciplinary and Grievance Procedures in the Pace University Student Handbook.

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

- Students are not permitted to use notes or other materials during examinations unless expressly authorized in advance to do so by the instructor.
- Students are required to do their own work and, without prior approval of the instructor, may not submit work created by others as their own work or knowingly allow another student to copy or use his or her work.
- Students are required to sit for examinations that are submitted to fulfill their own academic obligations; students may not have another student or person take an examination for them.
- The same academic work may not be submitted more than once for credit or to fulfill the requirements of an academic exercise.
- Obtaining a copy of an examination or graded assignment (e.g., case presentation, patient education project) used in a previous year or completed by another person is prohibited.
- Prior to taking an examination or completing an assignment, students are not permitted to review prior related examination questions or answers and/or graded assignments completed by another person.
- A student must give proper attribution when using the words or ideas of another person, whether in a written or oral academic exercise. This includes, among other things, proper citation of quoted and paraphrased material.
- Knowingly presenting false information to Program faculty, staff, supervisors, patients, or clinical preceptors is prohibited. This includes but is not limited to, falsifying laboratory data, patient information, or forging another's name or signature on required program documents such as preceptor evaluations.

- Misrepresenting oneself as a graduate of the Program or one's physician assistant student status as, for example, a physician assistant, nurse practitioner, medical resident, and the like, is prohibited.

PAEA Exam Honor Code

Students in the didactic and clinical year will be required to adhere to PAEA examination and honor code policies. Please review all policies at the PA Education Association (PAEA) Maintaining Exam Integrity During COVID-19 webpage. Your signature on the performance agreement acknowledges that you fully understand the information.

The Center for Excellence in Healthcare Simulation Code of Conduct

The program utilizes the Center for Excellence in Healthcare Simulation (CEHS) laboratory located at 161 William Street for required curricular simulation exercises and assessments. The Center consists of 4 large skills laboratories, 3 simulated hospital suites, 9 patient examination rooms, and a state-of-the-art audio-video and data recording system, SimCapture. High fidelity manikins and various low fidelity task trainers are used to train psychomotor skills and clinical reasoning.

Manikins used:

- Sim Man Essential
- Sim Man 3G
- High Fidelity Adults
- Sim Mom
- 1 Sim Junior
- 1 Sim Baby and Sim Newbie
- 1 Harvey Manikin

Task trainers: IV Arms, ABG arms, Suture kits, Urinary catheters, Injection modules, Central line trainers, Lumbar puncture trainers.

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

The CEHS is fully accredited by the Association of Standardized Patient Educators (ASPE), a leading authority in the field of standardized patient (SP) methodology. SPs are highly trained actors simulating patients or embedded participants, who help learners develop communication skills, practice history taking, build empathy and teamwork.

STUDENT RESOURCES

Didactic Student Tutoring Guidelines

Tutoring services are available for physician assistant students in their didactic (pre-clinical) phase who are having academic difficulties. 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 the use of 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 (so called 11th hour) 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 are a breach of Academic Integrity by both 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 (Blueprint)
2. U World
3. Access Medicine
4. Aquifer
5. Up to Date

ExamSoft

Our program will be using Exam Soft 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 at Examplify: Verify device meets MSRs.

If you need assistance with Examplify or the ExamSoft portal, you can contact ExamSoft and their contact information is available online at 24/7 Phone Support. You may contact ITS by phone at (914) 773-3333 or email at pacehelpdesk@pace.edu for additional support.

PA Student Website Links

- Pace University-Lenox Hill Hospital Physician Assistant Program
- American Academy of Physician Associates (AAPA), Student Academy

- New York State Society of Physician Associates (NYSSPA) PA Student and New Grad Resources

Professional Agencies and Regulatory Bodies

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

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is the recognized accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.

The ARC-PA encourages excellence in PA education through its accreditation process, by establishing and maintaining minimum standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Physician Assistant Education. The accreditation process is designed to encourage sound educational experimentation and innovation and to stimulate continuous self-study and improvement.

American Academy of Physician Assistants (AAPA)

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

As an AAPA member, you also receive multiple publications, free record keeping and reporting of CME requirements, and are entitled to a membership discount for the annual spring conference. Student Physician Assistant Societies are an integral part of the AAPA and make up a body referred to as the Student Academy of the American Academy of Physician Associates (STUDENT ACADEMY). 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, in order to hold a leadership role within the program's STUDENT ACADEMY group.

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

New York State Society of Physician Associates (NYSSPA)

The New York State Society of Physician Associates (NYSSPA) is the state constituent chapter of the APAA. Currently all fifty states have similar chartered constituent chapters. The NYSSPA mission is to provide PAs a collective voice through advocacy and enhancing the environment of

PA practice focused on quality patient and healthcare outcomes. Their collective vision is to promote and empower PAs as leaders and integral members of healthcare.

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

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 National Commission on Certification of Physician Assistants (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.

Libraries and Texts

The Beekman Library is located on the Pace University, New York City Campus at 15 Beekman Street, 4th Floor, New Yok, 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 are interlibrary loans and daily passes to other libraries in New York City. You can also contact the circulation desk/general information by phone at (212) 346-1332, the reference and research services at (212) 346-1331, and visit the library services (hours of operation). The library liaison for the College of Health Professions (CHP) has created a library information module and Physician Assistant LibGuide to further assist students with medical literature resources and research.

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. Additionally, various individual hospitals and clinical sites also offer electronic resources such as UpToDate, DynaMED, MDConsult, Access Medicine, Access Surgery, and Access Emergency Medicine.

A list of all required and recommended texts will be provided throughout the year via individual course syllabi. **Most required textbooks can be accessed through Access Medicine with your 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. For live assistance with a technological concern, contact the Pace Helpdesk at phone (914) 773-3648 or create a work request using the Helpdesk system.

Activate Email

Access to Pace online systems requires an active account. Therefore, go to Pace University's directory and find your username/email. Here are the steps:

1. Go to the Pace University Directory
2. Type your First and Last name in the Name textbox
3. Select the applicable Person Type from the dropdown menu
4. Click Search
5. After receiving results, click 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 email or username (email without "@pace.edu"), a one-time account activation at Apps, Downloads, and Account Management (ADAM) is imperative. Password change/reset, email forwarding, apps and software downloading, etc. are also done through ADAM.

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. You will generate a separate passcode using the Duo MFA application on your phone or tablet, which will be added to your password with a comma as *<your password>,<Duo MFA code>*. See the Duo (MFA): Initial Setup for Pace System and the Multifactor Authentication FAQ to help you with registration, and then log in to Duo Multifactor Device Enrollment.

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 ITS Computer Lab at One Pace Plaza, Room W202, has open access for Pace students, faculty, staff, and Alumni. Please check the hours of operation prior to visiting the Tech Zone lab. Printing, copying, and scanning services using the Pharos Printing System are also available. Remote access to a computer is available through the Virtual Lab without necessary installation.

Financial Aid

Pace University students may be eligible for aid from many different sources including scholarships and grants, federal work study and student loans. Please visit the Financial Aid webpage and check the different types of financial aid and their general eligibility.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' educational 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 PII, Financial Aid Counselors cannot accept tax documentation, loan applications or any documents that include PII to their personal emails. Any documentation with PII must be sent to Financial Aid at email financialaid@pace.edu or via the Document Submission form, both are secure.

Expenses

Current tuition and fees are available from the Office of Graduate Admission and you can review the breakdown of the total tuition and fees for the program online. All costs are subject to change at any time.

Other costs to be considered by the student are books, rent and utilities, food, transportation, and personal medical insurance costs. All students will be required to purchase medical diagnostic equipment and supplies, and lab 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 duration of the program, including travel to and from clinical rotations, are the responsibility of the student. Any student who must repeat a clerkship for any reason will be responsible for any fees and applicable credit hours. **The Program is not responsible for any changes in the tuition or financial aid of students who must repeat a course/semester for academic or behavioral reasons. Nor is it responsible for changes made while a student is on a leave of absence.**

Instructional Aids 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 Center for Excellence in Healthcare Simulation (CEHS) laboratory at 161 William Street, 6th floor, New York, NY 10038. CEHS is a safe learning environment for clinical simulations and offers state-of-the-art resources. All students must adhere to the laboratory's code of conduct:

1. The Center for Excellence in Healthcare Simulation (CEHS) 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 CEHS 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 are necessary
4. The CEHS uses some equipment that contains latex. If you have a latex allergy, please notify your faculty as well as the staff of the CEHS.
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 the laboratories digital audio-visual system SimCapture. 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 expects students to join the Student Academy of American Academy of Physician Assistants and the New York State Society of Physician Assistants (NYSSPA), which has online resources for students and new graduates. Students and faculty also attend professional NYSSPA and AAPA conferences; these conferences provide students with 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 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 student academy 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 by the program with no history of academic or professionalism issues, in order to hold a leadership role within the program's STUDENT ACADEMY group. If academic difficulties arise, the student will be asked to step down from that role.

Safety and Security (A1.02g)

The safety and security services at Pace University are 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 email address and phone number are automatically added to 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, log into the Emergency Notifications webpage. 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!
- 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 Security and 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 on the Security and Emergency Management website for safe travel tips to and from clinical sites, which includes instructions to download the PaceSafe 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 and Child Family Health International (CFHI). 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 the U.S. Centers for Disease Control and Prevention (CDC) Traveler's Health. 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 and Parents and Families Hub webpages for further information and other services that are of interest to them:

- Student Affairs
- ITS Service Areas
- Computer Labs
- The Division of Opportunity and Institutional Excellence (DOIE)
- English Language Institute
- Academic Centers and Institutes
- Center for Community Action and Research

Self -Care

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). 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:

- Mindfulness resources
- Mindfulness Meditation by Pace Videos

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

Professional Help

- Pace University Health Care
  161 William Street, 2nd floor, Room 212, New York, NY 10038
  Phone: (212) 346-1600
- Pace University Counseling Center
  161 William Street, 7th floor, New York, NY 10038
  Phone: (212) 346-1526
- Pace University Counseling Center Services
- New York State Office of Mental Health
- New York City Health 988 Suicide & Crisis Lifeline
- New York State's Mental Health and Substance Services
- New York Police Department (NYPD) Crime Victim Assistance Program
- New York Police Department (NYPD) Resources and Services Hotlines

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 Student Accessibility Services to enable them to have equal access to Pace University's educational programs and facilities. The same rigorous admission and academic standards apply to students with and without accommodation. In order 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 the needs of students with disabilities.

Disabilities and Accommodations

Federal law, including the Rehabilitation Act of 1973 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 a reasonable accommodation for a student with a disability is an interactive process that includes shared responsibility between the University and the student. Accommodations include, for example, academic adjustments or modifications, auxiliary aids and services, and adjustments to make the campus, residential housing, and transportation accessible. Academic adjustments include such things as extended time to complete examinations, a distraction-reduced testing environment, permission to record classes, and course substitutions. Examples of auxiliary aids and services are 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. Any questions about the services offered by the University to students with disabilities or the procedures for requesting an accommodation should be directed to Student Accessibility Services for the New York City campus at phone (212) 346-1199 or 161 William St, 10th Floor and for the Westchester campus at phone (914) 773-3201 or the Administration Center, 861 Bedford Road, Pleasantville. Notifying other University offices, faculty or staff does not constitute giving notice to the University of a request for accommodation.

No one, including faculty, is authorized to evaluate the need and arrange 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 an accommodation.

Before an 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 Monisha Moore, associate director for the Community Standards and Compliance Office in New York City. She can be reached by phone at (212) 346–1295 or email mmoore@pace.edu.

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 current status of the disability and/or to renew the request for an accommodation.

Any questions about the services offered by the University to students with disabilities or the procedures for requesting an accommodation should be directed to the Office of Student Accessibility Services for the New York City campus at phone (212) 346-1526 or for the Westchester campus at phone (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 phone (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 at the University. Students who wish to obtain information about the services offered by the Counseling Centers or to schedule an appointment, should call (212) 346-1526 for the New York City campus or (914) 773-3710 for the Westchester campus.

DIDACTIC YEAR COURSE OF STUDY

PLEASE NOTE: The 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 and 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	Synchronous/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 and Diagnostic Methods I	On-campus	4
PAS 606	Health History and Physical Diagnosis II	On-campus	4
			20 credits

Spring

PAS 513	Gross Anatomy II	Synchronous/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 and Diagnostic Methods II	On-campus	3
PAS 607	Health History and Physical Diagnosis III	On-campus	4
PAS 609	Surgical and 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 and 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 responsibility of the student. All clerkship schedule decisions rest with the program.

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

Student Initiated Clerkships (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 sites 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(s). 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) in conjunction with Pace Study Abroad. 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 the U.S. Centers for Disease Control and Prevention (CDC) Traveler's Health (A3.07b). International elective placements will be subject to faculty approval.

Liability Insurance

Pace University carries general and professional liability insurance that includes coverages 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 coursework. 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 (PDF) is available online for your review.

Transportation

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

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

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 take the initiative to complete housing arrangements prior to the beginning of the next assigned clerkship.

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

Rights to Privacy

Student records are protected from unauthorized access and release by the Federal Educational Rights and Privacy Act (FERPA) of 1974. Visit Pace University FERPA Policy for additional details.

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

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 in order 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. It is the purpose of the Student Grievance Procedures to ensure that these disagreements are expressed, explored, and resolved promptly and

confidentially. The Student Grievance Procedures shall apply to student grievances relating to the following:

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

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

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: Student Grievances is available in the Pace University Student Handbook.

Harassment Policy

For information about how the University responds to discrimination/harassment concerns that are not sex-based, please refer to the Non-Sex Based Discrimination and Harassment Policy/Procedure (PDF).

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. For information about how the University responds to concerns about sex-based misconduct, please refer to the University's Sex-Based Misconduct Policy and Procedure (PDF).

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. Please refer to the University's Alcohol and Other Drug Policy.

Criminal Background Checks and Drug Screenings

There are various laws, standards, and employer policies that require all employees, volunteers, and students working in or assigned to a clinical site to undergo a criminal background check and/or drug screening. Therefore, in order to comply with these requirements, clinical agencies may require students, at their own cost, to complete a criminal background check and/or drug screen prior to commencing a clinical placement. Based on the clinical agency requirement the student either will be directed to the agency to complete the agency's required background check and/or drug screening, or the student will complete the background check and/or drug screening through 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, the Pace University-Lenox Hill Hospital PA Program curriculum requirements. Students who are unable to complete the program curriculum requirements are subject to dismissal from the Pace University-Lenox Hill Hospital PA program. In addition, certain criminal convictions may result in the denial of the credentials needed to practice. Prospective students who are concerned about a criminal conviction are urged to contact the relevant state and/or federal agencies to inquire whether their criminal record may adversely affect the issuance of the credentials needed to practice as a physician assistant.

Positive Drug Screen

Positive drug screen reports will be reviewed by the associate dean (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 associate dean (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. Please see 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 email, and document all encounters. During these encounters progress in meeting the Program's objectives, both academic and professional or behavioral, will be discussed. These sessions are an opportunity to frankly assess your strengths and identify areas for improvement, and to develop plans to capitalize on your strengths and improve your weaker areas. The advisor will also be available at other times to discuss issues of concern raised by you or others. The program 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). 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. See the PA Program Student Advisement Form. 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 (PDF) is available online for all users.

Faculty Responsibilities

Each student is assigned a faculty advisor for the duration of the program. The role and responsibilities of the advisor include but are not limited to the following:

1. Provide communication between the student and faculty;
2. Meet with student at minimum two times per year;
3. Meet with student if problems arise e.g. academic or professional difficulties;
4. Know the student advisee's grades, skills and professional conduct;
5. Assist the student in meeting the educational objectives of the Program;
6. Discuss strengths and areas for improvement;
7. Suggest improvements in time management and study skills as needed;
8. Help plan in conjunction with a course coordinator, remediation for deficiencies in skills or knowledge;
9. Discuss summative academic, clinical skills and professional/behavioral evaluations;
10. 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 and 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.
14. Meet with students who scored <1530 on EOC to discuss topics and Board Review course

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 tutoring
2. Referral to Counseling Center
3. Referral to Health Care Provider
4. Assessment of Time Management and/or Study Skills
5. Specific Supervised Study Plan
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 a provider at the University Health Care or an outside provider of your choice.
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 established system at the University to assist you in accessing mental health services. Please find the information and office hours for the Counseling Center online.

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 email or leave a phone message 24 hours a day.

Health Clearance Policy

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 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 Infection Control Guidelines for healthcare providers.

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

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 Respiratory Virus (COVID-19, FLU, RSV) Guidance*
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. **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 are required to 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.

It is the responsibility of students to obtain 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 login on the patient portal and see detailed instructions on the Immunization Compliance page.

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. All hard-copy documentation will be retained for a period of two years. It will be maintained electronically for the duration of a student's attendance at the University. Student Accounts can receive requests and inquiries by emailing studentaccounts@pace.edu, calling (877) 672-1830, or by submitting a Help Desk Ticket.

Below 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 email 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 email us at complianceservices@medicat.com.

**It is important that we have your preferred email address designated to provide you with support and communication. Edit the email address on file to your preferred email 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, email complianceservices@medicat.com.

See the University's Respiratory Virus (COVID-19, FLU, RSV) Guidance for information on Covid-19**.**

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 (CHFI). CFHI uses recommendations from the Center for Disease Control (CDC) and local government officials for country-specific requirements for immunizations. 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:

1. Skin, especially non-intact skin (where there are cuts, chapping, abrasions, or any other break in the skin).
2. 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 as a result of an accident, the student must comply with all accident and injury protocols established at the university. **If you have a needle-stick injury, or other related injury, 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 report the incident on the Pace Safe mobile app and the program and upload any supporting documents as soon as possible.

Please see more information on and instructions to download the Pace Safe 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 as a result of an accident involving a student, the student must comply with all accident and injury protocols established at the institution. **If you have a needle-stick injury, or other work-related injury, first wash the wound immediately, then go directly to the emergency department or employee health office to receive the proper treatment and follow-up care.** It may also be required that students follow up with the Risk Management Department of the individual institution as well as any other offices deemed appropriate by the preceptor or institution. The student has the right to refuse the recommended clinical site medical treatment. **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 Mobile App.

All students are required to have adequate health insurance and are responsible for their own health care while in school. Any expenses not covered by the institution where the injury/exposure occurred, are the responsibility of the student.

Please refer to Bloodborne Pathogens Exposure Control Plan (PDF) for more information. (A3.08c)

In-class Incidents/Emergencies
Any medical emergency or injury on campus must be reported to Pace Security office by calling (212) 346-1800 (24/7), submitting an incident report on the Pace Safe Mobile App, or in-person at the Security desk at 161 William Street, 1st floor, New York, NY 10038. The Pace Security and Risk Management offices keep 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 the University's website. The University also send notifications about campus closings via text message and email through the Pace Alert system. Make sure to check and update your emergency alert information.

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 as a result of 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 who are participating in any clinical experience (during the didactic year with simulated patients and/or on hospital visits or in the clinical year on rotations) are required to 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.

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 are required to wear a short, white lab jacket with a Pace University-Lenox Hill Hospital PA program patch on the sleeve along with their name and PA-S printed on the coat/name badge. 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, DO, DC, PhD, etc.). Failure to identify oneself appropriately or misrepresenting oneself will result in immediate dismissal from the Program.

Email/Classes Policy

Email is the preferred mode of communication between the program faculty/staff and students. All students must notify the Program of their current personal email address, in addition to their Pace University account.

Emails regarding the program will be sent to each student's Pace email address. Students must check their email accounts daily for posts from the program faculty or staff. Additionally, students should empty mailboxes to allow for regular email from program staff and faculty. "Not checking an account" is not an allowable excuse for missing a program event or notification. Students must return messages from program staff, faculty, clinical preceptors, patients, and clinical sites in a timely manner. In general, and unless otherwise indicated, emails will be answered within 48 hours. Emails received after 5 p.m. on Friday, or during the weekend will be answered on the following Monday. Most course materials including online, and narrated materials are accessible through Classes (also known as D2L or Brightspace). See the ITS Service Areas for the list of resources available through ITS.

Social Media Policy

The PA Program always values professional and ethical behaviors from all of its students and in all settings. This includes the "persona" put forth by students when engaged in social media platform (e.g. Facebook®, X®, Snapchat®, blogs, etc.) in which they are identified as part of the Pace PA Program in any form. Information of any kind placed on these platforms renders an individual subject to the judgement of those who have access to the material and, in many cases, anyone with whom the information can be shared with. Though these judgements may be positive, uplifting, or humorous, they can also be slanderous, damaging to others, and project an unprofessional image. Also see the Social Media Policy at Pace.

Therefore, the PA Program holds students, at any stage of their training, to be responsible for abiding by the same rules of ethical and professional conduct in a social media platform as they

would in any other classroom, laboratory, and clinical setting as set forth in this handbook. A breach of professional conduct through social media will result in a referral to the Progression & Promotion Committee.

In addition, the use of social media is prohibited while performing direct patient care activities or in clinical site work areas, unless approved by a supervisor. Taking photographs of patients, including in the O.R., and even if the patient is not identified, is strictly prohibited. This includes any patient data, medical imaging, or any other patient information. No pictures of the clinical site you are rotating at should be posted on social media. Students who witness a violation of this policy should report it immediately to the Director of Clinical Education or Program Director.

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.

Without face-to-face communication, your comments may be misinterpreted. Proofread and check the spelling before submitting a post in the Discussion Board or sending an email. While online communication is more relaxed, it is not careless communication. Doing a quick proofread of your work before sending it may help prevent the need for clarification and save you 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 and 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 Pace University – Lenox Hill Hospital Physician Assistant Program, the College of Health Professions, and/or the University's applicable policies.

Program Work Policy

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

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

Students who are involved in, or commence, volunteer or paid work during 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 School and Colleges, in the unanticipated event of either program closure, or loss of accreditation, Pace University would fulfill its obligation to currently matriculated students and continue to provide the necessary didactic and clinical experiences for them to complete the program.

ACADEMIC POLICIES

Attendance and Punctuality

Attendance and timeliness are important aspects of professional behavior. Students should be present for all lectures. Laboratory activities including anatomy labs, seminars, case presentations, 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 all other activities required by the PA Program. Each student in the PA Program is required to report to every class activity as scheduled, on time, dressed appropriately and with any necessary equipment, and fully 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. Violations of the attendance policy may result in referral to the Professional Standards Committee (PSC).

Missed Assignments or Examinations 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, POCUS sessions, group interactive case-based sessions, online activities, discussion boards, and critical thinking sessions.

If a student is unable to take an examination or participate in an assignment at the scheduled time, he or she must notify the course coordinator, advisor, and administrative assistant prior to the scheduled start time of the exam 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 exam/assignment 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, he or she 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 and 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 artificial intelligence (AI) will flag as concerns. These guidelines are based on Exam Soft'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. To ensure that your device meets the minimum system requirements, check Examplify: Verify Device Meets 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 papers 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 extension 1 and contact IT at phone (855) 722-3487 or (914) 773-3333 or by email at pacehelpdesk@pace.edu. Students should also notify the program didactic coordinator 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.
- 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

Students are permitted to review incorrect answers for no more than 5 minutes after submitting the exam. Any questions or discrepancies regarding an exam should be addressed in writing, citing the discrepancies and listing references. Appropriate references are the lecture materials and the assigned readings only. Students must wait until the next business day before addressing the course coordinator with any exam-related questions. Generally, the student will receive a response from the course coordinator within 3 business days. Exam grades will be posted within one week of

an exam's administration. No student questions will be addressed after exam grades are posted. **Final exams will not be available for review.**

Didactic Year Review of Examinations

Students who receive below 75% must 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. **Certain examinations require specific remediation, so please refer to the remediation section in this handbook.** It is the student's responsibility to contact their faculty advisor. Students who receive a 75-79% 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 will not be reviewed, and grades will be released until all final exams are complete. There are no exceptions.

Program Academic Standards (Didactic and Clinical Year)

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.
- The students must complete remediation assignments as directed.

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 in the Pace University Graduate Catalog.

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 examination can also be found in the PAS 603 Clinical Medicine III syllabus.

Continuity Plan

In the event of 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.
8. The students must complete remediation assignments as directed.

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. satisfactorily complete all didactic evaluation tools, including the didactic written comprehensive exam, didactic OSCE, comprehensive physical examination, and technical skills;
6. provide proof of satisfactory completion of and certification in BLS/ACLS, infection control, medical terminology, and HIPAA and OSHA regulations; and
7. undergo a complete physical examination and laboratory testing and submit documentation to establish a health database prior to the start of the clinical year.

Clinical Year Progression

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. At the end of the clinical phase, students must achieve a score at or above one standard deviation below the national mean on the End of Curriculum Exam (EOC).
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.
12. Complete remediation assignments as directed by the Director of Student Success and Remediation.

Academic Probation

Probation Criteria

A student in the Physician Assistant Program ("PA Program") who fails to satisfy the academic standards of the Program usually will be placed on academic probation automatically. There are,

however, certain circumstances when a student who fails to satisfy the applicable academic standards will be dismissed from the PA Program even though they were not placed on probation. See Academic Dismissal Policy.

Although it is not possible to anticipate all 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 who have been placed on academic probation will receive written notice of their probationary status from the PA Program as soon as practicable. However, academic probation is automatic if one or more of the requisite conditions are 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 the status of good academic standing and to be eligible to continue in the PA Program, a student on academic probation is required to meet the conditions of probation as described in the Conditions of Academic Probation section below. Normally, a student must satisfy the conditions of academic probation in one semester (the "Probationary Semester"). The two summer sessions together may constitute a Probationary Semester if the student accrues the number of credits applicable to the student's status as a full-time student (not less than nine credits) during the two summer sessions.

Conditions of Academic Probation

Remediate. A student may remediate 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 successfully remediate their first failed course, they will be required to 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, Exam 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

Usually, a student would 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 didactic year or clinical 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; and/or
- 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, the appeal will be denied.

Given the structured nature of CHP programs and strict cohort sizes as per accreditation, an appeal that results in reinstatement may disrupt academic progress and program completion timelines.

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 for Appeal
The written appeal submitted by the student must include all of the following information:

1. the student's name, telephone number, address, and email address;
2. the reason the student was dismissed from the PA Program;
3. identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student's unsatisfactory academic performance;
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;
5. a copy of the letter informing the student that the student was dismissed from the PA Program; and
6. the final course grades that led to the student's dismissal, a statement must confirm that no grade appeals are pending or will be initiated after the dismissal appeal has been submitted to the Appeals Committee.

The Appeals Process
The Appeals Committee will convene as soon as practicable after the fall and spring semesters, as well as after each summer session, if there are appeals of academic dismissals. The Committee will also meet at other times as reasonably necessary.

In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing 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 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 was enrolled in the PA Program immediately prior to being dismissed.

The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. In the event of a tie vote, the Program Chair shall cast the deciding vote. 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 possible, 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 CHP faculty member from another program may also serve on this committee. A member of the Appeals Committee who was a participant in the circumstances that resulted in the student's unsatisfactory academic performance and/or subsequent probation and/or dismissal, must recuse him or herself from the Appeals Committee for the sole purpose of that student's appeal.

No advisors or representatives of the student may participate in the hearing before the Appeals Committee or in the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, friends, classmates, and family members of the student.

STANDARDS OF PROFESSIONAL CONDUCT AND ACADEMIC INTEGRITY COMPLIANCE POLICY

The Standards of Professional Conduct and the Academic Integrity Policy apply to all PA students in all settings. Violations of these standards and policies will result in consequences up to and including dismissal from the program. Additionally, violations may be required to be reported on credentialing documents.

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:

1. provide all the relevant details about the violation;
2. describe the instructor's investigation;
3. describe the basis of the finding the student violated the Standards of Professional Conduct and/or the Academic Integrity Policy;
4. identify the sanction(s) imposed; and
5. include any relevant documents, including any documents the student submitted to the course coordinator.

A copy of the report shall simultaneously be provided to the student 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, 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 emails from an advisor or PA program staff, or failing to meet PA program staff or an advisor's deadline for responding to a request.

The Complaint

Anyone who has a reasonable belief that a student in the PA Program violated the Standards of Professional Conduct outside of a course is encouraged to report such violation so that it can be determined whether, in fact, a violation occurred, and, if so, what the sanction should be. The violation should be reported in writing to the Chair of the Professional Standards Committee. The report shall:

1. provide the relevant details about the violation, e.g., what happened, when (date and time), where, and so on;
2. identify any witnesses to the alleged violation; and
3. 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 an 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; or
- 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 the event of a tie vote, the Program Chair shall cast the deciding vote.

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. The documentation will be added to the student file. Students should be aware that when licensing boards and employers query the program this information may be disclosed.

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. It may also include CHP faculty from other programs. 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 STUDENTS IDENTIFIED FOR ACADEMIC IMPROVEMENT AND REMEDIATION (A3.15C)

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. See Didactic Student Tutoring Guidelines.

Remediation

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

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.

Didactic Year Remediation of Specific Didactic Written Examinations

Students must receive a grade of 80% or higher or a Passing grade to pass all didactic year exams. Students who score between 75–79% on any didactic exam are required to meet with their faculty adviser to review study strategies.

- Students who score below 75% on any unit examination in Clinical Medicine I, II or III (PAS 601, PAS 602, PAS 603) or any examination in Medical Pharmacology I, Medical Pharmacology II (PAS 547, PAS 648) must meet with the Course Coordinator or the Director of Student Success and Remediation.

- During this meeting, the student and the Course Coordinator will review missed content areas.
- The Director of Student Success and Remediation will assign a required student success plan. The student must submit the required student success plan demonstrating understanding of the assigned material within 1 week to the Director of Student Success and Remediation.
- If the student does not successfully complete the student success plan on time, he or she will be referred to the Professional Standards Committee and will not progress in the program.

Clinical Year

Students who are identified for academic improvement at the conclusion of the didactic year, before beginning the clinical year, will be entered into a structured Supervised Study Plan.
Process:

1. The Director of Didactic Education will compile a list of all students identified for academic improvement at the end of the didactic year.
2. The Director of Student Success and Remediation will notify faculty advisers of any student identified for academic improvement and request input and recommendations from the adviser.
3. The Director of Student Success and Remediation and the PA-LT will determine which students will be required to complete the supervised study plan which will begin after the first clinical rotation is completed.
4. The Director of Student Success and Remediation will notify and work with identified students, providing a supervised study plan to ensure successful completion of the program.
5. If the student does not successfully complete the supervised study plan on time, he or she will be referred to the Professional Standards Committee and will not progress in the program.

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 will be required to remediate and retake the exam (See individual clinical syllabus for remediation assignments). A passing grade is required on the retest to successfully pass the exam component of the course. If a student is unable to pass the exam component of the course, this will result in course failure. The original exam grade will be entered for the purpose of grade calculation. See clinical handbook for further information on remediation of individual course components during the clinical year.

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 prior to graduation to verify that each student has met program defined competencies to enter clinical practice.

The students must obtain a passing grade on both program summative exams. For the End of Curriculum Exam (EOC), students must achieve a passing score determined by the program in

accordance with past program and national data. For the Clinical OSCE exam, a score of 80% is passing.

Students who do not receive an overall passing grade on the EOC Exam will be required to meet with the Director of Remediation and develop a targeted remediation plan including referral for an external board review course. The Program Director will not allow a student to sit for the PANCE until the student has completed their targeted remediation plan. Prior to graduation, students will be required to retest and pass an exam developed by the Director of Student Success and 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 for academic improvement 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 (PSC) 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 the Front Desk. A Registration Action Form and Leave of Absence Application are necessary to file with the Office of the Registrar. These online forms need the Program's approval, so choose Jean Covino, DHSc, MPA, PA-C (the program chair) from the Advisor's drop-down menu.

Given the structured nature of CHP programs and strict cohort sizes as per accreditation, students who decelerate may disrupt their academic progress and program completion timelines. This will not exceed one academic year. 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 and submit it for the Program's approval, so choose 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.

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.

Any students enrolled in CHP programs who wish to take a Leave of Absence (LOA) must obtain prior written approval from their Program Director or Department Chair. This requirement is in addition to the existing university LOA policy, which allows students to withdraw from all enrolled classes up until the last day of the semester.

Key Points:

- **Approval Requirement:** Before initiating an LOA, CHP students must consult with and receive written authorization from their Program Director or Department Chair.
- **Academic Standing Requirement:** Students must be in good academic standing at the time of the request to be granted an LOA. Requests from students not in good academic standing will be reviewed on a case-by-case basis, and approval is not guaranteed.
- **Impact on Reentry:** Students who take an LOA **without prior approval** are not guaranteed reentry into their program.
- **Cohort Considerations:** Given the structured nature of CHP programs and strict cohort sizes as per accreditation, taking a leave of absence may disrupt their academic progress and program completion timelines. This will not exceed 1 academic year.

Procedure:

1. **Consultation:** Meet with your Program Director to discuss your intention to take an LOA, verify academic standing, and understand the implications for your academic progress.
2. **Approval:** Obtain written approval for the LOA from your Program Director. Note: Approval for return is up to the discretion of your Program Director.
3. **University LOA Application:** After receiving program approval, complete the university's LOA application process as outlined in the Pace University Leave of Absence Policy.
    a. Medical Leave of Absence

Note: Failure to adhere to this policy may result in delays in program completion or the inability to rejoin the program.

This addendum aims to ensure that students make informed decisions regarding leaves of absence and maintain the integrity and scheduling of CHP programs.

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. 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 the 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 copies to the Office of the Registrar and the PA Program office. The Resumption of Studies Application must be submitted and approved by the Program, so choose 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. See the University's Withdrawal Policy.

Tuition Cancellation Schedule

The Pace University-Lenox Hill Hospital Physician Assistant Program adheres to the Tuition Cancellation Schedule/Time of Withdrawal stated in the University Academic Catalog.

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.

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 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.

The Pace University–Lenox Hill Hospital Physician Assistant Program operates under a lock-step curricular model. All students are required to enroll in and complete the prescribed full-time course load in the established sequence. The curriculum is intentionally integrated and sequential; therefore, didactic and clinical content is horizontally and vertically aligned, with each course building upon previously acquired knowledge, skills, and competencies. Continuous enrollment and synchronous progression are essential to ensure academic continuity, competency development, and readiness for supervised clinical practice.

Students who decelerate from the curriculum for any reason and are subsequently approved for reentry must resume studies in accordance with the established curricular sequence. To ensure competency attainment, curricular integration, and compliance with program and accreditation

standards, the Program Chair reserves the authority to require repetition of one or more courses, regardless of prior performance, as a condition of reentry.

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 and 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 in about 6-8 weeks after the close of the class. See Graduation and Conferral of Degrees online for more information.

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 email to each candidate's Pace assigned student email 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 through the Front Desk.

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 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 email address. You may receive an email from a third-party vendor who distributes the degrees notifying you they will be sending them out. To help facilitate the process you need to make sure that your email 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 review the Commencement webpage. 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 Help Desk. 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 submit a request for verification directly to them. 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. The National Student Clearinghouse can also be reached by phone at (703) 742-4200, fax at (703) 742-7792 and email at service@studentclearinghouse.org.

Transcripts and Verification for Physician Assistant Students and Alumni

Please see the instruction to request a Transcripts and Verification with Pace University's seal. To order the official transcript, please refer to the Online Transcript Ordering Student Guide (PDF). Payment can only be made by credit/debit card on the National Student Clearinghouse site. If you have any questions or concerns, you may contact the Transcript and Verification Department through FrontDesk and they will respond as soon as possible.

Send to Sherylyne Toque at stoque@pace.edu other verification forms that do not require the University Seal, such as verification forms and enrollment verification for jury duty and apartment rental.

Visit the website for the National Commission on Certification of Physician Assistants (NCCPA) to access the list of licensing boards by state.

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 on the PANCE Content Blueprint. The material on NCCPA's certification and recertification exams can be organized in two dimensions.

1. Organ systems and the diseases, disorders and medical assessments physician assistants encounter within those systems; and
2. The knowledge and skills physician assistants should exhibit when confronted with those diseases, disorders and assessments.

Please note that while the subject matter covered on the certification and recertification exams is the same, there is some difference in the nature of the questions on those exams. Generally, the questions on the initial certification exam are more specific, while questions on the recertification exam tend to address broader clinical issues. This difference is most apparent in the questions related to applying basic science concepts and reflects the different functions of the two exams. The tables in the Content Blueprint for the Physician Assistant National Certifying Examination (PDF) 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 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. Please review the Testing Accommodations Guidelines for more information.

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.

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. View the AAPA List of Licensing Boards.

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
College of Health Professions

POLICY FOR ELECTION OF STUDENT REPRESENTATIVES AND OFFICERS

No later than each September, the Student Academy faculty advisor will convene a meeting of the new didactic class to discuss available positions in the Student Academy 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 a 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

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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.

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

PACE UNIVERSITY
College of Health Professions

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:
Email: paprogram@pace.edu
College of Health Professions

PA PROGRAM STUDENT ADVISEMENT FORM

Student Name: **Date:**

☐ **Didactic** ☐ **Clinical** ☐ **Fall** ☐ **Spring** ☐ ***Summer**

**Final summer advisement session should occur after July 1 of the clinical year.*

☐ **I am the first generation in my family to attend college.**

Student Academic Self-Assessment (to be completed by the student)

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

Student Professional Self-Assessment (to be completed by the student)

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

Student concerns are (to be completed by the student)

Current Course/Exam Grades PAS, EOR, PACKRAT (to be completed by the student)

Faculty Academic Assessment (to be completed by the faculty advisor)

Student Current QPA (>3.0)	**YES** ◯	**NO** ◯
Is student failing or in danger of failing and PAS-level course?	**YES** ◯	**NO** ◯
Comments:		

Faculty Professional Assessment (to be completed by the faculty advisor)
Please rate the student's professional behavior over the past semester.

	Satisfactory	Unsatisfactory
Treats classmates, faculty, and staff with respect, dignity, and compassion.	◯	◯
Maintains professional appearance and hygiene.	◯	◯
Maintains academic integrity.	◯	◯
Is punctual and attentive in the classroom and at clinical rotations (if applicable).	◯	◯
Is able to adapt to stressful situations in the classroom and at clinical rotations (if applicable).	◯	◯
Submits assignments on time and in a professional format.	◯	◯
Is able to accept, apply, and offer constructive criticism.	◯	◯
Maintains professional behavior during classroom activities and at clinical rotations (if applicable).	◯	◯
Understands and respects cultural diversity and lifestyle changes.	◯	◯
Adheres to institutional policies and procedures and respects negotiated decisions.	◯	◯
Takes personal responsibility for their own learning and personal choices.	◯	◯

Any prior referral to the Academic Appeals Committee or Professional Standards Committee for professional or academic concerns? ☐ Yes ☐ No
If yes, please list concerns.

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

Plans and Recommendation, as applicable.
Tutor Referral

Study Skills

Personal Wellness

CV Completed ☐ Yes ☐ No

Job Plans

PANCE Preparation: weak areas addresses; review course/materials

Reference Requests

Other

DIDACTIC YEAR		SUMMATIVE EVALUATION	
Comprehensive Exam (B,D)	☐	Comprehensive Exam (B,D)	☐
OSCE (A, B, C, D, E)	☐	OSCE (A, B, C, D, E)	☐
Technical Skills (A, D)	☐	Technical Skills (A, D)	☐
Professional Standards (E)	☐	Professional Standards (E)	☐

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

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

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

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

Student Signature: **Date:**

Advisor Signature: **Date:**