



**Westfield State University**  
**Physician Assistant Studies Program**  
**STUDENT HANDBOOK**

Academic Year 2021

“the public serving the public”

**Disclaimer:** All material in this handbook is presented in good faith effort to inform prospective and current students of the University and Physician Assistant Program of current policies and procedures.

The Physician Assistant program reserves the right to make changes in the rules and regulations of the program, its academic calendar, admission policies, procedures and standards, degree requirements, and standards necessary for successful completion of the program in its sole discretion. Additionally, change may include, but is not limited to changes in course content, scheduling of courses offered, and canceling of scheduled classes and/or other program related activities.

Westfield State University reserves the right to make changes in admission requirements, fees, charges, tuition, instructors, policies, procedures or standards, regulations, and academic programs offered in its sole discretion. Additionally, the University has the right to divide, cancel, or reschedule classes or programs if enrollment or other factors require such action.

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## Faculty & Staff

Physician Assistant Studies Program

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## Introduction

### Physician Assistant Studies Program

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## Introduction

Welcome to the Westfield State University Physician Assistant Studies Program. This program is an intense, engaging and rewarding educational experience. Faculty and staff of the Westfield State University PA Program are dedicated educators who will assist you in achieving successful completion of the program and becoming a certified physician assistant.

This handbook has been assembled to assist students through the PA Program and while at Westfield State University. Students should keep this handbook accessible to refer to throughout the PA Program.

## Westfield State University Mission and Values

Westfield State University fosters intellectual curiosity, encourages critical thinking, inspires civic engagement, and promotes a global perspective. A public teaching institution offering quality programs in the liberal arts and sciences with complementing professional studies curricula, we are grounded in our founding principles of academic excellence and educating all in a diverse and welcoming community. Westfield State develops the knowledge, skills, and character essential for students to reach their full potential and become responsible leaders in society. We contribute to the economic, social, and cultural vitality of the region.

### Values

We commit ourselves to...

- Treating all members of our community with dignity and respect.
- Building community by being inclusive, supporting the personal development of all community members, and embracing multiple perspectives.
- Maintaining excellence and integrity in all that we do.
- Supporting civic engagement in local, regional and global initiatives.
- Making decisions in a transparent and collaborative manner.

Providing affordable public higher education.

Westfield State University is accredited by the New England Association of Schools and Universities, Inc. (NEASC).

### Program Location

The Westfield State University Physician Assistant Studies Program is offered on the Westfield, MA campus only.

# Physician Assistant Studies Program

## Mission and Values

### Mission

The Westfield State University Physician Assistant Studies Program seeks excellence in educating a diverse student body of compassionate, culturally aware healthcare providers who are prepared to practice in a patient centered team assuring care to all citizens of the Commonwealth of Massachusetts and beyond.

The Westfield State University Physician Assistant Studies Program shares the Values of the University:

- Treating all members of our community with dignity and respect.
- Building community by being inclusive, supporting the personal development of all community members, and embracing multiple perspectives.
- Maintaining excellence and integrity in all that we do.
- Supporting civic engagement in local, regional and global initiatives.
- Making decisions in a transparent and collaborative manner.
- Providing affordable public higher education.

### The Program Goals

#### Admissions:

Matriculate a diverse student body with a commitment to professional involvement and service to all members of the community.

#### Academics:

Provide Physician Assistant students with superior knowledge and skills for the evaluation, monitoring, diagnosis, treatment, and counseling of patients across their lifespan.

#### Interprofessional Education:

Educate the Physician Assistant student to function effectively within a health care team.

#### Service:

Encourage all students and graduates to engage in the overall well-being of the community.

#### PANCE:

Achieve a 100% first-time pass rate on the NCCPA PANCE examination

#### Employment:

Accomplish a pathway for a rewarding career through an affordable public PA program offering. Graduates will serve the medically underserved communities of the Commonwealth of Massachusetts and beyond.

## Physician Assistant Studies Program Policies

### Physician Assistant Studies Program

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### Attendance

Punctual classroom attendance in all program courses is mandatory. A student who arrives late or leaves early will be considered absent unless granted permission by the course instructor or coordinator. Excessive absences from class or clinical rotations may result in the reduction in grade or failure of the course or both. Please consult the course syllabus for instructions and policies regarding make-up, absence, and lateness.

Refer to individual syllabi for excessive absence policy. Excessive absences will result in reduction of course grade and possible course failure. Excessive absences are defined as more than 3 per semester or repeated tardiness or leaving class early. If a student exceeds the maximum number of absences, excused or un-excused, course failure or incomplete may be awarded. This could lead to deceleration in or dismissal from, the program.

Students, who encounter difficulty in maintaining a professional commitment to their clinical training or academic studies, must meet with the program director to discuss continuance in the program. Issues will be documented via the Professional Assessment Tool. In order for a student who has missed classes to remain in the program, all missed work, to the degree possible, must be made up by the end of the course. It is the student's responsibility to make up missed work. If work cannot be made up by the end of the course, the student may receive a reduction in grade, failure, withdrawal or an incomplete as determined by the program director. This may lead to deceleration in or dismissal from, the program.

### Classroom and Laboratory Policies

PA program curriculum is intensive and taught at an accelerated pace. Therefore, appropriate classroom and laboratory behavior is necessary to ensure a proper learning environment.

- In all professional settings, PA program faculty and staff are to be addressed by their appropriate professional titles.
- Under no circumstances should the following activities take place in the classroom: dishonesty, disruption of class activities, expression of derogatory or disrespectful comments to the instructors or classmates, confrontations with instructors or classmates or a display of temper. Such behavior will be immediately referred to the Program Director for disciplinary action and may result in program dismissal.
- Cell phones may be carried during class to be used for reference materials or searches. All phones will be in backpacks during class or laboratory sessions. At no time will students engage in a telephone call, e-mailing, texting or any other social media while in a classroom or laboratory setting. If it is essential you receive urgent information arrangements can be made with the program administrative assistant or course instructor.
- Students should feel comfortable asking questions in class. This requires cooperation of the entire class.
- Each student is required to purchase malpractice insurance each year in which they are enrolled in the PA program. The insurance is linked to tuition payment. Therefore, non-payment of tuition will result in lack of malpractice insurance, which will prevent students from engaging in history taking and physician examination exercises with classmates and patient encounters in the didactic year or clinical rotations.
- Students are expected to secure their own transportation (reliable car) to class, laboratory, on or off campus patient encounters, simulation exercises and clinical sites.



- Some of the clinical rotation experiences in the clinical year may require travel to sites outside the greater local area. Students are responsible for all costs associated with these clinical rotations, including travel, parking, and living expenses.
- A Student Encounter Form (Appendix H) will be used to document irregularities in academic and behavioral performance and will be included in the student's permanent academic file.

## E-mail Policy

### Westfield State University E-mail

The University provides a [free e-mail account](#) to all of our students. Once enrolled, you are notified by mail of your assigned username and password. This account has the ability to receive messages from anywhere as well as from the Westfield faculty. You are required to check this e-mail account regularly so you do not miss important Westfield and PA Program communication.

*The PA Program will only use your Westfield State University e-mail for means of communication.*

### Technology-Related Issues and Problems

The Westfield State University [ITS Department](#) is always available to assist you with technology related issues that may arise during your courses. The best way to contact them is through the Helpdesk at 413-572-4357. The student support desk can be reached at 413-572-5528.

## Scheduling

The program will consist of full-time days and occasional nights and weekends. A module schedule will be issued 1 week prior to the start of each semester for student planning purposes. Content experts from the medical community are utilized for lecturing to facilitate student learning which may require flexibility in scheduling.

## Work Policy

Because of the intensity of the program, students are strongly discouraged from attempting to work. Students should bear in mind that any work undertaken outside the program is not covered by the student malpractice insurance required during the program. Course work and clinical experiences will not be arranged to accommodate any outside work.

## Use of Students as Staff

The PA Program should be an educational experience for the student. Per program policy, at no time should a student work for the program, substitute or function as instructional faculty or administrative staff in the didactic or clinical setting. Should the circumstance arise, the student should contact the program immediately for resolution. The program does have Graduate Assistant position that is utilized for peer tutoring and module review.

## Survey/Assessment Expectations

The Westfield State University PA Program is engaged to pursue excellence; therefore, the program will collect and analyze data for continuous self-assessment. The following surveys/assessments will be conducted:

- Instructor Assessment Survey
- Professionalism evaluation
- Course evaluations
- Rotation logs
- Clinical Site evaluations
- Program evaluations
- Exit surveys
- PANACE scores
- Graduate surveys
- Faculty and Staff surveys

## **Criminal Background Check and Drug Screening**

- Certain laws require health care agencies to request criminal background checks on volunteers, training positions, or prospective employees. The information is then reviewed to determine if a candidate is appropriate for the facility. A national criminal background investigation must be completed prior to matriculation into the program and again at the onset of the clinical year. The majority of clinical training sites must comply with these laws. It is each student's personal and financial responsibility to use the Program assigned agency.
- Infractions may result in inability to matriculate students, assign rotation sites and/or obtain a license to practice upon graduation.
- Drug screening is required based on clinical site requirements.

## Physician Assistant Competencies

Physician Assistant Studies Program

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### Expected Competencies and Outcomes of a PA Graduate

[Adopted 2012 by ARC-PA, NCCPA, and PAEA](#)

[Adopted 2013 by AAPA](#)

Westfield State University Physician Assistant Studies Program graduates are expected to perform and be competent in many functions and tasks as entry-level physician assistants. The entry-level physician assistant must be able to function in various clinical encounters, including: initial workups, continued care, and emergency care. The graduate must be able to identify, analyze, and manage clinical problems and be able to apply a scientific method to the solution of the medical problems. The graduate's functions and tasks are based on the foundation of the Competencies of the Physician Assistant.

#### Medical Knowledge

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

- evidence-based medicine
- scientific principles related to patient care
- etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- signs and symptoms of medical and surgical conditions
- appropriate diagnostic studies
- management of general medical and surgical conditions to include pharmacologic and other treatment modalities
- interventions for prevention of disease and health promotion/maintenance
- screening methods to detect conditions in an asymptomatic individual
- history and physical findings and diagnostic studies to formulate differential diagnoses

#### Interpersonal & Communications Skills

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

- create and sustain a therapeutic and ethically sound relationship with patients

- use effective communication skills to elicit and provide information
- adapt communication style and messages to the context of the interaction
- work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

## Patient Care

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

- work effectively with physicians and other health care professionals to provide patient- centered care
- demonstrate compassionate and respectful behaviors when interacting with patients and their families
- obtain essential and accurate information about their patients
- make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- develop and implement patient management plans
- counsel and educate patients and their families
- perform medical and surgical procedures essential to their area of practice
- provide health care services and education aimed at disease prevention and health maintenance
- use information technology to support patient care decisions and patient education

## Professionalism

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

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

## Practice-based Learning & Improvement

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

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

### Systems-based Practice

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

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

## Professionalism

### Physician Assistant Studies Program

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#### Professionalism

Students are expected to exhibit professional behavior in the classroom, laboratory and clinical settings on and off University property. Students should understand that personal behavior as a member of the PA program and their future profession reflects not only on themselves but their profession, fellow PA students, future colleagues and the entire Westfield State University faculty and staff.

#### Student Code of Conduct

The Westfield State University Physician Assistant Studies Program has established a Student Code of Conduct with the understanding of professionalism's important role in medical education. In recent years, there has been a consensus to foster and ensure the development of professional skills with the same thoroughness that has been dedicated to academic knowledge and technical skills.

*See Appendix A*

#### Code of Conduct for Certified and Certifying Physician Assistants

The National Commission on Certification of Physician Assistants (NCCPA) attempts to ensure certified Physician Assistants meet specific standards of knowledge and skills as well as upholding appropriate standards of professionalism and ethics in practice. The NCCPA has established a [Code of Conduct for Certified and Certifying Physician Assistants](#) which outlines these principals.

*See Appendix B*

#### Professional Assessment Tool

Student's professionalism will be documented minimally each semester with their Academic Advisor. Additional documentation may occur at any point when indicated by any core faculty. A Professional Assessment Tool (PAT) will be completed and included in the student's permanent record.

*See Appendix C.*

#### Didactic Attire and Appearance

Patients should be confident you are part of professional team involved in their care. Students must demonstrate a public image consistent with the quality of patient care services they intend to provide. Patients must never feel that their personal, ethnic or religious convictions are compromised because of inappropriate dress. Dress must conform to the health and safety regulations of the hospital, laboratory, or clinic to protect patients, staff, visitors and students.

- Through the normal course of interaction with others, the wearing of a headscarf, hat or other head coverings in the building is unacceptable. An exception to this is when such items are worn as part of medical treatment, religious observance, or clinical rotation.
- In all didactic settings students should be dressed in appropriate attire respectful of the professional medical faculty and community members that will be visiting the program.
- Students are not allowed to wear hospital specific operating attire, such as scrubs, anywhere on the Westfield State University campus.
- Students are expected to wear appropriate footwear while attending class.

- Laboratory attire will coincide with the expected laboratory assignment. Students should be dressed appropriately at the onset of the laboratory session. Laboratory attire includes: gym shorts and hospital gowns, sports bras for women and an appropriate shirt or lab coat to wear when not in the role of the patient.
- Laboratory coats are required at professional events including grand rounds.
- Hair should be neat, clean and secured away from the face.
- Facial hair must be neat, clean and well-trimmed.
- Acrylic and gel fingernails are prohibited in all clinical settings.
- Jewelry should be kept to a minimum and body jewelry is inappropriate for medical providers.
- Fragrances are inappropriate in all medical setting.
- [Massachusetts state law](#) states that students at healthcare facilities must wear an identification badge at all times. Therefore, Westfield State University PA students must wear an ID badge when attending classes, clinical and other functions at all healthcare facilities.

## Clerkship Attire and Appearance

### Clinical Attire

When in the clinical setting students are to be well groomed and appropriately dressed for working with patients and other health care professionals. Students not meeting such standards of dress may be denied access to both clinical settings and patients to the point where the student's grade and satisfactory completion of the clerkship could be jeopardized. Attire may be dictated by practice/provider setting and will be adhered to. For purposes of example, the term "appropriately attired" can be described in the following manner:

- All students will wear a short white lab coat/jacket with a WSU name tag listing their name and "Physician Assistant Student" along with their WSU ID badge and any other identification mandated by the institution to which they are assigned.
- Students will wear conservative attire along with appropriate closed-toe professional shoes. Hair should be clean, neat and styled so as not to obstruct patient care. Nails should be clean, short, and trimmed. Jewelry worn must be in good taste and may include wedding bands, engagement rings, and small earrings. No other jewelry is permitted. The use of ornamentation (buttons, lapel pins, etc.) is at the discretion of the preceptor and clinical site. The use of cosmetics should be minimal and due to sensitivities associated with allergies, the use of fragrances is prohibited. Use of acrylic/gel nails is prohibited in clinical settings.
- Athletic shoes are not appropriate unless wearing "scrubs." Scrubs are to be obtained, worn and returned in the manner prescribed by the clinical site. Scrubs are not to be worn outside the clinical setting.

Appearance projects a professional image representing the student, the profession and the University. Students improperly attired can expect to receive a verbal warning from a clinical preceptor or faculty member. A second infraction during the same clerkship will result in a letter of concern and/or dismissal from the clerkship until the student can appear in proper attire.

### Seminar attire

At Seminar students are to be well groomed and appropriately dressed. Professional dress is as follows:

- For males: Shirts (oxford, dress) with collars and ties; blazer/sports/suit coat optional; casual slacks (cotton, blends, wool) with belt, shoes with socks.
- For females: Blouses, sweaters, slacks, suits (including pant suits), knit outfits, skirts, and dresses. Sleeveless blouses, knit tops and open toed shoes may be worn. White coats must be worn during Grand Rounds presentations. Jeans, shorts, tee shirts, sweatshirts, flip-flops, and other leisure/beach wear are not permitted. This dress code extends to any professional activity.

## Technical Standards for Admission and Graduation

### Physician Assistant Studies Program

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*The technical standards for admission and graduation of the Westfield State University Physician Assistant Studies Program are stated below. Westfield State University and the Physician Assistant Program are committed to meeting the special needs of students within established legal and institutional guidelines. However, the integrity of the medical curriculum and the required mental and physical capabilities to fulfill the obligation of that education must be sustained.*

#### **Observation**

Students must have appropriate visual and auditory capacity to observe and participate in lectures and demonstrations in the classroom, laboratory and clinical setting. Students must be able to observe the patient accurately at a distance and close at hand while observing verbal and nonverbal signs. Sensory skills to perform a physical examination are required which include functional vision, hearing, smell and tactile sensation. These skills are required to properly observe the patient's condition and to perform adequate and appropriate evaluation. These evaluations include but are not limited to inspection, auscultation, palpation, performance of special physical examination techniques and use of diagnostic tests and instruments.

#### **Communication**

Students must be able to effectively relate to patients, conveying a sense of compassion and empathy. They must be able to clearly communicate in academic and health care settings with patients, family members and other healthcare professionals to obtain and convey information regarding the patient's status. Students must be able to read and write English effectively in order to fulfill academic requirements and maintain accurate and legal clinical records on patient care. Students must be able to read and efficiently, accurately and legibly record in legal documents such as patient records. Students must be able to elicit an appropriate history and physical exam from patients and concisely and clearly communicate with the medical team.

#### **Sensory and Motor Coordination and Function**

Students are required to possess sensory and motor skills sufficient to independently elicit information from patients using palpation, auscultation, percussion and other manually based diagnostic maneuvers. Students should be able to conduct laboratory tests and carry out diagnostic and therapeutic procedures. Students should possess and execute appropriate motor movement to provide basic medical care in a general medicine environment and coordinate fine and gross muscular movements to treat patients in emergency situations. Students must be able to move freely about patient care environments and must be able to move between settings such as clinics, classroom buildings and hospitals. Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. This includes, but is not limited to, long periods of sitting, standing or moving which are required in a variety of classroom, laboratory and clinical experiences.

#### **Intellectual, Conceptual, Integrated and Quantitative Abilities**

Students should possess the following abilities: an aptitude for rapid problem solving, the capability to assess and interpret medical information independently, evaluate physical examinations, and formulate a logical diagnosis and effective medical treatment plan. Students must possess good judgment in patient assessment, the ability to incorporate new information, understand comprehensive three-dimensional relationships and curricular threads, and retain and recall pertinent information in a timely fashion. When appropriate, students must be able to identify and communicate the limits of their knowledge to others. Students must be able to read and understand the medical literature.



## **Behavioral and Social Attributes**

Students must possess the physical and emotional health required for the application of his/her intellectual ability and the employment of sound judgment in an appropriate and prompt manner. Students must be able to function effectively under physically taxing workload and in times of physical and mental stress. Students must display compassion, sensitivity, honesty and concern for others while maintaining professional integrity at all times. Students are required to adapt to changing environments, have good interpersonal skills, flexibility and be self-motivated. Students must have the ability to accept constructive criticism and handle challenging interpersonal relationships during training. Students must be able to develop mature sensitive and effective relationships with colleagues, patient and other members of the healthcare profession.

## Safety and Security

Physician Assistant Studies Program

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### Department of Public Safety

The [Department of WSU Public Safety](#) (CPS) works to provide a safe and secure environment in which to live and work for the entire Westfield community. CPS officers also enforce the University's rules, regulations, and policies as well as town, state and federal laws.

Westfield State University is a safe school. CPS operates 24 hours a day, seven days a week with an advanced e-911 system connected to the Westfield Police and Fire departments to handle emergency and fire situations. Residence halls are secured around the clock with electronic ID access, which is provided and maintained by PS. In addition to the above duties, PS offers escort services as needed, enforce parking regulations, assist in special events, and provide crime prevention and campus safety workshops throughout the year. CPS can be reached at 413.572.5262.

Clinical sites will be evaluated and approved for student safety prior to clerkship approval.

## Health / Policies/ Compliance

### Physician Assistant Studies Program

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### Professional Liability Coverage

A professional liability insurance policy providing adequate malpractice coverage for each student must be in effect throughout their educational experience and must be sustained uninterrupted throughout the clinical year. The Commonwealth of Massachusetts requires all practicing physician assistants and physicians to have minimum liability coverage of \$1M/\$3M. Consistent with this requirement, all affiliated clerkship training sites require a minimum of \$1M/\$3M professional liability insurance coverage for each student.

The University, through payment of tuition, provides professional liability coverage of \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate, (\$1M/\$3M), for claims made against students during their clinical clerkships. This policy covers all program-affiliated student clerkship activities throughout the clinical year. This policy DOES NOT cover a student for clinical or other activities, which are not directly associated with the PA Program or affiliated clerkship sites.

The student should inquire with legal counsel if they should acquire additional malpractice insurance.

### Health Insurance

[Chapter 15A of the Massachusetts General Laws](#) mandates that every full or three-quarter time student in a public or private institution of higher education shall participate in a qualifying student health insurance program. Westfield State University makes available a student health insurance plan to all enrolled students designed to provide protection against unexpected expenses or an accident or illness. Students with proof of comparable coverage may be exempt from the University health insurance policy. The principal faculty, program director and medical director will not participate in the health care of any PA student. Although the faculty and medical director work clinically, they will not get involved in a PA student care unless it is an emergency situation with no other recourse or clinician.

The cost of the University student health insurance (Full year: \$3,306.00\* for fall 2020 coverage through July 31, 2021) is payable upon registration if you are a graduate student enrolled in 7 or more credits, through the College of Graduate and Continuing Education. To waive this charge, go to <http://www.universityhealthplans.com> and submit an electronic waiver form. Students in less than nine credits may not purchase the college insurance. Failure to submit the proper waiver from will render you liable for the state-mandated coverage provided by the college and you will be billed accordingly.

\*Subject to change. For additional information regarding the student health insurance plan contact the office of student services.

### HIPAA Compliance

Prior to entrance into the clinical year, all students are trained in the [Health Insurance Portability Accountability Act \(HIPAA\)](#) which outlines medical privacy regulations. Students will not be permitted to begin the clinical year without HIPAA training and documentation. Students must demonstrate continuous compliance with these regulations throughout the clinical year. Failure to do so may result in suspension or dismissal from the program.

# Immunization Requirements

Based on the [Centers for Disease Control \(CDC\) immunization guidelines for healthcare providers](#) and Westfield State University policy, the following immunizations are required for matriculation to the PA Program. The student must provide documentation to the PA Program that he/she is in compliance with the following Centers for Disease Control (CDC) guidelines:

- All childhood immunizations must be current.
- Measles/Mumps/Rubella: The Commonwealth of Massachusetts requires that all full-time undergraduate and graduate students, regardless of year of birth, as well as all part-time and full-time graduate and undergraduate students enrolled in health science programs, have two doses of MMR vaccine. Laboratory proof of immunity is acceptable if immunization dates are unavailable.
- A completed Hepatitis B series of vaccinations **and** documentation of a protective titer (Hepatitis B Surface Antibody) are required. The series can be a 3-dose series of Recombivax HB or Engerix-B (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2) or a 2-dose series of Heplisav-B, with the doses separated by at least 4 weeks. Get an anti-HBs serologic test 1-2 months after the final dose.
- Varicella (Chicken Pox) immunity is necessary. If you do not have chickenpox (varicella) documented, if you haven't had varicella vaccine, or if you don't have an up-to-date blood test that shows you are immune to varicella (i.e. no serologic evidence of immunity or prior vaccination) get 2 doses of varicella vaccine, 4 weeks apart.
- **Tetanus/Diphtheria/Pertussis (Tdap or Dtap)** immunization may be as many as five and must be within the last 10 years. Pregnant Health Care Workers need to get a dose of Tdap during each pregnancy.
- Annual influenza vaccine prior to the flu season.
- **TWO negative Tuberculosis (TB) skin tests** taken two weeks apart **or** an IGRA-test (QuantiFERON Gold test) is required prior to the start of the student's didactic year and annually thereafter. The student must provide evidence and documentation to the Director of Clinical Education prior to the start of the clinical rotations. It is the student's responsibility to have the test repeated annually as long as patient contact continues. If the student has a **Positive Test**, the student must submit a report of a negative chest X-ray before the university certifies that immunizations are complete.

## Communicable Tuberculosis

Students with a positive X-ray for communicable tuberculosis may not attend classes until such time as a physician or the Department of Public Health documents that they are free of the disease in a communicable form. Documentation may be through submission of the report of a large X-ray film of the chest, taken not more than ninety days prior thereto, and such other laboratory and clinical examination as may be required for the exclusion in a communicable form. That documentation must be provided to the Program's Director of Clinical Education in order to show that the student is able to return to clinical practice.

*Note: Immunizations are subject to change per CDC guidelines.*

In addition, be advised that some clerkship training sites may have immunization requirements beyond the general requirements noted above. It is the student's responsibility to meet any additional immunization requirements of specific sites to which he/she is assigned.

The official policy can be found here:

[http://www.westfield.ma.edu/WSU\\_PAS\\_Immunization\\_Policy.pdf](http://www.westfield.ma.edu/WSU_PAS_Immunization_Policy.pdf)

The WSU PA Immunization Verification Form can be found here:

[http://www.westfield.ma.edu/WSU\\_PAS\\_Immunization\\_Form.pdf](http://www.westfield.ma.edu/WSU_PAS_Immunization_Form.pdf)



## Travel and Transportation

Physician Assistant Studies Program

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### Travel

In order to provide students with exposure to a broad range of patients in a wide variety of practice settings, travel beyond the local area may be required. Students are responsible for costs incurred.

### Transportation

The student will be held responsible for transportation to and from all assigned clerkship sites, regardless of their location. In addition, the student is also responsible for any expenses incurred while rotating at the clinical site including food, parking, and any other incidentals. Estimated travel cost is approximately \$1500/year.

## Incident Reporting

Physician Assistant Studies Program

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### Incident Reporting

On rare occasion, incidents involving students may occur on or off campus while fulfilling requirements of the physician assistant program. Should an incident occur, the student should immediately notify the PA Program. These incidents must be documented for protection and safety of all students. If an incident occurs involving a student, he or she must fill out the Westfield State University Physician Assistant Studies Program Incident Report which is available from the PA program or in the Student Handbook.

*See Appendix D – Incident Report*

Following the exposure of a student to a blood born pathogen the student should contact the PA Program immediately per Physician Assistant Studies Program Infection Control Policy. If a student is at a healthcare facility or hospital that can provide the appropriate exposure protocols, they should immediately be evaluated on site. If students are at a facility, which cannot accommodate the appropriate evaluation, students must be evaluated at Baystate Urgent Care. The contact number is 413-564-6940. If the exposure occurs in the evening, weekend or holiday students should be evaluated at the Baystate Medical Center Emergency Department. All costs associated with any incident or exposure is the responsibility of student.

*See Appendix F- Infection Control Policy*

## Mailboxes

Physician Assistant Studies Program

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### Student Mailboxes

All students will have a mailbox located in the PA Program offices. This mailbox will house all correspondence from the PA Program. It is the student's responsibility to check the mailbox regularly. Additionally, students are required to clean out their mailboxes at the end of each semester. Any items left in mailboxes will be discarded.



## Academic Policies and Procedures

### Physician Assistant Studies Program

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## Admission Requirements

### General Admission Standards

Minimum admissions requirements for the M.S. in Physician Assistant Studies program include:

- A baccalaureate or graduate degree from an accredited institution with an overall GPA of 3.0.
- A personal statement of interest and intent is required at the time of application.
- For international students: ESL – TOEFL score of 90 internet; 233 computer; 550 paper are required.
- A minimum of 500 hours of patient contact hours are required. Examples of patient contact hours can include but are not limited to EMT, Scribe, Paramedic, Lab Tech, Volunteer, OT/PT, and Nurse's Aide as long as direct patient contact has occurred.
- Three professional and/or academic letters of recommendation are required.
- Special admissions consideration for veterans and military service members.

**All prerequisite courses listed below must be completed with a grade of “C” or better and an overall and prerequisite GPA of 3.0**

- 30 semester hours of biological, chemical and physical sciences
  - Required: Human Anatomy Physiology I & II with lab, Microbiology, Genetics, and Biochemistry.
  - Human Anatomy and Physiology, Microbiology, and Biochemistry must have been completed within the past 10 years.
  - One University-level statistics course.
  - One University-level ethics course.\*
  - One University level general psychology course
  - The WSU-PAS Program will not allow advanced standing for any professional courses or clinical experiences.
- \*substitution may be permitted with approval from the PA Program Director  
\*Applications may have up to 2 outstanding prerequisite courses at the time of application. Final transcripts are due prior to matriculation.

**Meeting minimal requirements does not guarantee an interview.**

The Master of Science in Physician Assistant Studies at Westfield State University is the only public physician assistant program in Massachusetts and all of New England. The Westfield State University Physician Assistant Program intends to educate a diverse student body of highly skilled and culturally aware healthcare providers who will utilize a patient-centered care approach and be committed to serving the public, either in the Commonwealth of Massachusetts or beyond. To help achieve this goal, the program will grant an interview for all students who have graduated from a Massachusetts public four-year institution, if the following criteria are met.

### Admissions Protocol for Graduates of Massachusetts Public Four-Year Institutions

- Successful completion of a **baccalaureate degree** from a Massachusetts public institution.
- Successful completion of all PA Program prerequisites with a grade greater than or equal to a C.
- Overall GPA of all college coursework of greater than or equal to 3.5.
- Cumulative GPA greater than or equal to 3.5 in all PA Program prerequisite courses.
- A recommendation from a Physician Assistant or Physician indicating support for consideration of the applicant.
- Successful completion of a minimum of 500 hours of patient contact prior to application.
- Successful completion of all general admissions requirements and standards prior to application.

An applicant with a baccalaureate degree from a Massachusetts public institution who does not meet these requirements, but meets the general admission requirements of the program may apply and will be considered with all other applicants.

## Instructional Resources

Courses within the PA Program use multiple resources to aid students in acquiring the knowledge and skills essential for success in the Program and Profession. The Course Coordinator for each course will provide students with the essential resources needed for success in that course. It is the student's responsibility to obtain the resources required for all courses and laboratory session.

Students can expect to spend upward of \$2,930 for direct educational resources throughout the program. Program and education resources include the following:

- BLS certification (\$100\*)
- ACLS certification (\$300\*)
- Lecturio (\$200)
- Typhon access (\$90\*)
- Background check (\$60\*)
- Drug screening (\$60\*)
- Hardcopy books (\$200\*)
- PAEA Assessment Box Fee (\$420)
- Clerkship travel costs (can be up to \$1500\*)

\*Costs are estimates

Students are also required to purchase an equipment kit, which will be used in the instruction of history and physical examination techniques. The cost of the equipment kit is approximately \$2,000.00 - \$2,600.00. Some students may elect to purchase additional equipment in the clinical phase of the program. All costs are the responsibility of the student. There will be a designated "Equipment Day" after the start of the program, in which students will be able to go over the Kit below in preparation for purchase.

**The Equipment kit is as follows for ALL students:**

Ophthalmoscope & Otoscope with pneumatic attachment \$600-\$800
Adult sphygmomanometer (BP cuff) \$150-\$250
Cardiology grade stethoscope with bell and diaphragm \$70-\$200
Reflex hammer \$3
Tuning Fork – 256 (vibratory sensation) \$13
Tuning Fork – 512 (auditory sensation) \$12
Flexible tape measure with centimeter markings \$3
Penlight \$4
Rosenbaum pocket eye chart \$4
Watch with second hand \$20
Patient gown \$7
Short lab coat \$20
Suture set \$40-\$150
Safety glasses \$4
ID badge \$15
Laptop \$1,000 (MAC or PC, <a href="#">must be compatible with ExamSoft system requirements</a> )
Full length mirror \$10

**\*costs listed above are estimates**

## Student Encounter Form

A Student Encounter Form (SEF) will be used to document irregularities in academic performance and will be included in the student's permanent academic file.

*See Appendix H*

## ADA Policy

### Services for Students with Disabilities

Westfield State University is committed to providing a learning, working and living environment for students, employees and other members of the University community, which values the diverse backgrounds of all people. The University is committed to assuring that the "university experience" is one that challenges, empowers, supports and prepares its students to live in, work in, and value our increasingly global and diverse world.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of the departments, offices and personnel. To this end, the University will continue to strive to achieve excellence in its programs and services and to assure that its services are delivered equitably and efficiently to all of its members.

[Disability Services](#) is committed to supporting students as they learn to self-advocate and negotiate the campus and academics at the University. The program provides a wide array of reasonable, appropriate accommodations for students with learning, physical, psychological, or medical challenges. Students are expected to provide current documentation of their disabilities.

## Program Course Requirements

Semester	Course Number	Course Name	Semester Hours
Spring Didactic I	PAS 0601	Professional Practice Issues I	1
	PAS 0645	Evidence based medicine	2
	PAS 0621	Dermatology	3
	PAS 0631	Otolaryngology/Ophthalmology	3
	PAS 0634	Pulmonology	4
	PAS 0627	Infectious Disease	4
	PAS 0620	Cardiology	5
	PAS 0641	Integration I	3
Summer Didactic II	PAS 0623	Gastroenterology	4
	PAS 0635	Nephrology	4
	PAS 0622	Endocrinology	3
	PAS 0624	Genitourinary	2
	PAS 0626	Hematology/Oncology	3
	PAS 0602	Professional Practice Issues II	1
	PAS 0642	Integration II	3
Fall Didactic III	PAS 0629	Neurology	3
	PAS 0630	Obstetrics & Gynecology	2
	PAS 0628	Musculoskeletal	4
	PAS 0632	Pediatrics	2
	PAS 0625	Geriatrics	3
	PAS 0636	Surgery	2
	PAS 0633	Behavioral Medicine	3
	PAS 0603	Professional Practice Issues III	1
	PAS 0643	Integration III	3
	PAS 0646	Transition to Clinical Practice	3
Clerkship Courses	PAS 0667	Inpatient Medicine	4
	PAS 0662	Ambulatory Medicine	4
	PAS 0671	Surgery Clerkship	4
	PAS 0670	Pediatrics Clerkship	4
	PAS 0672	Women's Health	4
	PAS 0668	Behavioral Medicine	4
	PAS 0664	Emergency Medicine	4
	PAS 0669	Musculoskeletal Medicine	4
	PAS 0661	Addiction Medicine	4
	PAS 0665	Geriatrics Clerkship	4
	PAS 0663	Elective Clerkship	4
Spring	PAS 0651	Clinical Seminar I	1
Summer	PAS 0652	Clinical Seminar II	1
Fall	PAS 0653	Clinical Seminar III	1
	PAS 0690	Capstone	2
Total Credits			120

## Examination Policy

Students are expected to be present for all evaluations. The following practices will take place for all evaluations:

- Students are expected to take examinations at designated times.
- Students who arrive late are a disturbance to classmates and therefore may not be allowed to enter the exam room. Students will be given a makeup examination.
- In the event a student misses an exam, the student must contact the course coordinator and Program PRIOR to the exam time. The student will also need proper documentation to miss an exam.
- A proctor is always present in each testing room throughout the examination.
- If a student must take a personal (restroom) break during an exam, the student WILL NOT be allowed additional testing time to make up for time lost during absence from the room.
- Personal belongings are not allowed into the seating area of the testing room.
- The following items are prohibited in the seating area of the testing room. Having any of these items will result in expulsion from the examination and score of zero for the exam. Students may also face disciplinary actions related to Academic Integrity and Social Behavior Policy.
  - a. Watches with an alarm, computer or memory capability
  - b. Cellular phones
  - c. Paging devices
  - d. Recording/filming devices
  - e. Personal digital assistants of any kind
  - f. Reference materials
  - g. Backpacks, briefcases, coats
  - h. Hats of any kind, hoods from sweatshirts and sunglasses are not permitted to be worn during the examination.
- Students will be assigned seats by the proctor.
- Each student will sign the honor code on the cover of the examination prior to beginning the exam. *Please See - Appendix E*
- Each student is responsible to properly mark answers on the computer.
- At the end of the testing period, the testing platform stops the testing period and submits the completed exam.
- No questions are allowed during the examination, unless of a clerical nature. The proctor will NOT answer any questions regarding content.

## Grading Policy

The Westfield State University and the Physician Assistant Program grading system is as follows:

Letter Grade	Quality Points
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C	2.00
F	0.00

Grades indicated in red constitute a PA Program failure.

## Progression Requirements

Students in the PA program must achieve a grade of B or better in PAS didactic and clinical courses to remain in good academic standing. Students who receive less than a B in **one** course will be given the option of withdrawing from the program or **may** be offered the opportunity for remediation or deceleration. Failure of **two** courses will result in dismissal

from the program, regardless of other grades attained in all other courses. Due to course scheduling, failure of a course may result in deceleration in the program. Each student will have only one opportunity to decelerate. In addition, because the courses offered each semester are interrelated, students are required to attend all courses in the semester that the failed course is repeated, attend all classes, and pass all evaluation requirements. Failure to achieve a B or better on a second attempt of a course will result in dismissal from the program. All coursework must be completed within five (5) years of matriculation.

## Course Remediation Policy

Each student will be reviewed each by semester by the Promotions & Remediation Committee. For students who have demonstrated academic deficiency in the PA Program, they may be offered a remediation process. Students are only eligible for remediation in one course per year, as long as the remainder of the semester grades are at or above a B and the student is in good professional standing. The course coordinator will refer a remediation plan to the Promotions & Remediation Committee. If remediation is approved, students will be assigned an academic remediation plan. The plan outlines the way in which a student will be expected to address his/her performance issues.

Remediation will include repeating some portion of the module, course or clerkship and reexamination. In all cases, the process of remediation shall be at the discretion of the course coordinator and Program Director.

Test learning interventions may be offered by individual courses. Please refer to individual course syllabi.

## Deceleration Policy

Under extraordinary circumstances students may be allowed additional time to complete the program. Due to the curricular thread, students will decelerate into the following year's cohort. This request must be made in writing to the program director and will be approved by the Promotions and Remediation Committee. All PA Program course work must be completed within 5 years of matriculation.

In order to be considered for deceleration, the following conditions must exist:

- Current minimum GPA of 3.0 in PA Program
- A grade of at least "B" in program courses.
- Demonstrated behavior, attitude, and ethics consistent with professional demeanor expected of a physician assistant student.
- Deceleration will be offered only once per student.
- Failure to achieve a 3.0 and a grade of B or better on the 2nd attempt will result in PA Program withdrawal or dismissal.

## Program Dismissal

- Students fail to achieve a course grade of B or better after course remediation
- Students fail to achieve a B or better in 2 courses.
- Students fail to achieve 3.0 GPA after deceleration.
- Lack of resolution of documented professional behavior issues.
- Failure of 2 clinical courses or failure to pass repeated clinical clerkship.
- Academic Dishonesty.

## Program Withdrawal

A student wishing to withdraw voluntarily from the University must confer first with the PA Program Director and Graduate School Dean. Further details about the University refund policy and procedures are found with the CGCE [here](#).

## Leave of Absence

- In the event a leave of absence is needed, students are urged to submit request to the Program Director, Graduate School Dean and Registrar as soon as possible.
- In order to obtain a leave of absence, students must be in good academic standing.
- Leave of absence is granted for up to one academic year.
- Upon return, students may require additional documentation, exams or medical clearance as determined by the type of leave of absence.
- Please refer to the Westfield State University [Graduate Catalog](#) for further information.

## PA Program Committees

### Physician Assistant Studies Program

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The PA Program Faculty meets as a whole every other week and each committee chair will report the business of each committee at that time.

### **Admissions Committee**

A review of applicants to the WSU PAS Program will be conducted with the Office of Graduate Admissions and Core Faculty. The Admissions Committee is responsible for the final decision on applicant admission. Refer to Academic Policies and Procedures for admissions requirements.

### **Promotions & Remediation Committee**

A review of students enrolled in the program will be conducted by the Program Promotions Committee on an ongoing basis.

### **Curriculum Committee**

The Curriculum Committee is responsible for the development and implementation of the entire program curriculum. The committee is also responsible for collaboration with the institutional committees.

### **Clinical Committee**

The Clinical Committee is comprised of core faculty and representatives of clinical affiliates. This committee reviews clinical policies and procedures.

### **Assessment Committee**

The Assessment Committee is comprised of core faculty and meets to assess all aspects of the WSU PAS Program. Ongoing program assessment contributes to strong academic experiences.



## Westfield State University Policies/Services

Physician Assistant Studies Program

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### Student Health Services

#### Health Center

The [Health Center](#) is located in [Scanlon Hall](#). Graduate students are not eligible to use the Health Center on campus, but the Center will assist/direct students to appropriate medical facilities. The [Counseling Center](#) is located in [Lammers Hall](#) and will refer the students to appropriate resources that are available. The Physician Assistant Faculty will not function or substitute as a medical provider for physician assistant students.

#### Ely Library

[Ely Library](#) offers an inviting setting for individual and group study and provides Westfield students with carefully selected information resources and technology for the 21st century, including Wi-Fi. The collection includes books, periodicals, videos, DVDs, and CDs, as well as electronic books and databases delivered by high-speed Internet access. In addition, Westfield students may borrow, either in person or by interlibrary loan, from the over one million volumes held at the academic libraries of the [Cooperating Universities of Greater Springfield and the Springfield City Library](#).

The Ely Virtual Library enables students, faculty, and staff to connect at any time to online databases, with full-text sources including journals and major newspapers, from any computer on campus or from any remote computer with Internet access. Other resources in the Ely Virtual Library include high-quality, course-related Web sites, information for commuter students, and online help.

[Reference librarians](#) at Ely Library are available in person, on the phone, or by e-mail to assist students with research, assignments, or library resources. Librarians also work closely with the Westfield faculty and participate in teaching to ensure that students have the research and information skills required for life-long learning. Ely Library is open seven days a week most of the year; special holiday and summer hours are posted in the library and available on the Web site.

Most required PA Program textbooks are available on reserve at Ely Library. Additional medical reference books and electronic media are also available.

### Westfield State University Policy on Academic Integrity & Social Behavior

**“Academic Honesty, a necessary foundation of a learning community is expected of all students. Violations are unacceptable and are subject to academic penalties including failure of a course. A record of the violation is submitted to Academic Affairs; repeated violations may result in suspension or dismissal from the college. Violations of academic honesty include cheating on examinations, plagiarism, and submission of the same paper for credit in two or more courses.” Academic Honesty, (WSU Bulletin)**

Students in the graduate program are expected to have high standards of integrity. Any graduate student who violates academic honesty through activity such as cheating or plagiarizing on examinations, papers, assignments or within a research setting is subject to dismissal from the program. Graduate students are required to follow departmental processes for field placements (e.g. prepracticum, practicum, internships). Failure to do so may be grounds for removal of

students from the graduate program. Cases involving failure to follow process shall be [referred to the Dean for adjudication](#).

## Grade Appeals and Grievance Policy and Procedure

Questions or concerns relating directly to a college course grade should first be raised with the course instructor. Program directors and department chairs are available to consult on appeals at the program level. If you have continued unresolved questions or concerns about grading, academic policies and regulations of the PA Program or Graduate School, you should direct them in writing to the Dean. A formal appeal form may be found [here](#).

## Harassment Policy

Westfield State University does not tolerate harassment. Sexual harassment consists of unwelcome verbal, non-verbal and/or physical behavior of a sexual nature that has the effect of interfering with student employment, academic or other status, of creating an intimidating, hostile or offensive environment. It is a form of sex discrimination that was made illegal by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 as amended, and under Chapters 151B and 151C of the Massachusetts General Laws.

Any member of the College community who believes she/he has been a victim of sexual harassment may initiate informal or formal complaint procedures. Full text of the current [Sexual Harassment Policy](#) is available in the [Graduate and Continuing Education Office](#), the [Non-Discrimination Office](#), and within the Student Handbook. Additional information on the full University Bullying and Harassment Policies can be found [here](#). Further information or advice may be obtained by contacting the Dean of the College of Graduate and Continuing Education.

### State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period from alleged offense for filing a claim (EEOC-180 days; MCAD-6 months).

The United States Equal Employment Opportunity Commission (“EEOC”)  
One Congress Street, 10th Floor  
Boston, MA 02114  
Tel. 617.565.3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office: One Ashburton Place  
Room 601  
Boston, MA 02108

Springfield Office:  
436 Dwight Street  
Room 220  
Springfield, MA 01103

## Alcohol & Other Drug Policy

A full description of the [Westfield State University alcohol and drug policy](#) can be found in the [University Catalog](#). The Westfield State University policy and regulations pertaining to the possession and consumption of alcoholic beverages and the possession, use, distribution, and sale of illicit drugs are designed (1) to conform to the state and federal laws and/or (2) enhance the health, safety, property, and educational interests of all members of the university community. The purpose of the Alcohol and Other Drug Policy is to promote a campus environment that is compatible with and supportive of academic success and personal growth. A campus atmosphere dominated by overt use and abuse of alcohol and other drugs is contrary to this goal. Accordingly, any violation of the student conduct code and/or a violation of the federal, state, or local laws shall subject the offender to the university disciplinary process and/or to criminal prosecution. In accordance with the Higher Education Amendments of 1998 (Public Law 105-244) the University regulations and laws pertaining to alcoholic beverages and the possession, use, distribution, and sale of illicit drugs shall be strictly and consistently enforced.

Violations of this policy may result in criminal sanctions. Criminal convictions, even if sanctions are minimal, can adversely affect internship and job opportunities, admission to graduate or professional schools, and eligibility for training and financial aid opportunities. The Higher Education Act of 1998 states that students convicted under state or federal law for drug sale or possession will have their federal financial aid eligibility suspended. This includes all federal grants, loans, and work-study programs. Students convicted of drug possession will lose their eligibility for one year; two years for a second offense; and indefinitely for a third offense. Students convicted of selling drugs will be ineligible for two years; and indefinitely for a second offense. Eligibility can be regained through successful completion of an approved drug rehabilitation program. The filing of criminal charges does not prevent the University from imposing its own sanctions in addition to criminal penalties. These sanctions are described within the [policy](#).

## Tobacco Policy

The use of tobacco products will not be permitted on any university property or university leased property, effective September 1, 2012. More details can be found in the [University policy](#).

## Firearms and Weapons

Based on [Massachusetts state law](#):

Whoever, not being a law enforcement officer and notwithstanding any license obtained by the person pursuant to chapter 140, carries on the person a firearm, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of the elementary or secondary school, college or university shall be punished by a fine of not more than \$1,000 or by imprisonment for not more than 2 years or both. A law enforcement officer may arrest without a warrant and detain a person found carrying a firearm in violation of this paragraph.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university that fails to report a violation of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than \$500.

## Requirements for Matriculation

Physician Assistant Studies Program

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### Requirements of Didactic Year

The following rules and regulations reflect the minimum academic and behavioral standards expected of students during the didactic year of the program. In order to complete the didactic year, students must:

#### Determining Didactic Competence

- Earn a grade of at least “B” in all program courses.
- Demonstrate mastery of history taking and physical examination skills and critical thinking skills. Students will not be assigned their clinical rotations until they have demonstrated mastery of history taking and physical examination skills and critical thinking skills as determined by the course instructor, program faculty, and program director. Specifically: pass all Objective Structured Clinical Examinations (OSCE) practical examinations in with an 80 or better. Students will have one opportunity to repeat each practical exam to achieve the score of 80. Students will not matriculate to the clinical year without successful completion of the OSCE examinations, even if the course grade is a B or better.
- Complete and pass didactic formative simulation examination with an 80 or better.
- Attend all classes, lectures, seminars, and other learning activities as dictated by the course instructor.
- Attend all assigned clinical experiences and complete the work associated with patient encounters in these assignments.
- Be present and on time for all examinations.
- Meet a minimum of once per semester with assigned advisors.
- Obtain Cardiopulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS) certification.
- Demonstrate professional behavior and attitude consistent with the Program Code Of Conduct (*Appendix A*) as documented by the Professional Assessment Tool (*Appendix C*).

### Requirements of the Clinical Year

**For Required Clerkships successful demonstration of 3 components is required to satisfy competency:**

Preceptor’s Clerkship Student Evaluation  
Clerkship Specific End of Clerkship Examination  
Professional Behavior Assessment

**For the Elective Clerkship successful demonstration of 2 components is required to satisfy competency:**

Preceptor’s Clerkship Student Evaluation  
Professional Behavior Assessment  
Elective Assignment

## **Clinical Seminar II Competency Demonstration Requirement**

Successful completion of five competencies and patient care documentation/grand rounds presentations is mandatory before graduation. If the student fails a competency on the first attempt, they are allowed to retake the exam. Students who fail a competency a second time will have to complete a remediation exercise designated by the PA faculty. This remediation must be completed prior to the Summative Examination. After the remediation exercise is complete, the student will retake the competency a third time. Students who fail a competency on the third attempt will be recommended to the Program Director for dismissal from the PA program.

The following are assessed during the clinical seminars:

PA Summative Exams  
Final Summative Exam  
Clinical Skills Competency  
Clinical Data  
TYPHON Completion  
Patient Care documentation and clinical summary  
Grand Rounds Paper and Presentation

*Refer to Clinical Manual for specific clinical competencies.*

## **PA Program Graduation Requirements**

The following requirements are required for graduation from the WSU PAS Program.

1. Demonstrated proficiencies in required skills and procedures.
2. Successful completion of all clinical clerkships.
3. Successful completion of all clinical seminar courses.
4. Successful completion of summative evaluation with a score of 80 or better.
5. Successful completion of Capstone project.
6. Demonstrate professional behavior and attitude consistent with the Program Code Of Conduct (Appendix A) as documented by the Professional Assessment Tool (Appendix C).

## **University Graduation Requirements**

Candidates for master's degrees will be required to meet the University's academic graduation requirements for graduate degrees. To qualify for any master's degree, candidates must:

1. Complete a specific minimum number of approved graduate credits with a cumulative grade point average of 3.0.
2. Complete all designated courses and fulfill all program curricular policies as outlined in the program curriculum.
3. Complete degree requirements within time allotted by the statute-of-limitations which is 5 years from matriculation.
4. Complete the Application for Graduation sent to prospective graduating students early in the final semester.
5. Receive faculty approval for the award of the degree.

## **Participation in Commencement**

Westfield State University Physician Assistant Program holds one Graduation celebration each year, usually during the second or third week in December. Students who are in good academic standing but have not finished their degree requirements may in certain circumstances be allowed to participate in celebration. Students are encouraged to attend the University Commencement in May to be hooded by the PA department faculty.

## Professional Organizations

### Physician Assistant Studies Program

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#### American Academy of Physician Assistants (AAPA)

- PA students are eligible for membership in the [Student Academy of American Academy of Physician Assistants \(SAAAPA\)](#). Members receive official publications of the Academy, have access to a job service, and are eligible to compete for scholarships. Membership involves a onetime enrollment, with fee of \$75.00 which expires 4 months after graduating from the PA Program.

#### Massachusetts Association of Physician Assistants (MAPA)

- [MAPA](#) is a constituent chapter of [AAPA](#). Students are chosen from the programs in Massachusetts to sit on the MAPA Board of Directors. Each year MAPA offers one or more scholarships to MAPA student members and supports student projects in a variety of ways. Membership is \$25.00.

*Students are encouraged to join any or all of the above organizations, including other state organizations.*

## Appendices

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- A: Student Code of Conduct
- B: Code of Conduct for Certified and Certifying PA's.
- C: Professional Assessment Tool
- D: Accident/Incident Reporting Form
- E: Honesty Statement
- F: Infection Control Policy
- G: Appeal Procedure
- H: Student Encounter Form
- I: Declaration of Understanding
- J: Technical Standards
- K: Participation of Students as Human Subjects
- L: Release of Health Information
- M: Statement of Confidentiality
- N: Disclosure Statement
- O: Web Information

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## Student Code of Conduct

Members of the physician assistant profession must act in an appropriate way to monitor and maintain the integrity of the standards of the profession. The WSU PA Program is committed to excellence in patient care and education and the training of physician assistant students. To further this goal, staff members and students are expected to adhere to a Code of Professional Conduct and Ethics in their interactions with patients, colleagues and other health professionals, and the public.

*The following code of conduct and ethics is adapted from the Dartmouth University Medical School and Hitchcock Medical Center Code.*

### Professional Obligations

#### 1. Respect for Persons

- Practice the doctrine of informed consent for any patient diagnostic test or therapy
- Treat patients, colleagues, students and teachers with the same degree of respect you would wish them to show you
- Treat patients with kindness, gentleness, dignity, empathy, and compassion
- Do not use offensive language verbally or in writing when referring to patients of their illnesses
- Respect the privacy and modesty of patients
- Do not harass others, physically, verbally, psychologically, or sexually
- Do not prejudge others on the basis of gender, religion, race, age, or sexual preference

#### 2. Respect for Patient Confidentiality

- Do not share the medical or personal details of a patient with anyone except those health care providers integral to the well-being of the patient or within the context of an educational endeavor
- Do not discuss patients or their illness in public places where conversations may be overheard
- Do not publicly identify patients in spoken words or in writing without adequate justification
- Do not invite or permit unauthorized persons into patient care areas of the institution
- Do not share your confidential computer system password with nonprofessionals

#### 3. Honesty

- Be truthful in verbal and in written communications
- Acknowledge your errors of omission and commission
- Do not knowingly mislead others
- Do not cheat, plagiarize, or otherwise act dishonestly
- Do not falsify or fabricate scientific data

#### 4. Responsibility for Patient Care

- Assume 24-hour responsibility for patients under your care; when you go off duty, assure that your patients' care is adequately covered by another practitioner
- Follow-up on ordered laboratory tests and complete patient record documentation conscientiously
- Coordinate with your team, the timing of information sharing with patients and their families to present a coherent and consistent treatment plan
- Do not use alcohol or other drugs that could diminish the quality of patient care or academic performance



## **5. Awareness of Limitations, Professional Growth**

- Be aware of your professional limitations and deficiencies of knowledge and abilities and know when and of whom to ask for supervision, assistant or consultation
- Do not engage in unsupervised involvement in areas or situations where you are not adequately trained
- Avoid patient involvement when you are seriously ill, distraught, or overcome with personal problems
- Have all patient workups and orders countersigned by the appropriate supervisory personnel

## **6. Deportment as a Professional**

- Clearly identify yourself and your professional level to patients and staff; wear your name tag when in patient areas
- Do not allow yourself, as a student, to be introduced as a physician assistant or doctor
- Dress in a neat, clean, and professionally appropriate manner
- Maintain a professional composure despite the stresses of fatigue, professional pressure, or personnel problems
- Do not have romantic or sexual relationships with your patients; recognize that if such relations develop, seek help and terminate the professional relationship

## **7. Responsibility for Peer Behavior**

- Take the initiative to identify and help rehabilitate impaired students, nurses, physicians, physician assistants, and other employees
- Report important breaches of the Code of Professional Conduct and Ethics

## **8. Respect for Personal Ethics**

- You are not required to perform procedures (e.g., abortions, termination of medical treatment) that you feel are unethical, illegal, or may be detrimental to the patient
- Inform patients and their families of available treatment options that are consistent with acceptable standards of medical care

## **9. Respect for Property and Laws**

- Respect the property of Westfield State University and other facilities with which you are affiliated
- Adhere to regulations and policies such as fire safety, hazardous waste disposal and universal precautions or Westfield State University and all other facilities with which you are affiliated
- Adhere to local, state, and federal laws and regulations

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## Code of Conduct for Certified and Certifying Physician Assistants

*As obtained from the NCCPA.*

### Preamble

The National Commission on Certification of Physician Assistants endeavors to assure the public that certified physician assistants meet professional standards of knowledge and skills. Additionally, NCCPA attempts to ensure that the physician assistants it certifies are upholding appropriate standards of professionalism and ethics in practice. The NCCPA's *Code of Conduct for Certified and Certifying Physician Assistants* outlines principles that all certified or certifying physician assistants are expected to uphold.

Breaches of these principles may be cause for disciplinary review. Disciplinary actions taken at the conclusion of that review may include formal censures, fines, revocation of certification or eligibility for certification and/or other actions as deemed appropriate by NCCPA. Some disciplinary actions are reported to the state licensing authorities and the Federation of State Medical Boards. This *Code of Conduct* represents some, though not necessarily all, of the behaviors that may trigger review under NCCPA's [Policies and Procedures for Disciplinary Review](#).

### Principles of Conduct

**Certified or certifying physician assistants shall protect the integrity of the certification and recertification process.**

- They shall not engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions) before, during or after an NCCPA examination.
- They shall not obtain, attempt to obtain or assist others in obtaining or maintaining eligibility, certification, or recertification through deceptive means, including submitting to the NCCPA any document that contains a misstatement of fact or omits a fact.
- They shall not manufacture, modify, reproduce, distribute or use a fraudulent or otherwise unauthorized NCCPA certificate.
- They shall not represent themselves in any way as a Physician Assistant-Certified (PA-C) designee unless they hold current NCCPA certification.
- When possessing knowledge or evidence that raises a substantial question of cheating on or misuse of questions from an NCCPA examination, fraudulent use of an NCCPA card, certificate or other document or misrepresentation of NCCPA certification status by a physician assistant or any other individual, they shall promptly inform the NCCPA.

**Certified or certifying physician assistants shall comply with laws, regulations and standards governing professional practice in the jurisdictions and facilities in which they practice or are licensed to practice.**

- Certified or certifying physician assistants shall respect appropriate professional boundaries in their interactions with patients.
- Certified or certifying physician assistants shall avoid behavior that would pose a threat or potential threat to the health, well-being or safety of patients apart from reasonable risks taken in the patient's interest during the delivery of health care.
- Certified or certifying physician assistants shall recognize and understand their professional and personal limitations.
- Certified or certifying physician assistants shall practice without impairment from substance abuse, cognitive deficiency or mental illness.
- Certified or certifying physician assistants shall maintain and demonstrate the ability to engage in the practice of medicine within their chosen areas of practice safely and competently.

## PROFESSIONAL ASSESSMENT TOOL

**Directions:** This evaluation instrument is designed to assist students in self-assessment of their professional development towards becoming a Physician Assistant. The following rating scale is to be used by the student and the faculty advisor. Ratings are based on student assessment of self in the classroom, laboratory, as well as clinical and other professional situations.

**0= Unsatisfactory:** The student does not demonstrate the required level of professional skill. The student's behavior is predicted to interfere with the ability to establish satisfactory therapeutic relationships with patients or effective working relationships with co-workers.

**1= Needs Improvement:** The student, while beginning to demonstrate the required level of professional skill, needs improvement in either quality or quantity.

**2= Satisfactory:** The student demonstrates the required level of professional skill.

**\*\*\*Note: Score >32 is satisfactory**

	<b>STUDENT</b>		<b>FACULTY ADVISOR</b>			
<b><u>HONESTY / INTEGRITY</u></b>	0	1	2	0	1	2
<b>Behavior Descriptors</b>	COMMENTS			COMMENTS		
<ul style="list-style-type: none"> <li>▪ Adheres to code of ethics</li> <li>▪ Admits and corrects mistakes</li> <li>▪ Maintains confidentiality</li> <li>▪ Represents self appropriately</li> </ul>						
<b><u>RESPONSE TO FEEDBACK / SUPERVISION</u></b>	0	1	2	0	1	2
<b>Behavior Descriptors</b>	COMMENTS			COMMENTS		
<ul style="list-style-type: none"> <li>▪ Respectful to instructors</li> <li>▪ Chooses appropriate time to approach instructor</li> <li>▪ Proactively identifies problems and possible solutions</li> <li>▪ Accepts feedback in a positive manner</li> <li>▪ Modifies performance in response to feedback</li> </ul>						
<b><u>ABILITY TO WORK AS TEAM MEMBER</u></b>	0	1	2	0	1	2
<b>Behavior Descriptors</b>	COMMENTS			COMMENTS		
<ul style="list-style-type: none"> <li>▪ Aware of others verbal/nonverbal reactions</li> <li>▪ Responsive and respectful to the needs of others</li> <li>▪ Allows others to express their opinions</li> <li>▪ Remains open minded to different perspectives</li> <li>▪ Tactful in giving others suggestions/feedback</li> <li>▪ Participates as part of the team when doing group projects</li> </ul>						

**COMMUNICATION**

**Behavior Descriptors**

- Actively participates in discussions
- Initiates thoughtful / relevant questions
- Summarizes verbal or written messages clearly and concisely
- Recognizes impact of non-verbal communication
- Communicates with others in a respectful, confident manner

0	1	2
COMMENTS		

0	1	2
COMMENTS		

**SELF DIRECTEDNESS**

**Behavior Descriptors**

- Independently seeks out learning experiences
- Takes initiative to direct own learning
- Assumes responsibility for learning
- Uses adequate and appropriate resources to achieve goal
- Demonstrates functional level of confidence and self-assurance

0	1	2
COMMENTS		

0	1	2
COMMENTS		

**DEPENDABILITY / RESPONSIBILITY**

**Behavior Descriptors**

- Attends all scheduled sessions
- Is on time for class / scheduled meetings
- Hands in assignments / papers when due
- Complies with program / course expectations
- Fulfills commitments and responsibilities
- Maintains a safe environment in class / lab

0	1	2
COMMENTS		

0	1	2
COMMENTS		

**JUDGEMENT / CLINICAL REASONING**

**Behavior Descriptors**

- Uses an inquiring or questioning approach in class and analyzes options prior to making a judgment
- Develops rationale to support choice
- Demonstrates awareness of possible bias
- Makes sound decisions based on factual information
- Generates alternative hypotheses / solutions to issues

0	1	2
COMMENTS		

0	1	2
COMMENTS		

**ORGANIZATIONAL ABILITY**

**Behavior Descriptors**

- Has all material ready for class
- Budgets time/material to meet program requirements
- Prioritizes multiple commitments
- Assist in organizing group assignments / projects

0	1	2
COMMENTS		

0	1	2
COMMENTS		

**PROFESSIONAL PRESENTATION**

**Behavior Descriptors**

- Wears neat clean clothing appropriate to setting
- Projects professional image to peers, clients, supervisors
- Display a positive attitude toward becoming a professional

0	1	2
COMMENTS		

0	1	2
COMMENTS		

Student Final Score: \_\_\_\_\_

Faculty Final Score: \_\_\_\_\_

**Final Score:** \_\_\_\_\_

Additional comments/ Plan of Action:

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Faculty Advisor signature

\_\_\_\_\_  
Date

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**Accident/Incident Reporting Form**

Name \_\_\_\_\_

Location/Date/Time of Accident/Incident  
\_\_\_\_\_  
\_\_\_\_\_

Location of injury (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

Description of Accident/Incident  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Disposition:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name & Title of Person Preparing Form (if not injured party) \_\_\_\_\_ Date \_\_\_\_\_

**This form may be photocopied**

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## Honesty Statement

I pledge that I have not given or received nor will I give or receive unauthorized aid on this examination, paper and/or assignment.

### HONESTY PLEDGE



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

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

Student ID Number: \_\_\_\_\_ Date \_\_\_\_\_

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## Infection Control Policy

The following policy refers specifically to Westfield State University. Other policies may exist at clinical sites and will be distributed at those sites.

### I. Exposure Determination

- A. Westfield State University Physician Assistant Program faculty and students in the course of teaching or learning may be involved in exposure to blood or other potentially infectious materials through skin, eye, mucus membrane or parenteral contact.

Exposure does not include incidental exposures that may take place at the school and that are neither reasonably nor routinely expected to incur in the normal school duties.

The term 'other bodily fluids' and 'other potentially infectious materials' refer to semen, vaginal secretions, cerebral spinal fluid, plural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any other body fluid that is visibly contaminated with blood, as well as any fixed tissue or organ (other than intact skin) from a human (living or dead).

- B. The following tasks involve exposure to blood or other potentially infectious materials:

1. Class assignments and/or laboratory exercises in which the blood or other body fluids of human subjects are tested
2. Activities involving phlebotomy, whereby blood samples are taken and analyzed for the purposes of scientific research
3. Activities involving the administration of first aid to injured persons

### II. Precautions to Prevent Transmission of HIV, HBV, and Other Blood Borne Pathogens

#### A. Universal Precautions

Blood and body fluid precautions should be consistently used in all instances when blood or other bodily fluids are present. "Universal blood and bodily fluid precautions" or "universal precautions", should be used whenever there is a presence of blood or other body fluids.

1. The individuals should routinely use appropriate barrier precautions to prevent skin and mucus membrane exposure when contact with blood or other body fluids of any subject is anticipated. Gloves should be worn for touching blood and body fluids, mucus membranes, or other non-intact skin of all subjects, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each subject. Masks and protective eye wear or face shield should be worn during procedures that are likely to generate droplets of blood or fluids to prevent exposure of mucus membranes of the mouth, nose, and eyes.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. Individuals should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures, when cleaning used instruments, during disposal of used needles, and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand. After they have been used, disposable syringes and needles, scalpel blades, and



other sharp items should be placed in puncture resistant containers for disposal. The puncture resistant containers should be located as close as practical to the use area. Large-bore needles should be placed in a puncture resistant container for transport to the reprocessing area.

4. Individuals who have exudative lesions or weeping dermatitis should refrain from all direct contact with equipment until the condition resolves.
5. Pregnant individuals are not known to be at greater risk of contracting HIV infection than other individuals. However, if a pregnant individual develops HIV infection, the fetus is at risk for infection. Because of this risk, pregnant individuals should be especially familiar with and strictly adhere to precaution to minimize the risk of HIV transmission.

#### B. Precautions for Laboratories

Blood and other body fluids from all subjects should be considered infective. To supplement the universal blood and body fluids precautions listed above, the following precautions are recommended for individuals in clinical laboratories.

1. All specimens of blood and body fluids should be put in a well-constructed container with a secure lid to prevent leaking during transport. Care should be taken when collecting each specimen to avoid contaminating the outside of the container.
2. All persons processing blood and body fluid specimens (e.g. removing tops from vacuum tubes) should wear gloves, masks and protective eye wear. Gloves should be changed and hands washed after completion of the process.
3. Mechanical pipetting should be used for manipulating all fluids. Mouth pipetting must not be done.
4. Laboratory work surfaces should be decontaminated with an appropriate chemical germicide after a spill of blood or other body fluids, and when work activities are completed.
5. Contaminated materials used in laboratory tests should be decontaminated before processing or be placed in bags and disposed of in accordance with institutional policies for disposal of infective waste.
6. Scientific equipment that has been contaminated with blood or body fluids should be decontaminated and cleaned before being repaired in the laboratory or transported to the manufacturer.
7. All persons should wash their hands after completing laboratory activities and should remove protective clothing before leaving the laboratory.

Implementation of universal blood and body fluids precautions for all subjects eliminates the need for warning labels on specimens since blood and body fluids from all individuals should be considered infective.

#### III. Post Exposure Follow-up

- A. Should any individual exposed to blood or other potentially infectious materials by means of a specific eye, mouth or other mucus membrane, non-intact skin or parenteral contact, they must report the incident to the PA Program and complete the incident report form. A copy of the report shall be immediately furnished to the appropriate administrative.
- B. Following the exposure of a student to a blood born pathogen the student should contact the PA Program immediately. If a student is at a healthcare facility or hospital that can provide the appropriate exposure protocols they should immediately be evaluated on site. If students are at a facility which cannot accommodate the appropriate evaluation, students may be evaluated at Baystate Urgent Care. If the exposure occurs in the evening, weekend or holiday students should be evaluated at the Baystate Medical Center Emergency Department. All costs associated with any incident or exposure is the responsibility of student.

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## Appeal Procedure

### A. Appealing a PAS Final Grade

Students enrolled in the Physician Assistant (PA) Program have the right to appeal a final grade in a PAS course. The process begins with the student requesting a review of the record with the course instructor. If unsuccessful, the student may pursue the review with the course coordinator. If unsuccessful, students may appeal to the program director and the Dean, in that order. A written request describing the circumstances of the appeal must be submitted within 3 days of the notification of the disputed grade. The final decision rests with the Dean. Due to the scheduling of PA program courses, this must be accomplished prior to the beginning of the next academic semester. Students may continue in coursework until resolution.

### B. Appealing to the Graduate Education Committee after Dismissal

Reasons for dismissal from the program may include, but are not limited to, poor academic achievement, academic dishonesty, and behavior and/or attitude not consistent with the physician assistant profession. Students who have been dismissed from the program may appeal to the Graduate Education Committee. While an appeal is in process, the student may NOT continue in program activities. The following procedure will be followed:

1. Any student wishing to appeal dismissal from the program must submit a written request for a meeting with Graduate Dean within one week of receiving notification of dismissal. The student must clearly specify in writing why he or she feels the dismissal should be overturned.
2. The Graduate Dean will form a GEC Appeals Committee within one week from receipt of the written appeal.
3. The Appeals Committee will review all the facts along with any supporting documentation from the student and faculty. The appeal should be specific enough so that members of the committee will have a clear understanding of the student's reason for the request. The student and the faculty member may be asked to present his or her statement concerning the appeal to the Appeals Committee during the formal meeting of the committee.
4. The Graduate Dean will notify the student in writing within 1 week after receiving the Appeals Committee's recommendation of the final decision.

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## Student Encounter Form

Student \_\_\_\_\_ Date \_\_\_\_\_

**Mode of Contact:**

- Student contacted faculty
- Faculty contacted student
- Other \_\_\_\_\_

**Reason for Contact:**

- Academics
  - Student concerns \_\_\_\_\_
  - Faculty concerns \_\_\_\_\_
  - Course grade below minimum
  - Late/missing assignments
  - GPA below minimum
  - Academic integrity
  - Other \_\_\_\_\_
- Professional
  - Tardiness
  - Unexcused absences
  - Disruptive in Classroom
  - Conduct/behavior
  - Dress code
  - Other \_\_\_\_\_
- Advisor Meeting
  - Routine
  - Requested \_\_\_\_\_
  - Other \_\_\_\_\_
- Personal
- Other
  - \_\_\_\_\_

**Describe reason for encounter** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe discussion content**

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**Result of Encounter:**

- Advisement
- Counseling
- Referral
  - Student Affairs
  - Academic Support
- LOA
- Withdrawal

**Recommended Follow Up:**

- Faculty Advisor \_\_\_\_\_
- Course Coordinator \_\_\_\_\_
- Course Instructor \_\_\_\_\_
- Program Director
- Program Dean

**Encounter Summary:**

- Location \_\_\_\_\_
- Length \_\_\_\_\_
- Copies of SEF to:
  - Student File
  - Student
  - Advisor
  - Student Affairs
  - Academic Support
  - Counseling

**Faculty Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**Date** \_\_\_\_\_

- Student declined to sign

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## Declaration of Understanding

I have read and understand the document entitled **STUDENT HANDBOOK** containing requirements, rules and regulations, policies and procedures, and expectations of the student enrolled in the **Westfield State University Physician Assistant Program**. I further understand that all policies will be applied to all phases of student education and evaluation. I agree to uphold all the policies stated herein for as long as I am enrolled as a student in the **Westfield State University Physician Assistant Program**.

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Technical Standards

**I have reviewed and understand the Technical Standards for Admission and Graduation of the Westfield State University Physician Assistant Program. I declare that I have the abilities and skills as described in the Technical Standards (pg. 16) for observation, communication, motor, intellectual and behavioral and social attributes.**

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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## Participation of Students as Human Subjects

Functional anatomy and physical diagnosis are best learned through the study of living subjects. The Westfield State University Physician Assistant Program will instruct all students in physical examination and diagnosis. For the purpose of student learning, students will be required to serve as “patients” and examiners during selected courses. All students are expected to participate in all aspects of physical diagnosis in a professional, cooperative manner.

Physical examination will NOT include the genitalia or breast examination. These physical examination skills will be acquired via model and simulation experiences.

Laboratory attire will coincide with the expected laboratory assignment. Students should be dressed appropriately at the onset of the laboratory session. Laboratory attire includes: gym shorts and hospital gowns for men and women, sports bras for women and an appropriate shirt or lab coat to wear when not in the role of the patient.

I have reviewed and understand the Participation of Students as Human Subjects policy. I agree to abide by the policy as well as all attire and appearance policies as indicated in this manual.

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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## Release of Health Information

By signing below I hereby grant Westfield State University Physician Assistant Program the ability to provide health care training facilities the required health and immunization information as stated within the contractual affiliation agreements of said facilities and Westfield State University.

My signature acknowledges my understanding and agreement to provide the above stated information.

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## Statement of Confidentiality

**By signing below I hereby acknowledge my responsibility under federal law and as stated within the contractual affiliation agreements of clinical training facilities and Westfield State University to keep confidential any information regarding the facility or facility patients. I also agree, under penalty of law, not to reveal to any person/s, except authorized personnel, any information regarding patients or the facility.**

**My signature acknowledges my understanding and agreement to the Statement of Confidentiality.**

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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## Disclosure Statement

The Westfield State University Physician Assistant Program, in accordance with the standards set forth by the Accreditation Review Committee on Education of the Physician Assistant (ARC-PA), will engage in surveys of students, preceptors, graduates and employers to assess development, skills, scope of practice and knowledge base.

The Westfield State University Physician Assistant Program uses all surveys and evaluations for continued evaluation and advanced of the program. The program also uses, but is not limited to, admission criteria; didactic and clinical phase performance measures, Physician Assistant National Certification Exam (PANCE) and any other summative instrument.

**My signature acknowledges my understanding and agreement of the Disclosure Statement.**

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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## Web Information

**Westfield State University Physician Assistant Studies page**

<http://www.westfield.ma.edu/PAstudies>

**Physician Assistant Studies Facebook page**

[www.facebook.com/wsupas](http://www.facebook.com/wsupas)

**Physician Assistant Studies Twitter page**

[www.twitter.com/wsu\\_pa](http://www.twitter.com/wsu_pa)

**Physician Assistant Studies Instagram page**

[www.instagram.com/wsu\\_pa](http://www.instagram.com/wsu_pa)

**Westfield State University**

[www.westfield.ma.edu/](http://www.westfield.ma.edu/)

**Westfield State University Graduate Catalog**

<http://catalog.westfield.ma.edu/index.php>

**Westfield State University Policies**

<http://catalog.westfield.ma.edu/content.php?catoid=17&navoid=747>

<http://catalog.westfield.ma.edu/content.php?catoid=17&navoid=740>

**College of Graduate and Continuing Education (CGCE)**

<http://www.westfield.ma.edu/academics/continuing-education-massachusetts>

**University Health Center**

<http://www.westfield.ma.edu/student-life/health-services>

**University Counseling Center**

<http://www.westfield.ma.edu/student-life/counseling-center>

**Ely Library**

<http://lib.westfield.ma.edu/home>

**Banacos Academic Center**

<http://www.westfield.ma.edu/academics/banacos-academic-center>

**Financial Aid**

<http://www.westfield.ma.edu/tuition-financial-aid>

**Ely Fitness Center**

<http://www.westfield.ma.edu/student-life/fitness-centers/Fitness-Center>

**Office of Non-Discrimination Compliance**

<http://www.westfield.ma.edu/offices/the-office-of-non-discrimination-compliance>

**The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)**

[www.arc-pa.org](http://www.arc-pa.org)

**National Commission on Certification of Physician Assistants (NCCPA)**

[www.nccpa.net](http://www.nccpa.net)

**Student Academy of the American Academy of Physician Assistants (SAAAPA)**

[www.aapa.org/saaapa](http://www.aapa.org/saaapa)

**The Massachusetts Association of PAs (MAPA)**

[www.mass-pa.com](http://www.mass-pa.com)

**Typon**

[www.typhongroup.net](http://www.typhongroup.net)

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

[www.hhs.gov/hipaa](http://www.hhs.gov/hipaa)

**Centers for Disease Control and Prevention (CDC)**

[www.cdc.gov](http://www.cdc.gov)