



**PHYSICIAN ASSISTANT  
STUDIES**

# **Physician Assistant Student Handbook**

August 2020

This PA Student handbook describes the standard operating procedures, guidelines, and policies of the Department of Physician Assistant Studies (PADP). All students are expected to abide by the policies and procedures outlined in this handbook. ECU PA reserves the right to make changes to this handbook and will notify students via email should a change be made. This change will be listed on the last page of this manual with a notation of the date the change was made.

# **TABLE OF CONTENTS**

## **SECTION ONE Page 5**

**INTRODUCTION  
COLLEGE OF ALLIED HEALTH MISSION STATEMENT  
PHYSICIAN ASSISTANT PROGRAM STATEMENTS  
PROGRAM GOALS  
PROGRAM COMPETENCIES**

## **SECTION TWO Page 9**

**CURRICULUM  
PROGRAM CONTACT INFORMATION  
FACULTY/STAFF DIRECTORY  
TECHNICAL STANDARDS  
ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES  
STUDENT GRIEVANCES AND VIOLATIONS OF THE CODE OF CONDUCT**

## **SECTION THREE Page 16**

**EAST CAROLINA UNIVERSITY GRADUATE SCHOOL STANDARD OPERATING PROCEDURES  
EAST CAROLINA UNIVERSITY PHYSICIAN ASSISTANT PROGRAM GENERAL INFORMATION**

## **SECTION FOUR Page 29**

**PA PROGRAM ACADEMIC STANDARD OPERATING PROCEDURES  
COVID RELATED POLICIES AND PROCEDURES  
TECHNOLOGY/MEDIA STANDARD OPERATING PROCEDURES  
SECURITY AND SAFETY  
BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN**

## **SECTION FIVE Page 58**

- **SIGNATURE AND STANDARD OPERATING PROCEDURES STATEMENTS**
- **COMPETENCIES FOR THE PHYSICIAN ASSISTANT PROFESSION**
- **HANDBOOK RECEIPT**
- **TECHNICAL STANDARDS**
- **ACADEMIC INTEGRITY**
- **NCCPA & AAPA PERSONAL INFORMATION RELEASE FORM**
- **STANDARD OPERATING PROCEDURE ON CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING**
- **IMMUNIZATION REQUIREMENTS FOR TRAVELING TO CLINICAL SITES OUTSIDE THE UNITED STATES**
- **STANDARD OPERATING PROCEDURES REGARDING STUDENT INSURANCE COVERAGE FOR EXPOSURE TO BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIALS**
- **RELEASE OF IMMUNIZATION INFORMATION AND TB TEST RESULTS**
- **VIDEO CONSENT AND RELEASE**
- **PROFESSIONALISM IN PHYSICIAN ASSISTANT EDUCATION**
- **COVID-19 PROTECTIONS, COSIDERATIONS and POLICIES**
- **REVISIONS IN HANDBOOK**

# SECTION ONE

## **INTRODUCTION**

This handbook has been prepared to orient you to current standard operating procedures, guidelines, and resources relevant to your participation in the professional phase of the East Carolina University (ECU) Department of Physician Assistant Studies (PADP) program. It is designed to be your guide through the twenty-seven months of the ECU PA Program. Please do not file it and forget it. If you have any questions about the standard operating procedures of the program, refer to the handbook first. You will also be introduced to your rights as a student and to our expectations concerning your professional development.

Periodically, additional standard operating procedures may be established, or changes made in the program curriculum for which you will be held responsible. The ECU PADP reserves the right to alter its curriculum and standard operating procedures. All changes or additions will be made in the online handbook. The latest revision date will be on the cover page and the revision will be documented on the last page of the handbook. Check this frequently.

We hope this manual will be useful to you. Please feel free to contact the PA Department Chair or your PA Program faculty advisor if you have any questions.

## **COLLEGE OF ALLIED HEALTH MISSION STATEMENT**

### **MISSION STATEMENT**

To improve the quality of health through leadership, excellence, and innovation in the delivery of progressive baccalaureate, master's, doctoral, and continuing education programs, providing professional and clinical services and conducting basic, clinical and applied research.

### **VISION STATEMENT**

The College of Allied Health Sciences at East Carolina University provides opportunities to make a difference in the health of the region, state, and nation.

<https://www.ecu.edu/cs-dhs/ah/about.cfm>

## **PHYSICIAN ASSISTANT PROGRAM STATEMENTS**

### **MISSION STATEMENT**

The mission of the Department of Physician Assistant Studies is to provide educational experiences which prepare physician assistant graduates to enhance access to primary medical care, with a hope to increase care for the citizens of rural and medically underserved Eastern North Carolina and beyond. We seek to achieve this mission in an educational community where faculty, staff, clinical instructors, students, and other health care providers work together in an atmosphere of mutual respect, cooperation, compassion, and commitment.

### **VISION STATEMENT**

The vision of the Department of Physician Assistant Studies is to offer our students educational and experiential opportunities that will allow them to exceed national

standards of medical competence as graduates. Our students will develop the professional discernment and understanding needed to facilitate their ability to merge technology and compassionate care throughout their careers as physician assistants.

#### EDUCATIONAL PHILOSOPHY STATEMENT

We provide the highest quality education and instruction possible by immersing faculty and students in an environment that cultivates a sense of academic, professional, and service excellence. We respond to suggestions for modification and enrichment of the program from all who participate in the educational process because we view learning as a reciprocal and collegial interaction.

#### PROGRAM GOALS

1. To maintain a primary care-oriented educational program that includes exposures to rural and medically underserved populations.
2. Achieve a first-time pass rate on the Physician Assistant National Certifying Examination (PANCE) that exceeds or is within 1 standard deviation of the national average.
3. Recruit, select, and educate a highly qualified student population mostly from North Carolina, with representation from rural communities without regard to ethnicity, culture, gender, sexual orientation, or religion.
4. Utilize simulated and practice-based learning in order to develop the clinical competence and skills necessary to practice as physician assistants.
5. Graduates will be able to demonstrate professionalism in their interactions with patients and other members of the health care team.

#### PROGRAM COMPETENCIES

1. Graduates will demonstrate knowledge of established and evolving medical science to include instruction in basic sciences and clinical medicine covering all organ systems
2. Graduates will apply medical knowledge to provide patient-centered care that is compassionate and appropriate for the treatment of health problems and the promotion of health.
3. Graduates will be able to develop a plan to manage acute and chronic conditions considering the resources available and values/ethics of the patient including cultural sensitivity, disability status, and/or social determinants of health.

4. Graduates will be able to perform clinical and technical skills to provide adequate patient care across the lifespan, including prenatal, infant, children, adolescents, adults, and the elderly.
5. Graduates will recognize the larger system of health care and demonstrate utilization of resources to provide optimal health by applying communication skills that result in effective collaboration with colleagues, patients, and families.
6. Graduates will demonstrate cultural sensitivity and consider the individual needs of patients when making treatment decisions.
7. Graduates will demonstrate knowledge of the health system science, to include the business of healthcare, patient safety, quality improvement, and risk management.
8. Graduates will demonstrate the ability to evaluate the care provided to patients, appraise and incorporate scientific evidence, and improve patient care through habits of self-directed reflection, evidence-based medicine, and life-long learning.
9. Graduates will demonstrate professional conduct, self-awareness, and demonstrate resilience.

# SECTION TWO



# CURRICULUM

## Master of Science in Physician Assistant Studies Curriculum

*SCH=Semester Credit Hour*

### Didactic Curriculum

#### Fall I (16 Weeks) SCH

Clinical Gross Anatomy	PADP 6030	5
History and Physical Exam I	PADP 6200	2
Human Physiology	PADP 6040	5
Introduction to Clinical Medicine	PADP 6050	3
Pharmacology and Pharmacotherapeutics I	PADP 6510	1
Role of the Physician Assistant	PADP 6000	1
<b>Total SCH</b>		<b>17</b>

#### Spring (16 Weeks)

Clinical Medicine I	PADP 6150	5
Diagnostic Methods I	PADP 6010	3
History and Physical Exam II	PADP 6210	3
Pharmacology and Pharmacotherapeutics II	PADP 6520	3
<b>Total SCH</b>		<b>14</b>

#### Summer (11 Weeks)

Clinical Medicine II	PADP 6250	4
Diagnostic Methods II	PADP 6020	3
Evidence-Based Medicine	PADP 6640	2
Health Promotion/Disease Prevention	PADP 6850	2
History and Physical Exam III	PADP 6220	3
Pharmacology and Pharmacotherapeutics III	PADP 6530	1
<b>Total SCH</b>		<b>15</b>

#### Fall II (16 Weeks)

Behavioral Medicine	PADP 6800	2
Introduction to Clinical Practice	PADP 6690	6
Medical Ethics/Jurisprudence	PADP 6810	2
Surgery and EM Skills	PADP 6650	4
<b>Total SCH</b>		<b>14</b>

**Didactic Total 60**

### Clinical Curriculum

<u>Spring, Summer, Fall</u>		<u>SCH</u>	
Behavioral Medicine Clinical Practicum	PADP 6310	4	4 weeks
Internal Medicine Clinical Practicum	PADP 6320	6	8 weeks
Family Medicine Clinical Practicum	PADP 6330	6	8 weeks
General Surgery Clinical Practicum	PADP 6340	4	4 weeks
Emergency Medicine Clinical Practicum	PADP 6350	4	4 weeks
Pediatrics Clinical Practicum	PADP 6360	4	4 weeks
Women's Health Practicum & Prenatal Care Clinical Practicum	PADP 6370	4	4 weeks
Geriatrics Clinical Practicum	PADP 6380	4	4 weeks
*International Medical Clinical Practicum	PADP 6390	2	4 weeks*
*Physician Assistant Studies Clinical Practicum	PADP 6395	<u>2</u>	<u>4 weeks*</u>
	<b>Total SCH</b>	<b>40</b>	
	<b>Total Weeks</b>	<b>48</b>	
	<b>Total Program SCH</b>	<b>100</b>	

\*Both International Medical Clinical Practicum and Physician Assistant Studies Clinical Practicum are considered elective practicums. Students must complete 2 elective practicums during the clinical year, one of which may be an international medicine practicum. Students may not complete two international electives.

Course descriptions may be found in the online program brochure and in the Graduate School catalog: [http://catalog.ecu.edu/preview\\_entity.php?catoid=21&ent\\_oid=2032&returnto=1880](http://catalog.ecu.edu/preview_entity.php?catoid=21&ent_oid=2032&returnto=1880)

### **PROGRAM CONTACT INFORMATION**

East Carolina University  
College of Allied Health Sciences  
Dept. of Physician Assistant Studies  
4310 Health Sciences Building  
Mail Stop 668  
Greenville, NC 27858-4353  
Phone: 252-744-1100, 252-744-6271 (alternate)  
Fax: 252-744-1110

## **FACULTY/STAFF DIRECTORY**

Branigan Brann MS PA-C (Didactic Faculty)

Michelle Carvellas MS (Didactic Administrative Support Specialist)

Audrey Eaves, MS, PA-C (Co-Director of Admissions/Didactic Faculty)

Susan Eckert MA (Administrative Clinical Coordinator and Office Manager)

Alan Gindoff, DHSc, PA-C (Chair, Program Director)

Tim Harrington, PhD, PA-C (Didactic Faculty)

Kelley Hulihan, MS, RPA-C (Clinical Coordinator)

Melissa Prado MD (Medical Director)

Michael Schwartz, PharmD (Didactic Faculty)

Tina Seemann, MHS, PA-C (Didactic Faculty)

Natalie Smith, MS, PA-C (Co-Director of Admissions/Didactic Faculty)

Kim Stokes, DMSc, PA-C (Director of Clinical Education)

Jane Trapp, MEd. PA-C (Director of Didactic Education)

## **TECHNICAL STANDARDS**

A student admitted into the East Carolina Physician Assistant Program must meet basic and essential requirements that are necessary for obtaining employment and performing as a physician assistant. The technical standards each student must master include cognitive, physical, and behavioral characteristics. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. All students must possess the intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty. The following skills are required, with or without accommodation:

**Critical Thinking.** The ability to solve problems, a skill that is critical to the practice of medicine, requires the intellectual abilities of measurement, calculation, reasoning, analysis, and synthesis. Candidates for the program must be able to perform demonstrations and experiments in the basic sciences.

**Communication Skills.** A candidate should also be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. The candidate must be able to communicate effectively and efficiently in oral and written forms.

**Visual Ability.** Candidates must also be able to observe a patient accurately, both at a distance and close at hand. This ability requires the functional use of vision.

**Hearing and Tactile Abilities.** Candidates should have sufficient motor and auditory function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic techniques.

**Mobility and Fine Motor Skills.** A candidate should be able to execute movements reasonably required to move from area to area, maneuver in small places, calibrate and use large and small equipment, position and move patients, and provide patients with general care and emergency treatment.

**Interpersonal Abilities.** A candidate for the PA program must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities required for the diagnosis and care of patients; and the development of mature, sensitive, and effective relationships with patients, families, and colleagues.

**Resilience.** PA program candidates should be able to cope despite setbacks, barriers or limited resources. Ability to use self-reflection, observation, and feedback to adapt to changing academic and clinical situations

#### Demands and Performance Requirements

The following outlines some examples of the demands and performance requirements required of the ECU PA student, with or without accommodation.

Mental Demands:

The ECU PA student must possess the ability to:

1. Process, retain, comprehend, integrate, analyze, synthesize, and apply a large volume of data related to the art and science of medicine, including legal, ethical, and moral concepts
2. Be present during long hours in the following settings: classrooms, laboratories, clinical, and self-directed study situations and environments
3. Respond appropriately and in a timely manner (if applicable) to feedback and provide feedback for others
4. Effectively communicate through written and verbal communication
5. Participate in educational activities that include; examinations, demonstrations, simulations, presentations, written communication skills development, frequent and exacting evaluations
6. Demonstrate the ability to gather patient data, perform the physical examination, conduct patient assessment and evaluation, formulate a treatment plan, and perform patient education
7. Demonstrate resiliency, adaptability and flexibility

### Physical Demands:

The ECU PA student must possess:

1. Full range and control of body motion, including assisting patient movement, manual and finger dexterity, and hand-eye coordination
2. Normal visual and hearing acuity
3. Physical capacity to stand and walk for extended hospital and clinic visits and during frequent and prolonged patient and professional interactions
4. Physical capacity to sit for long periods during classroom and laboratory experiences
5. Capability to work in physically and mentally stressful situations with long and irregular hours and with exposures to communicable diseases and body fluids
6. The ability to be present for long hours in the following settings: classrooms, laboratories, clinical, and self-directed study situations and environments

### Working Conditions:

The ECU PA student must be able to:

1. Work in clinical and classroom environments with possible exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations, hostile individuals, and other such conditions common to the medical and surgical environments
2. Interact with a diverse patient populations of all ages with a range of acute and chronic medical and surgical conditions
- 3.

### **ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES** (A1.03F; A1.05)

East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). The Department for Disability Support Services (DSS) is responsible for ensuring that individuals with disabilities have access to reasonable accommodations and services. Registration with DSS is required if the individual wishes to access reasonable accommodations.

East Carolina University Department for Disability Support Services (DSS)

<http://www.ecu.edu/cs-admin/accessibility/>

Main Office  
Slay 138 Building  
(252) 737-1016  
[dssdept@ecu.edu](mailto:dssdept@ecu.edu)

Monday through Friday  
8:00 AM through 5:00 PM

Stephen Gray  
Director of Student Services  
(252) 737-1016  
[grays@ecu.edu](mailto:grays@ecu.edu)

It is the standard operating procedure of East Carolina University College of Allied Health Sciences to conduct educational programming in a place and manner accessible to individuals with disabilities, and to make reasonable modifications and accommodations necessary to achieve this purpose in compliance with Americans with Disabilities standards.

Requesting ADA accommodations:

A student must apply and be accepted for admission to East Carolina University through regular admissions standard operating procedures in the Graduate School.

- a) Students requesting accommodations based on a disability must comply with the policies of the Department for Disability Support Services (DSS).
- b) The student must complete and return an Application and Accommodations form to the East Carolina University Disability Support Services.
- c) The student must submit enough evidence of a physical or mental impairment which substantially limits one or more major life activities, as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.
- d) During the first week of every term enrolled (or as soon as an accommodation letter is available), it is the students' responsibility to pick up copies of their accommodation letter. This letter is to be hand-delivered by the student to their instructors as it notifies the instructor of the individuals' approved accommodations.

### **Student Grievances and Violations of the Code of Conduct**

Grievance by University Employee

A grievance against a university official arises when a student believes he or she has been subjected to inappropriate behavior by a department or university representative (faculty or staff) acting within their role and duty.

A grievance of personal misconduct by a faculty member or other university employee arises when a student believes he or she is the subject of inappropriate behavior outside of the employee's role and duties within the University.

Any student who wishes to learn more about the University's Grievance policy or file a report should visit the following website: <https://deanofstudents.ecu.edu/home/complaints-grievances/>

Violations of the Student Code of Conduct

The Office of Student Rights and Responsibilities ("OSRR") administers the Student Conduct Process. Any student who wishes to learn more about violations of the Code of Conduct or file a report should visit the following website: <https://cm.maxient.com/reportingform.php?EastCarolinaUniv>

# **SECTION THREE**

## EAST CAROLINA UNIVERSITY GRADUATE SCHOOL STANDARD OPERATING PROCEDURES

### A. OPERATION PROCEDURES

Fair Practices All aspects of ECU and PADP are accurately reflected in brochures, bulletins, catalogs, handbooks, manuals, other forms of information, and advertising published by or endorsed by ECU and PADP. East Carolina University is committed to equality of opportunity and does not discriminate against applicants, students, or employees based on race, religion, color, creed, national origin, gender, age, sexual orientation, or disability. All standard operating procedures concerning equal opportunity/affirmative action, sexual harassment, discrimination, and conflicts of interest are found in:

The ECU Student Code of Conduct: <https://cm.maxient.com/reportingform.php?EastCarolinaUniv>

2020-2021 Graduate Catalog site: <http://catalog.ecu.edu/index.php>

ECU Graduate School Homepage: <http://www.ecu.edu/gradschool>

ECU Graduate School Academic Regulations: <http://catalog.ecu.edu/content.php?catoid=20&navoid=1784>

You are responsible for the following ECU and Graduate School standard operating procedures. Information for each of the following topics can be found by clicking on the links below:

Office for Equity and Diversity [oed.ecu.edu](http://oed.ecu.edu)

The Office for Equity and Diversity- [concerns regarding sexual orientation, race/ethnicity, age, sex, gender identity, color, veteran status, genetic information, political affiliation, national origin, and religion.](#)

Admission, Readmission and Withdraw: <http://catalog.ecu.edu/content.php?catoid=21&navoid=1848>

Refund Standard Operating Procedure: <https://financialservices.ecu.edu/refund-and-withdrawal-policy/>

Graduate School Policy on: Probation and Termination Policy, Grading System, Appeals Procedure, Religious Accommodation, Substance Abuse:

[http://catalog.ecu.edu/content.php?catoid=21&navoid=1863#Grading\\_System](http://catalog.ecu.edu/content.php?catoid=21&navoid=1863#Grading_System)

[Academic Integrity](#) (Section II p. 2)

[Improper Relationships between Students and Employees](#) (Section III p.2)

Students have certain rights under the Family Educational Rights and Privacy Act (FERPA). ECU's annual notification appears in the Graduate Catalog. Please become familiar with these rights.

<http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html>

Registration at ECU implies the student's acceptance of the published academic regulations and all other rules found in any official publication or announcements. It is important to note that these regulations stipulate that software piracy and copyright violations are not tolerated and will result in adverse actions up to and including dismissal from the program and the University.



## **EAST CAROLINA UNIVERSITY PHYSICIAN ASSISTANT PROGRAM GENERAL INFORMATION**

### **Academic Support and Counseling Centers**

#### ECU Center for Counseling & Student Development

<http://www.ecu.edu/cs-studentaffairs/counselingcenter/>

The ECU Counseling Center (137 Umstead Hall, 252-328-6661) provides academic, personal, and vocational counseling services to all ECU students. Physician assistant students will find the classes offered in stress and time management, assertiveness training, and anxiety reduction particularly helpful. This Center will also evaluate a student's study habits and offer suggestions to improve study skills.

The Navigate Counseling Clinic, [Navigate](#) is also available to all students and is located on the 4<sup>th</sup> floor of the College of Allied Health Sciences Building. The Navigate Counseling Clinic services and designed to help students: identify challenges, cope with stress, improve interpersonal skills and relationships, career path education, improve confidence and self-esteem, improve assertiveness, and assess and address the impact of alcohol or drugs. Contact info 252-744-0328 or via email at [navigate@ecu.edu](mailto:navigate@ecu.edu) .

#### After Hours Crisis & Emergency Services

If you are currently experiencing a psychological crisis or emergency, please call the Center immediately at 252 328-6661 during regular business hours to arrange an immediate crisis appointment. If you experience a psychological crisis after regular business hours, you can access our On-Call Counselor by contacting the [ECU Police Department](#) at 252 328-6787.

### **Academic Resources** (A1.10)

#### Pirate Techs Student Computer Support

<http://www.ecu.edu/cs-itcs/ace/>

All students who enter the program are required to have laptop computers. Enrolled students who need help with their personal computers need only visit or call the nearest Pirate Techs location for free support. Walk-ins welcome no appointment necessary. Pirate Techs can assist students with computer support as well as purchase requirements. ECU provides Microsoft software and Symantec End Point antivirus as a free download to enrolled students.

Phone: 252.744.5380

Walk-in Office: Laupus Library Room 1500

Monday - Friday 10:00a --6:00 pm

IT Help Desk 252-328-9866

#### University Writing Center

<http://www.ecu.edu/writing/writingcenter/>

The ECU Writing Center at Laupus Library 3508 C Laupus Library 252.328.2820) is available to all ECU students. Students may receive free tutorial assistance in writing for any course. The Writing Center also provides workshops on specific writing problems and to enhance research skills.

### **Address/Telephone Changes**

It is the responsibility of each student to maintain a current local address, telephone number, and assigned **East Carolina email address** with the PA Program, the College of Allied Health Sciences, and the Office of Admissions and Student Affairs. Please notify the program immediately if changes occur in any of the following:

- Legal name
- Home address
- Cell phone number
- Person to contact in case of emergency
- Medical insurance information

Students should provide the Registrar's office with the address of choice to receive notice of grades, semester bills, and all other correspondence sent by this office and the Cashier's office. A change of name and/or address change form is available at <https://registrar.ecu.edu/wp-content/uploads/sites/651/2018/01/Previously-Enrolled-Students-NameAddress-Change-Form.pdf>

PADPs will not be held responsible for consequences incurred due to address changes that are not reported.

### **Email access and monitoring**

Due to most university communications occurring via email, students are expected to check their ECU email addresses ***at least*** once every 24 hours.

### **BLS/ACLS Certification**

The Physician Assistant Program mandates that all students be certified in Basic Life Support throughout the PA Program. All students are required to provide the Program with a copy of the Basic Life Support (BLS) card upon enrollment. Re-certification ***must*** be maintained during the complete course of the Program. Only the Red Cross for Professional Rescuers or the American Heart Association for Healthcare Providers will be accepted. ACLS certification is a requirement for completion of PADP 6650 Surgery and Emergency Skills.

### **University Property**

Any college property issued or borrowed must be returned at the request of the program. You are responsible to pay for any lost or damaged items.

### **HIPAA and Occupational Safety and Health Administration (OSHA) Precautions**

(A3.08)

Students are required to successfully complete the initial training for Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA)

Precautions during the first didactic semester. Students must also repeat and successfully complete this training annually. The training is free of charge. It is the students' responsibility to print and maintain a hard copy of the completion certificate as well as provide the program with a copy. Be advised that students will not begin supervised clinical practicum experiences without timely and appropriate documentation of these trainings.

Working in a clinical setting can expose the student to a wide variety of health risks and infectious disorders. Health care professionals and students can also act as vectors carrying infectious illnesses to patients who are already ill and sometimes immune-compromised. Safety of the student, patients and other health care provider is critical to the health and well-being of all. Health care practitioners can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. Thus, the requirement that all students will complete OSHA training and must be compliant with OSHA and universal precaution requirements including the use of gloves, care of sharp objects, use of eyewear, protective clothing, and other precautionary measures.

Failure to complete, update and maintain these training as required will result in the student not starting a rotation or immediate removal from the schedule rotation site. This may result in additional clinical time required to make up missed time and may delay graduation.

#### **Needle Stick/Bodily Fluids Exposures**

If an exposure occurs during the didactic year, the student should instantly cleanse the affected area and report the exposure to the Academic Coordinator immediately.

If an exposure occurs during the clinical year, the supervising physician or supervisor must be notified IMMEDIATELY. Students must also notify the Clinical Coordinator within 2 hours of the exposure and complete the [Post Exposure Risk Assessment Form](#)

Any and all expenses for the care and potential treatment are the responsibility of the student. **Clinical sites are under no obligation to provide the student with free medical care.** Please see the **Blood borne pathogen exposure control plan** on page 53-54 or the *BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIAL EXPOSURE POLICY FOR STUDENTS, WITH CLINICAL EXPOSURES* at [Exposure Control Plan](#) (p.22)

#### **Health Screening Requirements – Immunization** (A3.07)

Health Screening is required for matriculation and students can complete this task at <https://ecu.mediatconnect.com/>

ECU immunization requirements can be found at <https://studenthealth.ecu.edu/enrollment-requirements/>. In addition to the ECU required vaccines all students wishing to matriculate into the PA program must also have the following per CDC guidelines for healthcare providers.

1. Tetanus (Td or Tdap) (within last 10 years)
2. Hepatitis B Series OR Hepatitis A/B series AND Proof of Quantitative Hepatitis B Titer
3. Qualitative Varicella Titer
4. MMR (Measles, Mumps and Rubella) 2 doses and Qualitative titer of immunization
5. Date of completion of primary tetanus series, (DPT, DPT, DTaP or Tdap)

6. Date of completion of polio series
7. PPD (Tuberculosis skin test): Initial test must be 2 step PPD and each following PPD annually with the most recent completed within the previous 6 months of 1st day of class. The program also accepts the QuantiFERON Gold TB blood test.
8. Influenza – each fall
9. The meningococcal vaccine strongly recommended; students must submit a waiver included in the admission process if they do not wish to get the meningococcal vaccine.

PADP must have documentation of completion of all immunizations or titers no later than August 1st prior to the fall semester of matriculation. Failure to meet that deadline may result in the applicant's removal from the Program and an alternate to be selected. Physician assistant students must have a current PPD or chest x-ray and be in full compliance with the PADP immunization standard operating procedure at all times during enrollment. A copy of immunization records for students will be stored in the CastleBranch database. It is the responsibility of the student to keep their individual immunization record up-to-date, failure to do so may result in delayed graduation.

For students completing a supervised clinical practicum experience in a country other than the United States, all immunizations as recommended for that specific country by the Center for Disease Control and Prevention (CDC) must be obtained prior to leaving for the practicum. A list of immunizations recommended by the CDC can be found on the CDC travel website <http://wwwnc.cdc.gov/travel> . Documentation must be provided to the clinical coordinator prior to leaving for the practicum. A failure to provide required documentation will result in a cancellation of the practicum.

### **Health Insurance and Health Care**

Students are required to maintain personal health insurance throughout the Physician Assistant Program. Documentation of insurance coverage must be submitted to the program at the beginning of the professional phase of the program. Documentation must be current; therefore, any changes in insurance coverage must be submitted to the Program immediately. Personal health insurance may be obtained through the university at: <https://studenthealth.ecu.edu/ship/>

Students are eligible for health care by appointment or on an urgent care basis in the ECU Student Health Center as a part of their general university fees. <http://www.ecu.edu/cs-studentaffairs/studenthealth/index.cfm> The costs of services of off-campus providers and at agencies other than the Student Health Center are not included in the ECU health fee. A medical record is maintained in the Student Health Center for each student. Medical records are available only to the professional staff of the Student Health Center and are considered confidential and privileged. Records are retained five years after the student leaves the university and subsequently are destroyed. PA Department faculty does not provide any health care, including immunizations, to PA students.

For students completing a second-year clerkship in a country other than the United States, additional international health insurance and evacuation insurance must be obtained prior to leaving for the clerkship. This insurance can be obtained through the ECU Office of Global Affairs ([International Insurance](#)) . This is a requirement of East Carolina University and failure to comply will result in a cancellation of the clerkship and possible dismissal from the university.

## **Criminal Background Checks and Drug Screening**

Due to federal, state, and local institutional regulations, the CAHS has established a standard operating procedure regarding criminal background checks and drug screening. That standard operating procedure is included in this handbook as a signature attachment. Students are responsible for paying the cost of criminal background checks and drug screening which is done through CastleBranch ([www.CastleBranch.com](http://www.CastleBranch.com)). Students are also responsible for being knowledgeable about the content of this standard operating procedure and for any expenses incurred. This information was provided upon acceptance to the program and must have been completed prior to orientation. If you have any questions regarding CastleBranch, please contact Ms. Susan Eckert [ECKERTS14@ECU.EDU](mailto:ECKERTS14@ECU.EDU)

## **Financial Aid**

Financial aid information can be obtained by contacting the East Carolina University Office of Financial Aid at: (252) 328-6610 or <http://www.ecu.edu/financial/>. A general information brochure is available in the Financial Aid Office. For questions not answered by on-line or automated services PA students can email Ms. Deana Summerlin ([SUMMERLIND@ECU.EDU](mailto:SUMMERLIND@ECU.EDU)).

Students are encouraged to obtain financial aid, if needed, rather than seek employment during their professional education.

Should a student require additional financial aid in addition to what they have been allotted due to expenses related to their education including but not limited to housing and transportation additional funds may be requested by contacting Ms. Deana Summerlin ([SUMMERLIND@ECU.EDU](mailto:SUMMERLIND@ECU.EDU)).

## **Library Resources**

### **Joyner Library**

The main (east) campus library at ECU is Joyner Library. This facility contains over one million bound volumes, more than one million pieces of microfilm, and 5,668 serial titles. Access to information resources is provided by CD-ROM and on-line services located in the reference department, and the newspaper files on microfilm are extensive and serve as an important library resource.

Phone: 252-328-6514 <http://www.ecu.edu/lib/>

### **Laupus Health Sciences Library - <https://hsl.ecu.edu/>**

The Laupus Health Sciences library provides health sciences information, resources, and services for eastern North Carolina with a primary focus on colleges and schools within the Division of Health Sciences. It serves as the primary information resource facility for the university's health sciences programs, and supports the clinical, research, and instructional activities of the College of Allied Health Sciences, College of Nursing, the Brody School of Medicine, and the School of Dental Medicine. Several medical texts used in the didactic phase of the ECU PA Program are available through the Laupus Library at no additional costs to the student. In addition to online (free) texts, Laupus Library also offers an “ask a librarian” live-chat service and offers study space available by reservation for groups.

For hours of operation - <https://hsl.ecu.edu/2020/07/29/covid-19-pandemic-reopening-plan/>

The Liaison Librarian for the PA program is Jamie Bloss, MLIS, AHIP [blossj19@ecu.edu](mailto:blossj19@ecu.edu) feel free to contact her if you have questions related to the Health Sciences Library.

### **Professional Liability**

Professional Liability is provided for all students while matriculated in the Program by the office of the Dean of Allied Health Sciences.

### **Registration**

The Office of the Registrar notifies students as to the time of registration. Tuition and fees are paid at the time of registration. PADP staff will register students for courses. For further information concerning registration standard operating procedures, contact the Registrar's office at 252-328-6747. Further information can be obtained at: <http://www.ecu.edu/registrar/>

### **Scholarships**

Scholarship information is available through the Office of Financial Aid at 252-328-6610. Further information about PA program specific scholarships can be obtained at: <https://ecu.academicworks.com/>

The Dr. Dale Newton Scholarship - <https://ecu.academicworks.com/opportunities/3908>

The Louise O. Burevitch Scholarship in Physician Assistant Studies - <https://ecu.academicworks.com/opportunities/3881>

CAHS specific scholarships

<https://ecu.academicworks.com/opportunities?utf8=%E2%9C%93&term=allied+health&commit=Search>

### **Student Society**

All students are considered as members of the ECU PA Program Student Society (ECUPASS). The faculty encourages each student to become an active student member of both the American Academy of Physician Assistants (AAPA) and the North Carolina Academy of Physician Assistants (NCAPA)

### **PHI KAPPA PHI**

Students who have excelled academically, professionally and exhibit leadership excellence may be considered for membership in PHI KAPPA PHI Honor Society. Membership selection will be considered for the top 10% members of each class.

## **Tuition and Fees**

Tuition rates are reviewed and set annually by the North Carolina legislature. The university's Board of Trustees approves fees with final approval pending the Board of Governors of the Greater University of North Carolina System review. Figures are based on **approved** rates for each year. Information on current tuition and fees may be obtained through the Cashier's Office at: [http://www.ecu.edu/cs-admin/financial\\_serv/cashier/tufee.cfm](http://www.ecu.edu/cs-admin/financial_serv/cashier/tufee.cfm). Students will also find estimated tuition and fees related to the PA program at: <http://www.ecu.edu/cs-dhs/pa/tuition.cfm>

Criteria for residency may be found at: [http://catalog.ecu.edu/content.php?catoid=3&navoid=185#Residence Requirement](http://catalog.ecu.edu/content.php?catoid=3&navoid=185#Residence_Requirement)

## **Refund and Withdrawal Policy**

A student who officially withdraws from the East Carolina University College of Health Sciences during the course of an academic year may be entitled to a refund of tuition and fees in proportion to the length of time between the first class day of each semester and the date of official withdrawal in accordance with the published schedule. Further information can be obtained through the Cashier's Office at: [http://www.ecu.edu/cs-admin/financial\\_serv/cashier/Refund-and-Withdrawal-Policy.cfm](http://www.ecu.edu/cs-admin/financial_serv/cashier/Refund-and-Withdrawal-Policy.cfm)

## **Attendance and Tardiness**

Students are expected to be available for Program-related events **8:00 AM to 5:00 PM** Monday through Friday even if there are no regularly scheduled classes. Students are also required to attend all classes scheduled after 5 pm should the need arise. Regular and prompt attendance at classes, laboratory sessions, scheduled conferences with faculty or advisors, and supervised clinical practicum experiences is expected of all students. A tremendous amount of didactic material is covered in each scheduled class. Due to the sequential and experiential nature of the curriculum, knowledge gained in every class is vital for subsequent learning. Commitment to professional education implies each student's commitment to punctual and regular class and rotation attendance. In the event of an absence, students **are required** to notify the course director(s) by writing (email) in advance or as soon as possible if an emergent situation precludes informing in advance. All missed assignments must be made up as determined by the course director(s). Students are responsible for reading each syllabus and understanding the course-specific attendance requirements. During the clinical year of training students are also responsible for reading and understanding the attendance standard operating procedure as stated in the Supervised Clinical Practicum Experience (SCPE) Manual.

Should the curriculum be delivered in an online format, any required attendance at live learning sessions will be communicated to students via the syllabus or announcements under Canvas.

The following are considered to be reasons for an excused absence:

- a) A personal illness (a signed note from a health care provider may be required).



- b) Illness of a family member (a signed note from a health care provider may be required).
- c) Death in the immediate family (documentation by a signed note or obituary notice may be required).
- d) Military deployment or call to active duty in times of a national disaster or declared emergency.

Frequent tardiness or absenteeism is unprofessional. This sort of behavior is unacceptable and could result in probation for unprofessional behavior. Persistent tardiness or absenteeism while on probation for unprofessional behavior will be considered grounds for dismissal.

For any absence greater than one week or more than 5 business days in any given semester the student will be referred to the Student Progress Committee for evaluation of progression in the program.

### **Program Academic Advising**

At the beginning of the professional curriculum, each student will be assigned an academic advisor. It is each student's responsibility to email his or her academic advisor no later than midterm of each fall and spring semester during the didactic curriculum to set up a mid-term meeting. Documentation of the encounter must be placed into the student's file in the "Didactic" folder within one week of the encounter. Additional meetings with a student's academic advisor or other faculty member will be scheduled on an as-needed basis.

### **Grading**

All courses presented in the didactic and clinical phases of the professional curriculum of the ECU PA Program will be subject to the following grading scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- F = 69% or Below

For the duration of any semester, all numerical grades earned by a student for any course requirements such as tests, quizzes, assignments, or final exams will be recorded in Canvas. Final grades will be rounded to the nearest hundredths (ex. 87.589 will be rounded to 87.59, 89.457 will be rounded to 89.46). If questions are discarded from an exam, a quiz, or a final, the number of discarded questions (whether answered correctly or incorrectly by a student) will be deducted from the total number of questions given; that number will become the denominator of the ratio for the grade. The numerator of the ratio will be the number of correct answers for the questions excluding the discarded questions (whether answered correctly or incorrectly by a student). The ratio of the two figures will be the student's numerical grade.



### **Incomplete Grade**

The grade of “I” may be given for one of two reasons. The first occurs when the course has not been completed (example: a clinical course still in progress at the end of a semester). These grades will be resolved within one semester in most cases. Otherwise, the grade of “I” may be given for a deficiency in the quantity of work done in a course, as opposed to quality of work done in a course. In this case, a grade of “I” may only be awarded in extenuating circumstances. A student must have completed a substantial proportion of the course work and be passing the class. The grade is considered temporary. “I” grades must be resolved within one calendar year or a grade of “F” will be automatically assigned; instructors have the prerogative to require a shorter period of time to complete the remaining requirements. No student will be allowed to graduate with an incomplete on his or her record. No exceptions to this policy will be granted.

### **Student Records** (A3.20)

PA students will be able to view their test score, assignments, and course grades on Canvas for each course in which they are registered that semester. Canvas only allows access for students to see their own scores.

Records for each student enrolled in the ECU PA Program will be retained by the Department for 5 years after graduation. The ECU Registrar permanently retains student transcripts. Student files are in locked and secured areas or will be stored in encrypted files meeting regulatory requirements. Only faculty, staff, and ancillary support personnel who have met regulatory requirements have access to student files. If files are removed, they are signed in and out from the administrative offices.

### **Student Identification** (B3.01)

ECU PA students will be clearly identified to distinguish them from physicians, medical students, and other health professions students and graduates. Physician assistant students will wear short, white student coats with a name tag attached above the left breast pocket. The name tag will clearly state the student's name followed by "PA-S" with an underlying title of "Physician Assistant Student." There will be no other identifying names or titles. Pertinent hospital or clinic name tags may be necessary. Students will be required to sew onto the left breast pocket of their white laboratory coat an ECU PA Program cloth patch.

### **Appearance and Dress**

During the didactic year, students will spend most of their time in a classroom or laboratory environment with some limited patient contact. Members of the faculty have the authority and responsibility to maintain professional standards of student dress and grooming within classrooms, clerkship sites, offices, and other areas of public presentations. Extremely casual or bizarre attire as determined by the faculty should be avoided. Well-groomed hair and beards are acceptable during pre-clinical training (didactic phase). Dress code for routine classroom lectures during the didactic component of the Professional Phase of the PA Program includes jeans, dress pants, shorts of modest length, skirts, shirts, sweaters, etc. No low-cut or revealing tops, clothes that expose undergarments, halter tops, bikini tops, or bottoms are allowed in the classroom, clinics, or hospitals. No caps or hats will be worn in the classrooms or professional sites.

Professional attire, as outlined below, is required for special guest presentations, seminars, patient interviews, or any clinical or classroom related course work off campus. As health care professionals, students should understand the importance of being neatly dressed and well groomed. There will be no chewing gum or tobacco products in the professional setting.

In all portions of training with patient contact or in a health care setting, the following dress code will apply:

1. Women: Should wear a dress, skirt, or pants with a shirt and short, white student jacket. No low-cut or revealing tops, clothes that expose undergarments, halter tops, or bikini tops or bottoms are allowed in the classroom, clinics, hospitals, or labs. The jacket must have the cloth ECU PA Program emblem sewn onto the left breast pocket of the white laboratory coat and the student name tag clearly visible and labeled, "Physician Assistant Student." Pertinent hospital (or clinic) ID may be required. Students should also wear closed-toe and closed-heel shoes while in the hospital/clinic setting. Exposed body piercings other than in the ear lobes or are not allowed. Body art including tattoos must be covered. Fingernails must be clean and trimmed so as not to extend past the tip of the finger. Only clear nail polish is acceptable, and acrylic nails are not allowed.

2. Men: Should wear dress pants, dress shirt, and short, white student jacket. No low-cut or revealing tops, clothes that expose undergarments, are allowed in the classroom, clinics, hospitals, or labs. The jacket must have the cloth ECU PA Program emblem sewn onto the left breast pocket of the white laboratory coat and the student name tag clearly visible and labeled, "Physician Assistant Student." Pertinent hospital (or clinic) ID is required. Students must also wear closed-toe and closed-heel shoes while in the hospital/clinic setting and students must wear socks. Exposed body piercings other than in the ear lobes are not allowed and only ear posts are acceptable. Body art including tattoos must be covered. Fingernails must be clean and trimmed so as not to extend past the tip of the finger. Only clear nail polish is acceptable and acrylic nails are not allowed.

3. There are several departments and/or clinical practice sites which prohibit facial hair. Some departments of surgery and/or surgical practices, for example, stipulate that facial hair is not allowed in the operating rooms and that all exposed hair must be kept trimmed. Male students should be prepared to shave prior to entering any clinical surgical practicums. Fingernail polish is also unacceptable. The wearing of perfume and cologne is prohibited.

4. Any time surgical scrubs are required in a professional setting, they must be a navy blue, matching set. They must be clean and in good condition, and they must not bear any institutional markings or logos. When on supervised clinical practicum experiences, separate institutions may have their own standard operating procedures regarding scrubs which the student will follow.

5. Appropriate attire in the physical examination lab will be: (a) Men – tee shirts, shorts, or swimming trunks (not briefs) and (b) Women – sport bras or tank tops and shorts. Please refrain from wearing bikini tops or bottoms. Any exceptions will be noted by the course director.

### **Professional Behavior**

ECU PA Professionalism Core Values Statement:

Professionalism is a chosen attitude or mindset that includes maturity and self-management, learned skills, and demonstrable behaviors. Professionalism can be modeled, developed, and emulated.

Professionalism Framework:

- Role in Professional Practice
  - Scope of practice
  - Ethics
  - Leaders and Followers
  - Integrity
  - Role in Quality Improvement
  - Role in Safety
- Collaboration
  - IPEC Competencies
  - Collaborative Intelligence
  - Disruptive/Negative behaviors
  - Cultural Intelligence
- Self-direction
  - Positive view of self
  - Personal appearance
  - Insight
  - Goal setting
  - Apply evidence to learning
  - Accept feedback
  - Emotional intelligence
  - Relationship management
  - Time management
- Leadership and Professional Service
  - Professional advocacy
  - Roles in professional organizations
  - Leadership roles
  - Provide trainings
  - Service to local educational programs
  - Preceptorships/clinical faculty
  - Community service

As students enter the ECU PA Program, they are expected to develop behaviors and habits expected of a professional physician assistant. The Professional Progress Policy and the Code of Conduct/Professional Promise is explained in Section Four of this handbook define program expectations of student behavior and conduct. A link to additional important information on professionalism from the American Academy of Physician Assistants Guidelines for Ethical Conduct for the PA Profession can be found at <https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf> . This document is designed to promote and maintain the high standards of behavior for physician assistants.

Students are expected to demonstrate conduct and behaviors appropriate for a health care professional. Thus, students are expected to adhere to the ECU Student Code of Conduct, available at: <https://osrr.ecu.edu/policies-procedures/>

To facilitate the development of professional behavior as defined in the Professional Progress Policy later in Section Four of this handbook, the PADP faculty will not only be evaluating the students' academic achievements during the program but will also be evaluating students' professional behavior. Upon entering the ECU PA Program, applicants become professional graduate students. It will be their responsibility to develop professional attitudes and clinical judgment. The faculty and staff are completely committed to supporting the students in their academic and clinical endeavors and are available to help students in their commitment to furthering their education. Students must adhere to all patient confidentiality standard operating procedures addressed in HIPAA.

During class or lab activities cell phones may not be carried. ***All phones must be left in backpacks during class or laboratory sessions.*** At no time will students engage in telephone calls, emailing, texting, or any other social media exchange while in a classroom or laboratory activity.

Under no circumstances should the following occur in the classroom or lab: Dishonesty, disruption of class activities, expression of derogatory or disrespectful comments, inappropriate/unprofessional/undiplomatic confrontations, or an outburst of temper. Such behavior will be immediately referred to the student's advisor and/or SPC Committee.

Guests, including family, will not be allowed in classrooms, labs, or at clinical sites without prior permission of the course director. Students cannot ask or expect any member of the PA Program to monitor his/her child(ren).

### **Salutation Policy**

In all professional settings, PA program faculty and staff are to be addressed by their appropriate professional titles (Dr., Professor, Ms., or Mr., as indicated by each faculty).

# **SECTION FOUR**

## PA PROGRAM ACADEMIC STANDARDS and OPERATING PROCEDURES

The didactic and experiential content in PA education can be of a very sensitive, personal, and sometimes disturbing nature. Students are reminded that the purpose of the PA Program professional curriculum is to prepare individuals to provide physician-supervised, primary health care to all persons in all environments without regard to the student's own personal beliefs and biases.

In addition to the general academic regulations policies and procedures as stated in the East Carolina University Graduate Catalog Bulletin (<http://www.ecu.edu/gradschool/>), the following standard operating procedures pertain to all required courses taken by students enrolled in the ECU Physician Assistant Program.

### COVID-19 Protections, Considerations and Policies

All students are required to comply with the [University Regulation on Face Coverings](#), including the wearing of face coverings in classrooms, lecture halls, and any other instructional areas and campus locations. Students with disabilities and medical conditions, as documented with the Department for Disability Support Services, may seek alternate accommodations. For additional information please consult the [Office of Students Rights and Responsibilities Website](#).

ECU wants to provide the safest classroom environment possible this semester. Therefore, we will be observing the following class policies related to your health and safety per [Pirate Nation Guidelines](#):

- All students are required to comply with [University Regulation on Face Coverings](#). No student will be allowed into the classroom without a face covering or mask worn properly over both the mouth and nose. You must wear a face covering properly the entire time you are in class.
- If you do not have access to a face covering, you may obtain a mask from Dowdy Student Store, Pirate Pantry, or another provider of masks.
- Maintain appropriate social distancing in hallways or common spaces prior to or after class.
- Follow all posted signage related to entry, exit and pedestrian flow within classroom buildings.
- Clean your desk surface with disinfectant when you arrive and before you leave class.
- Be prepared to sanitize high-touch surfaces, such as chairs, desks. For additional information please consult the [ECU's Cleaning and Disinfecting Hand-out](#).
- Maintain a minimum of 6 feet between you, other students and the instructor when entering, leaving and during class.
- Sit in your assigned seat.
- Conduct a daily health screening using the CDC's [COVID-19 symptoms](#) list.
- Do NOT attend class if you answer yes to any item on the list or if you are experiencing symptoms of any illness.

### COVID-19 Attendance Policy

- The instructor will take attendance and utilize a seating chart in order to facilitate contact tracing, should this become necessary.
- Students should make every effort to participate in class activities, such as exams or key assignment due dates.

- Missing class does not automatically result in extensions on assignments or exam due dates.
- There is a clear correlation between attendance/participation and your grades.
- It is the student's responsibility to seek out the instructor and other classmates to obtain the information (e.g., lecture notes, relevant announcements, etc.) if they missed class.
- Students should maintain regular communication with instructors regarding their health status and communicate any changes in their ability to complete coursework and academic responsibilities immediately.
- If you become ill, see the guidelines in the [Return of Pirate Nations for Students](#). No unnecessary visits to health facilities or documentation will be required as per [ACHA 2020](#).
- You may at any time consult with your advisor or the instructor about whether to request an Incomplete ([ECU Faculty Manual IV.VIII.E Grade of Incomplete](#)) or a Withdrawal ([ECU's Withdrawals Policies](#)).

### **COVID-19 DSS Information**

East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must be registered with the Department for Disability Support Services located in Slay 138, 252-737-1016. [Accommodation Information & Processes](#).

Additional DSS student resources can be found at: <https://accessibility.ecu.edu/students/>

### **COVID-19 Office Hours**

Office hours will be conducted online. Students should refer to Canvas for posted office hours and for instructions to schedule an appointment with the instructor.

### **Missed Instructional Time in the Event of a Disruption:**

Making up missed instructional time in this course will follow [ECU's Policy for Making Up Missed Instructional Time Due to Suspension of Instruction](#).

### **Outside Classes (only for instructors who want to hold classes outside):**

Periodically there will be occasions when the class will meet outside for social distancing purposes. If there is a need for an accommodation due to mobility or any other disability, please correspond with your instructor at the start of the course.

### Reading Assignments

A syllabus containing objectives and an outline for each course and each class will be provided. Required reading assignments will appear in the syllabus or on Canvas. Ancillary texts are not mandatory, but such references help the student when further reading is necessary for complete understanding of subjects and material discussed. Access to the required textbooks is mandatory. If you purchased a text, we strongly recommend you keep the text after a course, because they may be used in other didactic courses. Furthermore, many will be used as required texts for supervised clinical practicum experiences.

## Examinations

Examinations will vary with each course taught throughout the professional didactic and clinical phases of the Program. Test items will come from the objectives, lectures, and reading assignments for each course. Questions may be taken directly from lecture material not necessarily found in the text. Typically, 1 to 1½ minutes will be allowed for each test question. If a student believes that he or she needs more time on an examination or quiz, the student must have documentation from the Department for Disability Support Services.

Examinations **must** be taken on the scheduled day and time. No changes will be made for exam dates and times for personal reasons (weddings, family trips, special events, extracurricular activities, etc.), and no exceptions will be made to this policy.

Students will be given a “whiteboard”, pen and eraser. This whiteboard may be used for testing in most, though potentially not all classes. When the exam is completed, the whiteboard must be erased clearly on front/back and shown to instructor/proctor.

## Examination Protocol

The following are procedures that will be followed during the administration of examinations:

1. Students are required to be present for all scheduled examination.
2. All backpacks and personal items will be placed against the walls of the classroom.
3. No cell phones or other technology like device (iPad, smart watch, tablet, etc.) are permitted on the table or in possession of a student while taking the exam.
4. No communication is allowed between students during exams.
5. A whiteboard with pen/eraser will be supplied to you (exceptions are basic science exams). This will be required to be wiped clean and shown to proctor at the conclusion of each exam.
6. All exam material must be returned to the faculty/proctor before leaving the room.
7. No extra time is allotted should a student need to use the rest room.
8. Students may not reenter the room once they have completed the exam.
9. A student who arrives late to an examination will not be given additional time to complete the exam. If a student arrives 15 or more minutes late from the exam start time, it will be the prerogative of the course director to determine if the student will be permitted to take the exam or whether the exam will be rescheduled for that student. If the exam is rescheduled, the exam will cover the same subject material as covered by the original examination, however the exam may be in a different format than the original examination. Furthermore, any student arriving after other students have completed the exam and left the testing area will not be allowed to start the examination.
10. A student unable to attend a scheduled examination for any reason must immediately notify the course director (in person or via voice or e-mail) as soon as possible prior to the start of the exam. The course director will determine whether the student will be permitted to make up the missed examination. A medical health provider note for absences due to illness is required.
11. If the student is granted a make-up examination the date and time will be determined by the course director. Students missing an exam must contact the course director to discuss the scheduling of the examination upon their return to campus. Although make-up examinations test the same



subject material as covered by the original examination, they may be different in format than the original examination.

12. Failure to make up the examination within the specified time period will result in a grade of “zero” for that examination.

13. If a student fails to appear for an examination and fails to notify the course coordinator prior to the exam, formal documentation will be placed in the student file. In addition, the student will receive a grade of zero for the exam and no make-up exam will be offered. Such behavior is considered unprofessional and may result in disciplinary action.

14. All examinations will remain in possession of the Program. No student is permitted to retain a copy of an examination or part of an examination. All examinations will remain in possession of the Program. Retaining any part or all of examination violates academic integrity and is grounds for disciplinary action.

15. Any exam that is proctored will be subject to proctoring involving either/both videotaping.

### Final Examination Protocol

Final examinations will be held at the close of each term in all courses. Attendance is required as there will be no departure from the printed schedule of examinations. A student who is absent from a final examination without an excuse may be given a grade of F in the course.

An excused absence will be made only with the approval of the course director and the Chair for cases of extreme and serious emergencies or extenuating circumstance. In such circumstances the Chair will forward a written request to the Office of the Registrar, setting forth the nature of the emergency. The student will be given an incomplete (I) for the course. The time and date of the administration of the examination will be determined by the course director and in accordance with university policy.

### ***Exam Review Policy***

Evaluation and grading:

Test grades will be posted on Canvas, generally within **two regular business working days**. Any exam that is given on a Friday may not have grades released until the following Tuesday.

Due to Covid-19, exam reviews will not be done on an individual basis. Instructors may post via video or written communication, most missed questions/questions of high importance. Should the university return to normal procedures, these guidelines will be followed:

Some courses will have exam review during class at the discretion of the instructor. For all other exam reviews refer to the policy listed below:

Students will be given the opportunity to review the items that they miss on the exam after the instructor has reviewed the completed exam. Exam review involves notifying the course director or assigned proctor of interest to review an exam within two weeks of the exam grades being posted. Students cannot exceed a two-week time frame from the posting of the grades to review the exam. Students may review the test within two weeks of the exam by arranging a time with a member of

the administrative or support staff of the department. Review involves signing up to review the exam at specific times. Students will be allowed to review their exam in a block of 10-15 minutes. No belongings (phone, paper, backpacks, etc.) will be allowed in the review session. Students are expected to attend the sessions that they have signed up for. A second failure to attend a signed-up review session will result in forfeiture of future review sessions for that semester.

No exams taken before the final exam shall be reviewed unless they are given within 2 weeks of the final.

Exam reviews are not a forum to debate the structure, relevance, or format of questions.

Exam reviews are provided as a learning tool to help students identify content areas where they have deficiencies. This information can be useful for planning and focusing self-directed study. The specific details of missed questions are not as important as identifying general knowledge weaknesses.

### ***Questions Pertaining to Exam Items***

In the event a student has a question or concern regarding an examination question, the student will address this issue in writing within 3 business days after the results have been released by the Instructor directing the course.

The student's question or concern must address a specific issue regarding the examination question, such as having multiple correct answers, having no correct answers, etc. An explanation in support of the student's argument should be made using supporting documents referring to specifics in the assigned readings or lecture slides. The Course Instructor will consider the student's challenge and respond in writing (email is acceptable) within 5 business days after receiving the challenge as to their decision.

### **End of Course and End of Rotation Evaluations**

In order to evaluate our curriculum and remain in compliance with SACS and ARC-PA standards at the end of every didactic course and clinical rotation, each student is required to complete a course or rotation evaluation. The evaluations are mandatory, anonymous, and confidential. The course director or preceptor will not discuss them with the students, and there will be no retaliation against students for being fair and honest in their assessments. The evaluations by the students are crucial sources of data for the improvement of our curriculum.

### **Clinical Experiences outside the Professional Curriculum**

The Department Chair must approve any clinical experiences or patient contact not scheduled by the PA Program. Unapproved clinical experiences or patient contact in which students represent themselves as enrolled in the ECU PA Program without Department Chair approval may result in disciplinary action.

### **Student Responsibilities**

It is essential to professional development that students adopt and exhibit a self-directed responsibility for the mastery of knowledge and skills. It is the student's sole responsibility to maintain the required academic standards and to initiate the appropriate activities needed to resolve deficiencies in any area. Students who have been made aware of a deficiency should contact the

course director and their faculty advisors as soon as possible to solicit their help and recommendations to remediate deficiencies.

Students who have personal, ethical, or religious constraints against being involved in certain medical procedures or tasks must inform their faculty advisors and the Chair at the beginning of the professional curriculum. Such proscriptions will be noted in the students' files. The students should also remind the clinical coordinators of any concerns prior to the scheduling of supervised clinical practicum experiences; however, a student may be assigned to a clinical site where the procedure in question is performed. The student will not be forced to participate in the procedure, but the student will be required to complete the rotation at the scheduled site. Students **will not** be excused from didactic lectures because of personal, ethical, or religious prohibitions. The material must be taught and learned as part of the body of current medical knowledge. Students will not be excused from entire clinical practicum experiences (e.g. excused from a women's health practicum) due to personal, ethical or religious constraints.

As stated in your pre-orientation letter All testing is done by computer, and all course material is posted on Canvas, a web-based learning system. A laptop (not a tablet) is required by the program. Your computer must have an integrated or free-standing webcam and microphone of enough quality to participate in live teleconference (Webex) meetings when necessary. classroom is limited.

In addition to your laptop computer, you will also be required to have a cell phone with video capabilities. The phone must be capable of sustained video use (2 hr. or more), for applications such as Webex. You will need to secure adequate internet access and speed to participate in live Webex meetings, download and upload large video files, and participate in proctored testing should the need for those things arise.

Students should arrive to any test or exam with a functioning laptop. The laptop should be fully charged and contain current, downloaded Respondus. If a student has a computer problem, he or she may be able to borrow a computer through Laupus Library or the PA Program if available.

### **Academic and Professional Progress**

#### **Program and Graduate School Basis for Satisfactory Academic and Professional Status**

Satisfactory academic progress must be evident and demonstrated by students to continue in the Program as described in this handbook. In addition, PA students are also required to meet the academic standards of the Graduate School.

1. To remain in good academic standing, graduate students must maintain a minimum cumulative GPA of 3.0 once they have a total of 9 credit hours attempted. Also, PA students will only be allowed a maximum of 6 semester credit hours of "C" during the 27 months of the professional curriculum. A student who earns more than 6 semester credit hours of "C" will be subject to dismissal from the Program.
2. Any student with a final course grade or final clinical rotation grade less than 69.5 is subject to dismissal from the Program.

3. Students who fail to remain in good academic standing in accordance with the paragraph above, will be automatically placed on academic probation by the Graduate School, during which time they will have an opportunity to correct their academic deficiencies. The probationary period will last for the term(s) in which the next nine credit hours are attempted. Enrollment in the Graduate School will be automatically terminated for students who fail to correct their academic deficiencies by the end of the probationary period. Graduate students will not be allowed to take classes and subject to immediate dismissal once it becomes mathematically impossible to achieve an overall cumulative GPA of 3.00 by the end of the remaining probationary period.

Students may appeal dismissal decisions by following the process outlined in the Graduate School Appeals Procedure.

Please see the Graduate Catalog for additional information on [Probation and Termination](#).

4. In order to progress to the clinical phase of the program, students MUST complete and pass all academic level courses in the didactic phase.

#### Requirements for Retention in the Program

To remain in good standing throughout the professional phase of the PA curriculum a student must:

1. Meet the Graduate School's standards for Academic Eligibility.
2. Maintain satisfactory academic progress and status by achieving an overall grade point average (GPA) of 3.0 or higher, receive no more than 6 SCH of C, and achieve a "C" or better in all didactic and clinical courses required by the ECU PA Program listed in this handbook.
3. Demonstrate professional conduct, performance, and progress as specified in the Code of Conduct, the Professionalism in PA Education Promise, and Academic Integrity promise in this handbook. PA Students must also abide by East Carolina University's Student Code of Conduct.
4. Abide by all PADP standard operating procedures.

#### Roles and Responsibility of the Student Progress Committee (SPC)

The Student Progress Committee (SPC) of the ECU Department of PA Studies is comprised of faculty members from the PA Program and representatives from other programs and/or support services at the University. The committee is chaired by a member of the faculty as determined by the department Chair. The committee will generally include the student's academic advisor, the course director for the course in which the student is struggling, and another member of the PA faculty. A non-PA program individual(s) may join the committee upon request from the department Chair.

The charge of the SPC is to evaluate a student's progress and consider recommendations made by the student's instructor, evaluator, advisor or clinical preceptor and to make appropriate recommendations pertaining to that progress. The committee will convene on an ad hoc basis at any time to address specific student progress and at the end of each semester if needed. The SPC may review student records and discuss student records with appropriate faculty members and/or

preceptors in determining an appropriate course of action for students experiencing academic and/or professional conduct difficulties in the program. The SPC may choose to request the appearance of the student during an SPC meeting. The committee can recommend remedial or corrective actions, counseling, probation, or dismissal. They can also recommend repeating supervised clinical practicum experiences (SCPEs) and/or course work including deceleration. Recommendations will be made on an individual basis after considering pertinent information in each case. The committee's recommendation will be submitted to the department Chair who reviews the recommendation and the student file, then issues a letter of the final decision to the student regarding their status in the program.

The following list though not all inclusive are reasons that the SPC may be called to evaluate a student in the program.

- Any student who fails to meet the performance criteria set forth in course syllabi and/or professionalism standards throughout the didactic or clinical curriculum.
- Inadequate performance despite repeated efforts towards reassessment
- Exam scores <80% after reassessment
- Cumulative exam score <70%
- Overall didactic performance concerns prior to transition to clinical year
- Any student who has average scores of  $\leq 75\%$  on PADP 6690 Clinical Skills Exercise.
- Professional misconduct, behavior and/or attitude inconsistent with the PA Profession
- Failure to abide by any of the Program policies/procedures found in any of the PA Student Handbooks and manuals (including Clinical year).
- Verbal or written reports and/or evaluations from academic faculty, clinical preceptors or designees indicating that a student is not adhering to site regulations, site schedule, ethical standards of conduct, limitations of student role, or that the student is not progressing academically or not demonstrating proficiency to a level that it may jeopardize patient safety. *(It is important to remember that some aspects of knowledge integration and clinical judgment cannot be adequately evaluated by examinations alone. Observations from academic and/or clinical faculty are crucial for evaluating these critical skills.)*
- Failure to receive a satisfactory preceptor evaluation, site visit evaluation, or EOR score.

### **Basis for Academic Probation and Dismissal from the Program**

#### **Didactic Courses**

Any student who does not meet the Graduate School's Academic Eligibility Standards and/or the Departmental requirements for retention in the Program will be subject to dismissal; however, a student might be placed on academic probation with the consent of the Chair if the GPA falls below 3.0. Probationary status in such instances must be removed by the end of the following semester with the return of the overall GPA to a minimum of 3.0. If the GPA does not return to a minimum 3.0, the student will be subject to dismissal.

A student will be allowed a maximum of 6 semester credit hours of "C" during the 27 months of the professional curriculum. A student who earns more than 6 semester credit hours of "C" will be subject to dismissal from the Program.

Any student who receives a letter grade below a "C" for any required single course in the didactic or clinical phase of the professional curriculum will be subject to dismissal from the Program.

If a student's professional curriculum is discontinued for any reason other than approved deceleration, there will be no re-entry into the Program other than to reapply through CASPA or with the approval of the Department Chair.

### **Progression**

Clinical Medicine (PADP 6050, 6150, 6250), History & Physical Examination (PADP 6200, 6210, 6220), Diagnostic Methods (PADP 6010, 6020), Pharmacology (PADP 6510, 6520, 6530), Surgery and Emergency Medicine Skills (PADP 6650), and Introduction to Clinical Practice (6990) are essential core courses within our curriculum. A student that receives an exam grade below 70 will be required to remediate the sub-course/content area. Remediation will consist of instructor-directed and student-performed remediation in a specified time period. Students that do not successfully remediate are subject to dismissal. If 2 remediations occur during the didactic year, that student will be referred to the Student Progress Committee (SPC). Due to the comprehensive nature of some final exams, remediation of the final exam will be at the instructor's discretion based on the overall performance in class and on the final.

### **Responsibilities**

Each student will be considered individually with emphasis on competence. The SPC may recommend continued pursuit of studies for any student who is justifiably assumed capable of completing the PA program requirements within the program time limits. The Faculty will review the progress of all students at least once yearly and will recommend:

- Promotion of a student from one year of study to the next.
- Certification that a student has met all program goals and outcomes needed to meet graduation requirements
- Disciplinary action for unethical and/or non-professional behavior of other misconduct when required.
- Remediation as might arise during the educational program.

### **Patterns of Concern**

In addition to "passing" course grades, when viewed as a whole, the student record should demonstrate that a student has successfully met all program defined goals and outcomes. If this is not the case, that student may be placed on academic or professional probation with a remediation plan which they must successfully complete in order to advance in the program. Students that do not successfully remediate are subject to dismissal.

Student conduct that may indicate a pattern of concern include but are not limited to:

- Remediation of more than three (3) content areas in the didactic year

- Failure (defined as a grade of less than 70) on three or more exams across all courses in a single term
- Cumulative GPA below a 3.0
- Consistent marginal passing grades on exams
- Failure to adhere to professional standards
- Failure to demonstrate resilience

The SPC has the authority to act in the following area:

- Formulating a remediation plan
- Remedial actions may include but are not limited to the following:
  - Requiring a student to be re-examined or be re-evaluated in a course.
  - Requiring a student to receive academic support
  - Requiring a student to decelerate and restart the program with a new cohort.
  - Placing a student on academic or professionalism probation if they are not in good standing
- Reviewing and making recommendations concerning a suitable course of study following a leave of absence.
- Recommending dismissal to the Program Director
- Other actions as deemed appropriate by the committee.

\* All the members of the SPC will be convened and appointed by the Program Director and all recommendations from the SPC must be made in writing and submitted to the Program Director with supporting documentation for approval or disapproval before any actions are taken.

Term to Term Progression	
1.	Completed all courses with a grade of 70 or better
2.	Have no more than 6 credit hours of "C"
3.	Successfully completed remediation of all core content in specified time period
4.	No significant professional issues that have not been successfully remediated
5.	All immunizations up to date
6.	Be recommended by Faculty consensus
Didactic Year to Clinical Year	
1.	Completed all courses with a grade of 70 or better
2.	Have no more than 6 credit hours of "C" in the didactic year
3.	Completed remediation of all core content in specified time period
4.	Update immunizations prior to the start of clinical year
5.	Have no significant professional issues that have not been successfully remediated
6.	Complete the PACKRAT I exam (for self-evaluation)
7.	Be recommended by Faculty consensus

Graduation from the Program	
1.	Completed all courses with a grade of 70 or better within four (4) academic years
2.	Be in good academic standing as evidenced by no more than 6 credit hours of “C” and an overall GPA $\geq$ 3.0
3.	Abided by all PADP standard operating procedures.
4.	Completed remediation of all core content as required
5.	Take a PACKRAT II exam (for self-evaluation)
6.	Completed all clinical year courses with satisfactory preceptor evaluation and end of rotation exam scores
7.	Successfully completed the PA program summative evaluation (CSEs, written test, practical exam)
8.	Provide an evidence-based presentation related to a topic of interest identified in the clinical year
9.	Complete all graduation requirements required by the university (academic, graduate, and financial). NOTE: this includes “applying” for graduation through Degree Works.
10.	Be in good professional standing and have no significant unresolved professional issues (complete remediation in specified period if warranted by SPC/faculty)
11.	Demonstrated competence in all required procedural skills
12.	Be recommended by Faculty consensus

### Clinical Courses

Any student who earns a letter grade of less than "C" (final course grade <70) in any clinical rotation will be subject to dismissal. A minimum of a "C" must be obtained on both the end of rotation examination and the final preceptor evaluation. Professional conduct will be assessed on a pass/fail basis as determined by the preceptor and PADP faculty. If a student fails in professional conduct, the student will be subject to dismissal from the Program.

Students who do not complete a supervised clinical practicum experience (SCPE) or are asked to leave a SCPE due to poor performance will not receive a passing grade for that clinical experience, may have to remediate or repeat the clinical experience and may be subject to dismissal. Clinical practicum experiences may be repeated only once. Graduate School and PA Program standard operating procedures apply to supervised clinical practicum experiences the same way they do with didactic courses. This includes the semester hour of “C” requirement for academic progress. Students failing to comply with standard operating procedures and/or policies of the clinical phase may incur a delay in progression in their clinical education.

### **Professional Progress Policy**

Professionalism holds equal importance to academic progress. Students are expected to demonstrate the legal, moral, and ethical standards required of a health care professional; thus, their behavior should, at all times, be consistent with these qualities. Professionalism and professional ethics are terms signifying certain scholastic, interpersonal, and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by the students to



faculty, staff, preceptors, peers, patients, colleagues in health care and other educational settings, and the public. The Program always expects nothing short of respect and professional demeanor.

### Code of Conduct/Professional Promise

Success in the physician assistant profession requires certain behavioral attributes, including sympathy/empathy, respect, discipline, honesty, and integrity, the ability to work effectively with others in a team environment, to take constructive feedback, the ability to follow direction, and the ability to address a crisis or emergency situation in a composed manner. The Accreditation Review Commission on Education for the Physician Assistant states: “The role of the physician assistant demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills and the capacity to react to emergencies in a calm and reasoned manner, an attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient’s welfare are essential attributes.” Adherence to these attributes requires that physician assistants and physician assistant students exhibit a high level of maturity and self-control even in highly stressful situations or in difficult circumstances and situations.

In keeping with these precepts, physician assistant students must conduct themselves with a demeanor that exemplifies the utmost professionalism and is consistent with appropriate patient care. Students will be evaluated not only on their academic and clinical skills, but also on their interpersonal skills, reliability, and professional and behavioral conduct.

**1. Respect:** Students are expected to treat all patients, faculty, university staff, clinical preceptors, clinic facility/hospital staff, health care workers, and fellow students with dignity and respect. Students are expected to follow direction and to appropriately express concerns in a professional and respectful manner. Conflicts are to be resolved in a diplomatic and reasoned manner. Students should be sensitive to and tolerant of diversity in the student and patient population. PA training requires a close working environment with other students; it likewise includes physical examination of fellow students and discussion groups that may reveal personal information. These situations must be approached with respect for the privacy, confidentiality, and feelings of fellow students.

Students should offer constructive criticism or suggestions in a thoughtful and reasoned manner that fosters respect and trust. Displays of anger, which include demeaning, offensive, argumentative, or threatening language or behavior, or language or behavior that is insensitive to race, gender, ethnicity, religion, and sexual orientation will not be tolerated. Students must be appropriately responsive to lawful requests from their instructors, preceptors, and clinical sites. Students shall not display disruptive or obstructive behavior at the University or at clinical sites. Any concern brought to the Program regarding the student will be addressed and discussed with the student if needed.

**2. Flexibility:** PA training involves instruction from practicing clinicians with unpredictable schedules in both the didactic and clinical phases of PA education. At times, lectures, clinical session times or entire practicum experiences may need to be adjusted with short notice. We believe the advantage of using clinicians outweighs this inconvenience, and requires students to be flexible and tolerant of changes. Student schedules in the academic and clinical year may involve nights and weekend hours.

3. **Integrity:** Students are expected to follow all policies in the Student Code of Conduct outlined in by the University, this handbook, and the Clinical Year Manual including those pertaining to academic dishonesty. Infractions such as fraud, forgery, plagiarism, stealing/copying tests, and cheating during examinations will not be tolerated. PA students are also expected to display the highest ethical standards commensurate with work as a health care professional. Some of these are outlined in the Guidelines for Ethical Conduct for the Physician Assistant Profession published by the American Academy of Physician Assistants. Students shall report any illegal or unethical activity to the Program Director, Academic, or Clinical Coordinator. Breaches in confidentiality, falsification of records, misuse of medications and sexual relationships with patients, faculty or preceptors will not be tolerated.

4. **Confidentiality:** Students must respect the confidentiality of patients and fellow students and are not permitted to discuss any patients by name outside the clinical encounter situation. For academic presentations, all identifiable information must be removed as per HIPAA requirements.

5. **Health and Safety:** Students should not exhibit any behavior that may jeopardize the health and safety of patients, faculty, or fellow students.

6. **Nondiscrimination:** Students shall deliver health care service to patients without regard to their race religion, gender, creed, national origin, sexual orientation, socioeconomic status, disability, disease status, legal involvement, or political beliefs.

7. **Student Role:** Students at clinical sites must always work under the supervision of a preceptor. They may not function in the place of an employee or assume primary responsibility for a patient's care. Students shall not treat and discharge a patient from care without consultation with a clinical preceptor or supervisor. Students shall perform only those procedures authorized by the Program, clinical site, and preceptor. Students must adhere to all regulations of the Program and the clinical site. Should any questions arise regarding a specific situation, the student is expected to contact the program immediately for guidance and direction.

8. **Impairment:** Students shall not appear at the University or clinical sites under the influence of alcohol or drugs.

9. **Timeliness/Lateness/Leaving Early:** Students must report to all classes, labs, seminars, call back days, and clinical sites at the scheduled time. Students must also return messages from the PA Program, faculty, clinical preceptors, and clinical sites in a timely manner (i.e. 24-36 hours).

- In the Clinical Year, it is the responsibility of the student to report to clinical sites at assigned times designated by the preceptor.
- If a student feels he/she will be late, they must contact the preceptor.
- Students must report to and stay at the clinical site the entire time designated on their approved schedule; additionally, they are not to leave early without preceptor and Program approval.
- Repetitive lateness (more than twice), leaving early, unreported lateness or leaving early or recurrent paperwork tardiness will result in referral to the Student Progress Committee (SPC).

Professional progress is as important as academic progress. Any incident that demonstrates unprofessional behavior will be addressed accordingly and may result in dismissal from the Program regardless of the student’s academic standing.

Failure to adhere to the professional standards and Code of Conduct will result in:

**First incident** of unprofessional behavior (as identified within the ECU professional evaluation form)

- a. In all cases, the Program will document the incident in writing through the Professional Conduct form. This document will go on the student’s permanent record.
- b. Depending on the severity of the infraction, a student may be subject to further disciplinary action as determined by the Student Progress Committee, which may include, but is not limited to, corrective and/or disciplinary action, probation, or dismissal.

**Second incident** of unprofessional behavior

- a. In all cases, the Program will document the incident in writing through the Professional Conduct form. This document will go in the student’s permanent record.
- b. The student will automatically be referred to the Student Progress Committee. The Committee will meet to determine a course of action for the behavior that can include, but is not limited to, corrective and/or disciplinary action, probation, or dismissal.

**Introduction to Clinical Year Policies**

An introduction to *clinical year* standard operating procedures and policies is given below. The full policy is available in the SUPERVISED CLINICAL PRACTICE EXPERIENCE (SCPE) MANUAL. Students with questions or concerns about these issues should immediately consult the clinical faculty.

Credentialing	“Credentialing” refers to the process required to onboard students in clinical sites. Credentialing varies for every site we have. Some sites require very few things, some a whole lot! Nonetheless, all students must be able to pass a criminal background check (CBC) and drug screens as needed. CBC results that are problematic can cause a delay in the clinical year. Each SCPE must be completed in order to graduate.
Expenses/Travel	Clinical Year students will be expected to travel in order to complete SCPEs. Students are “hubbed” for convenience in various areas of Eastern NC, however, students must travel to meet the needs of the clinical year. Students should anticipate additional costs related to travel and plan accordingly. Students should be ready for travel by personal vehicle up to 1.5 hours one way from their designated hub (or AHEC housing if needed).

	<p>“Hubs” are requested by the students and final designations are made by the clinical team in the Spring of the didactic year. Additional information is collected from students in these planning stages to help match students to areas where they have available non-paid housing options. Every effort will be made to place students in areas where they have indicated available housing on these intake forms. However, this is not a guarantee, as some sites are difficult to obtain, and the curriculum guidelines must be met in order meet program outcomes and graduate. A rough draft of the clinical year schedule will be provided to the students in Fall 2 of the didactic phase. If sites change, the students must accommodate, including additional travel and housing.</p> <p>Students may apply online for low-cost AHEC housing that may be much closer to SCPE sites, when available; however, neither AHEC nor the PA Program guarantees to provide housing. If AHEC housing is unavailable or found unacceptable by the student, it is the student’s responsibility to secure housing at their cost. Additional funds are available through the financial aid office if anticipated funds are exhausted. Contact Deana Summerlin (summerlind@ecu.edu) if there are additional questions regarding financial aid.</p>
<p>Conduct and Professionalism</p>	<p>Appearance/Behavior</p> <ul style="list-style-type: none"> <li>• Students are to dress and behave professionally every day in all interactions with preceptors, credentialing staff, facility staff, and the clinical coordinating team</li> <li>• Timely and professionally worded responses are expected, even via text or Yammer with the team</li> <li>• Adhere to professionalism and other policies of facilities and sites, as well as those laid out in the SCPE manual and PA student handbook.</li> </ul> <p>Attendance/work hours</p> <ul style="list-style-type: none"> <li>• Attendance at SCPE is considered mandatory with no university breaks. If the clinic is open, students are present with their preceptor. <i>However, students are given 5 personal days to use in the clinical year, no more than 2 in any 4-week SCPE block.</i></li> <li>• Attendance at Grand Rounds (call back day) events are also mandatory. The schedule for GR events is posted in the SCPE manual and distributed to students at the time of clinical year orientation or before. Unexcused absence from any part of Grand Rounds or scheduled SCPE may result in disciplinary action up to and including dismissal from the Program.</li> <li>• Maximum work hours: As per the Accreditation Council on Graduate Medical Education for residents and medical schools, ECU PA program students will follow the common core maximum hours of 80 hours of work per week. This is averaged over a 4-week period, inclusive of all in-house call activities. They should be scheduled for a minimum of one 24-hour day free</li> </ul>

	<p>of duty every week (1 day off in 7) and duty periods must not exceed 24 hours in duration.</p> <p>Fraternization: Students may not be supervised directly or indirectly by family members, friends or close acquaintances per anti-nepotism policies. Likewise, students may not fraternize with supervising providers or coworkers during their SCPE</p>
<p>Scheduling of SCPEs</p>	<p>For convenience, supervised clinical practicum experiences (SCPEs) are scheduled for students by the clinical coordinating (CC) team. Students are generally based in regional “hubs”. The “hubs” are typically Northeast NC vs. Southeast NC. Additional information will be provided at Clinical Year Orientation (in Fall 2)</p> <ul style="list-style-type: none"> <li>• Per our accreditors (ARC-PA), <b>students will not negotiate with potential preceptors or offices for potential supervised clinical practicum experience sites, nor will they negotiate with AHEC regarding housing.</b> The student may inform the clinical team of a clinical practicum prospect and then provide the Clinical Coordinator with site contact information. ECU PA Program personnel will establish communication with the potential preceptor site or its representative. Students do not represent the ECU PA Program as anything other than students, and it is the business solely of the ECU PA Program and its employed staff and faculty to negotiate with preceptors for site placement. Violation of this standard operating procedure could lead to disciplinary action taken against the program by accreditors. To clarify: STUDENTS DO NOT ATTEMPT TO SET UP THEIR OWN ROTATION OR THEIR OWN CLINICAL YEAR SCHEDULE PER ARC-PA STANDARDS</li> <li>• <b>Timeline:</b> A meeting is held in the first Spring of the program to get a general idea of student desires as they pertain to the clinical year. This list is used to help make some general decisions about the clinical year. After this meeting, students are made aware of which hub they will be based in. Draft schedules for the clinical year are provided to students in Fall 2 at Clinical Year Orientation</li> </ul> <p>Scheduling elective practicums: Though the Department respects a student’s wishes when possible, academic integrity and a robust clinical experience is our priority during the clinical phase of training. For this reason, choosing of an elective practicum (PADP 6390 International Medical Clinical Practicum and PADP 6395 PA Studies Clinical) is a privilege earned throughout the academic/clinical year, it is not a guaranteed right. Subject to the approval of the clinical team and depending on a student’s academic standing, clinical performance, and cooperation with Department policies/procedures, students may request an elective practicum in any area of medicine. Electives are the last SCPE to be scheduled.</p>

	<p>The following are additional specific criteria that could result in an elective SCPE being chosen by the clinical team OR a change of an elective SCPE during the clinical year:</p> <ul style="list-style-type: none"> <li>• Academic or Professionalism probation at any time</li> <li>• C in any course</li> <li>• Failure of any “unit” of Clinical Medicine (unit exam &lt;70%)</li> <li>• Grade &lt; 80 on any PADP 6690 OSCE or unit</li> <li>• Any documented unprofessional behavior at any time</li> <li>• Grade &lt; 65 on an end of rotation examination</li> <li>• Preceptor evaluation grade &lt; 70</li> </ul>
Grading	<ul style="list-style-type: none"> <li>• SCPE grades are calculated and recorded by clinical year course directors (CC team) who combine the preceptor evaluation, the End of Rotation (EOR) score and any related portfolio and logging scores. SCPEs must be passed with a grade of C or better. Additionally, the final preceptor evaluation must be &gt;69.5 and the EOR scores must be &gt;64.5% (transformed from scale score) must be met for academic progress in the clinical year. See SCPE manual for more information.</li> <li>• The EOR failure policy can be found in the SCPE manual</li> <li>• See Remediation and Deceleration for more information regarding Cs in the clinical year.</li> </ul>

**ECU PA Global Travel Policy**

All students requesting international travel to meet program requirements must be in good academic AND professional standing. Students currently on academic or professionalism probation are ineligible for international travel. Students who have been on probation or warning while matriculated in the program may request an individual evaluation for eligibility.

Additionally, ECU PA students MUST complete all requirements of the ECU Global Affairs office including: 1. obtaining study abroad health insurance, 2. enroll in the Smart Traveler Enrollment Program (STEP), 3. register with the nearest US Consulate AND 4. ensure contact information and a copy of all documents is provided to the department in advance of travel.

All international training sites include additional costs for training, lodging, food and transportation (plane, bus, boat). This is variable and up to the student to research to ensure the most up to date information is obtained. The cost of training and travel is the responsibility of the student. There are limited scholarships for international travel through ECU Global Affairs. Students traveling abroad are expected to follow the AAMC guidelines for premedical and medical students providing patient care during clinical experiences abroad. Additionally, they must be cleared through the ECU Travel Clinic (744.5751 or 744-4500 option 3), review and follow the CDC guidelines regarding travel and have sickness and accident insurance (specific policy through ECU Global Affairs).

The student may choose from a global site with a current university affiliation agreement (UAA) (listed below) OR the student may suggest a new site. Students WILL NOT be allowed to travel in

an area prohibited by the US Department of State Bureau of Consular Affairs as noted in the most recent travel warnings list. Students desiring international travel for supervised clinical practicum experience (SCPE) credit must identify their desire to travel globally to the Director of Clinical Education in writing to be cleared for participation.

For new site development, the student must request the site (using designated form) no less than one year in advance. Suggestion of a new site is not equivalent to approval for travel for SCPE credit. Per accreditation standards, new sites must be vetted and a UAA generated for students to use that site.

<b>Established international learning sites:</b>	<b>Description of experience</b>	<b>PADP course:</b>
Hillside Medical Center Punta Gorda, Belize, Central America	Primary care in rural/underserved area with “missions” to outlying areas some days of the week	6390 (elective)
Ovi Children’s Hospital Suna Migori, Kenya	Pediatrics hospital and center providing care to orphans and others in the community;	6390 (elective)
CerviCusco Cusco, Peru	Women’s health facility providing benign GYN, prenatal and post-partum care to women in the Cusco area. L&D is also available; Additional opportunities exist for primary care and pediatrics at this site	6390 (elective)

### **Academic Integrity**

Academic integrity is a cornerstone value of the intellectual community at East Carolina University and the Department of Physician Assistant Studies. Academic integrity ensures that students derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages, the value of PA education and puts patients’ lives at risk.

Students should be familiar with the University policies and procedures which can be found online <http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6.pdf> ; (see Section II, found on pages 14-24). Any student observed or suspected of being in violation of academic integrity will be subject to the University’s Academic Integrity policy as well as the Department of Physician Assistant Studies’ Academic and Professional Code of Conduct.

During the clinical phase of the program, advanced software and cameras will be used for monitoring academic integrity during exam. Clinical year students take PAEA EOR exams at UNC proctoring centers which include close and constant supervision, as well as video monitoring. These recordings can and will be reviewed if there is suspicion of a breach of integrity. Additionally, the software used to deliver the PAEA EOR exams has the ability to note eye gaze patterns and other suspicious patterns during examinations. The proctoring center and ECU PA adhere to the testing delivery policies of the PA Education Association who generates these exams.

### Physical Examination and Teaching Laboratory Use

No student or students will occupy the PE Lab, 4335 without faculty supervision. This room will be unlocked for a scheduled lab, practical, or class only by the course director or by a faculty member who will remain and supervise the students. Manikins and models will not be touched without prior faculty permission. All scheduled labs, practicals, or classes are mandatory unless otherwise noted by the course director, and students will attend and remain until released by the course director. **No food or drinks are allowed in the lab.** There will be no loitering in the hall outside these rooms. Loud talking or boisterous activity in the hall outside classrooms is disrespectful to other students and faculty. Students should either remain quiet or move to non-teaching areas during breaks or between classes. Following lab, students should return the exam tables and chairs to the pre-lab setting.

### Computer Standard Operating Procedure

Any violations related to the computer standard operating procedure as outlined in the ECU policies and procedures which are found at <http://www.ecu.edu/PRR/08/05/04/>. Students who violate Computer standards will be subject to University and Department of PA Studies Academic Integrity policy.

### **Remediation and Deceleration**

During the *didactic year*, any student who scores below 80% on an exam in the didactic year should request a meeting with the Course Director(s) to discuss his/her performance. Any student who scores below 80% on a second course examination is required to contact the Course Director(s) for a meeting and a performance review. A performance review is the act of evaluating a student's performance and determining a plan for improvement. If a student's academic performance is such that they are at risk of an overall course grade of less than 80% at mid-semester, the student will be reviewed by the Program faculty, often in the form of a Student Progress Committee, with the purpose of evaluating the student's performance and referring the student to the Course Director(s) for a remedial course of action. Remediation is a process for addressing deficiencies in a student's knowledge and skills such that correction of the deficiencies is measurable and can be documented.

Depending on the nature and severity of the identified deficiency/deficiencies, examples of how the Program engages in and assesses the remedial process in a measurable and documentable way may include such elements as: examining and correcting study habits and/or approaches to tests and other assessments; giving assigned reading with required responses; assigning the student questions s/he missed on a quiz, exam, or other assignment with the requirement that s/he construct a response outlining errors in his/her decision making and why the correct answer is indeed correct; and/or administering another quiz or exam after being given time and assignments to remediate deficiencies. In addition, the involved parties always review the student's remedial assignment(s) and then give the student additional feedback.

During the *clinical year*, a student with an overall SCPE final grade <70% will halt student progression and an SPC will be called to review the student's records to date and make a plan of recommendation (see SPC above). Students who score 65 on EOR exam or <70% on a final preceptor evaluation (but still have an overall course grade of C or better) will be discussed by the CC team and given a letter of concern that may include recommendations for continued program



success. Should this happen in another SCPE, an SPC will be convened to review student performance and make recommendations. Any student deemed in need of remediation may be taken out of SCPEs until the remediation process has been successfully completed, at which point s/he will be permitted to re-enter SCPEs. Repeating or delaying a SCPE changes the date of program completion, thus may delay program graduation to the end of a subsequent semester. Any additional costs related to completing the curriculum required for graduation is the responsibility of the student. Documentation pertaining to the remedial process is maintained in the student's file in accordance with Department and University standards. As previously noted, a SCPE can be repeated only once. Should the student have another overall SCPE final grade <70% in the same course they would be subject to dismissal. Additional semester credit hours of "C" follow the academic progress standards.

If remediation is undertaken at any time in the PA curriculum, the Course Director(s) will complete a Remediation Documentation Form that will be sent to the Program Director for approval prior to enactment. Once approved by the Program Chair, the student must successfully complete the approved course of action in the time specified by the Course Director(s) in order to remain in good standing in the Program. If the student refuses or fails to complete the remedial process successfully, s/he is subject to dismissal from the Program or further review by the SPC; however, while the Program believes it must foster students to become independent learners who have an appropriate sense of individual responsibility for the educational process, the faculty also remain intimately involved in the entire remedial process and seek to help students as much as possible and within reason throughout the process with the hope of ensuring their success.

### Deceleration

Deceleration is defined as the loss of a student from the entering cohort but who remains matriculated in the physician assistant program. Generally, deceleration occurs due to unexpected catastrophic events that make it impossible to continue in the program in a timely manner. A student who wishes to decelerate due to an unexpected catastrophic event should do so in writing within 10 working days of their last date of attendance to the Program Director who will respond to their request within 10 working days. Deceleration may also be recommended by the SPC due to academic or professional considerations.

As clinical courses vary from didactic courses, clinical year students who wish to decelerate should contact the Director of Clinical Education as soon as possible to discuss available options.

Any student who does not meet the Graduate School/Department of PA Studies academic eligibility standards will be referred to the Student Progress Committee that will make a recommendation for dismissal or deceleration to the Program Director based on the individual circumstances involved with each student. If a student is granted deceleration, they must successfully complete a specific plan developed by the Student Progression Committee while not enrolled in school, and within a specified time period, or they will be subject to dismissal.

### Academic Appeals Process

A student must try to resolve grade disputes with the Course Director and participating course faculty. Grade disputes that are not resolved with the Course Director will be brought to the attention of the Department Chair who may elect to conduct an informal inquiry. Clearly, grade decisions remain within the jurisdiction and rights of the Course Director.

Decisions for probation and/or dismissal from the ECU PA Program follow the criteria presented in the ECU Graduate School Catalog and the PA Handbook. Students wishing to appeal a course grade, probation, or dismissal should follow the Graduate School policy on [Grade Appeals](#) and/or [Academic Eligibility Standards](#).

#### Withdrawal and Readmission

Any student desiring to withdraw from, or withdraw from and later apply for readmission to, the ECU PA Program must follow the standard operating procedures for [Withdrawal](#) and/or [Readmission](#).

The student must meet with the Department Chair and present a letter of withdrawal to the Department Chair prior to initiating any standard operating procedures with the Graduate School. If the student has been aware financial aid they must communicate their intentions to the [Office of Student Financial Aid](#).

#### Medical Withdrawals

Discussion with PA program faculty regarding medical withdrawal options are encouraged for students with unexpected circumstances that affect their ability to maintain the cognitive and technical skills necessary for program completion. Faculty advisors, the didactic education coordinator (didactic phase) or clinical education coordinator (clinical phase) should be contacted to discuss situations in which students feel they may not be able to meet those standards, even if temporarily. Examples: Students who have traumatic injuries or unexpected surgeries, students who develop a cancer requiring surgery and/or other treatments, or students who are pregnant as complications could arise. **Seeking assistance from the Department does not equate with withdrawal, rather it serves to open a door of communication and support between both faculty and student. The discussion also allows the didactic and clinical team to be better prepared.**

Students seeking medical withdrawal must follow the applicable policies and procedures specified by the Office of the Dean of Students <https://deanofstudents.ecu.edu/home/withdrawals/>. If a medical leave is granted by the University, students who are able must still meet with the Student Progress Committee (SPC) in order to determine standing in the PA program, which may range from requiring reapplication and starting anew if granted admission to a continuance of matriculation at the point of original withdrawal.

#### Guidance

To assist students in their professional and academic progress through the program, the Department has established a system of Faculty advisement and guidance whereby each student is assigned to a faculty member who serves as his/her advisor. The advisor helps the student understand the academic program, keeps a record of his/her progress, assists in understanding university and program standard operating procedures, addresses academic concerns, and is available throughout the year for mentoring and advisement.

### Student Employment and Instruction

Part-time employment by PA students at ECU is ***strongly*** discouraged. The following rules apply to PA students who wish to work during their training:

1. Any part-time employment must be reported in writing to the Department Chair.
2. Working students must comply with the ECU PA Program's academic schedule.
3. Any student unable to maintain adequate academic standing as outlined above will be asked to terminate his/her employment.
4. PA students are not allowed to work within the PA Program and are not required to perform clerical or administrative work for the program.
5. PA students may not be used to substitute for regular clinical or administrative staff during supervised clinical practicum experiences. Any such request at clinical sites must be reported to the Director of Clinical Education immediately.
6. Students **will not** be allowed to work during the clinical year due to time requirements at the rotation sites.
7. Students will not act as course directors or provide instruction in the curriculum.

### Graduation Standard Operating Procedures

Upon successful completion of all academic and clinical requirements of East Carolina University, students will receive a Master of Science degree in Physician Assistant Studies. Upon graduation, students will be eligible to sit for the PANCE administered by the NCCPA and to apply for licensure. However, graduation does not necessarily imply credentialing, license to practice, or employment as a PA. All states, including North Carolina, have additional components to their application process to be completed before a graduate PA can practice

The following must be done to prepare for graduation:

1. [Application for Graduation](#) must be completed [online](#) at least one semester prior to completing the requirements of the degree.
2. [Licensure](#) – Students must register and pass the PANCE prior to receiving a license to practice in North Carolina.

North Carolina Medical Board  
P.O. Box 20007  
Raleigh, NC 27619  
Phone (919) 828-1212 / Fax: (919) 828-1295  
<http://www.ncmedboard.org/>

**Remember:** It is each student's responsibility, and NOT the responsibility of the Department of PA Studies to complete licensure requirements. Students should begin the licensure application process **at least 3 months** prior to their anticipated graduation.

3. Permanent Address - It is essential that you leave your permanent address, telephone number, and email address with the PADP prior to leaving campus so you can receive important information and can be contacted if any problems might arise with any of the above standard operating procedures.
4. Physician Assistant National Certifying Examination – For information about certification or the NCCPA, you may contact:

National Commission on Certification of Physician Assistants.

NCCPA  
12000 Findley Road  
Suite 100  
John's Creek, GA 30097-1409  
(678)-417-8100  
<http://www.nccpa.net>

## **TECHNOLOGY/MEDIA STANDARD OPERATING PROCEDURE**

### Purpose

The purpose for this standard operating procedure is to ensure that students, faculty, and staff are aware of the current standard operating procedures and support that will be offered by the Department in regard to computers, network and Internet resources offered through the Physician Assistant Studies Program.

### Computers

The [current computer configuration recommended](#) by the Department will be the only computer supported by the University's Computer Center. If you choose not to purchase the required computer, it is your responsibility to obtain help from outside resources.

### Software

The Department of Physician Assistant Studies utilizes several software packages from different vendors; however, only approved hardware and software will be supported. Below is a link of supported hardware and software that will be used during the program. The Department reserves the right to make modifications to this list as seen fit. Email notifications will be sent to students, staff, and faculty of the program if any changes occur, and when updates are available along with a location of where to obtain the updates. <https://www.ecu.edu/itcs/help/pirateTechs>

Wireless Local Area Network Information regarding wireless access, anti-virus software, supported operating systems and other important information can be found at the following ECU ITCS website: <http://www.ecu.edu/itcs/help/connect>

### Web Resources

The Department of Physician Assistant Studies maintains two forms of web resources which are the only authorized web sites of the Department: [Canvas](#) and the [PA Studies Web page](#).

These two resources are monitored on a constant basis to make sure that they are both reliable and contain accurate information. These sites are to be used for academic use only.

Material gained from [Canvas](#) shall not be distributed outside the PA program without expressed written consent of the copyright holder.

### Smart Classrooms

The Smart Classroom is essential in providing classroom time to the Physician Assistant Students and therefore must be maintained in an organized and technically safe manner. The resources available in the classroom are off limits to students unless under direct supervision by a member of the faculty or the administrator during class time. If a presentation is to be made using the Smart Classroom by a student, the student must submit the document to the administrator no less than one week prior to the presentation to allow for scanning for malicious code. No modifications to the Smart Classroom will be made. Modifications to presentations must be made to adhere to the requirements of the Smart Classroom. If the presentation was made using the approved software listed above, it meets the requirements. Offenses will be reviewed by the Faculty and may result in a reprimand or suspension from the program.

### Email Address Recognition

The University provides email accounts to Students. This email account is where all official correspondence from the Department will be sent. Check it frequently. If you have difficulties with your email account or password, call the University Help Desk at 252-328-9866 to have your password reset.

## **SECURITY AND SAFETY**

### **I. Building Safety and Security**

#### **A. Building Hours**

The Health Sciences Building on the West Campus is open from 7:30 AM until 8:00 PM, Monday through Friday. During after-hours, students will not be given access to the Health Sciences Building without being accompanied by a PADP faculty or staff representative.

#### **B. Safety and Security**

Students who believe they have witnessed suspicious activity should immediately inform PADP faculty/staff, who will promptly investigate the situation, and/or immediately report such to campus security (252-328-6787) or the police (911). If a faculty member is not available, students may use one of the emergency call boxes located immediately in the parking lot. The blue light located at the top of the structure identifies the call box.

Students are encouraged to download [LiveSafe safety app](#) which allows communication between users and campus safety and anonymously reports concerns through various formats.

## II. Emergency Standard Operating Procedures

A. A copy of the ECU Emergency Policy and Procedures Manual, a brochure describing University standard operating procedures for Emergency situations, is available online at:

<http://www.ecu.edu/oehs>

B. Fire drills are conducted regularly by the ECU Office of Environmental Health and Safety. When the fire alarm is heard, all students and personnel should leave their respective areas immediately, close all doors upon exiting, evacuate to a safe distance from the building, which is designated as the east parking lot near the duck pond. Students should then immediately report to PADP faculty/staff upon reaching the east parking lot near the duck pond so that faculty/staff can account for their safety. Students, faculty, and staff should remain outside the building until otherwise instructed by personnel from the Office of Environmental Health and Safety.

C. Notices regarding University operating hours and building closings for severe weather are posted on the ANNOUNCE listing on the ECU email system and at: <http://www.ecu.edu/alert/>.

D. In case of tornado or hurricane, students, faculty, and staff should proceed to interior areas where there are no windows. In case of fire, vacate the building according to posted fire escape routes or follow the stair exit signs. Do not use the elevators in case of fire.

## III. CPR Assistance

A. All PA Faculty are certified in cardiopulmonary resuscitation (CPR) and able to assist in an emergency.

B. CPR training for interested staff may be offered on an annual basis.

IV. First Aid Supplies – A first aid kit is available in the PADP office.

V. Some points of importance in time of emergency:

1. In case of any emergency requiring evacuation of the building, each instructor is responsible for the evacuation of the students in that classroom.
2. The PA Department evacuation assembly area is on the east side of the parking lot adjacent to the duck pond. If that is not available, the secondary assembly area is the north side of the parking lot adjacent to Route 43. Designated faculty or staff will be available to take attendance of all faculty, staff, and students in our department. Do not leave assembly area without notifying responsible parties.
3. While evacuating, move expeditiously, but do not run. Help disabled personnel during the evacuation. If you cannot get them out of the building, move them to a fire-resistant area, such as a stairwell, and notify ECU police or firefighters on the scene.
4. Know where the nearest stairs are at all times (from your office, your classroom, restrooms, library, etc.). The evacuation floor plans are posted throughout the building. Do not use the elevators in the case of a fire or other emergency that might compromise elevator functioning.

5. In the presence of smoke, the clearest air is close to the floor – thus, it is best to get down and crawl. Walking in smoke can cause you to pass out or get lost. In poor visibility, it is advisable to hold on to the persons ahead and behind you to keep people from becoming lost.

If for any reason you are unable to evacuate, close all doors, seal all cracks with cloth or other suitable material, and signal for help by hanging an object out the window.

Emergency numbers: 911 or 252- 328-6787 – report the nature of emergency, your name, and your location.

## **BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN**

### Exposure to Bodily Fluids

Exposure to blood, body fluid, serum, or unfixed tissue by needle stick, cut, or splash onto mucous membrane or non-intact skin needs to be evaluated immediately at the facility in which you are working. If the student is working at another hospital outside ECU or Vidant, follow the standard operating procedures for exposure as detailed at the facility where you are working in addition to contacting Student Health Services (252-328-6317) and the PA Program immediately. You may be given post-exposure prophylaxis depending on risk assessment for HIV.

The following is a condensed procedure listing to be followed by students who suffer exposure to possible blood borne pathogen by needle stick, cut, or splash onto mucous membrane or non-intact skin. The full ECU infection control standard operating procedure can be found at the following web site: <http://www.ecu.edu/prospectivehealth> and clicking on “Infection Control” in upper left side.

### ECU Students

#### **Student Exposure at BSOM**

1. Report incident to faculty/supervisor and program director
2. Complete Non-Patient Incident Report
3. Report exposure to Prospective Health
  - a. Prospective Health will investigate source patient
  - b. Student evaluation, treatment, and follow-ups at Student Health Services

#### **Student exposure at other ECU Health Science Center facility**

1. Report incident to faculty preceptor and program director
2. Faculty preceptor will contact Prospective Health for assistance in completing source patient evaluation
3. Faculty preceptor will refer the student to Student Health Services for evaluation, treatment, and follow-up

#### **Student exposure at other ECU facility**

1. Student will report exposure to ECU faculty preceptor or supervisor
2. Faculty preceptor or supervisor will perform the source patient evaluation and may contact Prospective Health for advice
3. Faculty preceptor or supervisor will refer the student to Student Health Services for evaluation, treatment, and follow-up

**Student exposure at Vidant**

1. Student will report exposure to faculty preceptor and program director
2. Student will report exposure to Vidant Occupational Health at 252-847-0095
3. Faculty preceptor will refer student to Student Health Services for evaluation, treatment, and follow-up

**Student exposure at other facility**

1. Student will report exposure to faculty preceptor on site and clinical coordinator
2. Student will complete facility incident report
3. Faculty preceptor will evaluate source patient
4. Faculty preceptor will refer student for evaluation to the following:
  - a. Student Health Services if student returns to Greenville daily; or  
Current facility occupational health if the student cannot return to Greenville
  - b. Student surveillance will continue at Student Health Services upon the student's return to campus if treatment initiated at the local facility
  - c. Unless covered by the clinical facility per ECU legal agreement, all expenses for the exposed student's medical care and treatment are the responsibility of the student

**Other student issues:**

1. If the exposure adversely affects the academic or curricular performance of the student, the Dean of the College or director of the curriculum may be notified by the physician caring for the student (with the student's consent) or by the faculty supervisor. If the student develops HIV or chronic Hepatitis B, modification of the curriculum may be required to limit performance of high-risk procedures in the spirit of NCAC (15a NCAC19A. 0207).
2. Student evaluation or treatment at Student Health Services may result in charges not covered by student fees. Charges for these services should be submitted to the student's health insurance for coverage.



# SECTION FIVE

As future physician assistants, it is important to be knowledgeable about important documents related to scope, practice and expectations of physician assistants as defined by our professional organizations and governmental bodies. The Competencies for the Physician Assistant Profession is one such document which all practicing PA's should know.

### **Competencies for the Physician Assistant Profession**

*(Originally adopted 2005; revised 2012)*

#### **Preamble**

Between 2003-2004, the National Commission on Certification of Physician Assistants (NCCPA) led an effort with three other national PA organizations (Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), American Academy of Physician Assistants (AAPA), and Physician Assistant Education Association (PAEA) formerly Association of Physician Assistant Programs (APAP) to define PA competencies in response to similar efforts conducted within other health care professions and the growing demand for accountability and assessment in clinical practice. The resultant document, *Competencies for the Physician Assistant Profession*, provided a foundation from which physician assistant organizations and individual physician assistants could chart a course for advancing the competencies of the PA profession.

This document was updated in 2012 and then approved in its current form by the same four organizations.

#### **Introduction**

This document serves as a map for the individual PA, the physician-PA team, and organizations committed to promoting the development and maintenance of professional competencies among physician assistants. While some competencies will be acquired during formal PA education, others will be developed and mastered as physician assistants progress through their careers.

The PA profession defines the specific knowledge, skills, attitudes, and educational experiences requisite for physician assistants to acquire and demonstrate these competencies.

The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. Professional competencies for physician assistants include the effective and appropriate application of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice.

Patient-centered, physician assistant practice reflects a number of overarching themes. These include an unwavering commitment to patient safety, cultural competence, quality health care, lifelong learning, and professional growth. Furthermore, the profession's dedication to the physician-physician assistant team benefits patients and the larger community.

## **PHYSICIAN ASSISTANT COMPETENCIES**

### **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 (lifelong learning)
- 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



A student admitted into the East Carolina Physician Assistant Program must meet basic and essential requirements that are necessary for obtaining employment and performing as a Physician Assistant. The technical standards each student must master include cognitive, physical, and behavioral characteristics. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. All students must possess the intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty. The following skills are required, with or without accommodation:

Critical Thinking The ability to solve problems, a skill that is critical to the practice of medicine, requires the intellectual abilities of measurement, calculation, reasoning, analysis, and synthesis. Candidates for the program must be able to perform demonstrations and experiments in the basic sciences.

Communication Skills A candidate should also be able to converse with patients, as well as hear and observe them, in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. The candidate must be able to communicate effectively and efficiently in oral and written forms.

Visual Ability Candidates must also be able to observe a patient accurately, both at a distance and close at hand. This ability requires the functional use of vision.

Hearing and Tactile Abilities Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic techniques.

Mobility and Fine Motor Skills A candidate should be able to execute movements reasonably required to move from area to area, maneuver in small places, calibrate and use large and small equipment, position and move patients, and provide patients with general care and emergency treatment.

Interpersonal Abilities A candidate for the PA program must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities required for the diagnosis and care of patients; and the development of mature, sensitive, and effective relationships with patients, families, and colleagues.

I am able to meet the Technical Standards described above.

Name: \_\_\_\_\_  
**Print**

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

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

**ACADEMIC INTEGRITY**





**NCCPA AND AAPA PERSONAL INFORMATION RELEASE FORM**

I authorize the East Carolina University Department of Physician Assistant Studies to release to The National Commission on Certification of Physician Assistants my social security number, name, date of birth, gender, address, email address, graduation date, or other information that they may require to ensure my eligibility to take the PANCE.

I authorize the East Carolina University Department of Physician Assistant Studies to release to the American Academy of Physician Assistants my name, date of birth, gender, address, email address, graduation date, or other information that they may require, excluding social security number, to ensure my eligibility to be a member of the SAAAPA or a future member of the AAPA.

**Exclusions:**

Name: \_\_\_\_\_  
**Print**

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

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



## **IMMUNIZATION REQUIREMENTS FOR TRAVELING TO CLINICAL SITES OUTSIDE THE UNITED STATES**

For students completing a supervised clinical practicum experience in a country other than the United States, all immunizations as recommended for that specific country by the Center for Disease Control and Prevention (CDC) must be obtained prior to leaving for the practicum. A list of immunizations recommended by the CDC can be found at: <http://www.cdc.gov/travel>. Documentation must be provided to the clinical coordinator prior to leaving for the practicum. Failure to provide required documentation will result in a cancellation of the practicum.

Name: \_\_\_\_\_  
**Print**

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

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



**RELEASE OF IMMUNIZATION INFORMATION AND TB TEST RESULTS**

I authorize the East Carolina University Department of Physician Assistant Studies to release my personal information regarding immunization status and TB test results to preceptors, hospitals, or other institutions that require that information to allow me to function in the role as a PA student in their areas of authority.

**Name:** \_\_\_\_\_  
**Print**

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

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

**VIDEO CONSENT AND RELEASE**

In consideration of being permitted to participate in video recordings at East Carolina University (“ECU”), I hereby grant to ECU the absolute and irrevocable right and unrestricted permission in respect of my name, photographic portraits or pictures, likeness, voice, or any or all of them, or in which I may be included with others, to copyright the same, in ECU’s own name or otherwise to use, re-use, publish, and re-publish the same in whole or in part, individually, or in any and all media now or hereafter known, and for any purpose whatsoever for illustration, promotion, art, editorial, advertising, or any other purpose whatsoever without restriction as an alternation.

In consideration of being permitted to participate in video recordings, I hereby release and discharge ECU from any and all claims and demands arising out of or in connection with the use of my photograph, name, likeness, or voice including without limitation any and all claims for libel or invasion of privacy with my participation in video recordings.

I fully understand that my participation in video recordings is completely voluntary and this confirms that I am of full age and have the right to contract in my own name. This acknowledges that I have read the foregoing and fully understand the contents thereof. This release shall be binding upon heirs, my legal representatives, assigns, and me.

In witness thereof, I have caused this Consent and Release to be executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Witness:

Participant:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## PROFESSIONALISM IN PHYSICIAN ASSISTANT EDUCATION

The Physician Assistant Student:

**Scholarship & Commitment to Learning:** Is punctual; attends classes, clinics, or other required events; seeks additional knowledge and skills; seeks feedback; is willing to assist other learners; is self-aware of areas of needed improvement.

**Accountability & Initiative:** Is flexible, delegates effectively, accepts personal responsibility for mistakes, asks for help when needed, and discloses medical error when appropriate.

**Self-Care & Self-Growth:** Maintains personal health and hygiene; cares for self; seeks advice, counsel, or tutoring when needed; avoids harmful behaviors.

**Responsibility & Sense of Duty:** Completes assigned duties, sets and achieves realistic goals, follows standard operating procedures, responds promptly when called, is detail-oriented, places patient needs first.

**Compassion & Respect for Others:** Is considerate and cooperative, displays empathy and respect for others, is respectful of different socioeconomic backgrounds and cultural traditions, respects authority.

**Integrity & Trustworthiness:** Displays honesty and forthrightness, adheres to ethical standards, is truthful in all communications, and maintains confidentiality, reports inappropriate behavior by colleagues.

**Teamwork & Professional Demeanor:** Works well with others, maintains composure in difficult circumstances, inspires trust, avoids inappropriate remarks, adheres to local dress codes, treats faculty and fellow students with dignity

**Concern for the Welfare of Patients:** Treats patients and families with dignity, respects patient privacy and cultural values, and maintains accurate information in patient records, advocates for patients.

(Adapted from the ECU Brody School of Medicine, *Professionalism in Medical Education*.)

I acknowledge that I have reviewed this statement on Professionalism, and that I understand the terms outlined herein.

Name: \_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **COVID-19 Protections, Considerations and Policies**

I acknowledge that I have read, understand, and agree to abide by the COVID-19 Protections, Considerations and Policies on page 30 and 31 of this manual.

**Name:** \_\_\_\_\_  
**Print**

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

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



**REVISIONS IN HANDBOOK**

**DATE**