Le Moyne College Department of Physician Assistant Studies

Policies and Procedures

Le Moyne College Department of Physician Assistant Studies Policies and Procedures
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Le Moyne College Department of Physician Assistant Studies Policies and Procedures

There are three documents that include the policies, procedures, rules, and regulations that apply to physician assistant students regarding academic, professional, and behavioral performance. These include the *Le Moyne College Catalog*, the *Le Moyne College Student Handbook*, and the *Le Moyne College Physician Assistant Student Handbook*. Taken as a whole, these documents should provide the student with the guidance necessary to survive and thrive in the Physician Assistant program. The Program has taken care to avoid discrepancies, but if you should encounter such a discrepancy or have questions or concerns regarding any policy in any of these three documents, please bring it to the Program Director's attention. *This document supersedes all previous Department of Physician Assistant Studies policies*

Admissions

The Le Moyne College Catalog contains a full list of prerequisites for entering the Physician Assistant Program. This information is also available on the Physician Assistant Program web site at http://www.lemoyne.edu/Default.aspx?TabId=667. Application is through the Centralized Application Service for Physician Assistants (CASPA). After a review of all application materials, the Admissions Committee will invite qualified applicants to interview on campus. This interview consists of a group interview, individual interview, and a written essay. The Admissions Committee will select the applicants. The Program Director will then review all materials and recommend acceptance (for applicants who have completed all prerequisites and are highly recommended for admission), conditional acceptance (for applicants who need to complete prerequisites), wait-list (applicants who meet the minimum requirements and who may be offered acceptance if the best qualified candidates do not fill all available seats) and non-admission (applicants who do not meet minimum requirements or are non-competitive within the applicant pool). Applicants will generally be notified of their status within two weeks of the interview.

Advanced Standing

The Le Moyne College Physician Assistant Program does not grant advanced placement, give credit for required PAS courses, or accept transfer of credit for PA courses. Previous health care experience is required, but no credit for PAS courses is granted for that experience.

Non-Discrimination

Le Moyne College subscribes fully to all applicable federal and state legislation and regulations (including the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 ("Title IX"); Section 504 of the Rehabilitation Act of 1973 ("Section 504"); the Americans With Disabilities Act ("ADA"); the Age Discrimination in Employment Act; the Age Discrimination Act; and the New York State Human Rights Law) regarding discrimination. The College does not discriminate against students, faculty, staff or other beneficiaries on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin in admission to, or access to, or treatment or employment in its programs and activities. Le Moyne College is an Affirmative Action/Equal Opportunity Employer. For further information contact the College's Age Act, Title IX, and Section 504/ADA Coordinator: Assistant Vice President for Student Development and Multicultural Affairs, 315-445-4525 (voice), 315-445-4767 (facsimile).

ADA Statement

The College and Program do not discriminate based on disability. However, a student must be able to meet technical standards in order to progress and graduate from the program. We are committed to providing reasonable accommodations to students in order to help them achieve their goals.

According to the Le Moyne College Student Handbook, The ASC also arranges academic accommodations for students eligible for assistance under section 504 of the Rehabilitation Act of 1973, as amended, and the American Disabilities Act of 1990. Students with physical, learning or emotional disabilities are encouraged to contact Roger Purdy, director of disability support services, as soon as possible in order to ensure that academic accommodations can be made in a timely manner. Students with temporary disabilities acquired as a result of illness or injury, who need academic accommodations, are also served by the ASC. Written documentation of a disability or temporary disability is required before academic accommodations are implemented. Non-academic services for students with disabilities are coordinated by Barbara Karper, Assistant Vice President for Campus Programs in the Office of Student Development (445-4526).
Contact information for Disability Support Services:
Roger Purdy, *Director of Disability Support Services*
First Floor, Library
Phone 445-4118
Fax 445-4642
http://www.lemoyne.edu/CurrentStudents/AcademicSupport/tabid/1318/Default.aspx

Identification

Each student receives a photo identification card at orientation. This ID is to be worn during all clinical experiences, professional activities, and other times as required by the program. In addition, students will receive a special ID card with electronic access to labs and the science building. Access may be limited at certain times of the year, hours of the day, and classes in which the student is enrolled. Each student is responsible for replacement of this badge should it be lost.

Criminal Background Clearance and Drug Screening

Criminal background clearance may be required of all PA students. Le Moyne College will require payment for these background checks. A copy of this clearance will be maintained in the student's program file. The student should keep the original. If a background check identifies any history of criminal activity, the program is not responsible for any lost clinical placements resulting from this, and will not be responsible for establishing new sites specifically for that student.

Drug screening may be required by the program or clinical site in order to provide safe working and learning environments for student, faculty, staff, and patients.

Persons previously convicted of a felony are reviewed on a case-by-case basis for licensure as a physician assistant by the State of New York.

Health Requirements

History and Physical Examination

All students admitted to the Physician Assistant Program are required to submit a certificate of complete physical examination that indicates the student is capable of completing the educational program, including clinical rotations no later than four weeks prior to matriculation.

Health Requirements for Clinical Rotations

Because health information must be updated annually for participation in clinical rotations, all students (first and second year) must update their health information with the Le Moyne College Student Health Office no later than the end of the Spring semester. This must be done prior to the Health Office closing for the summer in order to continue in the program because health information for first year students expires just before beginning clinical rotations; once updated in the spring, it again expires before the last rotations for second year students. Failure to do so will result in delayed clinical rotations for the student, with delayed graduation.

Students must maintain and update the following for clinical rotations:

- Updated health assessment form (scheduled in the spring semester with the Student Health Services)
- Updated PPD
- Continued health insurance coverage

Health Service

The mission of the Student Health Services at Le Moyne College is to foster and maintain the good health of the students, to treat illnesses and injuries, and to educate students in preventative measures for a lifetime of optimal health. Any student in need of health care is encouraged to use the Student Health Services on a walk-in basis. They also take appointments. There is no charge for use of the Student Health Service, but there may be a charge for some medications and laboratory fees.

Health Insurance

All students are required to carry health insurance and to provide proof to the program of that insurance. Graduate students may obtain health insurance through the College. Students are not covered under Workman's Compensation or any other policy by Le Moyne College or by any of our affiliated clinical sites.

Immunizations and Screening

There are several sources for the required immunizations for students entering the Le Moyne College PA Program: those required by the State of New York for all students, those required/suggested by the State of New York for all health care providers, and the recommendations from the CDC for adult immunization and immunization for health care providers.

Students must submit the following documentation: Proof of immunization for or immunity to the following:

- *Measles (Rubeola)*
  You are required to have a titer drawn. The date it is drawn and the titer results must be documented on the health form. **A copy of the titer lab report must also be submitted to the Health Office.** If the results of the titer come back negative or equivocal you are required to receive 2 new vaccinations (MMR*) and record the vaccination dates. The 2 new MMRs must be administered at least 30 days apart. After you get the 2 new MMRs an additional titer is not required at this time. This is a NYS requirement.

- *German Measles (Rubella)*
  You are required to have a titer drawn. The date it is drawn and the titer results must be

documented on the health form. **A copy of the titer lab report must also be submitted to the Health Office.** If the results of the titer come back negative or equivocal you are required to receive an MMR and record the vaccination date. After you get the new MMR an additional titer is not required at this time.

- *Mumps*
  You are required to have a titer drawn. The date it is drawn and the titer results must be documented on the health form. **A copy of the titer report must also be submitted to the Health Office.** If the results of the titer come back negative or equivocal you are required to receive an MMR and record the vaccination date. After you get the new MMR, an additional titer is not required at this time.

  Note: MMR is the abbreviation for the Measles / Mumps / Rubella vaccination. There were separate vaccinations for measles and mumps that were used in the past. However, when the rubella vaccine was developed, these three vaccines were combined and are now called "MMR."

- *Chicken Pox (Varicella)*
  You must provide proof of immunization dates OR the date that you had a titer drawn and the results. **A copy of the titer lab report must also be submitted to the Health Office.** If the results of the titer come back negative or equivocal you are required to receive 2 follow-up Varicella vaccinations and record the dates they were given. After you get the new Varicella vaccination an additional titer is not required at this time.

- *Tetanus*
  You must provide proof of having a tetanus booster within the last 10 years. It is highly recommended that you also have protection for diphtheria and pertussis; Tdap in the last 10 years is recommended.

- *Hepatitis B*
  All health care providers need to have a series of Hepatitis B immunizations. In order to enroll in our Program, you must minimally show proof that the series has started. Since this series of immunization takes place over several months, you may not have the series completed by the time you begin classes. (In this case, an estimated completion date should be recorded.) At this time, Le Moyne College is unable to provide the vaccine. You must get it through your own doctor. When the series is finished, you are required to have a titer drawn no sooner than 30 days after you received the last vaccination. This date needs to be recorded as well as the results of the titer. **A copy of the titer lab report must also be submitted to the Health Office.** If the results of the titer come back negative or equivocal you are required to repeat the series after which an additional titer must be drawn no sooner than 30 days after the last vaccination was received. This date must be recorded.

- *Tuberculosis*
  You must have a PPD prior to beginning your clinical rotations. The date the test was administered along with the product manufacturer, Lot #/expiration date must be recorded on your health form. Additionally, the date the skin test was read along with the results, in mm must be recorded. If and only if you have a history of a positive PPD the following information must be recorded: date of conversion, size of reaction, last chest X-ray, and any treatment you may have had for a positive PPD. For those testing positive the student must send a recent chest x-ray report. Usually no further chest x-ray is needed if student remains asymptomatic. Some sites may require a chest x-ray within one year of their rotation. Repeat PPD testing every 6 months or 3 months may be required by

certain clinical sites.

- *Polio*
  Please provide proof of completion of the polio series (OPV/IPV).

- *Meningococcal disease*
  Le Moyne College is required to maintain a record of :
  - A response to receipt of information on meningococcal disease and vaccine information (Menomune), signed by the student, AND EITHER
  - A record of meningococcal meningitis immunization within the past 10 years OR
  - An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student

According to the New York Department of Health, the following vaccinations are recommended, and may be required by some or all of our clinical sites:

- Hepatitis B: In accordance with the United States Department of Labor's Office of Safety and Health Administration (OSHA) regulation CPL 2-2.69, HCP who perform tasks that may involve exposure to blood or body fluids should receive a 3-dose series of hepatitis B vaccine at 0, 1, and 6-month intervals. HCP should be tested for hepatitis B surface antibody (anti-HBs) to document immunity 1 to 2 months after receiving dose #3.
- **Influenza: The standard of care in New York State (NYS) is that all HCP should receive an annual influenza vaccination.**
- Measles, Mumps, Rubella (MMR): All persons who work in health care facilities are required to be immune to measles and rubella according to NYS regulations. It is also recommended that HCP be immune to mumps.
- Meningococcal Meningitis: Vaccination is recommended for microbiologists who are routinely exposed to isolates of N. meningitidis.
- Tetanus/Diphtheria/Pertussis (Td/Tdap): It is recommended that all HCP be vaccinated with one dose of Tdap to protect themselves, their patients, other HCP and the community against tetanus, diphtheria, and pertussis. Priority should be given to vaccination of HCP who have direct contact with infants aged <12 months.
- Varicella: It is recommended that all HCP be immune to varicella.

If a student objects to any of the above health requirements, s/he must discuss the objection with the Program Director and Clinical Coordinator. A waiver may be offered under certain circumstances. However, if such a waiver is granted, the student must take full responsibility for any exposure or development of illness related to such an exposure, including any financial loss. Consequences of exposure to an illness to which a student has not been immunized may include chronic illness, loss of income, inability to complete the program, inability to practice professionally, or death. It may also expose an unborn fetus to risk in a pregnant student. These waivers may limit clinical site options.

Titers: Whenever a titer is required, Student Health Services will need a copy of the lab work.

Further information may be found at

http://www.health.ny.gov/prevention/immunization/health_care_personnel/

http://www.cdc.gov/mmwr/pdf/wk/mm5641-Immunization.pdf

If you need any addition clarification, please contact the Wellness Center for Health and Counseling at 315-445-4440.

Communicable Disease Precautions

HIV and other Blood-Borne Pathogens
Students must recognize that they may be exposed to a variety of infectious diseases. To protect against exposure to HIV and other infectious diseases, all students will be instructed in the use of universal precautions. While on clinical rotations, students will treat all body fluids as if infected. These requirements reflect federal law instituted by OSHA.

Student Injury

If a student is injured while on a rotation site, he or she should immediately notify the attending physician or site coordinator at your clinical site and seek appropriate evaluation and treatment (i.e. Emergency Room, primary care provider). The Clinical Coordinator/Le Moyne Wellness Center for Health and Counseling should be notified by the student within 24 hrs of the incident.

Exposures Policy

A student must report any exposure to body fluid (puncture, cut, splash, etc.) to the appropriate person at the site ***and*** the Clinical Coordinator (or PA Program Office if the Clinical Coordinator is unavailable). The student shall follow the policies and procedures of the given site for such an exposure, and at a minimum, the *Le Moyne College Physician Assistant Program Policies and Procedures for Exposure* (below). Any costs incurred shall be the responsibility of the student.

Le Moyne College Physician Assistant Program Policies and Procedures for Exposure

If you are exposed to blood or body fluids while on rotation, IMMEDIATELY:

1. Carry out all appropriate first aid measures on yourself (If hands are not contaminated, wear gloves when cleaning or scrubbing blood or body fluids off other body areas in order to minimize further exposure):
    a. For blood or body fluid contact with unbroken skin - wash well with soap and running water.
    b. For blood or body fluid contact with broken skin - scrub the affected area with soap and running water for 2 to 3 minutes. Follow with the application of a skin disinfectant such as 70% alcohol or betadine afterwards.
    c. For blood or body fluid splashed in the eye - irrigate or flush the eye(s) with water at room temperature for 2 to 3 minutes.
    d. For blood or body fluid contact splashed in the mouth - rinse with water (or water and hydrogen peroxide) for 2 to 3 minutes and spit out.
2. Notify the attending physician, resident, or site coordinator at your clinical site.
3. Follow the rules and regulations of the hospital, clinic, state or particular site for HIV and Hepatitis counseling and testing.
4. Notify the clinical coordinator within 24 hours.
5. Fill out the Student Exposure Incident Report and send or bring it into the Le Moyne College PA Program within 72 hours of the incident. Note that this will be filed in your medical record in the Student Health Office and remains a confidential portion of the medical record.

Latex Allergy

(Adapted and used with permission from Keith Moore, Barry University)

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. These include: local reaction, eye/nose itching or watering eyes, gastrointestinal symptoms (pain, nausea, vomiting, diarrhea), constricted sensation in the throat, dyspnea (difficulty breathing), generalized urticaria with angioedema (tissue swelling), and/or anaphylaxis (cardiovascular collapse).

Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. Any student found to be late allergic must determine whether or not to continue with clinical training, acknowledging the risk of becoming ill even if after reasonable precautions are taken and accommodations are made.

If such a student elects to continue in training, the student must realize that he/she assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death. In the event such an allergy is present, either intentional or inadvertent exposure to latex and related products may lead to these consequences. Although the Program will do all it can to provide latex-free gloves during laboratory session, it cannot guarantee a latex-free environment because other students may not be using latex-free gloves and other materials. Furthermore, we cannot guarantee a latex-free environment at every clinical training site.

If a student chooses to proceed with training in the face of significant risk, the student will be required to sign a waiver stating that he or she understands the risk. This waiver will be forwarded to each of the student's clinical sites.

Illness

Information regarding Absenteeism

Excerpt from Le Moyne College Policies and Procedures

Policy on Student Absenteeism in the Event of Illness or Accident

1. *If illness or injury requires more than three consecutive days of hospital or home care, Health Services needs to be informed (445-4440). If the student has been treated by a doctor off-campus, some documentation from that office will be expected. Health Services will then notify the registrar who will inform the student's instructors, advisor and the appropriate academic dean. It is the student's responsibility to contact his or her instructors, as soon as possible, to explain the absence and make arrangements for the completion of missed work or tests.*

2. *If emergency referrals for off-campus treatments or appointments for required physical examinations result in class absences, Health Services will issue the student written verification to present to instructors.*

3. *If infectious mononucleosis is diagnosed, the student will be issued verification and explanation of illness progression to discuss with involved instructors, advisor and the associate academic dean.*

4. *In the case of all other short-term health problems, including those treated by Health Services, it remains the student's responsibility to contact his or her instructors to explain the absence and make arrangements for the completion of missed work or tests.*

Faculty members may contact the Wellness Center for verification that a student was seen at the Wellness Center on a particular day and with a student's written consent, this information will discussed.

A student must notify the Program for any absence due to illness, or it will be considered unexcused. Second year students must notify the preceptor and the Clinical Coordinator of any absences or it will be considered unexcused. Course work or clinical hours missed due to an excused absence must be made up. Unexcused absences may not be made up and may result in lowered grades for some classes or failure of a clinical rotation.

If a student becomes physically or mentally ill during any phase of the program, or if the student has a family member who becomes physically or mentally ill and requires that the student care for that family member, and that illness results in an absence longer than 3 days, the student must contact the Program Director to develop a plan for any leave of absence or medical withdrawal to continue in the program. Documentation from the medical provider will be required for both confirmation of long-term absence and readiness to return to the program.

Short-term illness that results in more than 3 days absence requires medical documentation to return to the program classes or rotations. The Program must receive this documentation prior to resuming classes or rotation participation.

Long-term illness results in missing more than one week of class or clinical rotation and may jeopardize the student's ability to make up all required work or hours. In this case, the student must meet with the Program Director and Clinical Coordinator (if second year) or Academic Coordinator (if first year) to develop a plan for medical withdrawal from courses and leave of absence from the program. Le Moyne College establishes withdrawal policies, including tuition refunds if applicable. If making up clinical hours is feasible and reasonable, and if the student is able to meet Technical Standards, an individualized plan for making up hours may be developed in lieu of withdrawal. In any case of long-term illness, a health care provider must provide documentation that the student is able to meet Technical Standards in order to return to patient care.

If a long-term illness occurs in the first year, a student may be decelerated. In such a case, the student must withdraw from any courses in which he or she is currently enrolled, and take a leave of absence until he or she is medically cleared and able to meet Technical Standards. In order to return to the program, the student must meet with the Program Director and Academic Coordinator at least six weeks prior to anticipated return to develop an individualized plan to determine readiness for return to classes or rotations. Students may be required to successfully complete a clinical readiness evaluation or to audit certain courses (an audit fee may be assessed),

and may be required to successfully complete exams and assignments associated with those audit courses.

If a long-term illness occurs in the second year, a student may be able to miss up to two clinical rotations without taking a leave of absence. In this case, the student must withdraw from the clinical rotations missed and re-register for them when ready to complete them, but would be allowed to complete the Professional Skills Seminar co-requisite course and the Master's Seminar course for that term. If a student misses all rotations in a given term, the student must withdraw from them and must also withdraw from the Professional Skills Seminar co-requisite. A readiness evaluation may be required for return to the clinical rotations.

Students should consult financial aid in any case to determine any financial impact.

Pregnancy

Immediately upon medical confirmation of pregnancy, students must report a pregnancy to the Program Director. If the pregnancy occurs during the first year, the student must request a list of chemicals to which she may be exposed during laboratory courses to present to her physician, and must provide a document from the physician with any accommodations required or permission for continued work in the labs to the Program. A medical authorization to continue one's clinical education during the pregnancy must be completed by the student's physician and returned to the Program Director.

Taking time off from the Program for delivery and post-partum care will be treated like any other long-term illness for purposes of completing the program.

Readmission to the Program or Clinical Rotation Following Illness, Injury, or Pregnancy

A student returning to the program or clinical rotation following an illness, injury, or pregnancy must consider the nature of the condition and whether s/he can practice safely. If the nature of the condition endangers the student and/or patient safety, the preceptor, clinical instructor, or Clinical Coordinator may require that the student submit written documentation from the student's physician verifying that the student is able to safely return to the clinical area. The student will be readmitted to the clinical area at the discretion of the preceptor, clinical instructor, and/or Clinical Coordinator.

Absences Due to Death

Excerpt from Le Moyne College Policies and Procedures

Policy on Reporting Absences Due to Death in a Student's Family

1. *In the event of a student's absence from class due to a death in his or her immediate family, the student (or member of his or her immediate family) is asked to contact the Office of Campus Ministry before leaving campus or shortly thereafter. Please call campus ministry at (445-4110) and communicate the reason for the absence and date of expected return. When offices are closed, a message may be left on campus ministry's voicemail. Campus ministry will forward this information to the registrar who will notify the student's instructors and advisor.*

2. *Upon returning to campus, it remains the students' responsibility to contact their instructors and advisors to explain their absence and make arrangements for the completion of missed work and tests."*

A student must notify the Program for any absence due to death in a Student's family at 315-445-4745.

Other Absences

Students in the clinical year may take one personal day with prior approval of the Clinical team; this must be made up by the end of the year.

Students should plan vacations, weddings, and other major social events to coincide with semester and program holidays and breaks. These will generally not be considered "excused" absences.

All missed days must be made up by the end of the clinical year unless the clinical site has additional hours and opportunities available beyond what is expected for that rotation. In this case, prior approval of the Clinical Coordinator must be obtained; the make-up hours must be documented and signed off on by the preceptor.

Technical Standards

The Physician Assistant Studies program of Le Moyne College provides education and training to prepare the student to practice medicine under the supervision of a licensed physician. There is a minimum level of knowledge and skill required to meet the standards of physician assistant practice, entailing both academic and non-academic performance. The student must possess the mental, physical and emotional abilities essential to attaining the competencies required to function as a physician assistant. Reasonable accommodations will be made for qualified individuals with a disability, but a student should be able to perform these functions in a reasonably independent manner.

Intellectual capacities: Ability to learn and apply basic and clinical scientific knowledge in order to provide competent and safe patient care.

- The student must demonstrate acquisition of knowledge through coursework and examinations.
- The student must demonstrate application of knowledge through problem solving during courses and in the clinical setting.

Physical capacities: Ability to fulfill requirements of clinical rotations, including taking a medical history, performing a physical examination, and performing standard medical procedures.

- Student must recognize limitations and develop appropriate adaptations in order to provide safe and competent patient care.

Psychological capacities: Ability to cope with the stress of classroom and clinical rotations

- Student demonstrates mature and professional behavior when confronted with unexpected events in the classroom, outside the classroom, and in the clinical setting.
- Student understands that a safe learning environment extends beyond the classroom and into the public areas; in order to provide a safe learning environment, all students are expected to demonstrate respectful verbal communication and non-threatening body language at all times.
- Student understands that providing safe patient care requires the ability to maintain a positive professional demeanor; student demonstrates mature and respectful communications at all times in the clinical setting.
- Le Moyne College Department of Physician Assistant Studies maintains a policy of zero tolerance for disruption of the classroom, clinic, or other program-sanctioned activities.

In order to successfully fulfill the program's goals and graduate from the PA program, each student must be able to perform the following:

1. ***Elicit a detailed and accurate medical history, perform a complete physical examination, and record all pertinent data.***

   In order to accurately and effectively evaluate a patient's medical condition, the student must possess the mental, physical, and emotional qualities to:

   - Fully utilize intellectual ability, exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and develop effective relationships with patients (regardless of cultural, ethnic, social, or economic background) in order to be able to gather pertinent patient information.

    - The student must establish rapport with the patient and/or patient's family.
    - The student must demonstrate respect, compassion, and competence in communications.

- Communicate effectively both verbally and in writing.
    - The student must possess excellent verbal and written communication skills in the English language.

- Use and interpret information from diagnostic maneuvers (e.g. palpation, auscultation, percussion, etc.).
    - The student must have the physical abilities to perform diagnostic maneuvers.
    - The student must possess the clinical thinking skills to interpret information and data from diagnostic maneuvers.

- Use and interpret information from diagnostic instruments (e.g. stethoscope, sphygmomanometer, otoscope, ophthalmoscope, etc.)
    - The student must have the physical abilities to utilize diagnostic instruments.
    - The student must possess the clinical thinking skills to interpret information and data from using diagnostic instruments.

2. ***Perform therapeutic and emergency procedures, and order, perform and/or interpret routine diagnostic studies.***

- Examples of therapeutic procedures include injections, immunizations, wound care, suturing, suture removal, incision and drainage of superficial infections, dressing changes, insertion of nasogastric and bladder catheters, cast application and follow-up of simple fractures.

- Examples of emergency procedures include CPR, IV insertion, arterial and venous blood draws, and airway management.

- Examples of diagnostic procedures include specimen procurement and performance of basic laboratory tests and procedures, such as electrocardiograph tracings, common radiological studies, PAP smears). The student should be able to interpret x-ray and other graphic images and digital or analog representations of physiologic phenomena (e.g. EKGs, EEGs, etc.).

- The student must possess the intellectual, physical, and psychological qualities to determine the appropriate use and timing of therapeutic, emergency, and diagnostic procedures, and to carry them out safely and effectively. The student must:
    - Work with and cooperate with faculty, students, staff, the public, and employees at all levels. The student must demonstrate respect, compassion, and competence in communications.
    - Perceive the nature of sound. Hearing is important for those activities that require ability to receive detailed information through oral communication, and to make fine discriminations in sound.

- Express or exchange ideas by means of the spoken word. The ability to talk is important for those activities in which they must convey detailed or important spoken instructions to others accurately, loudly, or quickly.
- Measure, calculate reason, analyze, and synthesize information, including the comprehension and understanding of three-dimensional relationships. Problem-solving requires all of these skills, and the PA must be able to perform them in a timely manner.
- Perform an adequate range of body motion and mobility, with or without accommodation, to enable the individual to perform essential functions. This may include bending and stooping.
- Exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push or pull, or otherwise move objects, including books, equipment, and the human body.
- Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods.
- Distinguish objects visually at 20 inches or less. This factor is important when special and minute accuracy is demanded, and defective near acuity would adversely affect performance and/or safety of self and/or others.

3. ***Counsel patients regarding physical and mental health, including diet, disease prevention, normal growth and development, and family planning.***

- In order to accurately and effectively counsel a patient, the student must possess the mental, physical, and emotional qualities to communicate effectively and efficiently with patients, their families, and all members of the health care team about a patient's condition.
    - The student must be able to establish rapport with patients, families, other members of the health care team in any inpatient, outpatient, or long-term care setting.
    - The student must demonstrate respect, competence, and compassion in all communications.
    - The student must demonstrate appropriate verbal and written communication skills, including the ability to write complete accurate and timely medical records.
    - The student must demonstrate the integration and application of basic biomedical, psychological and social comportments to evaluate the counseling and educational needs of the patient, and to develop an appropriate plan for counseling.

4. ***Assist the physician in all clinical settings, and perform under the supervision of licensed physicians in such settings as hospitals, nursing homes, health maintenance organizations, private primary care facilities, industrial clinics, and community health centers.***

- In order to assist the physician in all clinical settings, the student must possess the mental, physical, and emotional abilities to perform rounds and office visits, gather and record data relevant to the patient's progress, and develop and implement diagnostic and therapeutic plans.
    - The student must be able to acquire and interpret information from written documents and computer information systems, including literature searches,

data retrieval, and laboratory reports, and images from slides, paper, films, videos.
    - The student must be able to communicate clearly and accurately both verbally and in writing.
    - The student must demonstrate respect, competence, and compassion in all patient and professional encounters.
    - The student must be able to respond promptly to urgencies within the hospital or clinic setting and assist co-workers in providing prompt and competent medical care.
    - The student must be able to adapt to changing environments and hours, display flexibility, and function effectively under stress and in the face of uncertainties inherent in the clinical problems of patients.

5. ***Facilitate the appropriate referral of patients and maintain awareness of existing health delivery systems and social welfare resources.***

- The student must be able to communicate verbally and in writing to facilitate appropriate referrals.
- The student must demonstrate respect, competence, and compassion when referring a patient.
- The student must acquire and demonstrate knowledge and understanding of appropriate referral resources.

6. ***Develop and integrate a strong knowledge base of basic biomedical sciences necessary to clinical thinking and to patient care.***

- The student must possess the mental, physical, and emotional abilities to:
    - Acquire knowledge and skills through demonstrations and experiences in the basic and medical sciences, including but not limited to case presentations, seminars, lectures, laboratory dissection, physiologic and pharmacologic demonstrations, microbiologic cultures, microscopic images of microorganisms and tissues in normal and pathologic states.
    - Apply the knowledge through critical evaluation of information relative to the given patient problem and clinical problem-solving.

7. ***Possess sufficient psychological stability to withstand stress, uncertainties, and changing circumstances that characterize the dependent practice of medicine.***

- Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are evaluated during the admissions and education processes.
- Student demonstrates a professional demeanor and respectful communications at all times.
- Student recognizes limitations and seeks help for situations that may hinder the student's learning or clinical performance, or for situations that may adversely affect others.

8. ***Consider cultural background during all aspects of taking a history, performing a physical examination, ordering diagnostic tests, recommending treatment, providing patient counseling and education, and documentation. Students are expected to reach***

cultural awareness at a minimum.

- Cultural proficiency: Shows all characteristics of cultural competence, and reaches further to add knowledge and innovative approaches to management and service delivery based on cultural needs.
- Cultural competence: Characterized by a set of attitudes, practices, and/or policies that respects and accepts difference. Recognize that individuals within each cultural group have unique characteristics.
- Cultural pre-competence: Tolerant of ambiguity, recognizes and explores differences, recognizes own weakness in serving different cultures, seeks information from other cultures. Need to avoid false sense of accomplishment or failure and avoid tokenism.
- Cultural awareness: Has begun the process of acquiring competency; explore culture as an integral component in caring for patient.

Behavioral objectives

The physician assistant student:

- Responds to faculty, staff and peers readily, tactfully, and respectfully
- Uses body posture and gestures that suggest attentiveness, approachability and acceptance
- Refrains from revealing negative feelings through tone of voice or body language
- Recognizes effects of own non-verbal communication upon others
- Adjusts verbal and non-verbal communications to others
- Reacts in a positive manner to questions, suggestions, and/or constructive criticism
- Recognizes that once a negotiated decision has been reached, further discussion or actions may be non-productive
- Demonstrates a positive attitude toward learning
- Is on time for all scheduled classes and labs, including timely return from breaks
- Relies on personal resources before approaching others for help
- Demonstrates cooperation with and mutual respect for peers

Professional Behavior

The development of professional behaviors and role identity is an important aspect of any professional educational program. The transition from being a college student or other non-health professional to becoming a physician assistant takes some time and effort. At Le Moyne, students are expected to begin to demonstrate professional comportment as soon as they enter the program; faculty are charged with providing feedback to students to help them attain the professional behaviors required. Studies have shown that students who have difficulty developing positive professional behavior during training are more likely to face disciplinary action by state regulatory boards. Therefore, the Department of Physician Assistant Studies considers acquiring strong positive professional behaviors to be one of the academic standards required for passing each course and progressing in the program.

Professional behavior is not easily defined, but unprofessional behavior is readily identified. Generally, *professional behavior means having respect for everyone, including oneself, holding oneself to the highest ethical and moral behaviors, and developing the knowledge and skills that enable one to provide competent and compassionate care to patients*. Altruism, honesty, respect, competence, compassion are the hallmarks of a medical professional. Students are expected to demonstrate behavior that exemplifies those hallmarks.

The following attributes are examples of professional behavior. Evaluation of these attributes is discussed under Academic Standing. ***Note***: *This is not an exhaustive list and may include other related items not specifically listed, but implied by the term "professional behavior."*

Professional Expectations

Adapted from "Behaviors Reflecting Professionalism" from *Embedding Professionalism in Medical Education,* National Board of Medical Examiners, 2002

Altruism

- Advocates for patients
- Helps team members who are busy
- Endures inconvenience to accommodate patient needs
- Contributes to the profession; active in local and national organizations

- Teaches others

Honor and Integrity

- Student follows Honor Code and observes Academic Honesty policy
- Upholds ethical standards in research and scholarly activity
- Attributes ideas and contributions appropriately for other's work
- Assumes personal responsibility for mistakes; admits errors; takes steps to prevent recurrence
- Forthcoming with information; does not withhold and/or use information for power
- Student maintains patient confidentiality; deals with confidential information discreetly and appropriately
- Does not misuse resources (*eg*, school computers, clinical site materials)
- Requests help when needed

Caring and Compassion

(Sensitivity, tolerance, openness, communication)

- Treats the patient as an individual, taking into account lifestyle, beliefs, personal idiosyncrasies, and support system
- Optimizes patient comfort and privacy when conducting history, physical examination
- Communicates bad news with sincerity and compassion; deals with sickness, death, and dying in a professional manner with patient and family members

Respect

(Respect for patient's dignity and autonomy, respect for other health care professionals and staff including teamwork, relationship building)

- Demonstrates respectful behavior toward faculty, staff, colleagues, preceptors, patients, and patients' families
- Respects patient rights/dignity (privacy/confidentiality, consent); knocks on door, introduces self, drapes patients appropriately, and shows respect for patient privacy needs; maintains patient confidentiality at all times
- Demonstrates tolerance to a range of behaviors and beliefs
- Does not disturb small group sessions
- Student follows general rules to maintain a safe environment for learning.
- Student is appropriately attired for all professional activities.
- Student keeps communication open with program faculty, staff, preceptors, and colleagues.

Responsibility and Accountability

(Autonomy, self-evaluation, motivation, insight, commitment, dedication, duty, legal/policy compliance, self-regulation, service, timeliness, work ethic)

- Demonstrates awareness of own limitations, and identifies needs and plans for improvements
- Cares for self appropriately and presents self in a professional manner (*ie*, demeanor, dress, hygiene)
- Maintains appropriate boundaries in professional relationships
- Recognizes and reports errors/poor behavior in peers
- Informs others when not available to fulfill responsibilities and secures replacement
- Takes responsibility for appropriate share of team work
- Student attends all required classes and clinical rotations.

- Student is punctual; arrives on time for class, clinical rotations, etc.
- Accountable for deadlines; completes assignments and responsibilities on time
- Remains flexible to changing circumstances and unanticipated changes
- Answers letters, pages, e-mail, and phone calls in a timely manner
- Balances personal needs and patient responsibilities
- Responds appropriately to constructive feedback
- Provides constructive feedback
- Facilitates conflict resolution
- Student follows guidelines from AAPA for professional conduct

Excellence and Scholarship

(Management, mentoring)

- Masters techniques and technologies of learning
- Is self-critical and able to identify own areas for learning/practice improvement
- Has internal focus and direction, setting own goals
- Maintains composure under difficult situations
- Takes initiative in organizing, participating, and collaborating in peer study groups

Leadership

- Helps build and maintain a culture that facilitates professionalism
- Does not provide disruptive leadership (*eg*, organizing pranks, inappropriately confronting authority figures)

Cultural Competence Goals

In keeping with patient communication skills as required by the *Technical Standards*, students are expected to demonstrate positive professional behavior by developing skills in culturally competent patient communication and care.

1. Develop an awareness of others and acceptance of differing culturally based values and beliefs.

2. Develop a self-awareness of individual, organizational and Western biomedical culture

3. Understand the conflict that arises when differences in culture, values and beliefs exist between a patient and provider(s)

4. Utilize effective patient-centered communication skills to resolve conflict

5. Negotiate a patient-centered management plan that validates the patient's beliefs and engages them in the treatment of their condition or promotion of a healthier lifestyle.

Classroom Etiquette

The classroom should provide a safe and positive learning environment for all students. In order to create such an environment, it is important that everyone treat each other with respect and common courtesy. Faculty members have the responsibility for conducting classes and maintaining the learning environment, and they may ask anyone who engages in distracting activity to leave the room. Please be mindful during class participation to be respectful, mature and not monopolize discussions.

- Some of the expected behaviors include the following:
    - Address instructors by appropriate title (Professor, Doctor, Mr., Mrs., Ms.)
    - Utilize a respectful tone of voice, word choices, and body language
    - Arrive on time
    - Take advantage of breaks between classes for restroom use and personal issues so as not to disrupt classes by arriving late or leaving in the middle
- Activities that maybe prohibited by faculty include:
    - Emailing
    - Surfing the Internet (except as directed by faculty)
    - Instant messaging
    - Cell phone use
    - Receiving calls
    - Bringing animals to class
    - Brining children to class (except as requested by faculty)
    - Conducting conversations outside of class participation

Academic Standing

Grades

Grades are based on a variety of evaluations that are conducted to ensure that students are attaining the knowledge, understanding, skills and competencies required of a practicing physician assistant. Evaluations are used to assist students in identifying areas for further study and to give them feedback on what they have already learned. Each syllabus includes criteria for grading. Grades are assigned in compliance with College policy, and graduate students are required to maintain a minimum GPA of 3.0 or greater in order to remain in good academic standing. Further information can be found in the "Grading Policies" section of the Le Moyne College Catalog.

The Physician Assistant Program encourages students to strive for deeper learning and understanding, as well as mastery of the material rather than acquisition of a specific grade. The Physician Assistant Program evaluates students on a wide range of attributes that are necessary to the practice of medicine, and all these attributes are considered when determining a student's grade. A grade of "A" indicates that a student has exceeded expectations, a grade of "B" indicates that the student has met expectations, a grade of "C" indicates that the student needs to improve, and a grade of "D" means the student has failed to achieve any of the expectations for the course. *Students are expected to maintain a grade of B or better in all courses, indicating that they have met expectations.*

Grades for the clinical year are Pass (P) or Fail (F). During the clinical year, students receive detailed feedback and evaluations from preceptors, course instructors, and from the Promotions Committee on a regular basis to assist them in improving knowledge and skills. *Students are required to pass every course.* See "Clinical Year" below for further information.

Technical and Professional Behavior Standards

Physician Assistant students will be evaluated at each mid-term and end-of-term in the area of Technical and Behavioral Standards; students are required to meet these standards during each term of study. Students must possess the mental, physical, and emotional qualities and characteristics that enable them to demonstrate appropriate professional behaviors, including respect, communication skills, teachability, reliability, responsibility, honesty and integrity. In addition, a student must recognize and care for his/her own personal health.

Promotions Committee: Progression and Graduation

The Promotions Committee evaluates both academic progress and compliance with the Physician Assistant Program's Technical Standards and Behavioral Objectives twice each semester. The Promotions Committee is composed of the faculty members teaching the students during a particular semester, as well as the clinical coordinator, program director and student advisors. Students are notified by letter if their progress in either area is unsatisfactory at mid-semester as well as at the end of each term, with instructions to meet with appropriate faculty and staff members.

Students are promoted from one semester to the next, from the didactic to the clinical year, and graduated based on performance related to both academic progress and compliance with the Technical and Behavioral Standards.

The Promotions Committee may place a student who fails to meet academic, behavioral objectives, and/or Technical Standards expectations on academic and/or behavioral probation. The student

may be decelerated by the Promotions Committee for repetition of a course, or other remediation as indicated for specific issues identified as reasons for the academic and/or behavioral probation. *A student will generally remain on probation for the duration of the program.* Additional unsatisfactory performance while on probation in either area will result in dismissal from the program.

Behavioral Standing

- Patterns of unprofessional behavior will be referred to the Promotions Committee. The student will be required to meet with the Promotions Committee to discuss their standing in the program. The Promotions Committee may issue a warning, remediation, behavioral probation or dismissal.

Academic Standing and Deceleration

- A student who receives a grade less than B in any course will be decelerated.
    - If the student is required to repeat the course, and that course is not offered for another year, the student may also be required to audit other courses in order to review and adequately prepare for the following sequential courses. For example, if a student is required to repeat fall Pharmacology I, he/she may be required to also audit Clinical Medicine I the following fall to prepare for success in Clinical Medicine II.
- A student who receives a grade of less than B for 3 academic credit hours (a 3-credit course or combination of courses that add up to a total of 3 credits) will be placed on academic probation.
- A student who receives a grade of less than B for 6 academic credit hours (two 3-credit courses, one 6- or 7-credit course, or any combination of courses that add up to a total of 6 credits) will be dismissed from the program.
- A student who receives a grade of less than C in the didactic year for 3 academic credit hours (a 3-credit course or combination of courses that add up to a total of 3 credits) will be dismissed from the program
- A student who fails a clinical rotation will be placed on probation and required to repeat the rotation. If a student is on academic probation from the didactic year, failing a single rotation will result in dismissal from the program.
- A second failed clinical rotation will result in dismissal from the program.
- A student who fails a pass/fail course other than Clinical rotation I-VIII will placed on probation and required to take an independent study course equivalent to the course failed. If a student is on academic probation from the didactic year, failing a 3 credit pass/fail course will result in dismissal from the program.
- Because grades issued for Clinical rotation I-VIII are composed of many different criteria, including outside evaluations, and because some evaluations from outside sources may not be available immediately upon completion of the rotation, students may be allowed to begin the next rotation without a grade being assigned. Once all evaluation materials are gathered, if the criteria for passing the rotation are not met, the student will be pulled from the current rotation (for a second failed rotation) or will be notified of academic probation (for a first failed rotation).
- A student who earns less than a B in a course that is a corequisite of another, and/or sequential in nature poses a special problem. This specifically applies to, Pharmacology and Anatomy & Physiology. A student may not advance to the second sequential course until completion of the first course with a grade of B or better, and may not enroll in the

second sequential corequisite courses. Therefore, a student may be decelerated for an entire year.

- Students are expected to complete all courses for which they are registered, i.e. may not drop a course in order to avoid failing it. A student who chooses to withdraw from a course in accordance with the Le Moyne College catalog will be allowed to continue as a student of Le Moyne College, but will be considered withdrawn from the Physician Assistant Program and may not register for further PA Program courses.
- Students must successfully pass all courses prior to being promoted to the second year.
- Students in the clinical year may be decelerated based on poor academic and/or professional performance in a rotation.
- If a student is removed from a clinical site for unsatisfactory performance, the student will need to meet immediately with the course instructor to determine if a failing grade is warranted.
- Any student whose behavior during a clinical rotation jeopardizes or leads to the loss of a site will be referred to the Promotions Committee The Committee may recommend remediation, warnings, behavioral probation, or dismissal from the program, depending on specific circumstances and prior behaviors. This may also result in failure of the rotation per the course instructor.
- Academic Probation:
    - Students will be notified in writing when placed on Academic Probation. The student is required to meet with the academic advisor. Any student placed on probation that holds an office in the student society maybe required to meet with their advisor and will be referred to the Promotions Committee to determine if they can continue to hold that office.
- Students in the didactic or clinical year may request a leave of absence from the program for health issues, pregnancy, and other personal issues. This will result in a voluntary deceleration. Also see section on "Illness" above.

Withdrawal

- A student who withdraws from the college must apply for readmission through CASPA.

Grade Grievance Procedures

Le Moyne College has an established procedure for appealing a final grade. This can be found in the Le Moyne College Catalog. Students are encouraged to attempt to resolve difficulties or concerns they may experience in a course first by discussing them with the instructor, preferably before grades have been recorded.

Clinical preceptors do not assign a grade to students, but their evaluations are used in determining the grade. Students are encouraged to review the preceptor's evaluation at the mid-rotation and end-of-rotation to identify strengths and weaknesses in clinical performance and to use these evaluations to improve their performance. These evaluations may also be reviewed by the student with the Clinical Coordinator, but *under no circumstances is a student to approach a preceptor for explanation of an evaluation after the evaluation has been received by the program and/or grade for the rotation has been assigned.* This is considered unprofessional behavior as it may be interpreted as defensive or threatening to the preceptor. If a student approaches a preceptor directly for any review of the evaluation *after* the grade has been assigned, the student will be referred to the Promotions Committee and may be placed on behavioral probation. If a student wishes to pursue a grade change for a clinical rotation, s/he must follow established Le Moyne College procedures.

Academic Advisement

Students will be assigned an academic advisor when they begin the Program. The advisor is a full-time core member of the Department of Physician Assistant Studies who will meet regularly with each student to review the student's progress in the program. The student should maintain regular communications with the advisor, especially if s/he encounters any academic difficulties and especially before such difficulties lead to potential failure of a course or academic probation. The academic advisor will also work with the student on developing positive professional behaviors. Academic advisors may recommend referral to an appropriate professional in cases where a student's personal problems have an impact on academic or professional performance.

Academic Standards (Honor Code)

Students in the Physician Assistant Program must comply with the *Academic Standards* of the College, which are outlined in the Le Moyne College Catalog, and the *Guidelines for Ethical Conduct for the Physician Assistant Profession* (adopted by AAPA 2000), which is in the next section. It is the responsibility of each student in the program to become familiar with the *Academic Standards* and Appeals process.

Specifically, the Academic Standards of Le Moyne College PA Program include prohibitions against

- Plagiarism
- Receiving or providing unauthorized assistance for or during examinations
- Use of unauthorized notes, materials, and devices during examinations
- Collusion with others to avoid or circumvent course requirements
- Making fraudulent statements or claims to influence grading
- Bribing or attempting to bribe others to gain academic advantage
- Securing or possessing course examination material prior to an examination unless provided by the course instructor
- Taking an examination on another's behalf, or having someone else take an examination on his/her behalf
- Altering or misusing academic records
- Falsifying or inventing data or information to be presented as an academic endeavor.

At the beginning of the program, each student will be required to sign an agreement to abide by the *Honor Code of the Physician Assistant Program*. Failure to follow the letter and spirit of this agreement can, at the discretion of the Promotions Committee, result in dismissal from the program.

Attendance and Timeliness

Attendance is at the discretion of the course instructor. Attendance is mandatory for classes in which participation is required, including problem-based learning sessions. If you are ill during the first year, please contact the Program Office at 445-4745. Students have the responsibility to meet with their instructor to make-up any missed material. First year students are allowed one personal day each academic year to be used to attend weddings, travel, etc. This day may not be an exam day. See section on Clinical Year for additional information on attendance at clinical sites.

Timeliness: You are expected to be on time for all classes, laboratory sessions, and any other program-sanctioned activity. A student who fails to arrive on time for classes may be excluded from that session at the discretion of the instructor.

Classroom disruptions: Arriving late, leaving early, stepping out for phone calls or other breaks disrupts class and will not be tolerated. There is time between classes for taking care of personal concerns. Patterns of disruption, including arriving late or leaving early is deemed unprofessional and will be reported to Promotions Committee.

Personal Grooming and Attire

Students should have a professional appearance and demeanor whenever they are representing Le Moyne College in an off-campus setting, including clinical sites, continuing education activities, and special events. The physician assistant program is a professional program in health care, and students are expected to maintain the highest level of personal hygiene and grooming. Students will be interacting with practicing health care professionals, their staff, and their patients.
Being neatly dressed, well-groomed, and avoiding "stylish" modes of dress exemplify professional appearance.

- Students are not to wear ripped jeans, tennis shoes, shorts, cut-offs, T-shirts, clothing with holes, dangling jewelry, heavy perfumes or aftershaves, nail polish, multiple earrings, or nose/lip/tongue jewelry.
- Attire is to be clean and approriate for the clinical.
- Hair is to be clean and worn in a neat arrangement in accordance with the policy of each clinical facility.
- Fingernails must be trimmed short to avoid injury or discomfort to patients.
- Students will wear a clean, short, white lab coat with the Le Moyne College Physician Assistant patch sewn onto the upper left arm of the coat, and a photo nametag, which includes the student's name, the words "Physician Assistant Student," and "Le Moyne College." Students must bring their white coats to class as directed for clinical laboratory.
- No gum chewing or smoking will be allowed in the clinical setting.
- If the clinical site has established policies and practices regarding dress, the site's policies supersede those of the program. However, OUR policies supersede those of the site if the site's policies are less strict.
- If you are in doubt about the appropriateness of your attire, it is probably inappropriate. The program faculty, staff, and/or clinical preceptors will be the final arbiters of appropriateness of dress under the circumstances. If you are inappropriately attired, you will be marked absent, and asked to leave to change.

Communications and E-mail

Cell Phones

- ***Cell phones may not be used in the classroom, or on clinical rotations.*** They are disruptive and are inconsiderate of other students' learning. (The only exception for using cell phones is for clinical faculty who are on call).
- ***Text messaging or other use of electronic communications is not permitted during class or at clinical sites.*** Inappropriate use of electronic communication tools will be brought to the Promotions Committee for discussion.

Laptop Computers

Use of laptops during class is up to the instructor's discretion. Using one's laptop during class for purposes other than those related to the class's activity is not permitted. It is inconsiderate and may be disruptive to other students' learning.

Email

Students are expected to check e-mail daily for announcements related to classes or assignments, and for messages from faculty. Any difficulty with accessing your e-mail should be brought to the attention of the IT department and/or PA faculty.
Students are expected to follow the Le Moyne College Information Technology rules and regulations regarding computer and e-mail policies. These are found in *the Le Moyne College Student Handbook.*

Miscellaneous Items

Grievances

Students may encounter a variety of problems, including interpersonal problems over the course of their tenure in this program. *Students are encouraged to attempt to resolve difficulties by discussing them with the person involved.* If the problem is unresolved, the student should contact his/her advisor, and finally, the Program Director. While students are on clinical rotations, they should notify the clinical coordinator for any difficulties they are encountering, even if they are able to resolve their difficulties in person. The student may choose to ask the preceptor for assistance and may also contact his/her advisor on campus. Ultimately, if these attempts fail, the Program Director should be contacted.

College policies regarding academic and judicial appeals are included in *the Le Moyne College Catalog* and *Le Moyne College Student Handbook*.

Moonlighting

Employment while a student is in the Le Moyne College Physician Assistant Program is highly discouraged due to the intensity of the program and the time constraints of the curriculum. Any working student will be held to the same standards as other students.

Weapons

Weapons of any kind are not allowed on campus or at any clinical site. Weapons are not allowed in a vehicle on campus or at any clinical site.

Harassment Policies

As an institution of higher education with a long standing Jesuit tradition, Le Moyne College recognizes its obligation to promote an environment and collective attitude which encourage students, faculty, staff, and administrators to serve others, participate in the life of the College, and act as responsible members of the community. Sexual harassment and nonconsensual sexual activity undermine the dignity of individuals and the principles of equality and respect for others. Le Moyne College does not condone or tolerate any verbal or physical conduct that would constitute sexual harassment or nonconsensual sexual activity as defined in this policy. Any student, faculty, staff, or administrator who engages in such conduct will be subject to disciplinary action in accordance with the guidelines stated in this policy. See the Le Moyne College policy at http://www.lemoyne.edu/LinkClick.aspx?fileticket=Huy-7ewE7yo%3D&tabid=553
To complete the required sexual harassment training, see http://training.newmedialearning.com/psh/lemoyne/index.htm.

Infection Control, Blood Borne Pathogens, & Environmental Hazards

Students are required to complete training on infection control, blood borne pathogens, and environmental hazards prior to their clinical year or hospital experience during the didactic year. Students must meet these requirements by 1) completing the New York State - Department of Health (NYSDOH), Infection Control and Barrier Precautions online training program (http://mymedcerts.com) AND 2) completing the NYS Department of Labor Hazard Communication online training program (http://www.goer.state.ny.us/Training_Development/Online_Learning/HAZ/intro.html) . Proof

of successful completion of the above programs is required prior to students beginning their clinical year or hospital experience during the didactic year.

Laboratory Waste Disposal Policies

Sharps

- Inventory of supplies kept in Program Office
- Supplies kept in locked cabinet in locked storage room
- Faculty member responsible for use of sharps in class/laboratory
- Used sharps disposed of immediately in red sharps boxes located in anatomy lab (SCA -316) and PD lab (SCA-303).
- Red sharps boxes will be disposed of when full by calling Stericycle for pickup.

Red biohazard bags for Cadaver dissection and parts

- Each cadaver has its own red bag which is labeled to match the cadaver.
- All body parts, including any skin or tissue scraps, are to be placed into the red biohazard bag in the matching numbered bin.
- ***Nothing else*** is to be placed in these bags; they are to be placed with the cadavers for disposal at the end of the academic year.

Red biohazard bags for non-cadaver dissection and parts

- Biohazard bags are available for the disposal of gloves and paper towels that are used during cadaver dissection. All gloves and phenol-soaked paper towels that are in direct contact with the cadavers are to be disposed of in the biohazard bags in the anatomy lab.
- Biohazard bags are available in the PD lab for disposal of any materials that are used to control excessive fluids.
- Biohazard bags are NOT to be used for disposal of routine gloves, paper towels, paper sheets, or paper gowns used in the PD lab, or for paper towels used after hand washing in the anatomy lab.
- Notify Department Chair to arrange for pickup of filled bags.

Liquid phenol

- Dilute liquid phenol is to be stored under the hood in the anatomy lab.
- Liquid phenol from the dissecting tables should be soaked up by paper towels and disposed of in the red biohazard, non-cadaver bags as described above.
- Any other liquid phenol may be disposed of by flushing down the sink with copious water.
- Any spill of liquid phenol should be reported to Security at extension 4444; the room should be evacuated until cleanup is completed.