



# MOREHOUSE

## SCHOOL OF MEDICINE

### Physician Assistant Studies

# Student Handbook

## Academic Year 2019-2020

This handbook is designed to serve as a guide to the rules, policies, and services of the MSM PA Program; therefore, it is not intended to establish a contract and the MSM PA Program reserves the right to amend, modify, or change regulations, program policies, and financial charges stated in the handbook throughout the year. In such a case, the MSM PA Program will make reasonable efforts to notify the MSM PA Student in a timely manner, of any changes in policies and regulations. Notification shall be made via the MSM PA program website or to Institution issued email accounts as deemed appropriate.

## Table of Contents

<b>SECTION I: MOREHOUSE SCHOOL OF MEDICINE (MSM) AND THE MOREHOUSE SCHOOL OF MEDICINE PHYSICIAN ASSISTANT PROGRAM (MSM PA PROGRAM)</b> .....	<b>4</b>
MOREHOUSE SCHOOL OF MEDICINE MISSION AND VISION IMPERATIVES .....	4
<i>Vision Imperative 1: Translating Discovery Into Health Equity</i> .....	4
<i>Vision Imperative 2: Building Bridges Between Healthcare and Health</i> .....	4
<i>Vision Imperative 3: Preparing Future Health Learners and Leaders</i> .....	4
WELCOME TO THE MSM PHYSICIAN ASSISTANT PROGRAM .....	5
ACCREDITATION .....	6
MOREHOUSE SCHOOL OF MEDICINE PA PROGRAM MISSION.....	7
MOREHOUSE SCHOOL OF MEDICINE PA PROGRAM GOALS.....	7
MSM PA ADMINISTRATION, FACULTY, AND STAFF.....	8
<b>SECTION II: MOREHOUSE SCHOOL OF MEDICINE POLICIES AND SUPPORT SERVICES</b> .....	<b>9</b>
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	9
TITLE IX NON-DISCRIMINATION AND ANTI-HARASSMENT.....	9
SAFETY AND SECURITY.....	10
IMMUNIZATION POLICY <sup>(ARC-PA A3.07)</sup> .....	11
INFECTIOUS DISEASE AND ENVIRONMENTAL EXPOSURE POLICES <sup>(ARC-PA A3.08)</sup> .....	11
FINANCIAL SERVICES .....	11
HEALTH SERVICES.....	12
LIBRARY SERVICES .....	12
<b>SECTION III: MSM PA STUDENT POLICIES AND PROCEDURES</b> .....	<b>13</b>
TECHNICAL STANDARDS AND COMPETENCIES.....	13
COMPETENCIES DEFINITIONS .....	14
MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS .....	18
<i>Academic Integrity</i> .....	18
<i>Professionalism</i> .....	18
<i>Dress Attire/Code</i> .....	18
<i>Identification Badge And White Laboratory Coats</i> <sup>(ARC-PA B3.01)</sup> .....	19
<i>Social Media Policy</i> .....	19
<i>Attendance</i> .....	20
<i>Attendance Infraction Policy</i> .....	21
PA PROGRAM STUDENT FILES <sup>(ARC-PA A3.19, A3.21)</sup> .....	21
PROGRAM PROGRESSION REQUIREMENTS <sup>(ARC-PA A3.17)</sup> .....	22
<i>Requirements for Successful Completion of the Didactic Phase</i> .....	22
<i>Preclinical Examinations</i> .....	22
<i>Requirements for Progression to the Clinical Phase</i> .....	23
PROGRAM GRADUATION REQUIREMENTS .....	23
SUMMATIVE EXAMINATIONS <sup>(ARC-PA C3.04)</sup> .....	23
STUDENT ACADEMIC PROGRESSION AND PROMOTION COMMITTEE .....	24
PA SAPP COMMITTEE PROCESS/PROCEDURES .....	24
<i>Didactic Course Failures</i> .....	24
<i>Clinical Course Failures</i> .....	25
BREACHES OF PROFESSIONALISM/STUDENT CODE OF CONDUCT.....	25

PROBATION (ACADEMIC/PROFESSIONAL) .....	26
DISMISSAL (ARC-PA A3.17E) .....	26
DECELERATION (ARC-PA A3.17F) .....	27
PROBATION .....	27
READMISSION (ARC C3.03) .....	27
REMEDATION (ARC-PA 3.03, A3.17F, C3.03) .....	27
STUDENT APPEAL PROCEDURES.....	28
LEAVE OF ABSENCE.....	29
WITHDRAWAL FROM THE PROGRAM (ARC-PA 3.17E) .....	29
STUDENT ADVISING (ARC-PA A3.10) .....	29
STUDENT COUNSELING SERVICES (A3.10) .....	30
STUDENT EMPLOYMENT (ARC-PA A3.14H) .....	30
STUDENT EMPLOYMENT BY THE PROGRAM (A3.04, A3.05) .....	31
PA STUDENT SOCIETY .....	31
STUDENT GRIEVANCE POLICY (A3.11) .....	31
<b>SECTION III MSM PA PROGRAM CURRICULUM .....</b>	<b>34</b>
PA PROGRAM CURRICULUM (ARC-PA 3.14 D, E) .....	34
REQUIRED MEDICAL EQUIPMENT .....	36
REGISTRATION .....	37
GRADING SYSTEM .....	37
ACADEMIC STANDING .....	37
STUDENT SUPPORT SERVICES .....	37
CHANGE IN NAME OR ADDRESS .....	38
<b>APPENDIX A .....</b>	<b>39</b>
.....	39
<b>APPENDIX B .....</b>	<b>40</b>
<b>APPENDIX C.....</b>	<b>41</b>
<b>APPENDIX D .....</b>	<b>44</b>
<b>APPENDIX E.....</b>	<b>46</b>
<b>APPENDIX F.....</b>	<b>50</b>

# SECTION I: MOREHOUSE SCHOOL OF MEDICINE (MSM) AND THE MOREHOUSE SCHOOL OF MEDICINE PHYSICIAN ASSISTANT PROGRAM (MSM PA PROGRAM)

## MOREHOUSE SCHOOL OF MEDICINE MISSION AND VISION IMPERATIVES

We exist to:

- Improve the health and well-being of individuals and communities
- Increase the diversity of the health professional and scientific workforce
- Address primary health care through programs in education, research, and service

With emphasis on people of color and the underserved urban and rural populations in Georgia, the nation, and the world.

### Vision Imperative 1: Translating Discovery Into Health Equity

Goal 1. Provide evidence that MSM discoveries improve health through relevance and proven outcomes – implementation science (T<sup>x</sup>™).

Goal 2. Leverage and develop novel technologies and mechanisms to better inform decisions affecting health.

Goal 3. Commercialize and disseminate MSM discoveries to advance health equity across the nation and around the world.

Goal 4. Generate and analyze big data to create solutions that lead to health equity.

---

### Vision Imperative 2: Building Bridges Between Healthcare and Health

Goal 1. Create and disseminate transformational models of care for vulnerable populations.

Goal 2. Demonstrate the value of achieving health equity as a national and international priority.

Goal 3. Design models of integration between health and healthcare.

Goal 4. Operate the MSM clinical enterprise as a model to showcase best practices in achieving health equity.

---

### Vision Imperative 3: Preparing Future Health Learners and Leaders

Goal 1. Develop innovative approaches to diversify the pipeline for health and science careers.

Goal 2. Establish an individual endowment for every MSM student.

Goal 3. Broaden diversity in the healthcare, scientific, and public health workforces.

Goal 4. Lead in training the next generation of physicians and allied health professionals, public health and community health leaders, and biomedical scientists who will create and advance health equity.

## WELCOME TO THE MSM PHYSICIAN ASSISTANT PROGRAM

### **Dear Member of the PA Program Class of 2021,**

The Morehouse School of Medicine (MSM) Physician Assistant (PA) Studies faculty and staff would like to congratulate you on your acceptance to the inaugural class of 2021. We are delighted that you have decided to take this next step toward achieving your educational and career goals.

The purpose of this student handbook is to act as a reference for the policies and procedures of the Institution and the MSM PA program. Applying this information throughout your education will help you navigate the program successfully. However, please understand that changes in structure and policies may occur. If this should happen, you will be provided with the updated information as it is available.

Before reading this manual, it is helpful for you to understand the hierarchal structure of the PA program with regards to policies and regulations. MSM has developed regulations that establish the basic foundation for academic performance and policies across the campus regardless of the discipline studied. The PA program has developed additional standards to which all students must adhere to ensure respect and professionalism when interacting with patients, families, and medical center personnel. Additionally, the PA program has adopted specific technical standards that are based on the standards and competencies relative to the profession. As you go through this manual, keep this structure in mind. As a student in the MSM PA program you are expected to comply with each of these regulations, standards and policies.

Best Regards,

Dr. Pangela Dawson  
Founding MSM PA Program Director

## ACCREDITATION

### **The Morehouse School of Medicine Regional Accreditation**

Morehouse School of Medicine is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award doctorate and master's degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, or visit <http://www.sacscoc.org> for questions about the accreditation of Morehouse School of Medicine.

### **Professional Accreditation**

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

*Morehouse School of Medicine* has applied for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). *Morehouse School of Medicine* anticipates matriculating its first class in **June 2019**, pending achieving Accreditation - Provisional status at the **September 2018** ARC-PA meeting. Accreditation - Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA *Standards* or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the *Standards* as it prepares for the graduation of the first class (cohort) of students.

**\*Prospective students may apply for admissions and participate in the interview process (if selected); however, students will only be allowed to begin matriculation into the Program after Accreditation-Provisional status has been awarded.**

For more information, please contact ARC-PA at 12000 Findley Rd. Suite 150; Johns Creek, GA, 30097 (770) 476-1224 or at [http://www.arc-pa.org/provisional\\_acc/information.html](http://www.arc-pa.org/provisional_acc/information.html).

### **ACCREDITATION GRIEVANCES**

Any students wanting to file compliant related to the accreditation standards and procedures should make these complaints in writing to the MSM PA Program Director who will forward the compliant to the Dean of MSM.

## MOREHOUSE SCHOOL OF MEDICINE PA PROGRAM MISSION

The mission of the Morehouse School of Medicine Physician Assistant Program is to lead in the creation and advancement of health equity by empowering and educating the next generation of physician assistants to achieve academic, personal, and professional success and become committed life-long learners who will provide compassionate, high quality, patient-centered care to meet the primary healthcare needs of the underserved urban and rural populations in Georgia and the nation.

## MOREHOUSE SCHOOL OF MEDICINE PA PROGRAM GOALS

1. Foster an environment that ensures our education, research, and service initiatives address the primary health care needs of the underserved rural and urban communities across Georgia.
2. Engage learners in opportunities to explore transformational models of care for vulnerable populations that advance health equity.
3. Recruit, educate, retain, and graduate learners from underrepresented groups in the medical profession to increase the diversity of the Physician Assistant workforce.
4. Create a learning environment that promotes collaboration among interprofessional teams to ensure efficient, effective, and equitable patient-centered care.
5. Cultivate effective leadership skills that empower learners to identify and address priority local, regional, and global health concerns.

## MSM PA ADMINISTRATION, FACULTY, AND STAFF

Pangela H. Dawson, PhD, PA-C – Program Director, Acting Associate Professor

Folshade Omole, MD, FAAFP – Medical Director, Professor

David Alexander, DHSc, PA-C – Clinical Director, Clinical Instructor

Susan Robinson, MS, PA-C – Director of Community Engagement, Clinical Instructor

Sabrina Jackson Botts, MMSc, PA-C – Admission Director, Clinical Instructor

Martha Elks, MD, PhD – Senior Associate Dean, Educational Affairs

Mieshia Baker Dunn, MBA – Program Manager



## SECTION II: MOREHOUSE SCHOOL OF MEDICINE POLICIES and SUPPORT SERVICES

Students in the MSM PA program are expected to adhere to the School policies. In the same manner, they are covered by and afforded the same support services as other students in the School. Some of these offices and regulations are delineated below. For a more detailed explanation, please refer to the Morehouse School of Medicine Student Handbook.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

MSM is in full compliance with the federal Family Educational Rights and Privacy Act of 1974 as amended (P.L. 93-380) which gives students access to their educational records. Individuals who have particular questions or wish to view a copy of the Act are urged to contact the Office of the Registrar or the Dean's Office. Students can arrange to review their records by making an appointment with the Registrar located on the first floor of the Hugh Gloster Building, adjacent to the Office of Admissions and Student Affairs. For additional information regarding FERPA, see Student Handbook [pg. 29] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf).

### TITLE IX NON-DISCRIMINATION AND ANTI-HARASSMENT

MSM is committed to providing academic and employment environments that are free from unlawful discrimination, including harassment, on the basis of protected characteristics, including race, color, national or ethnic origin, sex, age, disability, religion, veteran status, sexual orientation, genetic information, gender identity, or any other characteristic protected by applicable law in the administration of the School's programs and activities. The School encourages any individual who feels he or she has been discriminated against or harassed on any legally protected characteristic to promptly report the incident to the Title IX Coordinator or the Deputy Title IX Coordinator, who may be contacted as follows:

Marla Thompson  
Title IX Coordinator  
Morehouse School of Medicine  
720 Westview Drive, SW  
Harris Building  
Atlanta, GA 30310  
Direct Dial: (404) 752-1871  
Fax: (404) 752-1639  
Email: [mthompson@msm.edu](mailto:mthompson@msm.edu)

Irma Stewart  
Deputy Title IX Coordinator  
Morehouse School of Medicine  
720 Westview Drive, SW  
Harris Building  
Atlanta, GA 30310

Direct Dial: (404) 752-1606

Fax: (404) 752-1639

Email: [istewart@msm.edu](mailto:istewart@msm.edu)

MSM's general policy against discrimination, harassment and retaliation applies to conduct by and perpetrated against all faculty, staff, administration, supervisors, employees, residents, students, applicants, volunteers, patients and visitors to campus, including guests, patrons, independent contractors or clients of MSM ("Person(s)") that is prohibited by Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (including ADA amendments), and the Age Discrimination Act of 1975.

Under MSM's general policy against discrimination, harassment and retaliation, if a complainant is able and feels safe, he or she should clearly explain to the alleged offender that the behavior is objectionable and request that it cease. Additionally, if the complainant is not able or does not feel safe confronting the alleged offender, or the behavior does not stop, or if the complainant believes some adverse employment or educational consequences may result from the discussion, he or she should contact the Title IX Coordinator or the Deputy Title IX Coordinator to make a complaint.

All members of the MSM community are subject to MSM's Sex/Gender Nondiscrimination and Sexual Harassment Policy, including the investigatory and disciplinary procedures describe therein.

For additional information on the complaint procedures, refer to the following:

[http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf) - search=student handbook [pg. 65]

## SAFETY AND SECURITY

The MSM Department of Public Safety is committed to providing a safe and secure environment for faculty, staff, students and visitors where security is balanced with freedom of movement, and individual rights are balanced with community needs.

The Department of Public Safety strives to achieve this mission through a community friendly approach that enhances safety through the visibility of police and security personnel, preventive patrols, 24-hour accessibility, positive conflict resolution, and crime prevention and awareness programs. The department enforces school policies and established Federal and State Laws in support of the school's mission; and collaborates with local law enforcement and community organizations in fulfilling its mission.

MSM Public Safety Policy states that all students, faculty and staff **MUST** wear their MSM ID on the upper torso and visible at all times while on the main campus. **NO ONE** is allowed to open or hold open a door to any access controlled building for anyone not properly displaying an MSM ID except when escorting a personal visitor or visitor to your department. Employees and students coming in after hours and on weekends **MUST** present their MSM ID and sign in at the Lee Street gate.

MSM 911 *SHIELD* is a mass, urgent notification system, comprised of a variety of methods by which the medical school can notify students, faculty and staff of an active, major campus emergency. You are automatically enrolled in the MSM 911 *SHIELD* System via your MSM email. You must register your mobile device in order to receive emergency text messages. We strongly encourage you to register your mobile device. Participation via MSM email is mandatory. Information on registration can be found on the MSM Public Safety website.

To contact Public Safety call (404) 752-1795 Location: Ground Floor entrance of Parking Deck

For additional information on the complaint procedures, refer to the following:

[http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf) - search=student handbook [pg. 33].

## IMMUNIZATION POLICY (ARC-PA A3.07)

The MSM PA Program immunization requirements are based on the Centers for Disease Control and Prevention recommendations for health professionals. The requirements also align with the institutional immunization policy, which requires students to provide proof of receiving a set of immunizations prior to enrollment or to receive the required immunizations within thirty days of enrollment. Students who have not received required immunizations will be provided those immunizations. The cost of immunizations will be covered by the immunization fees (previously the student health service fee). For additional information regarding the Institutional Policy related to immunization see the Student Handbook [pg. 34] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf).

## INFECTIOUS DISEASE AND ENVIRONMENTAL EXPOSURE POLICES (ARC-PA A3.08)

It is the policy of the MSM PA Program to follow the guidelines and recommendations made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding Standard Precautions. Before beginning any clinical education experience through the MSM Physician Assistant Program, students must receive training regarding CDC Standard Precautions. Policies and procedures related to infectious disease or environmental exposures are listed in appendix A.

Additionally, guidelines and principles outlined by the MSM Environment Infection Control Committee have been outlined in the MSM Infection Control Handbook at:

[http://www.msm.edu/Current\\_Students/SEHCICDocuments/ICHandbookrev7202014.pdf](http://www.msm.edu/Current_Students/SEHCICDocuments/ICHandbookrev7202014.pdf)

Or in the Student Handbook at: [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf) - search=student handbook (pg. 83)

## FINANCIAL SERVICES

The Office of Student Fiscal Affairs is responsible for providing qualified students the appropriate documents and counseling to secure financial assistance in the form of loans, scholarships, and grants. This Office is available to assist students in the financing of their medical and graduate education. All students may face financial worries, which aggravate the ability to learn effectively. There are various sources of grant and loan funds available to students eligible for Financial Aid. The amount of educational assistance that a student may receive is determined by the resources available to the applicant, the standard educational costs of a particular academic year, and the financial resources available to MSM.

For Additional information regarding any available Financial Aid, see MSM Student Handbook [pg. 24]

[http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

Or the MSM Office of Student Fiscal Affairs website at: <http://www.msm.edu/FinancialAid/index.php>

Please refer to the MSM Student Handbook [pg. 18] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf) for detailed information on the following:

- . Refund of institutional tuition, room and board charges
- . Refund schedule
- . Check cashing

## HEALTH SERVICES

Student health records are confidential and are released only with the written permission of students. MSM is committed to protecting the privacy of medical information on students.

Eligibility: Regularly enrolled MSM students with ID cards validated for the current semester are eligible for health care at the Student Employee Health Services (SEHS). A valid MSM student I.D. and proof of insurance must be provided before he/she can be seen.

For Additional information regarding Student Health Services, location, and clinic hours, see MSM Student Handbook [pg. 33] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

## LIBRARY SERVICES

The M. Delmar Edwards MD Library is located on the first floor of the Medical Education Building. All faculty, staff and students of MSM with a current and bar-coded MSM Identification Card may borrow from and use the Library's collection. In addition to the extensive printed and electronic book and journal collection, the MSM Library includes physical space that can be reserved for individual or group work. These include:

- . A multi-purpose room and six group study rooms, which may be reserved ahead of time by filling out the signup sheet.
- . Twenty-four hours study area consisting of 12 rooms and lounging areas (located in front of the Library). This area offers students access to the MSM wireless network and includes a refreshment center.
- . Electronic Computer Laboratory (E-Lab) is located behind the circulation desk. The facility is used by faculty, students and staff learning to utilize information technology and Internet resources in biomedical research.

For Additional information regarding MSM Library Services and hours of operation see MSM Student Handbook [pg. 31] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

Or the MSM Library website at: <http://www.msm.edu/Library/index.php>

## SECTION III: MSM PA STUDENT POLICIES AND PROCEDURES

### TECHNICAL STANDARDS AND COMPETENCIES

**All students must be able to perform the technical skills listed below for successful completion of the Morehouse School of Medicine Physician Assistant Program.**

#### **1. Observation**

- Observe demonstrations and conduct experiments in the basic sciences.
- Observe a patient accurately at a distance and close at hand, noting non-verbal as well as verbal signals. This ability requires functional vision, hearing, and somatic sensation.

#### **2. Communication**

- Relate effectively with patients, conveying a sense of respect, compassion, and empathy. A student must be able to communicate clearly with and observe patients in order to elicit information, accurately describing changes in mood, activity and posture, and perceive verbal as well as non-verbal communications.
- Communicate with patients, their family members, and the health care team through oral, written, and electronic forms.

#### **3. Sensory and Motor Coordination or Function**

- Demonstrate sufficient sensory and motor function to perform a physical examination utilizing palpation, auscultation, percussion, and other diagnostic maneuvers.
- Execute prompt, precise, and appropriate responses to provide general and emergency care to patients.
- Manipulate equipment and instruments to perform medical procedures required to attain curricular goals and patient care (e.g. needles, stethoscope, ophthalmoscope, tongue blades, intravenous equipment, gynecologic speculum, and scalpel).
- Perform basic laboratory tests (urinalysis, complete blood count, etc.), and diagnostic and therapeutic procedures (phlebotomy, arterial blood gas drawings, lumbar puncture, arthrocentesis, etc.).

#### **4. Cognitive, Integrative and Quantitative Abilities**

- Conceptualize, integrate and qualitatively analyze information derived empirically and rationally for problem solving and decision-making. This includes abilities to reason, calculate, analyze, measure and synthesize information in a variety of settings, including those that may be urgent with increased transient stress and distractions.
- Comprehend three-dimensional relationships and spatial relationships of structures, including anatomical structures.
- Collect, organize, prioritize, analyze and assimilate large amounts of technically detailed and complex information within a limited time frame. This information will be presented in a variety of educational settings, including lectures, small group discussions, and individual clinical settings.

#### **5. Behavioral and Social Attributes**

- Demonstrate empathy, integrity, honesty, concern for others, good interpersonal skills, interest and motivation as these personal qualities are all required during the educational training process and in patient care.

- Possess the emotional health required for full use of their intellectual abilities, that includes the exercise of good judgment, prompt of all educational and clinical responsibilities, and the development of mature, sensitive and effective professional relationships with patients and member of the medical team.
- Possess adequate endurance to tolerate mentally and physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients.

## COMPETENCIES DEFINITIONS

The MSM PA Program has modified the list of domains and competencies developed by the four main PA Organizations: NCCPA, ARC-PA, PAEA, and AAPA. Additional domains have been added related to the program mission. Social accountability remains at the core of the Institution’s mission and as such has also been added to the list of competencies. These professional competencies include the effective and appropriate application of medical knowledge; interpersonal and communication skills; patient care; professionalism; practice-based learning and improvement; systems-based practice; as well as an unwavering commitment to continual learning, professional growth, and the physician-PA team. The MSM PA Program has also implemented the use of Core Entrustable Professional Activities (EPAs) to supplement the professional competencies.

**DOMAIN I: Patient Care-** Provide patient-centered care that is compassionate appropriate, and effective for the treatment of health problems and the promotion of health.

PC1	Perform all medical, diagnostic, and surgical procedures considered essential for the area of practice.
PC2	Gather essential and accurate information about patients and their conditions through history-taking, physical examination, and the use of laboratory data, imaging, and other tests.
PC3	Organize and prioritize responsibilities to provide care that is safe, effective, and efficient.
PC4	Interpret laboratory data, imaging studies, and other tests required for the area of practice.
PC5	Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.
PC6	Develop and carry out patient management plans.
PC7	Counsel and educate patients and their families to empower them to participate in their care and enable shared decision-making.
PC8	Provide appropriate referral of patients including ensuring continuity of care throughout transitions between providers or settings and following up on patient progress and outcomes.
PC9	Provide health care services to patients, families, and communities aimed at preventing health problems or maintaining health.
PC10	Provide appropriate role modeling.

**DOMAIN 2: Knowledge for Practice-** Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care.

**DOMAIN 3: Practice-Based Learning Improvement-** Demonstrate the ability to investigate and evaluate one’s care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning.

PBLI 1	Identify strengths, deficiencies, and limits in one’s knowledge and expertise.
PBLI 2	Identify and perform learning activities that address one’s gaps in knowledge, skills, and/or attitudes.
PBLI 3	Systematically analyze practice using quality improvement methods, and implement changes with the goal of practice improvement.
PBLI 4	Incorporate feedback into daily practice.
PBLI 5	Locate, appraise, and assimilate evidence from scientific studies related to patients’ health problems.
PBLI 6	Use information technology to optimize learning.
PBLI 7	Participate in the education of patients, families, students, trainees, peers, and other health professionals.
PBLI 8	Obtain and utilize information about individual patients, populations of patients, or communities from which patients are drawn to improve care.
PBLI 9	Continually identify, analyze, and implement new knowledge, guidelines, standards, technologies, products, or services that have been demonstrated to improve outcomes.

**DOMAIN 4: Interpersonal and Communication Skills-** Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and health professionals.

ICS 1	Communicate effectively with patients, families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds.
ICS 2	Communicate effectively with colleagues within one’s profession or specialty, other health professionals, and health related agencies.
ICS 3	Work effectively with others as a member or leader of a health care team or other professional group.
ICS 4	Maintain comprehensive, timely, and legible medical records.
ICS 5	Demonstrate sensitivity, honesty, and compassion in difficult conversations, including those about death, end of life, adverse events, bad news, disclosure of errors, and other sensitive topics.

KP1	Demonstrate an investigatory and analytic approach to clinical situations.
KP2	Apply established and emerging bio-physical scientific principles fundamental to health care for patients and populations.
KP3	Apply established and emerging principles of clinical sciences to diagnostic and therapeutic decision-making, clinical problem-solving and other aspects of evidence-based health care.
KP4	Apply principles of epidemiological sciences to the identification of health problems, risk factors, treatment strategies, resources, and disease prevention/health promotion efforts for patients and populations.
KP5	Apply principles of social-behavioral sciences to provision of patient care, including assessment of the impact of psychosocial and cultural influences on health, disease, care seeking, care compliance, and barriers to and attitudes toward care.
KP6	Contribute to the creation, dissemination, application, and translation of new health care knowledge and practices.

ICS 6	Demonstrate insight and understanding about emotions and human responses to emotions that allow one to develop and manage interpersonal interactions.
-------	---

**DOMAIN 5: Professionalism-** Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.

P 1	Demonstrate compassion, integrity, and respect for others.
P 2	Demonstrate responsiveness to patient needs that supersedes self-interest.
P 3	Demonstrate respect for patient privacy and autonomy.
P 4	Demonstrate accountability to patients, society, and the profession.
P 5	Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation.
P 6	Demonstrate a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent, and business practices, including compliance with relevant laws, policies, and regulations.

**DOMAIN 6: Systems Based Practice-** Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.

SBP 1	Work effectively in various health care delivery settings and systems relevant to one's clinical specialty.
SBP 2	Coordinate patient care within the health care system relevant to one's clinical specialty.
SBP 3	Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care.
SBP 4	Advocate for quality patient care and optimal patient care systems.
SBP 5	Participate in identifying system errors and implementing potential systems solutions.

**DOMAIN 7: Interprofessional Collaboration-** Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient- and population-centered care.

IPC 1	Work with other health professionals to establish and maintain a climate of mutual respect, dignity, diversity, ethical integrity, and trust.
IPC 2	Use the knowledge of one's own role and the roles of other health professionals to appropriately assess and address the health care needs of the patients and populations served.
IPC 3	Communicate with other health professionals in a responsive and responsible manner that supports the maintenance of health and the treatment of disease in individual patients and populations.
IPC 4	Participate in different team roles to establish, develop, and continuously enhance interprofessional teams to provide patient- and population-centered care that is safe, timely, efficient, effective, and equitable.



**DOMAIN 8: Personal and Professional Development-** Demonstrate the qualities required to sustain lifelong personal and professional growth.

PPD 1	Develop the ability to use self-awareness of knowledge, skills, and emotional limitations to engage in appropriate help-seeking behaviors.
PPD 2	Demonstrate healthy coping mechanisms to respond to stress.
PPD 3	Manage conflict between personal and professional responsibilities.
PPD 4	Practice flexibility and maturity in adjusting to change with the capacity to alter one's behavior.
PPD 5	Demonstrate trustworthiness that makes colleagues feel secure when one is responsible for the care of patients.
PPD 6	Provide leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system.
PPD 7	Demonstrate self-confidence that puts patients, families, and members of the health care team at ease.
PPD 8	Recognize that ambiguity is part of clinical health care and respond by utilizing appropriate resources in dealing with uncertainty.

**DOMAIN 9: Social Accountability in the Practice of Medicine -** Prioritize and address community health outcomes through civic engagement, ethical leadership and global social responsibility while delivering equitable and sustainable health care based on the tenets of social accountability.

SA 1	Define, explain and apply the principle of social accountability in the practice of medicine in clinical and community settings.
SA 2	Define, explain and apply principles of social justice to healthcare in the practice of medicine in clinical and community settings.
SA 3	Identify, explain, and apply the physician assistant's commitment to health equity in service to underserved, vulnerable, disenfranchised, and special populations.
SA 4	Identify, explain and apply basic public health principles, practices, and sciences to the practice of medicine in clinical and community settings.
SA 5	Identify, explain and integrate determinants of health (social, political, cultural, environmental, biology, etc.) in the practice of medicine at the levels of the individual patient, family, community and society.
SA 6	Examine, explain and integrate principles of civic engagement, ethical leadership and global social responsibility in the practice of medicine in clinical and community settings.
SA 7	Assess and address the factors influencing the use of health services.
SA 8	Examine and influence health policy-making efforts at the local and national levels.
SA 9	Identify, explain and apply the physician assistant's role as health advocate in clinical and community settings.

## MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

MSM PA Students are expected to maintain high standards of private and public conduct on-campus, off-campus, and at Institution-sponsored events. Student code of conduct policies found in the MSM Student Handbook ([http://www.msm.edu/Current\\_Students/StudentHandbooks.php](http://www.msm.edu/Current_Students/StudentHandbooks.php)) and on the MSM Office of Compliance website (<https://secure.ethicspoint.com/domain/media/en/gui/44523/index.html>) also apply to MSM PA Students. Violation of these and other generally accepted rules of behavior, whether or not covered by specific regulations, may subject a student to disciplinary action. Claims of ignorance of acceptable behavior or of enumerated rules and regulations will not be accepted as an excuse for violation.

### Academic Integrity

It is the aim of the faculty of the MSM PA Program to foster a spirit of complete honesty and a high standard of integrity. The attempt of any MSM PA student to present as his/her own work that he/she has not honestly performed is regarded by the PA Program faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension. Please review the MSM, Student Handbook for additional information at: ([http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf))

### Professionalism

Physician Assistant students enter a field demanding high standards of ethical and personal conduct. It is expected that all students enrolled at MSM will conduct themselves according to acceptable professional standards. It is the students' moral duty to act appropriately in matters relating to ethical conduct. Professionalism will be documented in the didactic and clinical phases and assessed by course directors, instructors, faculty advisors, and preceptors. Standards of professional behavior include: 1. Excellence; 2. Accountability; 3. Interpersonal skills; 4. Ethical behavior; 5. Timeliness; and 6. Self-awareness. Any violation and disregard for professionalism may result in disciplinary action including dismissal from class/activity and/or written documentation (Professional Misconduct Form Evaluation Form) that will be recorded in the student's file. A third violation will necessitate a meeting with the PA Student Academic Progression and Promotion Committee (PA SAPP). If an incident is determined to be egregious, the PA SAPP committee and the Office of Student Affairs will be notified immediately.

For additional information on Institutional professionalism standards, refer to the MSM Student Handbook at: ([http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)).

### Dress Attire/Code

Dress code for classroom and basic science years: Personal hygiene and dress should reflect the high standards of a health professional in training. It is important that all PA students' appearance reflect the professionalism of the career for which they are training and be appropriate for the professional setting in which our curriculum occurs. Dress and demeanor reflect respect for intergenerational interaction. Jeans, t-shirts, casual shoes (tennis shoes) and scrubs are permitted in laboratories and classroom settings. Open toed-shoes are acceptable for only the classroom. Unacceptable footwear includes flip-flops, thongs, and slippers. Watches, wedding bands and/or engagement rings are permissible. Excessive bracelets or necklaces are not permissible. No more than two earrings per ear are permissible. Exaggerated dangling or oversize earrings or large grommets or colored plugs are not permissible. Piercings of body areas other than the ears or nose should be covered. Classmates, co-workers, and patients may be

allergic to chemicals, makeup, perfumes, aftershave, and cologne. Use these products with restraint. Hair should be clean and arranged so as not to interfere with providing patient care. Fingernails should be kept trimmed and without nail polish (on clinical sites). All tattoos should be covered. Hats are not appropriate for inside use. Head covers that are traditionally worn for religious purposes or to honor cultural tradition are allowed.

The following should diligently avoided for the classroom and all other occasions' specific to school and training requirements:

- Pajamas
- Unwashed or extremely unkempt clothing (including scrubs)
- Low-cut and otherwise revealing tops or dresses for women
- Sleeveless tight-fitting t-shirts for men
- Undergarments purposefully visible
- Clothing with disrespectful graphics or writing
- Torn clothing
- Strapless, halter tops, tube tops, tank tops, or spaghetti straps
- Bare Midriffs
- Mini-skirts
- Undergarments showing
- Emblems, lettering or pictures that pertain profane or derogatory messages
- Spandex pants or other tight-fitting clothing

Violation of the dress code will result in dismissal from class/activity and/or written documentation that will be recorded in the student's file. Repeated violations and disregard for guidance/instruction on appropriate attire violates professional conduct and will result in action from the Student Academic Progress and Promotion Committee.

### Identification Badge And White Laboratory Coats (ARC-PA B3.01)

All students will be issued a MSM identification (ID) badge, including name and photo, clearly identifying each student as a MSM PA student. This MSM issued ID badge is **mandatory** at all times and must be worn on either the white laboratory coat or clothes in the classroom, health fairs, and at clinical sites. A **short**, consultant style, white laboratory coat will be worn in simulated patient encounters and at clinical sites.

For additional information regarding the MSM PA Student dress code, refer to the MSM Student Handbook at: ([http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf))

### Social Media Policy

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

unprofessional image. Therefore, the MSM PA Program holds students, at any stage of their training, to be responsible for abiding by the same rules of ethical and professional conduct in a social media platform as they would in any other classroom, laboratory, and clinical setting as set forth in this handbook. A breach in professional conduct through social media will result in action from the Student Academic Progress and Promotion Committee.

## Attendance

The MSM PA Program recognizes that the academic success of individual students is related to their class attendance and participation. Students are expected to arrive on time and attend all class sessions. It is disrespectful and disruptive to fellow students and program faculty and staff to arrive to class late. In addition, missing required sessions disrupts the continuity of course content. Promptness in attending required lecture, laboratory, and clinical practice or internship sessions is an integral component to becoming a professional.

The following are the attendance requirements for the program

- 1) Attendance is mandatory for all classes (lectures, labs, program-related seminars, learning communities, internships, clinical rotations, etc).
- 2) Absences are either excused (refer to #3 below) or unexcused and both require timely notification to the course director via voice or email message as soon as possible. It is the student's responsibility to contact the course director to make-up missed work due to an excused absence\*. All other absences are considered unexcused and there will be no opportunity to make up work missed including quizzes, exams, laboratory exercises, and other in-class graded activities. These activities will receive a grade of zero.

\*NOTE: The program cannot guarantee that all work missed for an excused absence can be made up. Some activities (including laboratories) due to their complex, time intensive, and cost intensive nature will not be able to be made up.

3) The following are what the MSM PA Program considers to be excused absences. Excused absences require timely prior notification and documentation:

- . Jury or Military Duty
- . Disability-related absences of students registered with MSM Disabilities Services
- . Illness (self and dependents) with a physician note
- . Death of immediate family members (to include children, parents, siblings, grandparents, and parents-in-law)
- . Official participation in MSM-sponsored activities when the student represents the Institution as a critical participant
- . Extenuating circumstances that instructors deem excused (Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.)

\*These absences require timely notification to the course instructor.

4) Classes begin promptly at the scheduled time.

5) Students are counted as tardy\*\* if they are not in their seat when the class session officially begins. Every 3 incurred tardies will result in an unexcused absence.

**\*\* NOTE:** When students arrive to laboratories late they risk missing important information/directions that may adversely affect their grade. Instructors are not obligated to repeat directions for students when they are tardy.

6) After three unexcused absences, two percentage points will be deducted from the cumulative course score

7) When a student accumulates 4 unexcused absences for a course the instructor will notify the program director and the attendance infraction policy (see below) will apply.

Students who are absent during clinical practice or an internship must notify both the program clinical practice coordinator/preceptor and the clinical director or clinical curriculum manager as soon as possible. Time missed during clinical practice or the clerkship must be made up and this may result in a delay in graduation. For additional attendance requirements, please refer to the Clinical Manual.

### Attendance Infraction Policy

Program faculty will notify the student and the program director (face-to-face or email) when a student receives a 4th unexcused absence from a course. The program director will give the student an oral warning via a face-to-face meeting. If after the oral warning the student is tardy or accumulates an additional unexcused absence, the student will be dropped from the course with a grade of “F”. An official letter will be written to the student from the program director.

### PA PROGRAM STUDENT FILES (ARC-PA A3.19, A3.21)

The MSM PA Program has established a Student File Policy to assure maintenance and confidentiality of all PA student records in order to document academic progress and promotion. Student files will also include documentation to support admissions criteria, health screening and immunizations, and performance while enrolled. The MSM PA Program Student File Policy will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). All records will be secured and only available to authorized personnel. The MSM PA program student files will be kept by the Program Director and Program Manager. Students will not have access to records and/or confidential information of other students or faculty. All records will be secured and only available to authorized personnel.

The Student Program Files will include the following:

#### **Admission and Enrollment Criteria**

- CASPA Full Application
- Background Check
- Proof of Health Insurance
- Proof of Immunization
- BLS Certification
- Technical Standard Acknowledgement
- Handbook and Policy Acknowledgement
- HIPPA Certificate

#### **Student Performance including Academic Progress**

- Pre-Clinical Year 1 – evaluation and grade reports
- Clinical Year 2 Clerkships – evaluation and grade reports
- Commendations

#### **Remediation Efforts and Outcomes**

**Administrative Action(s)**

Academic/behavioral disciplinary action

**Completion of Graduation Requirements**

Documentation that students have met requirements for Completion (*see Graduation Requirements below*)

**Local Current Student Addresses and Telephone Numbers**

*Student health records will not be maintained by the program. All medical records (except immunization and tuberculosis screenings) will be maintained by Student Health Services.*

Additionally, the MSM Office of the Registrar has as its function the responsibility to maintain permanent academic records for all students. For additional information regarding Institutional Policy related to Student Academic Records see the see Student Handbook [pg. 25] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

**PROGRAM PROGRESSION REQUIREMENTS** (ARC-PA A3.17)**Requirements for Successful Completion of the Didactic Phase**

Successful completion of the Didactic Phase of the MSM PA Program requires that students have met all of the following:

- . Demonstrated compliance with all policies and procedures published by MSM and the MSM PA Program
- . Demonstrated compliance with the MSM PA Program's professionalism and student code of conduct expectations
- . Earned a grade of 70% (C) or higher for all didactic courses
- . Minimum Cumulative 3.0 GPA
- . Passed all practical and written pre-clinical examinations (OSCE)
- . Achieved minimum competent threshold in required MSM PA Program all competency domains and EPAs.

**Preclinical Examinations**

Prior to the completion of the Summer II semester, a comprehensive multiple choice written examination covering concepts learned during the Didactic Phase will be administered. Additionally, a practical examination (OSCE) will be given. The purpose of these examinations is to provide the Program with a measure of each student's base of medical knowledge and preparedness for the Clinical Phase. Students who earn a grade of less than 70% (C) will be required to remediate area(s) of deficit and may be referred to the SAPP Committee for recommendations on progression in the Program.

## Requirements for Progression to the Clinical Phase

Progression into the Clinical Phase of the MSM PA Program requires that students have met all of the following:

- . Successfully completed the Didactic Phase
- . Maintained a current health insurance policy (Any student who does not maintain a current health insurance policy during the Clinical Phase will be removed from clinical rotations until compliance has been established.)
- . Provided proof of up-to-date status of all required immunizations and a negative PPD (or chest radiograph for conversions) (Students who are not up-to-date on immunizations will not be allowed to progress to the Clinical Phase.)
- . Maintained a clear criminal background check
- . Tested negative on drug screening as required by clinical rotation site(s)
- . Provided the Program and clinical team with up-to-date personal and emergency contact information
- . Completed any additional clinical rotation site requirements (credentialing process)

*A student who does not complete the first year of the program in good academic standing will be required to complete appropriate remedial work before receiving permission to participate in clinical rotations.*

## PROGRAM GRADUATION REQUIREMENTS

To qualify for graduation from the MSM PA Program and be eligible to confer a Master of Science in Medicine, Physician Assistant Studies Degree, students must complete the entire PA curriculum within 40 months of matriculation:

- Complete all of the MSM PA Program approved courses with a minimum of a “C” grade or better
- Satisfactorily complete all PA program courses with a minimum cumulative grade point average of 3.00
- Be in good standing with the program
- Satisfactory evidence of good interpersonal relations and professional conduct
- Achieved minimum competent threshold in all MSM PA Program competency domains and EPAs
  
- Successfully pass the pre-clinical examination
  - Successfully pass the summative exam
  - Receive a favorable recommendation for master’s degree conferral from the Student Academic Progress and Promotion (SAPP) Committee, Program Director, Associate Dean of Student Affairs, the MSM Academic Policy Council (APC) and the MSM Board of Trustees.
  - Settle all financial accounts with the Institution
  - Complete all graduation clearance requirements as instructed by the Registrar

## SUMMATIVE EXAMINATIONS (ARC-PA C3.04)

Students will undergo a summative evaluation of cumulative knowledge and skills prior to completing the Program. This may include, but is not limited to, a summary evaluation of professional behaviors, board

simulation/cumulative written exams, and clinical case simulations. Satisfactory completion of the summative evaluation is required for graduation. Failure to complete any portion of the summative evaluation will result in, at minimum, a remediation process with re-evaluation. If a student fails multiple attempts of the summative evaluation, the SAPP Committee may recommend dismissal from the Program. No student will graduate from the Program if he/she has been determined to have deficient knowledge and lacks the ability to safely treat patients.

## STUDENT ACADEMIC PROGRESSION AND PROMOTION COMMITTEE

The MSM PA Program Student Academic Progression and Promotion (SAPP) Committee is responsible for proposing standards including academic, behavioral, and professional standards, to which students must adhere, and monitoring student performance according to these standards. Specifically, the Committee reviews the performance of each student immediately following each semester according to existing academic, professional, and behavioral standards to make recommendations regarding program progression for each student based on the semester review and the program progression criteria. The Committee also receives and considers requests for remediation plans and/or recycle options and makes these recommendations to the full PA program faculty. The PA SAPP Committee consists of all full-time PA faculty members, the Medical Director and other institutional faculty. The Program Director serves ex-officio.

In reviewing a student's performance, the PA SAPP Committee may discover deficiencies in the student's background that are causing difficulty. Additional course work may be required to prepare the student to succeed. The program required for this particular student, therefore, may encompass more than two years given in the curriculum outline. This may result in additional expense to the student for repeated courses or specially designed remediation courses. Continuance in the program requires that students meet all the criteria set forth in the Section on ACADEMIC STANDING. Students who are unable to meet program requirements and are dismissed may reapply. Applicants must follow the stated application procedures to be considered for re-admission. Applicants for re-admission are evaluated once annually along with new applicants.

## PA SAPP COMMITTEE PROCESS/PROCEDURES

The PA SAPP Chair will set the meeting date and time, provide an agenda to the SAPP members, and inform any invited student(s) of the date, time, and location of the meeting and the reason(s) for the meeting by e-mail and standard mail. Students invited to meet with the PA SAPP will be notified at least three business days prior to the meeting. Any student invited to meet with the PA SAPP **will be required to appear in person**. Minutes will be recorded and kept by a recording program manager or designee. Any student invited to meet with the PA SAPP will have the opportunity to answer questions and to submit any information they believe is relevant to their case.

All considered and discussed student cases are submitted to a vote with a simple majority ruling. The PA SAPP Chair will be a non-voting member except in the instance of a tie. All proceedings are confidential. The PA SAPP meetings are closed to anyone not in the Morehouse School of Medicine community. Decisions of the PA SAPP Committee will be documented in the minutes. Any sanctions will be sent to the student in writing. Should a student dispute a decision of the SAPP Committee, he/she may make an appeal.

## Didactic Course Failures



For one failed course (below a “C”) during the didactic phase of the program, the PA SAPP can recommend any of the following:

- . Retake of failed course
- . Academic probation
- . Remediation (mentoring by faculty and/or additional resources)
- . Deceleration (recess the student to the next matriculating class for retake of the failed course)

For failure of a second didactic course (below a “C”) at any time while enrolled in the MSM PA Program, the SAPP can recommend any of the following:

- . Retake of failed course(s)
- . Academic probation
- . Remediation (mentoring by faculty and/or additional resources)
- . Deceleration (recess to the next matriculating class for retake of the failed courses)
- . Dismissal from the MSM PA Program

Failure of a third didactic course at any time while enrolled in MSM PA Program will result in dismissal.

### Clinical Course Failures

For one failed course (below “C”) during the clinical phase of the program, the SAPP can recommend any of the following:

- . Academic probation
- . Remediation (mentoring by faculty and/or additional resources)
- . Retake of the failed course (the retake cannot replace the elective courses)

For failure of a second clinical course at any time while enrolled in the MSM PA Program, the SAPP Committee can recommend any of the following:

- . Academic probation
- . Remediation (mentoring by faculty and/or additional resources)
- . Retake of the failed courses (the retake cannot replace elective course)
- . Dismissal from the MSM PA Program

Failure of a third clinical course at any time while enrolled in MSM PA Program will result in dismissal.

Failure of a total of three courses (didactic, clinical, or both) at any time while enrolled in the MSM PA Program will result in dismissal.

### BREACHES OF PROFESSIONALISM/STUDENT CODE OF CONDUCT

Any student who fails to meet the professionalism expectations of the MSM PA Program may be referred to the SAPP Committee. For any breach of professionalism/Student Code of Conduct, at any time while enrolled in the MSM PA Program, the SAPP Committee can recommend any of the following:

- . Professional probation
- . Mentoring by faculty and/or additional resources

- . Dismissal from the MSM PA Program

## PROBATION (ACADEMIC/PROFESSIONAL)

Failure to adhere to MSM PA Program policies may result in academic probation. Students who are on academic probation must meet with the PA Student Academic Progression and Promotion Committee (SAPP) to discuss options for continuing in the program. Consideration of the student's overall academic and professional behavior record will be reviewed to determine a disposition. A work plan will be created with required steps to return from probation. Students may not be on probation for more than two consecutive semesters or they will be dismissed. Additionally, students may not transition from the didactic phase to the clinical clerkships while on probation. Failure to successfully complete the required actions in the time-line determined by the committee may result in the SAPP recommending dismissal from the program to the Dean.

It may be necessary for students to repeat a course to be removed from academic or program probation. A student allowed to repeat a didactic year course will need to wait until the course is offered in the next academic year. A place may be held for the student. A student failing a Clerkship will be allowed to remediate the clerkship (per the SAPP) while on program probation.

Students placed on probation are required to adhere to the following rules to be considered for progression in the MSM PA Program:

- . Students on probation may NOT hold any position in the Henry Lee “Buddy” Treadwell PA Student Society or attend any local, state, or national professional medical meetings, fundraisers, or club activities
- . Students on probation MUST fulfill the recommendations of the SAPP Committee

**The SAPP Committee, shall immediately consider for dismissal of a student from the program on grounds of academic deficiencies if the student does one or more of the following:**

- . Fails (earns a letter grade of "F") in a program required course.
- . Earns a letter grade of "D" in two or more PA required courses.
- . Earns two or more unsatisfactory preceptor evaluations.
- . A clinical evaluation that includes unsatisfactory performance in any of the professional conduct sections of the preceptor evaluation will be sufficient grounds for dismissal from the program irrespective of the quality of grades.
- . Fails to achieve a minimal cumulative grade point index of 3.0 at the conclusion of two consecutive semesters.
- . Fails to demonstrate good interpersonal relations and professional conduct.
- . Fails to achieve a passing grade on the preclinical or summative examinations.

## DISMISSAL (ARC-PA A3.17e)

The MSM PA Program reserves the right to **dismiss any MSM PA Student at any time while enrolled in the MSM PA Program**. Circumstances warranting such action may be of an **academic, professional, or legal nature**. Any student who is dismissed from the MSM PA Program by the SAPP Committee will be notified by the SAPP Chair and will be advised to complete the check-out procedure. The SAPP Chair will create a memorandum stating the change in the student's status and notify the appropriate faculty and staff. Failure to

complete this check-out procedure will cause the MSM PA Program to withhold all records pertaining to the student's attendance. The check-out procedure is as follows:

- Complete an exit interview with financial aid
- Return their student ID badge and parking sticker to security

A student dismissed from the MSM PA Studies Program is prohibited from any further attendance in class or participation in medical training. (See Readmission policy, below)

## DECELERATION (ARC-PA A3.17f)

### Didactic Curriculum

In the event a student fails one or more didactic courses, the SAPP Committee may recommend a deceleration. This allows the student to repeat the failed course(s) with the next cohort. All skills and knowledge must be maintained throughout the Program. Therefore, a decelerated student will be required to repeat all Program courses. The student is responsible for all tuition costs incurred by a deceleration. A second failure after deceleration may result in a dismissal from the Program. All program coursework is still required to be completed within a 40-month period.

### Clinical Curriculum

Failure to successfully complete the clinical or professional requirements of a SCPE may result in loss of the SCPE elective, repeating the SCPE post-graduation, LOA with remediation or dismissal from the Program. The student will be responsible for all tuition costs incurred by the failed SCPE.

## PROBATION

- **Academic Probation:** refers to the official status determined by the Institution. This will be documented on transcripts. A cumulative GPA of < 3.0 results in students being placed on academic probation.
- **Professional Probation:** refers to an official status determined by the MSM PA Program but will not appear on future transcripts from the Institution. Professional misconduct incidents occurring > two times.

## READMISSION (ARC C3.03)

Students who are unable to meet program requirements are dismissed and may not reapply.

## REMIEDIATION (ARC-PA 3.03, A3.17f, C3.03)

Didactic and clinical course directors will be responsible for monitoring student progress throughout each course. Any student who receives less than a 70% on a quiz or written exam will be asked to meet with the instructor or their advisor to review performance and establish a plan tailored to the student's situation. The course directors will work closely with faculty advisors to ensure any deficiencies in knowledge and skills are identified promptly. The remediation process will start with an intervention process, which includes the faculty member assisting the student with improving academic performance or professional behavior. This includes but is not limited to tutoring, small group study, or additional assignments. This plan may also require the student to provide oral or written explanations for right and wrong answers for missed questions.

Any student receiving 70% on 2 or more written or practical exams will be referred to the Office of Student Learning and Educational Resources (OSLER). This step will ensure students have foundational learning skills such as effective study skills, time management skills, and reading efficiency. OSLER provides academic support, writing services, and learning skills development for all MSM students. They offer an In-Course Enrichment (ICE)

program that identifies, supports, and assists students who are experiencing academic difficulties. Tutoring services are also available through this office.

Any student failing a course, or the summative exam will be required to meet with the course director and faculty advisor. The student will also be referred to the PA Student Academic Progression and Promotion (SAPP) Committee. The PA SAPP committee monitors student progress and is responsible for developing recommendations for remediation on behalf of students who have failed a course and demonstrate deficiency in knowledge and skills. The PA faculty and PA SAPP Committee will adhere to the policy that indicates remediation is a formal plan or process in which a student must correct an academic, clinical, or professional deficit. If a student demonstrates repeated or significant unprofessionalism or fails a course, SCPE, summative exam, or other requirement of the program a remediation plan is implemented. The plan requires students to enroll and satisfactorily participate in an independent study course as part of the remediation. The course activities and assignments will be based upon individual student deficits as suggested by a course director, preceptor, the faculty, and/or the PA SAPP Committee. The goal of the remediation plan is to provide the student with an opportunity to correct the deficit and demonstrate competency in knowledge, interpersonal, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities required for PA practice.

The PA SAPP committee will review student performance at the conclusion of each semester (or during the semester, if warranted) and recommend the student retake a failed course, begin a formal remediation process, academic probation, deceleration, or dismissal. The program's readmission policy indicates that any student dismissed from the PA program may not apply for readmissions.

## STUDENT APPEAL PROCEDURES

Students may appeal a decision for dismissal made by the PA SAPP Committee.

1. Other decisions of lesser gravity (e.g., a program of remediation for a course deficiency) made by the PA SAPP Committee are not subject to appeal.
2. The student must present the basis for the appeal to the President/Dean in his/her notification of the request for an appeal. The only new evidence/grounds for reversal that the student may present to the President/Dean will be:
  - a. Failure of the PA SAPP Committee to follow proper procedures
  - b. Prejudice toward the student by faculty or administrative members of the PA SAPP Committee.

*If, in the President/Dean's judgment, either of the above criteria have been met;*

3. An appeal will be heard by the President/Dean within 10 working days of receipt of the student's written notification of intent to appeal; or alternatively, the President/Dean will uphold the PA SAPP Committee ruling, at which point the dismissal is final.
4. The President/Dean will determine the merits of the case based on a review of the information presented to the PA SAPP Committee.
5. At the President/Dean's discretion, consideration may or may not include a meeting between the student and the President/Dean to discuss the appeal.
6. Neither witnesses nor legal counsel will be allowed in the hearing, although the President/Dean may request the presence of administrative support to record notes on the discussion.
7. The President/Dean's decision is final. It will be provided in writing to the student by registered mail and to the President/Dean, the Senior Associate Dean for Educational Affairs, the Associate Dean for Admissions and Student Affairs, PA Program Director, and the Chair of the PA SAPP Committee.

## LEAVE OF ABSENCE

The MSM PA program recognizes that students may have medical emergencies, family emergencies, financial emergencies, maternity, call to active military service or other circumstances that may require a Leave of Absence (LOA). MSM's goal is to assist each student in achieving his/her academic goals in a manner that is consistent with his/her individual values and quality of life, and which accommodates, as feasible, extenuating circumstances that may arise during matriculation.

For more specific information regarding the circumstances and processes for a LOA, as well as conditions relevant to returning from LOA, students should speak with the MSM Associate Dean for Student Affairs. Students are responsible for understanding the implications of a LOA for financial aid, health insurance, and progress towards the degree.

The LOA will not be used to resolve academic difficulties or to finish incomplete coursework. A LOA will not be granted for academic failure. Additionally, the LOA will not be used in lieu of disciplinary actions to address violations of MSM's rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of MSM may be subject to the school's disciplinary process. A student may be required to participate in the disciplinary process coincident with the request for a LOA. A student permitted to take a LOA while on academic and/or disciplinary status will return on that same status.

Upon the committee's review of each student's academic record, a student may be required to take a leave of absence. For additional information regarding Institutional Policy related to Voluntary Leave of Absence the see Student Handbook [pg. 70] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf).

## WITHDRAWAL FROM THE PROGRAM (ARC-PA 3.17e)

A Student may withdraw or be requested to withdraw for academic, medical or personal reasons. Official voluntary withdrawal requires that the student submit a letter to the Dean of Student Affairs stating the reasons. Additionally, the student must clear all financial obligations to the school before the withdrawal becomes official and the school will release the student's transcript. Withdrawal means that the student will no longer remain enrolled as a student and their name will be officially and permanently removed from the roster. For additional information regarding the MSM Withdrawal Policy, see Student Handbook [pg. 71] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf). See section on Financial Policies regarding refund and time of withdrawal [pg. 18]

## STUDENT ADVISING (ARC-PA A3.10)

Each incoming MSM PA Student is assigned a faculty advisor for the pre-clinical and clinical phases of the program. These advisors are the key support and primary contact during the MSM PA Program. Faculty advisor will:

- . Assist students' understanding of policies and practices of the MSM PA Program
- . Respond to questions or concerns about course requirements and expectations, performance criteria, academic standing, and professionalism
- . Provide feedback to students on their progress in course requirements, faculty expectations, graduate competencies, and program goals
- . Provide support for students' personal and professional growth (can include referral to appropriate professionals should difficult situations arise)
- . Discuss academic performance in an effort to optimize students' learning experiences

- . Assist students with plans to address issues of academic difficulties on an as needed basis
- . Students are expected to meet with their assigned faculty advisors **at least twice every semester**. Each session should be scheduled directly with the faculty advisor.

Please note that at **NO TIME** may MSM PA faculty, program director, or medical director act as the medical provider or behavioral medicine counselor of a MSM PA Student.

In the event student support is needed for a personal issue, the student will be referred to the appropriate campus department or office. Referrals or walk-ins are available to the Office of Counseling Services. These services are free and confidential to all students. For additional information regarding Student Counseling Services see the MSM Student Handbook [pg. 30] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

### STUDENT COUNSELING SERVICES (A3.10)

All MSM PA program students have access to confidential and free counseling to help with personal, career, and academic concerns that can affect academic success and quality of life. The mission of the MSM Office of Counseling Services is to help ensure our student's adjustment to the physical, emotional and cognitive demands of graduate study in such a way as to ensure an excellent academic preparation, and an established, effective personal system of integrity and resiliency upon graduation.

While peers and personal resources are often a good start, objective and professional consultation may be needed. Seeking help early is strongly encouraged. We offer assistance with personal and academic challenges. Counseling sessions are confidential. All students are encouraged to talk over any issue of concern with a counseling center staff member.

Open service is available on Fridays during the lunch period. Confidential sign-in will be available on Friday beginning at 10:30 AM for brief 15-30 minutes sessions between the hours of 12:30-1:30 PM.

Location: National Center for Primary Care, Office Suite Room 221

Director: Shawn Garrison, Ph.D.

Assistant Director: Vaughn Gay, M.Ed, LPC, CAMS-II

Administrative Assistant: Ms. Tyese Murphy

Telephone: (404) 752-1778 Email: [counseling@msm.edu](mailto:counseling@msm.edu)

For additional information regarding Student Counseling Services, see Student Handbook [pg. 30] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf).

### STUDENT EMPLOYMENT (ARC-PA A3.14h)

Experience has shown that most students are unable to give adequate effort to participating and studying if they continue employment while enrolled in an intensive and accelerated program of study. Therefore, employment during a student's course of study and training while enrolled in the Morehouse School of Medicine (MSM) Physician Assistant (PA) program is strongly discouraged. We dissuade students from seeking employment while matriculating through the program. The program will not make accommodations for students who choose to work. If employment is essential, then the PA Program Director should be informed in writing of the student's work schedule. Class meetings missed due to work schedules will be documented as an absence. Absences in excess of four for any course may result in faculty discipline, including receiving an "F" grade in the course and dismissal from the program.

To ensure students understand the academic risks of choosing to work while enrolled in the MSM PA program, an Student Employment Form must be read, initialed, and signed. Students must indicate their weekly work schedule and anticipated hours. This form will be added to the student's official program file.

## STUDENT EMPLOYMENT BY THE PROGRAM <sup>(A3.04, A3.05)</sup>

Students may not work for the program regardless of their particular skills or prior experience. Neither may students substitute for faculty as instructor or instructor of record for a course or activity.

## PA STUDENT SOCIETY

The **Henry Lee “Buddy Treadwell PA Student Society** is the PA student society (PASS) and the official voice for MSM PA Students. The PASS is open to all MSM PA Students and welcomes proposals and participation from the entire PA Student body. PASS is responsible for promoting the PA profession; acting as a liaison between the PA student body and the MSM PA program faculty and staff; working to improve the quality of life for all students; supporting student activities; and dispersing funds for student activities, charitable giving, scholarships, and other areas as appropriate. Student activity fees that are collected are to be used in accordance with University policy. Any funds remaining in the PASS account of a class one year after graduation will be turned over to the next class to be managed by the SGA. Elections for the PASS are held each summer shortly after the new class matriculates into the Program. Students may not hold more than one elected position at the same time. The current PASS officers elect the faculty advisor for the PASS for the incoming class. Students serving as PASS officers must be in good standing in the Program. Any PASS officer placed on academic and/or professional probation by the SAPP Committee will be required to resign.

The PA Program Director will appoint a faculty advisor to the PASS. The advisor will assist students with the process of officer selection, Bylaws, modifications, and any other matter related to governance. The faculty advisor will also assist class leadership in organization and implementation of class activities. The PASS Class President or designee will be invited to attend PA Program Faculty Meetings, with the exception of closed sessions for discussion of confidential matters.

Each PA class will elect PASS officers to include: President, Vice President, Secretary, Treasurer, Diversity Chair, Representatives to state and national associations, and any other officers described in the Bylaws. The officers will schedule meetings throughout the semester to address any issues. The President and Vice-President of each class serve as representatives to the Morehouse School of Medicine Student Government Association (MSM-SGA) and convey information to and from the classes.

The Morehouse School of Medicine Student Government Association (MSM-SGA) is formed to unite and strengthen the voice of the student body. It serves to facilitate communication among individual classes, years, or programs and to organize the student body as a pre-professional group. The MSM-SGA Constitution is intended to complement the student manual as an expression of freedom of speech and the freedom to organize. For information about the MSM-SGA of the Institution see the Student Handbook [pg. 36].

[http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

## STUDENT GRIEVANCE POLICY <sup>(A3.11)</sup>

The MSM PA Program has established a process to assure timely response to formal and informal complaints from students, while adhering to all Institution policies and regulations. The program policy for internal (informal) complaints indicates that if a student has a problem or concern involving a course he/she should do the following:



- . First, discuss the issue with the course director/instructor (listed on the first page of each course syllabus) first. If the concern is not resolved, then:
- . Discuss the issue with the faculty advisor. If the concern is not resolved, then:
- . Discuss the issue with the PA Program Director. If the concern is not resolved, then:
- . Begin the formal grievance process as outlined in the MSM Student Handbook.

If the problem or concern does not involve a course the student should:

- . Discuss the issue with the faculty advisor or other PA faculty. If the concern is not resolved, then:
- . Discuss the issue with the PA Program Director. If the concern is not resolved, then:
- . Begin the formal grievance process as outlined in the MSM Student Handbook.

The Office of Student Affairs may be involved at any point in the process outlined above.

MSM desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Complaints regarding any aspect of operations should be filed internally to MSM authorities first and then, if necessary, to external authorities. Contact information for filing complaints is given below.

**Internal MSM Contacts for General Consumer and Other Complaints**

– Academic Affairs

Dr. Sandra Harris-Hooker  
Executive Vice Dean for Academic Affairs  
[sharris-hooker@msm.edu](mailto:sharris-hooker@msm.edu)

– Educational Affairs

Dr. Martha Elks  
Senior Associate Dean, Educational Affairs  
[melks@msm.edu](mailto:melks@msm.edu)

– Clinical Affairs

Dr. Michelle Nichols  
Assistant Dean, Clinical Affairs  
[mnichols@msm.edu](mailto:mnichols@msm.edu)

– Compliance

Keith Henderson, JD  
Interim Chief Compliance Officer, Privacy and Research Integrity Officer  
[khenderson@msm.edu](mailto:khenderson@msm.edu)

– Family Educational Rights and Privacy Act (FERPA)

Angela Freeman, M.A.A.S  
Registrar  
[afreeman@msm.edu](mailto:afreeman@msm.edu)

– Title IX

Marla Thompson, MPA  
Title IX Coordinator



[mthompson@msm.edu](mailto:mthompson@msm.edu)

–Facilities and Management

John Case, EdD

Senior Vice President, Operations and Chief Financial Officer

[jcase@msm.edu](mailto:jcase@msm.edu)

For Additional information regarding the Institution procedures for Informal and Formal complaints, see Student Handbook [pg. 62] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

### **Compliance Hotline**

MSM is an organization with strong values of responsibility and integrity. Students are encouraged to submit reports in instances where you believe violations stated in written standards and policies have occurred. Students can place an anonymous report by phone or Internet to a reporting system that is administered and managed by a third party. This comprehensive reporting tool, allows the Office of Compliance and Corporate Integrity to proactively address compliance concerns and potential violations of regulations and policies. All information provided will remain confidential.

To make a report:

- Call the toll free 24-hour phone at 855-279-7520 (in both English and Spanish). or
- Use the 24-hour website is [www.msm.ethicspoint.com](http://www.msm.ethicspoint.com)

## SECTION III MSM PA PROGRAM CURRICULUM

### PA PROGRAM CURRICULUM (ARC-PA 3.14 d, e)

The curriculum is based on an organ systems approach with a spiral of course material from basic and foundational to material of increased complexity and depth. It incorporates a problem-solving approach, stimulating analytical and critical thinking as well as effective analysis and utilization of resource materials. The curriculum has been designed by the faculty utilizing resources including the Accreditation Standards for Physician Assistant Education, the NCCPA Curriculum Blueprint, the Association of American Colleges (AACSB) Entrustable Professional Activities (EPAs), evolving health care trends, and the mission and philosophy of the Program and Institution.

The curriculum incorporates core competencies based on the ARC-PA Accreditation Standards. These include medical knowledge, interpersonal skill, clinical skills, technical skills, professional behavior, clinical reasoning, and problem-solving abilities. These attributes are important and necessary to practice as a Physician Assistant. Students will be assessed using the following methodologies:

<b>Characteristic</b>	<b>Assessment</b>
Medical Knowledge	Written (electronic) examinations and quizzes
Clinical Skills Technical Skills	Small group activities Laboratory practicums Objective Structured Clinical Encounters (OSCEs) 3-D mannequin simulation Clinical procedure simulators Practical clinical experience
Interpersonal Skills Professional Behaviors	Small and large group discussion and activities Observation of each student's behaviors during classroom activities Simulated patient encounters Interactions with faculty, staff, and peers Adherence to the Institution's and Program's policies as outlined in the respective handbooks.

The MSM PA Program consist of seven continuous semesters of graduate level training for a total of 103 semester credit hours. The curriculum meets the goals and missions of the PA Program, provides students with a generalist medical model, and stresses problem-solving, critical thinking, and the importance of patient-centered care and collaboration. Traditional classroom lectures are supplemented with interactive, case-based and problem-based learning experiences in small group sessions. Additional methodologies include, patient simulation lab experiences, standardized patients, and mock medical procedure training.

The second year of the program includes 40 weeks of supervised clinical practice that expose learners to many different aspects of clinical medicine. These experiences provide opportunities for students to acquire the competencies needed for clinical PA practice. Each student is assigned to a clinical preceptor.

Semester	Didactic Curriculum	Credit Hours
Summer Semester (Jun – Aug)	PAS 610 Medical Gross Anatomy	6
	PAS 611 Scientific Foundations	3
	PAS 612 Medical Interviewing	1
	PAS 615 Introduction to Evidence Based Medicine	2
	PAS 616 Medicine & Society I	2
		<b>Total: 14</b>
Fall Semester (Aug-Dec)	PAS 624 Pharmacology & Therapeutics I	2
	PAS 626 Clinical Medicine I	6
	PAS 613 Physical Diagnosis	3
	PAS 629 Diagnostic Methods I	1
	PAS 620 Physiology	3
	PAS 617 Medicine & Society II	2
	<b>Total: 17</b>	
Spring Semester (Jan-May)	PAS 625 Pharmacology & Therapeutics II	2
	PAS 627 Clinical Medicine II	10
	PAS 614 Behavioral Medicine & Counseling	2
	PAS 630 Diagnostic Methods II	1
	PAS 618 Medicine & Society III	2
		<b>Total: 17</b>
Spring Semester (May-Jul)	PAS 631 Special Populations	5
	PAS 628 Clinical Medicine III	3
	PAS 619 Medicine & Society IV	2
		<b>Total: 10</b>
	Preclinical Year Total	<b>58</b>

#### Clinical Year Curriculum

Supervised Clinical Practice Experiences (SCPE) in the following specialties: Internal Medicine, Family Medicine, Pediatrics, Women’s Health, Behavioral Medicine & Psychiatry, Emergency Medicine, General Surgery, and Elective

	PAS 740 Family Medicine Clerkship I	4
	PAS 741 Family Medicine Clerkship II	4

	PAS 742 Internal Medicine Clerkship I	4
	PAS 743 Internal Medicine Clerkship II	4
	PAS 744 Pediatrics Clerkship	4
	PAS 745 Emergency Medicine Clerkship	4
	PAS 746 Behavioral Medicine & Psychiatry Clerkship	4
	PAS 747 General Surgery Clerkship	4
	PAS 748 Women's Health Clerkship	4
	PAS 749 Elective Clerkship	4
	PAS 750 Professional Seminar I	1
	PAS 751 Professional Seminar II	1
	PAS 752 Professional Seminar III	1
	PAS 753 Capstone Project	2
		<b>Total: 45</b>
		<b>Program Total: 103</b>

\*The clinical clerkship sequence will be based on preceptor availability and will vary among PA students.

## REQUIRED MEDICAL EQUIPMENT

Each PA student should own, at minimum, the following equipment as soon as possible after matriculation into the Program:

- High-quality stethoscope (e.g. Littman except Select or Lightweight)
- High-quality oto-ophthalmoscope (e.g. Welch-Allyn. NOT pocket size, PanOptic not necessary)
- Reflex hammer
- Tuning fork 512 mHz, 256 mHz
- Penlight
- Tape measure (soft, in centimeters)
- Blood pressure gauge

Each student must implement universal precautions and use personal protective equipment (gown, protective eyewear, etc.) as appropriate during clinical contact with patients. Training in universal precautions will be provided during the Program. A student who is uncertain about the proper protocol or use of such equipment should contact the activity coordinator for additional instruction prior to any further clinical experience or patient contact. Students should notify the Clinical Director if a clinical site appears to have inadequate universal precaution policies, equipment, or protocols.

Any student with a known latex allergy or having symptoms consistent with latex allergy should notify the Program immediately. It is advised to avoid any latex product and consult a qualified allergist for evaluation at the student's expense. Any student found to be latex allergic must determine whether to remain in the Program, acknowledging the risk of becoming ill even after reasonable precautions are taken and accommodations are made. If the student elects to continue his/her education in the Program, the student must realize that he/she assumes any responsibility and risk posed by the allergy.

## REGISTRATION

Registration for all MSM PA students will occur on a semester basis. Click on Admissions/Student Affairs, Office of the Registrar, then Registration to begin the process. All students are required to register during the appropriate registration period. Registration for any year is not complete until all published procedures have been complied with and until satisfactory arrangements have been made with the Business Office for payment of tuition and other financial responsibilities.

If registration is not completed at the designated time, a late registration fee of seventy-five dollars (\$75) will be charged. Should circumstances result in a delay in registration beyond the student's control, a written appeal may be submitted to the Associate Dean for Student Affairs. A student may not attend class or clerkships nor receive credit for such unless registered.

For Additional information regarding the Institution procedures for student registration, see Student Handbook [pg. 26] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

## GRADING SYSTEM

The Program uses the following grading scale to determine letter grades for each course.

PERCENT GRADE	LETTER GRADE	INTERPRETATION
90 – 100 %	A	Superior
80 – 89 %	B	Satisfactory
70 – 79 %	C	Acceptable
60 – 69%	D	Unacceptable
< 60%	F	Failure

## ACADEMIC STANDING

A MSM PA Students in good academic standing will have met all of the following criteria:

- . Earned a grade of 70% (C) or higher in all didactic and clinical courses required by the MSM PA Program
- . Met the MSM PA Program professionalism and student code of conduct expectations
- . Complied with all MSM Institutional and PA Program policies and procedures

## STUDENT SUPPORT SERVICES

MSM PA students may receive academic support in the form of guidance in study methods and further explanation of course content from faculty members and Course Directors. Students may self-refer or be referred by faculty members to the Office of Counseling Services or the Office of Student Learning and Educational Resources (OSLER) for further services including study skills, test-taking strategies, and counseling. Additionally, the Office of Disability Services (ODS) is available to support all MSM PA students with accommodations requests and needs to ensure an equitable and inclusive environment.

For Additional information regarding Institution student support services, see MSM Student Handbook [pgs. 30, 34] [http://www.msm.edu/Current\\_Students/Documents/2017-18StudentHandbook.pdf](http://www.msm.edu/Current_Students/Documents/2017-18StudentHandbook.pdf)

For Osler use the following link <http://www.msm.edu/Education/OSLER/index.php>

## CHANGE IN NAME OR ADDRESS

It is essential that information submitted on admission, registration and other forms be accurate and consistent since enrollment, loan applications and information submitted by the Registrar for licensure and the practice of medicine depend upon it. Each student is held responsible for utilizing his or her full legal name as shown on a birth certificate. Each student is responsible for reporting to the Registrar any changes in information, especially name, local address and telephone number. MSM cannot be responsible for a student's non-receipt of information if it has not been properly notified of changes.

Additionally, all MSM PA Student must notify the Academic Director (during the Didactic Phase) or the Clinical Director (during the Clinical Phase), if their personal and/or emergency contact information changes.

Appendix A



**Receipt of the Morehouse School of Medicine**

**Physician Assistant Student Handbook**

I hereby acknowledge that I have received a copy of the Morehouse School of Medicine Physician Assistant Student Handbook. I further acknowledge that I am responsible for all the information contained within this handbook and I will abide by the policies, rules and regulations set forth thereof.

I further acknowledge that I have received a copy of the Morehouse School of Medicine Student Handbook and that I am responsible for the policies rules and regulations set forth in that publication.

I understand that failure to comply with the policies; rules and procedures set forth in these handbooks may result in disciplinary action, suspension, or termination from the Morehouse School of Medicine Physician Assistant Program.

---

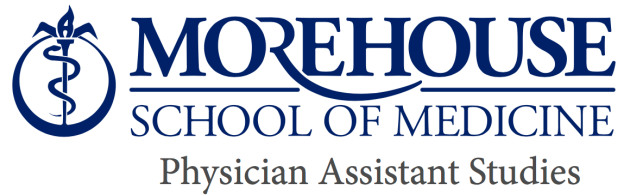
Student Name (Printed Legibly)

---

Student Signature

---

Date



### **Participation of Students as Human Subjects**

I understand that as part of my experience in the Morehouse School of Medicine Physician Assistant Program, I will be required to participate as a living subject and an examiner during the Didactic Phase of the Program. The program faculty expect that students will be willing, professional, and cooperative in participating in the physical examination courses and practicums.

I understand that I need to come to laboratories prepared and that I may be required to partially disrobe. I also understand that shorts will be required when examining the lower extremities. Upper body, including thorax, abdomen, and extremities will be examined. Males should remove their shirts and women should wear sports bras, so they will be able to remove their shirts.

I understand that participation will not include breast or genitalia examinations. These examinations will be learned with the use of mannequins and/or professional patients.

I understand that faculty expect all students to dress as listed above for the designated activities and be willing to be inspected, palpated, percussed, and auscultated by their peers.

I have read, understand, and agree to abide by this policy.

---

Student Name (Printed Legibly)

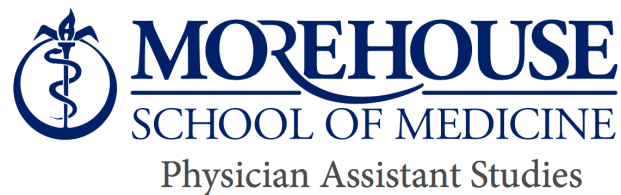
---

Student Signature

---

Date





## **Acknowledgement of Typical Demands for the PA Program**

### **Typical Mental Demands**

The MSM PA student must possess the ability to:

- Comprehend, retain, analyze and integrate a large amount of information related to medicine and process this information in an appropriate amount of time so as to not negatively impact patient care
- Engage in long hours of study in the classroom, labs, and clinical rotations
- Respond appropriately to constructive feedback
- Communicate effectively with students, instructors, clinicians and patients in written, and oral format.
- Participate in written and practical examinations, procedures, and demonstrations
- Collect patient data, perform the physical examination, formulate a treatment plan, and provide patient education

### **Typical Physical Demands**

The MSM PA student must possess:

- Normal or corrected to normal visual and hearing acuity, hand and eye coordination, and manual dexterity
- Full range of motion including the capacity to sit for long periods in classroom
- The ability to assist patients in range of motion
- The ability to stand and walk for long periods of time in the hospital or clinic settings
- Capability to work long hours, stressful mental and physical situations, and exposure to various body fluids

and communicable diseases

### **Typical Working Conditions**

The MSM PA student must be able to:

- \_\_\_ Work long hours in the clinical and classroom environments with exposure to individuals with various beliefs, hostile individuals, those with disabilities, communicable diseases, radiation, and toxic substances
- \_\_\_ Examine and interact with diverse patient populations with different cultural beliefs and a wide variety of acute and chronic medical and surgical conditions

### **Student Performance Requirements**

The MSM PA student will be required to perform

- \_\_\_ Work in medical, surgical, emergency, ob/gyn, along with outpatient and inpatient settings on campus and off campus
- \_\_\_ Full time didactic and clinical training
- \_\_\_ Various medical and surgical procedures
- \_\_\_ Pre-, peri-, and postoperative care

The MSM PA Student will be required to:

- \_\_\_ Demonstrate professionalism, and ethical demeanor, and an understanding of the medical law as it relates to physician assistants and the health care field
- \_\_\_ Display an ability for mental and physical stamina by long hours in both the classroom and clinical settings
- \_\_\_ Demonstrate knowledge, skills, and competencies to the level required by faculty
- \_\_\_ Participate in community services

\_\_\_\_ Complete other duties to demonstrate aptitude for physician assistant profession

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



### Student Employment Form

Experience has shown that most students are unable to give adequate effort to participating and studying if they continue employment while enrolled in an intensive and accelerated program of study. Therefore, employment during a student’s course of study and training while enrolled in the Morehouse School of Medicine (MSM) Physician Assistant (PA) program is strongly discouraged. We dissuade students from seeking employment while matriculating through the program. The program will not make accommodations for students who choose to work. If employment is essential, then the PA Program Director should be informed in writing of the student’s work schedule. Class meetings missed due to work schedules will be documented as an absence. Absences in excess of three for any course may result in faculty discipline, including receiving an “F” grade in the course and dismissal from the program.

To ensure students understand the academic risks of choosing to work while enrolled in the MSM PA program, the following form must be read, initialed, and signed. Students must indicate their weekly work schedule and anticipated hours. This form will be added to the student’s official program file.

**Please initial each statement to indicate understanding of program recommendations, policies, and implications.**

Student initial	I understand and agree:
	the MSM PA Program strongly discourages student employment while matriculating through the program.
	the MSM PA Program will not make accommodations for students who choose to work.
	class meetings missed due to work schedules will be documented as an absence.
	I must maintain a 3.0 GPA while enrolled and to graduate from the MSM PA program.
	absences in excess of three for any course may result in a disciplinary action including receiving a failing grade or dismissal from the program.
	students requiring employment due to financial hardship must comply with program’s academic schedule and are prohibited from working more than 20 hours per week.
	I must provide the MSM PA Program a list of my weekly work schedule: _____

	Days of the week to work	# of Hours to work each week
--	--------------------------	------------------------------

\_\_\_\_\_  
Student Name (printed)

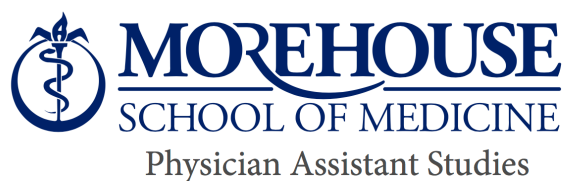
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PA Program Director (printed)

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date



### **Infectious Disease - Environmental Exposure Policy and Procedures**

The Morehouse School of Medicine (MSM) Physician Assistant Program has a commitment to protect the health and well-being of students, faculty, staff, and patients. As part of their training, students may encounter exposure to infectious and environmental hazards. This may include being exposed to human donors and preservative chemicals such as formaldehyde in the anatomy lab, latex or other products such as gloves that may contain allergens, and exposure to communicable infectious disease which may be transferred via airborne, mucous membrane splashes or needle-stick exposures in the clinical setting. While the risk of transmission is small, the Program has a number of policies and procedures in place to minimize risk.

It is the policy of the MSM Physician Assistant Program to follow the guidelines and recommendations made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding STANDARD PRECAUTIONS. Before beginning any clinical education experience through the MSM Physician Assistant Program, students must receive training regarding CDC STANDARD PRECAUTIONS.

#### **Standard Precautions**

Standard Precautions combine the major features of Universal Precautions and Body Substance Isolation and are based on the principle that all blood, body fluids, secretions, excretions, non-intact skin, and mucous membranes may contain transmissible infectious agents.

Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These practices include:

- Hand hygiene
- The use of personal protective equipment (PPE)

In addition to Standard Precautions, students will receive training in the three categories of Transmission-Based Precautions:

- Contact Precautions
- Droplet Precautions
- Airborne Precautions

Transmission-Based Precautions are used when the route(s) of transmission is (are) not completely interrupted using Standard Precautions alone.

Students may access details of this information at any time at the following Morehouse School of Medicine website: [http://www.msm.edu/Current\\_Students/SEHC-ICDocuments/ICHandbookrev7202014.pdf](http://www.msm.edu/Current_Students/SEHC-ICDocuments/ICHandbookrev7202014.pdf)

### **Exposure to Blood Borne Pathogens:**

Strict adherence to STANDARD PRECAUTIONS and other infection control measures should prevent a student's exposure to blood borne pathogens. Should a student sustain a possible exposure (including a needle stick injury) to blood borne pathogens during a clinical training experience, the student is responsible for immediately notifying their supervisor, instructor, preceptor, or department manager. The student should then follow the steps outlined in the section titled "Post-Exposure Procedure" and "Student Injuries or Exposures". Exposure is defined as a demonstrated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials.

### **The Following Procedure Should Be Adhered To After An Exposure:**

#### **Post-Exposure Procedure:**

1. **Aggressive local wound care** to the site of exposure should be initiated immediately. Percutaneous wounds should be expressed to promote bleeding. The site should be cleansed thoroughly with soap and water using a surgical hand brush when possible. It may be beneficial to use an antiseptic such as chlorhexidine gluconate (Foam Carer CHG), an iodophor (EZ Scrub, Betadine), or Dakins solution (dilute 1:9 buffered sodium hypochlorite). Difficult to scrub areas should be soaked in chlorhexidine gluconate (Foam Carer CHG) or other antiseptic. Non-intact skin should be cleansed with soap and water. It may be beneficial to use an antiseptic as described above. Mucous membrane exposures (e.g., eye splashes) should be irrigated thoroughly with tap water using the nearest eye washing station (or faucet if none available).

2. **The incident should be reported immediately** to the student's supervisor, instructor, preceptor, or department manager.
3. **Post Exposure Prophylaxis protocol should be initiated.** The student may access the post exposure hotline by the following methods: <http://nccc.ucsf.edu/clinician-consultation/post-exposure-prophylaxis-pep/> OR **PEP line: The National Clinicians' Post-Exposure Prophylaxis Hotline Phone: 1-888-448-4911 Hours: 24 hours / 7 days a week**
4. **Access to emergency health care is recommended,** and the student is urged to become informed about current PEP guidelines in order to receive most effective treatment within the recommended time frame.
5. Finally, the student must notify the Clinical Director or if unavailable, the Educational Coordinator or Program Director. In addition, the MSM Incident Form (Appendix F) must be completed and sent to the Program.

## **Student Injuries**

Incidents involving an injury to a student (such as a fall, or other accidental injury) during a clinical education experience will follow a similar protocol.

- The injury should be reported to the student's supervisor, instructor, preceptor, or department manager.
- Students should report to the nearest Emergency Room for treatment.

The Program should be notified as soon as it is possible to do so. The student must notify the Clinical Director, Educational Coordinator, or Program Director. In addition, the MSM Physician Assistant Program incident form, must be completed and sent to the MSM Physician Assistant Program.

If a potentially infectious exposure occurs, do not allow feelings of embarrassment, a large workload, or misplaced peer pressures to prevent you from reporting the event immediately. Needle sticks and other exposures can be life-threatening. Responsible health care providers recognize that unintentional injuries and occupational exposures may occur and must be evaluated by competent, objective, and experienced medical professionals.


## **IMPORTANT:**

All charges incurred by PA students for Physician visits, labs or x-ray studies, and prescribed



medications related to an injury, needle stick; blood or body fluid exposures are the student's responsibility. **Students must maintain health insurance throughout their educational experience in the MSM Physician Assistant Program. All medical or health care services (emergency or otherwise) that the student receives or requires are the student's responsibility and are at the student's expense.**

## Appendix F

		<h3>Incident Report</h3>		<b>CONFIDENTIAL</b> Do not file in patient medical record. This is for internal use only for Risk Management and Quality Improvement Activities.	
Report #10-					
Date of Incident / /	Date Identified / /	Date Reported / /	Persons Involved:	Witnesses:	
		_____		_____	
		_____		_____	
<b>PERSON AFFECTED</b>					
<input type="checkbox"/> Patient <input type="checkbox"/> Visitor <input type="checkbox"/> Employee Injury/Illness <input type="checkbox"/> Employee Other <input type="checkbox"/> Facility Property <input type="checkbox"/> Medical Staff					
Name (Last, First, MI)			Chart Number (If applicable)		
Address _____ City, State, Zip _____					
If not an employee or patient: Phone #(____) _____ Age: _____ Sex: ___M ___F					
<b>ELEMENTS OF EVENT</b>					
Time of Event: _____		Equipment/Drugs Involved: _____		Faulty equipment/instruments/supplies tagged and secured: _____	
Location of Event: _____		Lot #: _____		_____	
Part of Body affected: _____		Serial #: _____		_____	
_____		Model #: _____		Date: _____ By: _____	
Procedure Involved in Incident		Supervisor Notified <input type="checkbox"/> Yes <input type="checkbox"/> No		Exam/Treatment/Test Ordered? <input type="checkbox"/> No <input type="checkbox"/> Yes _____	
<input type="checkbox"/> 1. Surgical: _____		Name of Supervisor: _____		_____	
<input type="checkbox"/> 2. Diagnostic/Treatment: _____		Physician Notified <input type="checkbox"/> Yes <input type="checkbox"/> No		Transfer required? <input type="checkbox"/> No <input type="checkbox"/> Yes	
<input type="checkbox"/> 3. Other: _____		Date: _____ Time: _____		Transferred to: _____	
_____		Name of Physician: _____		_____	
_____		_____		_____	
<b>Clearly print a Brief Objective Statement of Facts:</b> (use reverse if needed) _____ _____ _____ _____ _____ _____ _____					
<b>PREPARED/REVIEW (Must file with Risk Manager within three days)</b> (Please provide Name, Title, Phone, Email)			<b>DATE</b>		<b>TIME</b>
Prepared by:			/ /		
Reviewed by RM Designee:			/ /		
Reviewed by Risk Manager:			/ /		

Can be submitted via email to [chrjones@msm.edu](mailto:chrjones@msm.edu)

Rev 1-2018