



DOMINICAN UNIVERSITY
Borra College of Health Sciences

**Master of Medical
Science in Physician
Assistant Studies**

2021 STUDENT HANDBOOK

DOMINICAN UNIVERSITY | 7900 W Division Street, Parmer Hall 428, River Forest, IL, 60305



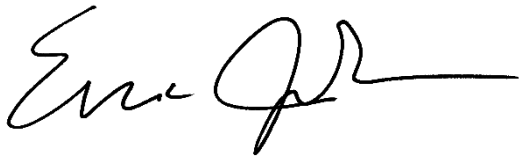
Greetings, Class of 2022!

We are honored to welcome you to the Dominican University Physician Assistant Studies (PAS) Program. It is with great anticipation that we welcome you to the program! Our admissions decisions yielded a cohort of highly qualified individuals and we look forward to getting to know each and every one of you.

With an increasing demand for primary care medical providers in the U.S. and our focus on primary care, our graduates will contribute to the delivery of high-quality healthcare and disease prevention for the patients we serve. In our quest to develop an extraordinary PAS program, we are committed to educating students in a manner that will exceed expectations.

At the Dominican University PAS Program, you will learn to think critically, solve complex medical problems, and employ evidenced-based medicine and critical decision making. You will learn to communicate effectively with other healthcare professionals and diverse patient populations. It is our intent to teach you to excel as clinicians and learn the science and art of medicine. Your role as a cohort allows us to work as a cohesive team! We are proud to share this incredible opportunity with you. Individually, and as a cohort you bring great credit to yourselves, your families, and Dominican University. You will serve in the highest traditions of the PA profession. Best wishes, we look forward to welcoming you in person in January!

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Johnson", with a long horizontal flourish extending to the right.

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I. PAS Mission, Vision, and Goals

Our Mission

The mission of the Dominican University Physician Assistant Studies Program is to graduate physician assistants who provide highly competent, patient-centered, and compassionate health care. Our physician assistants will serve as integral members of healthcare teams and will demonstrate leadership, service, and a commitment to lifelong learning.

Our Vision

The Dominican University Physician Assistant Studies program will provide an innovative relationship-based teaching and learning model including competency-based educational outcomes that challenge students and faculty to develop a healthcare learning community. Our graduates will transfer their healthcare knowledge to their patients and communities of service and our graduates will enhance the diversity of the PA profession.

Program Goals

1. Recruit highly qualified applicants that include under-represented minorities in healthcare and U.S. military veterans.
2. Develop, implement, and maintain a program whose focus is to graduate students with the knowledge, technical and professional skills for embarking on a Physician Assistant practice.
3. Provide our students with inter-professional education and simulation experiences in preparation for clinical practice.
4. Faculty, staff, and students are involved in professional and community engagement activities.

II. Values of the Physician Assistant Profession

The Dominican University Physician Assistant Studies program adopts the fundamental values listed below as those that we strive to uphold. The following “Statement of Values” was drafted and adopted by the American Academy of Physician Assistants (AAPA):

- Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings
- Physician assistants uphold the tenets of patient autonomy, beneficence, non-maleficence, and justice
- Physician assistants recognize and promote the value of diversity
- Physician assistants treat equally all persons who seek their care
- Physician assistants hold in confidence the information shared in the course of practicing medicine
- Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
- Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
- Physician assistants use their knowledge and experience to contribute to an improved community.
- Physician assistants respect their professional relationship with physicians.
- Physician assistants share and expand knowledge within the profession.

III. Code of Conduct

As members of the DU PAS program we are entrusted with the care of human life. This great honor and privilege requires all members of this community to uphold truth and the values of the medical profession. The following Code of Conduct articulates the principles that we as members of this community will abide by. By adopting these principles into our personal and professional life, we will positively influence our community and the Dominican College of Health Science.

Honor and Integrity

- My interaction with my colleagues will be truthful, respecting and honoring their humanity.
- I will be humble in my interactions with my colleagues, patients, and all individuals as to not let pride get in the way of productive and meaningful dialogue.
- I will not give a false impression of medical skill or knowledge.
- I will accept responsibility for my actions without excuse.

Respect

- I will treat all people equally without regard to race, age, religious status, gender, sexual orientation, political ideology or socioeconomic or educational status
- I will collaborate with members of my educational community that promotes respect for one another in a setting that promotes teamwork

Professional Responsibility

- I commit myself to lifelong learning, recognizing that medicine requires such for the safety of my patients and education of my students
- I will be an advocate for my patients and my colleagues
- I will keep all identifying information about my patients in strictest confidence
- I will not engage in harmful relationships with my colleagues, patients or any members of the medical team.
- I recognize these relationships will distract, divide and confuse the mission of professional care for patients and delivery of medical education

Student Initials: _____

IV. Program Directory

Name	Title	Email	Office Phone	Office
Eric Johnson <i>MS, PA-C</i>	Program Director	ejohnson@dom.edu	708-524-6372	Parmer 428-C
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Diane Wyman <i>RD</i>	Admissions Coordinator	dwyman@dom.edu	708-524-6387	Parmer 440

V. Dominican University Organizational Chart



VI. Commitment to Nondiscrimination

Dominican University affirms the salutary role of diversity in enriching the learning experience for all and in preparing all members of the community for the multicultural world in which we live. The university recognizes that educational excellence requires a curriculum sensitive to the diversity of American society and a diverse student body, faculty and staff. It is, therefore, university policy that affirmative action is taken.

Dominican University does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, disability, age, marital status or sexual orientation.

Dominican University does not discriminate on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973. Special parking facilities are marked and reserved for persons with disabilities. All educational programs are made accessible and all scholarships are made available to persons with disabilities.

VII. Technical Standards

The Dominican University Physician Assistant Program is a demanding and concentrated program that places specific requirements and demands on all students enrolled in the program. The minimum technical standards establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level physician assistant. In the event an applicant is unable to fulfill these technical standards prior to or any time after admission, with or without reasonable accommodation, the student will not be allowed to enter or progress within the program. Candidates for admission and students within the Physician Assistant program must possess the aptitude, ability, and skills as follows:

Communication

- Ability to communicate effectively with patients of various social and economic backgrounds, and interact professionally with other healthcare providers. Communication includes speech, reading, writing, and nonverbal communication
- Perceive nonverbal communication, speak intelligibly, hear sufficiently, and observe patients in order to elicit information
- Elicit and transmit patient information in oral and written English to members of the healthcare team
- Communicate effectively and sensitively with patient
- Demonstrate reading skills at a level sufficient to accomplish curricular requirements and provide clinical care for patients
- Be capable of completing appropriate medical records and documents in the written and electronic form in a thorough and timely manner

Student Functional Requirements

A candidate must be able to:

- Possess sufficient motor control, stamina, and hand-eye coordination to effectively use standard medical and surgical instruments
- Possess motor skills sufficient to directly perform palpation, percussion, auscultation, and other fundamental diagnostic procedures
- Execute motor movements required to provide basic medical care. Examples of fundamental medical care include but are not limited to: airway management, placement of catheters, phlebotomy, application of sufficient pressure to control bleeding, simple obstetrical maneuver, etc. (Such actions require coordination of gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision)
- Manipulate equipment and instruments to perform essential laboratory tests and procedures
- Transport themselves from one location to another in a timely fashion in order to facilitate patient care responsibilities and as necessary to receive educational training

Intellectual-Conceptual, Integrative and Quantitative Abilities

Problem solving is the critical skill demanded of Physician Assistants. This requires that students have the ability to measure, calculate, reason, analyze, and synthesize. A student must be able to:

- Incorporate new information from peers, teachers, and the medical literature to formulate diagnoses and plans
- Independently access files and interpret medical histories
- Identify significant findings from history, physical examination, and laboratory data

- Provide a reasoned explanation for likely diagnosis and prescribed medications and therapy
- Recall and retain information in an efficient and timely manner
- Assess and deliver the appropriate life-saving treatment if the student has a known severe allergic reaction(s)/anaphylaxis to environmental allergens, which include but are not limited to latex, tree-nuts, peanuts etc.)

Behavior and Social Attributes

A candidate must be able to:

- Possess the ability to use their intellectual capacity, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis under potentially stressful and/or emergency circumstances
- Accept criticism and respond by appropriate modification of behaviors
- Develop mature, sensitive and effective relationships with patients and colleagues
- Have a high level of compassion for others with sufficient interpersonal skills to interact positively with people from all socioeconomic backgrounds, ethnic backgrounds, and belief systems
- Adapt to changing environments and to learn in the face of the uncertainties inherent in the practice of medicine
- Use supervision appropriately and act independently, when indicated
- Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner.
- Exercise appropriate judgement, establish appropriate, ethical, and caring interactions with patients; work effectively in a team, manage stress, and work effectively in situations that are uncertain or ambiguous

VIII. Harassment Policy – One Process

Dominican University is committed to providing a safe and just campus, and to make that possible we developed One Process - a visible, transparent system for reporting, investigating and resolving reports of discrimination and sexual misconduct. If you have been the victim of discrimination or sexual misconduct, or have witnessed such incidents, please go to www.dom.ethicspoint.com and make a report, or contact Sheila Radford-Hill, Chief Diversity Officer and Title IX Coordinator; sradfordhill@dom.edu at 708-524-6381.

IX. Accreditation Statement

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

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximated date for the next validation review of the program by the ARC-PA will be September 2030. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA Policy.

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

X. NCCPA PANCE Results

The Dominican University Physician Assistant Studies program Five Year First Time Taker Summary can be found on our Outcomes page at <https://www.dom.edu/admission/graduate/health-sciences-programs/mmepas/outcomes>

XI. Standards of Conduct

i. Student Roles & Responsibilities in the Classroom and Clinical Sites

The primary role of the Physician Assistant student in the program is that of 'learner.' Therefore, PAS students are not allowed to work for or volunteer within the Dominican University PAS program:

- Students are not allowed to substitute for or function as instructional faculty (didactic or clinical). No student may be a course instructor of record for any component of the curriculum. Students are encouraged to share their expertise and prior knowledge to assist their fellow students' learning, but they are not required to do so.
- Students are not permitted to substitute for clinical or administrative staff during supervised clinical practice experiences (SCPEs). This will be communicated to clinical site preceptors.
- The PAS program must provide sites for all required and elective SCPEs for each PAS student. Students will not be required to solicit SCPE sites. A student may suggest a possible SCPE site for consideration of inclusion in the PAS program. These suggestions should be directed to the Director(s) of Clinical Education.
- Each PAS student must be readily identifiable at all times at SCPE sites and in places where other health professionals or patients may be encountered.
- Unless otherwise indicated by the supervising faculty member, anytime a student is providing patient care or acting in health care function as part of the PAS program, the student must wear his or her white coat with stitching, distinguishing him or her as a PA student.
- When introducing oneself to another health care worker or a patient, the PAS student must clearly state that they are a 'Physician Assistant Student' and make every attempt to be sure they are understood.
- A student may not wear the DU PAS nametag in a setting (i.e. outside employment) that is not directly related to their studies within DU PAS program or SCPE sites.

ii. Academic Integrity Policy (Dominican University)

Students of the university must conduct themselves in accordance with the highest standards of academic honesty and integrity. Failure to maintain academic integrity will not be tolerated. The following definitions are provided for understanding and clarity.

Definitions of Plagiarism, Cheating and Academic Dishonesty

Student plagiarism is the presentation of the writing or thinking of another as the student's own. In written or oral work a student may make fair use of quotations, ideas, images, etc., that appear in others' work only if the student gives appropriate credit to the original authors, thinkers, owners or creators of that work. This includes material found on the internet and in electronic databases.

Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations, using prohibited notes on closed-note examinations, and depending on others for the writing of essays or the creation of other assigned work are all forms of cheating.

Students should be aware that it is never acceptable to present someone else's work as your own. Even in cases of open content, such as Wikipedia, and open source such as HTML source code for web design, you must always include attribution and cite your source if you use another person's intellectual product.

Academic dishonesty may also include other acts intended to misrepresent the authorship of academic work or to undermine the integrity of the classroom or of grades assigned for academic work. Deliberate acts threatening the integrity of library materials or the smooth operation of laboratories are among possible acts of academic dishonesty.

Students will provide citations, where applicable, utilizing the AMA style. This includes material found on the internet and in electronic databases. The Dominican University Physician Assistant Studies Program faculty will exemplify this policy, as well.

Sanctions for Violations of Academic Integrity

Students caught plagiarizing, cheating or committing other acts of academic dishonesty will receive an automatic failure for the assignment, exam or paper. When a sanction has been imposed the instructor will inform the student, the PAS Chair of the Student Progress Committee, the PAS Program Director, and the Dean of the College of Health Sciences in writing.

The Dean and the Chair of the Student Progress Committee will note whether a student has a pattern of committing violations of the academic integrity policy over time and in such cases the Dean, in consultation with the PAS Program Director, may impose further sanctions including suspension or expulsion from the university. The instructor must also inform the student that they have the right to appeal this sanction and refer the student to the academic appeals process (pp. 31).

iii. Didactic Year Attendance & Participation Policy

Because professionalism, collaboration, and teamwork are integral to the PA profession, attendance and active participation in class are essential. The PAS program is a fast-paced, cumulative curriculum that necessitates mandatory attendance to ensure successful completion of the program. Absences are either excuses or unexcused.

- If the student is going to be absent, the student **must notify** the Program Director, Administrative Assistant, and all Course Directors via email for the day of absence.
- Laboratory days missed may need to be repeated at the discretion of the Course Director (if excused).
- Unexcused absences will be taken into consideration in the professionalism grade for courses missed. Below are examples of excused and unexcused absences:
 - Excused Absences:
 - Student's own personal health condition
 - Immediate family death (parent, spouse, sibling, grandparent, child)
 - Approved Religious Holidays (see Religious Holiday Policy)
 - Birth of child
 - Unexcused Absences:
 - Car, traffic, or alarm clock issues
 - Travel arrangements
 - Childcare conflicts
 - Weddings
- Students are responsible for any missed material. All graded work must be made-up for an excused absence. No graded material will be made-up for unexcused absences.
- Students are expected to attend all classes and labs, and take all examinations, quizzes, and lab practicals. These are **mandatory**. In the event of an emergency, documentation must be provided to accompany the absence and to allow for retesting.
 - It is the student's responsibility to contact Course Directors regarding missed work, assignments, labs, quizzes, or examinations for excused absences.
- If the program becomes aware of any unannounced absence, this is considered a breach of professionalism and will result in review by the Program Director and the Student Progress Committee.
- Students are expected to attend all classes and labs, and take all examinations when given. These are mandatory.
- More than **three absences per year** will require a meeting with the Program Director.
- All routine medical appointments should be made outside of class time
- Attention to professionalism is one of the six NCCPA core competencies for Physician Assistant Students (pp. 16) and will be reviewed at the end of each semester by the Student Progress Committee. Serious or repeated breaches of professional behavior will be referred to the Program Director for review and action, up to, and including dismissal from the program.
- New mothers and fathers will have up to 2 weeks of excused absence. Any missed coursework must be made-up within the first two week upon returning.

iv. Religious Holiday Policy

Students are required to provide a written notice of religion-based scheduling conflicts to the Program Director within the first two weeks of the start of the semester. The student is responsible for all information missed, and will be allowed to make up an examination within 48 hours upon return from an approved absence.

v. Inclement Weather Policy

Dominican University offers an Emergency Notification system to give students warning of a campus closure: <http://duit.dom.edu/emergency-notification>. All students must sign up for these notifications.

Please note that school closings will be made available by 6:30 AM or 3:30 PM through the following communications:

- AM radio 720 WGN
- Posted on www.dom.edu
- Email sent to DU accounts
- Texts to those enrolled
 - Check your status on myDU:
https://jicsweb1.dom.edu/ICS/Emergency_Notification.jnz

vi. Leave of Absence Policy

A student may request a Leave of Absence (LOA) for significant events. This request must be submitted in writing to the Program Director, explaining the reason(s) for the LOA request. The submission will be followed by in-person meeting with the Program Director, Chair of Student Progress Committee and their Faculty mentor to discuss the written request. Examples of requests for LOA include but are not limited to:

- Student/Family Member health issue
- Prolonged illness or death of a loved one
- Birth or adoption of a child (max two weeks)
- Military Deployments

A student must be in good academic and professional standing to be considered for a LOA. All decisions are at the discretion of the Program Director on a case by case basis.

vii. Jury Duty Policy

If a student receives a summons to jury duty, they must do the following:

- Realize it is the student's responsibility to respond promptly to jury summons
- Notify **both** the Program Director and Administrative Assistant as soon as possible
- The Circuit Court of Cook County (Chicago) does excuse students from jury duty if the following procedures are followed:
 - Call the Office of Jury Administration at 312-603-5879 immediately upon receiving the summons
 - Jury Administration will instruct you as to the specific documentation required you will need to furnish them in order to be excused from or have your jury duty delayed. Generally, you will need to send a copy of your student ID and a copy of your class schedule – but they must tell you what to provide
 - Jury Administration will give you the mailing address or fax number where the required documents must be submitted. They will also give you a timeframe within which this must be completed.

If your summons is for jury duty outside Cook County jurisdiction, notify the PAS program office administration immediately. The program office will provide a letter if needed to support your request for being excused from jury duty.

viii. Student Employment Policy

The PAS program is a rigorous academic and clinical program. It is expected that students will have a full-time commitment to their academic course of study.

Physician Assistant Studies students may not work for or teach within the PAS program in any capacity – volunteer or paid positions. During Year 2, while on clinical rotations, students are not permitted to substitute for clinical or administrative staff.

The Dominican University Physician Assistant Studies Program discourages students from holding outside employment while enrolled in the didactic or clinical years. In the case that a student finds it necessary to hold outside employment while taking courses or during clinical rotations, he or she should speak to his/her assigned faculty mentor and the Program Director. Expectations, assignments, and due dates are not changed for students who are employed.

Didactic class and Clinical Rotation schedules will not be modified to accommodate any individual student's outside commitments.

ix. Student Record and Portfolio Policy

- PAS student records and portfolio are maintained electronically and in hardcopy. The hardcopy records are maintained in locked cabinets in the PAS Program Office. Access to those records are on a “need to know basis” (e.g. the Program Director, Student Progress Chair, and the Administrative Assistant)
- Students in the PAS Program **do not** have access to the academic records or other confidential information of other students or faculty.
- Specific information contained in each student file will be as follows as appropriate to each individual student.
 - Student admission record (kept for 5 years)
 - Results of selection interviews (kept for 5 years)
 - Student performance in the program (kept permanently)
 - Evidence of graduation requirements met (kept permanently)
 - SCPE assignments (kept for 5 years)
 - Academic mentoring/advising records (kept for 5 years)
 - Disciplinary action records (kept permanently)
 - Remediation records (kept for 5 years)
 - Dismissal records (kept permanently)
 - Verification from Wellness Center that student has met TB testing and immunity by titer requirements (kept for 5 years)
 - Student Handbook Acknowledgment Form (kept for 5 years)
- Student health records are confidential. No PAS faculty or program staff will have access to student health records maintained in the Wellness Center without the expressed written authorization of the student.
- Information obtained for the purpose of and during the Criminal Background/Sex Offender (CBSO) and Urine Drug screen will be retained by the PAS program office separate from

other student educational and academic records. Confidentiality will be maintained consistent with The Family Educational Rights and Privacy Act of 1974 (FERPA) and any other appropriate guidelines. These records will be maintained permanently.

XII. Transfer Credit or Credit for Experiential Learning

All courses within the curriculum are required. No Transfer credit is accepted. No credit is granted for pre-admission experiential learning, prior coursework, degrees, certifications, or advanced training.

XIII. Professionalism

Dominican University PAS students are expected to conduct themselves in a professional manner in the classroom, at clinical sites, on campus and at all times. Students are expected to arrive punctually, participate in all didactic activities and submit all assignments on time. Plan to arrive 15 minutes early each day so unexpected delays such as weather or traffic are accounted for. Students are expected to interact with each other, faculty, staff and patients and their families in a manner that reflects the Dominican University values of integrity, fairness, respect, community, responsibility and truthfulness.

Student professionalism is one of the six NCCPA core competencies for Physician Assistant Students (pp. 16) and will be assessed and graded in both the clinical and didactic year and at the end of each semester by the Student Progress committee. Serious or repeated breaches of professional behavior will be referred to the Program Director for review and action, up to, and including dismissal from the program.

XIV. Online Professional Behavior (Remote Learning)

Students must be on camera with their face visible for the entire Zoom lecture, meeting, or discussion. Students may disable their camera briefly when they need to do anything that may distract others. No private chatting, by any means, is permitted during the instruction; this feature will be disabled in Zoom. Students must have their full name visible during the instruction. Questions should be asked directly by voice, rather than typing into the chat. Students should conduct themselves as if they were in the classroom. To the extent possible, students should be seated with an appropriate, distraction-free background.

Students are expected to abide by the Code of Professional Conduct as described in the PA Student Handbook. Professional behaviors expected by the PAS program include the following:

- Attendance
- Timeliness
- Appropriate participation for each session
- Appropriate dress, as stated in the student dress code
- Being prepared for lessons and assignments
- Respectful and courteous behavior toward faculty and peers
- Participation in discussions and learning activities
- Self-reflection, assessment of learning needs

- Providing and accepting constructive feedback
- Personal responsibility
- Respecting confidentiality of patients and fellow students

Attendance is required. You will not be allowed to make up in-class participation because class discussions cannot be recreated for individual students. Habitual tardiness is disrespectful and unacceptable.

XV. Criminal Background (CBSO) Check and Urine Drug Screen Policy

The PAS program requires a Criminal Background/Sex Offender (CBSO) check of each student prior to matriculation into the program. Accepted students will be given instructions for completing the Criminal Background/Sex Offender check through *CastleBranch*. The CBSO must be repeated prior to the start of the clinical year (Year 2) of the program. All CBSO checks are done at the expense of the student.

Urine Drug Screen testing is required prior to enrolling in classes in the program. The initial urine drug test will be completed by *CastleBranch* prior to matriculation. An additional urine drug test through *CastleBranch* will also be required prior to participation in clinical rotations (Year 2). In addition, the program reserves the right to random drug test at any time. All Urine-Drug Screen testing is completed at the expense of the student.

Information obtained for the purpose of and during the CBSO and Urine Drug Screen will be retained by the PAS program office separate from other student educational and academic records. Confidentiality will be maintained consistent with FERPA and any other appropriate guidelines.

Grievous report in criminal background check or a positive Urine Drug Screen for non-prescribed drugs may be grounds for withdrawing the offer of admission or dismissal from the program.

A physician assistant must also exhibit exemplary personal and professional behavior. This includes, but is not limited to, honesty, integrity, and respect for others. Should faculty, staff, or peers note concerning professional behavior, a behavioral alert may be submitted to the Division of Student Success and Engagement.

Arrest or Criminal Offense

Students must report any arrest or criminal offense occurring on or off the University premises. An arrest or criminal offense must be reported to the Program Director within five (5) calendar days. Students convicted of a criminal offense may be dismissed from the program. In addition, students who wish to pursue a physician assistant career should refer to the Board of Healing Arts website for licensure requirements in the State of Illinois,

<https://www.idfpr.com/profs/PhysicianAssistant.asp>, along with the American Academy of Physician Assistant guidelines for the ethical conduct of physician assistants at: <https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>

XVI. Dress Code

- Dominican University PAS program students are expected to be well groomed and appropriately dressed in a manner consistent with the responsibilities of the PA profession and one that reflects positively on DU. The dress code applies to all PAS program activities in the didactic and clinical phases of the program.
- Classroom dress - clothing may be casual and comfortable but **should not include** the following: sweatpants, plunging neckline, midriff exposure, short shorts or miniskirts, prominent slogans or images on attire that are offensive, or clothing with holes and/or rips. Professional attire may be required for certain classes and this will be clearly communicated by the course instructor in advance.
- Professional Attire – Professional attire is mandatory for DU PAS program students in any setting where they will have contact with patients (simulated or encountered in the clinical setting), or when there is a guest presenter. Professional dress includes a **clean pressed short white lab coat** and the DU PAS program nametag and patch clearly visible. In addition, male students are to wear dress slacks, a long sleeved, pressed dress shirt, and dress shoes with dress socks. Female students (in addition to the lab coat requirement) will wear a dress of appropriate length or slack/skirt and a blouse and dress shoes (no open-toe shoes).
- All students must conceal any visible tattoos. Jewelry should be minimal and earrings are limited to 2 earrings per ear. Facial or visible body jewelry are not permitted in classrooms or clinical settings. Students should have short, clean nails (no artificial nails of any kind) and have clean, neat hair. Male beards should be short and well-kept.
- Student use of perfume, or other potent fragrances/aftershave, is not permitted in the PAS classroom setting, during clinical rotations, or any setting where patients are encountered.

XVII. Communication/Electronic/Social Media/Cell Phone Policy

- All electronic communication with the Dominican University (DU) Physician Assistant Studies (PAS) program will be done utilizing the university email account provided to each enrolled student.
- Students are expected to check their Dominican email and Canvas notifications on a daily basis (M-F) and respond in a timely manner to all communication from DU PAS faculty and staff.
- Social media is meant to include all electronic-based technologies such as, but not limited to, Facebook, Twitter, texts and email. While using these technologies, PAS students are expected to maintain the highest standard of conduct and professionalism required by the PA profession.
- When using electronic-based technologies, PAS students must not share identifiable information about patients, other PAS students, program faculty and/or staff, or clinical site personnel without expressed permission from the individual.
- PAS students must not share pictures that include patients, other PAS students, program faculty and/or staff, or clinical site personnel without expressed permission from the individual.
- Each PAS student must take responsibility and use good professional judgment as it relates to social media. Inappropriate, threatening or harassing communication is strictly prohibited and may result in reporting to the Program Director, DU Dean of Students, campus security, local police authority and/or dismissal from the program. See Harassment Policy on page 6.

- Students in lecture or laboratory should put their cell phones on silent mode and away during class time. Course instructors have discretion to prohibit cell phones if interfering with the classroom learning environment. Use of cell phones in patient care areas is strictly prohibited.

Be thoughtful about the information you share on social media, in all its forms. Future employers may ask you to “friend” them, so they can check your newsfeed; they may ask for your username so they can follow you on Twitter. The PA Program does not survey these sites regularly but will become involved in a student’s posting on such a site of postings violate University, College, or Program rules and/or harass another member of the community. Posting inappropriate content in any open forum can negatively affect your goal of becoming a respected member of the physician assistant profession.

The success of the University, College, and the MPAS Program specifically, is in part due to excellent relationships with local, regional, state, and national communities and institutions. These relationships have been forged and motivate content experts to share their skills and expertise in the classroom and at clinical sites. Inappropriate use of social media can jeopardize these relationships and the success of our students.

The patients we serve are protected by law and by oath. The patient’s privacy must be protected at all times. The Health Insurance Portability and Accountability Act (HIPAA). Information that can identify an institution or provider in a negative light or a patient in any way may not be shared. The student PA shall abide by the social media policy of any clinical institution or provider, if more restrictive. If the student is unclear about a particular post, they should seek clarification from their advisor.

Faculty are prohibited from sending or accepting “friend” requests with students until after the student graduates.

XVIII. Academic Standards

i. NCCPA Core Competencies

Adopted by ARC-PA, NCCPA (2012) and PAEA (2013)

<https://www.nccpa.net/Uploads/docs/PACompetencies.pdf>

Medical Knowledge

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

- Evidence-based medicine
- Scientific principles related to patient care
- Etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- Signs and symptoms of medical and surgical conditions
- Appropriate diagnostic studies

- Management of general medical and surgical conditions to include pharmacologic and
- Other treatment modalities
- Interventions for prevention of disease and health promotion/maintenance
- Screening methods to detect conditions in an asymptomatic individual
- History and physical findings and diagnostic studies to formulate differential diagnoses

Interpersonal and Communication Skills

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

- Create and sustain a therapeutic and ethically sound relationship with patients
- Use effective communication skills to elicit and provide information
- Adapt communication style and messages to the context of the interaction
- Work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- Demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- Accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

Patient Care

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

- Work effectively with physicians and other health care professionals to provide patient centered care
- Demonstrate compassionate and respectful behaviors when interacting with patients and their families
- Obtain essential and accurate information about their patients
- Make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- Develop and implement patient management plans
- Counsel and educate patients and their families
- Perform medical and surgical procedures essential to their area of practice
- Provide health care services and education aimed at disease prevention and health maintenance
- Use information technology to support patient care decisions and patient education

Professionalism

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

patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

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

Practice-based Learning and Improvement

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

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

Systems-based Practice

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

- Effectively interact with different types of medical practice and delivery systems
- Understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
- Practice cost-effective health care and resource allocation that does not compromise quality of care
- Advocate for quality patient care and assist patients in dealing with system complexities

- Partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes
- Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- Apply medical information and clinical data systems to provide effective, efficient patient care
- Recognize and appropriately address system biases that contribute to health care disparities
- Apply the concepts of population health to patient care

XIX. Program Learning Outcomes

Dominican University Physician Assistant graduates will possess the knowledge, skills, and attitudes necessary to demonstrate entry-level proficiency in the following program learning outcomes

Medical Knowledge

MK 1: Apply principles of evidence-based medicine to clinical scenarios

MK 2: Apply scientific principles related to patient care

MK 3: Understand etiologies, risk factors, underlying pathologic processes, and epidemiology for medical conditions

MK 4: Evaluate the signs and symptoms of medical and surgical conditions

MK 5: Apply appropriate diagnostic studies for medical evaluation

MK 6: Understand the management of general medical and surgical conditions to include pharmacology and other treatment modalities

MK 7: Apply interventions for prevention of disease and health promotion/maintenance

MK 8: Understand screening methods to detect conditions in an asymptomatic individual

MK 9: Evaluate history and physical findings and diagnostic studies to formulate differential diagnoses

Interpersonal and Communication Skills

ICS 1: Understand how to create and sustain a therapeutic and ethically sound relationship with patients

ICS 2: Use effective communication skills to elicit and provide information

ICS 3: Demonstrate the ability to adapt communication style and messages to the context of the interaction

ICS 4: Demonstrate the ability to work effectively with physicians and other healthcare professionals as a member or leader of a healthcare team or other professional group

ICS 5: Demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety

ICS 6: Apply accurate and adequate documentation of information regarding care for medical, legal, quality, and financial purposes

Patient Care

PC 1: Demonstrate the ability to work effectively with physicians and other healthcare professionals to provide patient-centered care

PC 2: Demonstrate compassionate and respectful behaviors when interacting with patients and their families

- PC 3:** Obtain essential and accurate information about their patients
- PC 4:** Demonstrate the ability to make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgement.
- PC 5:** Develop, implement, and monitor patient management plans across the lifespan including emergent, acute, and chronic conditions
- PC 6:** Demonstrate the ability to provide healthcare services and education to patients and families to prevent disease and promote health in patients across the lifespan
- PC 7:** Perform medical and surgical procedures appropriate to their area of expertise
- PC 8:** Provide healthcare services and education aimed at disease prevention and health maintenance
- PC 9:** Use information technology to support patient care decisions and patient education

Professionalism

- PR 1:** Understand the legal and regulatory requirements, as well as the appropriate role of the physician assistant
- PR 2:** Demonstrate professional relationships with physician supervisors and other healthcare providers
- PR 3:** Maintain respect, compassion, and integrity in all situations
- PR 4:** Demonstrate accountability to patients, society, and the profession
- PR 5:** Maintain a commitment to excellence and on-going professional development
- PR 6:** Apply a commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- PR 7:** Demonstrate sensitivity and responsiveness to patients' culture, age, gender, and disabilities
- PR 8:** Apply self-reflection, critical curiosity, and initiative
- PR 9:** Establish and maintain healthy behaviors and life balance
- PR 10:** Demonstrate a commitment to the education of students and other healthcare professionals

Practice-based Learning & Improvement

- PBL 1:** Analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the healthcare delivery team
- PBL 2:** Locate, appraise, and integrate evidence from scientific studies related to their patients' health problems
- PBL 3:** Apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness.
- PBL 4:** Utilize information technology to manage information, access online medical information, and support their own education
- PBL 5:** Recognize and appropriately address gender, cultural, cognitive, emotional, and other biases; gaps in medical knowledge; and physical limitations in themselves and others

Systems-based Practice

- SBP 1:** Effectively interact with different types of medical practice and delivery systems
- SBP 2:** Understand the funding sources and payment systems that provide coverage for patient care
- SBP 3:** Practice cost-effective healthcare and resource allocation that does not compromise quality of care
- SBP 4:** Advocate for quality patient care and assist patients in dealing with system complexities
- SBP 5:** Partner with supervising physicians, healthcare managers, and other healthcare providers to assess, coordinate, and improve the delivery of healthcare and patient outcomes

SBP 6: Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care

SBP 7: Apply medical information and clinical data systems to provide effective, efficient patient care

SBP 8: Recognize and appropriately address system biases that contribute to healthcare disparities

SBP 9: Apply concepts of population health to patient care

Program Technical Skills

Perform the following medical procedures with proper supervision:

1. Perform a pelvic exam including proper speculum, PAP smear and culture technique
2. Demonstrate digital rectal exam and the ability to test stool for occult blood using guaiac cards
3. Demonstrate proper breast exam technique and the ability to instruct the patient regarding regular monthly self-breast exam
4. Demonstrate proper testicular exam technique and the ability to instruct the patient regarding regular monthly self-testicular exam
5. Test visual acuity using a Snellen chart
6. Perform a venipuncture
7. Perform an arterial puncture
8. Start an IV
9. Obtain stool, urine, sputum, throat or wound drainage specimen for culture
10. Perform a gram stain and interpret smear
11. Perform injections including subcutaneous, intradermal, intravenous and intramuscular
12. Interpret intradermal skin test
13. Insert a nasogastric tube
14. Obtain and interpret an electrocardiogram
15. Perform and analyze spirometry readings
16. Demonstrate proper technique for a lumbar puncture
17. Perform a chemical and microscopic urinalysis
18. Insert and remove a Foley catheter
19. Demonstrate proper technique for a thoracentesis
20. Demonstrate proper technique for a paracentesis
21. Demonstrate the ability to utilize OSHA recommended Universal Precaution
22. Demonstrate the ability to use aseptic technique and the ability to establish a sterile field for non-complicated wounds
23. Demonstrate proper wound care including skin closure using various suturing techniques
24. Apply casts and splints using proper materials and techniques
25. Demonstrate the ability to determine when supplemental oxygen is required by a patient and the factors which must be considered when determining the best delivery method and rate of flow
26. Demonstrate competency in the interpretation of plain radiographs of the chest, abdomen, spine and extremities

XX. Curriculum

i. Didactic Year Calendar 2020

SPRING SEMESTER	
JANUARY 4	PA ORIENTATION DAY
JANUARY 9	UNIVERSITY-WIDE GRADUATE ORIENTATION (TBD)
JANUARY 18	MARTIN LUTHER KING, JR. DAY – NO CLASSES
MARCH 7 – 13	MID-SEMESTER BREAK
APRIL 1 – 4	EASTER BREAK
APRIL 19 – 23	FINALS
APRIL 24 – MAY 2	BREAK BETWEEN SEMESTERS
SUMMER SEMESTER	
MAY 3	CLASSES BEGIN
MAY 31	MEMORIAL DAY – NO CLASSES
JULY 5 – JULY 9	MID-SEMESTER BREAK
AUGUST 9 – 13	FINALS
AUGUST 16 – 20	BREAK BETWEEN SEMESTERS
FALL SEMESTER	
AUGUST 23	CLASSES BEGIN
SEPTEMBER 6	LABOR DAY – NO CLASSES
SEPTEMBER 21	CARITAS & VERITAS DAY – NO CLASSES
NOVEMBER 24 – 28	THANKSGIVING VACATION
NOVEMBER 29 – DECEMBER 3	FINALS
DECEMBER 4 – JANUARY 2	BREAK BETWEEN YEAR 1 & 2

ii. Flex Time

During the didactic year of the program, the student should expect to devote a full 8-hour day to the program. Student activities and schedule will be found and updated on the Microsoft Outlook Class Calendar. Flex time is time reserved for additional content for rescheduled coursework, if needed. If a change to the schedule occurs, the student will receive as much advanced notice as possible. Students should make every attempt to schedule personal appointments after 4:00 p.m.

iii. Curriculum Map
SPRING

SUMMER

FALL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DIDACTIC YEAR 1 - 59 Credits	PA Professional Development I PAS 501 1 Credit				PA Professional Development II PAS 502 1 Credit				PA Professional Development II PAS 503 1 Credit			
	Patient Assessment & Counseling I PAS 511 2 Credits				Patient Assessment & Counseling II PAS 512 2 Credits				Patient Assessment & Counseling III PAS 513 2 Credits			
	Anatomy & Physiology I PAS 515 5 Credits				Anatomy & Physiology II PAS 516 2 Credits				Anatomy & Physiology II PAS 517 2 Credits			
	Clinical Medicine I PAS 521 4 Credits				Clinical Medicine II PAS 522 4.5 Credits		Clinical Medicine III PAS 524 4.5 Credits		Clinical Medicine IV PAS 526 4.5 Credits		Clinical Medicine V PAS 527 4.5 Credits	
	Medical Decision-Making I PAS 528 1 Credit				Medical Decision-Making II PAS 529 1 Credit				Medical Decision-Making III PAS 530 1 Credit			
	Diagnostic Methods I PAS 531 1 Credit				Diagnostic Methods II PAS 532 2 Credits				Diagnostic Methods III PAS 533 2 Credits			
	Pharmacology & Pharmacotherapeutics I PAS 541 2 Credits				Pharmacology & Pharmacotherapeutics II PAS 542 2 Credits				Pharmacology & Pharmacotherapeutics III PAS 543 2 Credits			
	The Science of Medicine PAS 505 2 Credits				Evidence-Based Medicine I PAS 525 2 Credits				Medical Spanish PAS 560 1 Credit			
	CLINICAL YEAR 2 – 47 Credits	Bridge Course (2) PAS 600	Emergency Medicine (4) PAS 610	Internal Medicine (4) PAS 615	OB-GYN (4) PAS 620	Pediatrics (4) PAS 625	Family Medicine (4) PAS 630	Behavioral Medicine (4) PAS 635	General Surgery (4) PAS 640	Primary Care Selective (4) PAS 645	Elective (4) PAS 650	Elective (4) PAS 655
Evidence-Based Medicine II PAS 665 1 Credit				Evidence-Based Medicine III PAS 666 1 Credit				Evidence-Based Medicine IV PAS 667 1 Credit				

iv. Program Curriculum

The PAS program is a 24-month, 106-credit hour course of study which will result in a Master of Medical Science in a Physician Assistant Studies degree.

DIDACTIC - YEAR 1 (59 CREDITS)		
SPRING (18 CREDITS)		
Course Number	Course Name	Credit Hours
PAS 501	Professional Development I	1
PAS 505	The Science of Medicine	2
PAS 511	Patient Assessment/Counseling I	2
PAS 515	Anatomy & Physiology I	5
PAS 521	Clinical Medicine I	4
PAS 528	Medical Decision-Making I	1
PAS 531	Diagnostic Methods I	1
PAS 541	Pharmacology I	2
SUMMER (21 CREDITS)		
PAS 502	PA Professional Development II	1
PAS 512	Patient Assessment/Counseling II	2
PAS 516	Anatomy & Physiology II	2
PAS 522	Clinical Medicine II	4.5
PAS 524	Clinical Medicine III	4.5
PAS 525	Evidence Based Medicine I	2
PAS 529	Medical Decision-Making II	1
PAS 532	Diagnostic Methods II	2
PAS 542	Pharmacology II	2
FALL (20 CREDITS)		
PAS 503	PA Professional Development III	1
PAS 513	Patient Assessment/Counseling III	2
PAS 517	Anatomy & Physiology III	2
PAS 526	Clinical Medicine IV	4.5
PAS 527	Clinical Medicine V	4.5
PAS 530	Medical Decision-Making III	1
PAS 533	Diagnostic Methods III	2
PAS 543	Pharmacology III	2
PAS 560	Medical Spanish	1
CLINICAL – YEAR 2 (47 CREDITS)		
<i>Note: the order of clinical rotations will vary among students</i>		
PAS 600	Bridge Course	2
PAS 610	Emergency Medicine	4
PAS 615	Internal Medicine	4
PAS 620	OB/GYN	4
PAS 625	Pediatrics	4
PAS 630	Family Medicine	4
PAS 635	Behavioral Medicine	4
PAS 640	General Surgery	4
PAS 645	Primary Care Selective	4
PAS 650	Elective #1	4
PAS 655	Elective #2	4
PAS 660	Senior Seminar	2
PAS 665	Evidence Based Medicine II	1
PAS 666	Evidence Based Medicine III	1
PAS 667	Evidence Based Medicine IV	1
PAS PROGRAM TOTAL (106 CREDITS)		

v. Faculty Advising and Mentoring Policy

- Each DU PAS student will be assigned an advisor/mentor from within the ranks of the program (Program Director, Medical Director, Principal Faculty, and Instructional Faculty).
- The student will meet with their advisor/mentor individually as needed but not less frequently than once each semester. In addition, group mentoring sessions may take place once per semester based on availability and student need.
- In addition to academic counsel, general discussions related to attainment of professional goals.
- Mentoring sessions may include discussion of general student well-being. The advisor/mentor can refer students in need psychological services to professional counseling to address personal issues. These confidential services are provided by the campus Wellness Center.
- Faculty mentoring meetings will be documented and maintained in the student’s portfolio.
- During these meetings, the “Student Reflections” (on Canvas) may discussed, as well as testing outcomes, and kept within the student’s electronic portfolio.
- The Portfolio will comprise the following objective and subjective data which will be accessible to both student and mentor and will contain the following data:
- During the second year, these meetings will be completed during Return to Campus (RTC) Days to review student progress and to discuss the progress on the Masters Project (EBM II-IV).

Didactic (Year One)	Clinical (Year Two)
Quizzes, Tests, OSCEs	Quizzes, tests, OSCEs, End of Rotation (EOR) Exams, Summative Exam, PACKRAT Exam
“Student Reflection” (on Canvas) - curricular reflections & pre-mentor meeting self-assessments	Preceptor evaluations
Individualized Learning Plan (ILP) as necessary	Peer-to- Peer Evaluations
	Individualized Learning Plan (ILP) as necessary

vi. Grading Policy

Didactic (Year One)	
89.50 – 100%	A
79.50 – 89.49%	B
69.50 – 79.49%	C
<69.50%	Fail
Clinical (Year Two)	
70.00 – 100%	Pass
<70%	Non-Pass

Final semester grade(s) of less than 69.50% in the Didactic Year will result in course failure and must be followed by remediation.

Additional information regarding evaluation mechanisms for the clinical year will be delineated in the PAS Student Handbook

XXI. Examinations and Testing

i. Examination and Testing Policy

All examinations in the PAS Program are delivered via [Exemplify](#) through ExamSoft. During an examination/quiz:

- A proctor from the PAS faculty or staff must be present.
- Students must be in their seats and logged on to their computers (as required) at least 10 minutes prior to any examination or quiz.
- Phones must be turned off and stored where designated by faculty.
- All personal items, including food and beverages, must be removed from desktops.
- Backpacks and coats must be stored in the Multipurpose Room or locker.
- Breaks are discouraged during the testing period. If a break must be taken, the exam must be given to the proctor.
 - Only one person may leave the classroom at any given time
 - No more than 10 minutes will be given
 - The length of the exam will not be extended
- Student owned laptops must be brought to class fully charged on electronic testing days.
- No questions may be asked during the exam (other than those related to technical difficulties)
 - Students may use faculty provided scratch paper only. All scratch paper must be turned in to the proctor at the end of the testing period.

ii. Examination Review

Test, practicum, and quiz questions are the property of the DU PAS program. Questions cannot be shared with current or future students. There will be no class wide exam review and no question banking is allowed, these accounts may be grounds for dismissal. In order to preserve the integrity of all tests and quizzes, they will NOT be handed back to students for review. For failed tests only, students may meet with the course director as outlined by the Student Handbook & Student Progress Committee. Every question on every exam will be analyzed via statistical performance.

There will be no questions during exams and quizzes. The instructor will notify you of any changes to the testing key. Any issues with test or quiz questions should be brought to the instructor during office hours or inside the exam so as not to distract from time dedicated to lectures.

iii. Pilot Questions

It is common to pilot questions before they are used for a standard exam. This allow the faculty to evaluate and edit the question. The questions will not be counted for points, nor will they be identified to the student.

iv. ExamID & ExamMonitor for Remote Tests

- Students will still be using Exemplify on their PC or Mac to take tests remotely, but DU has added new tools integrated within the software.
- **ExamID** will request a photo be taken of you before you begin the exam. This **must** be a photo of yourself, and not of a picture (such as a driver's license).
 - Make sure that the photo you take on your **very first exam (in this instance, a mock exam) is clear**. This is your “baseline” photo for future exams. In which all future exams with ExamID utilize. We have been told this is difficult to change, so please make sure you have good lighting for the photo.
- **ExamMonitor** will capture audio and video while students are taking their exam on Exemplify.
 - Because audio and video are captured, students should be cognizant of noise in their surroundings and that they are positioned in clear view of their webcam. Shuffling and looking around the environment will cause that portion of video to be “flagged”.
 - This also means that you **may not leave the webcam view** for the entirety of the exam
 - All videos are watchable by faculty once the exam is complete
- Students need to have the latest version of Exemplify (2.3.4). More specific system requirements for ExamMonitor follows:
 - Webcam
 - Microphone (no headphones)
 - 2 GB Free HDD space
 - 4 GB RAM required; 8 GB recommended
 - CPU equivalent to Intel i3 2+ GHZ
 - MAC OS (10.13, 10.14, 10.15)
 - Windows 10 (Version 1809 or 1903 only)
 - NOT COMPATIBLE WITH TABLETS
- **There will be no scratch paper allowed for examinations taken remotely with this platform.** Instead, the professor will enable a “notes” feature and a “feedback” feature, which will allow students to type their notes in directly in Exemplify, and request feedback on any questions students may have on a particular question during the exam.
- Once the examination is complete, students will upload the exam the exact same way in Exemplify. If there are issues uploading the exam, students should email the Course Director and Kenneth Black.
- Troubleshooting resources are listed below:

[Camera and Microphone Rights](#)

[ExamID and ExamMonitor Permission Setup for Windows users](#)

[ExamID and ExamMonitor Permission Setup for MAC users](#)

[ExamID: Problems with taking a photo for your baseline](#)

[ExamID - Unable to validate](#)

[Exemplify with ExamID and ExamMonitor](#)

[ExamID: Problems with taking a photo for your baseline](#)

[ExamID - Unable to validate](#)

[ExamID and ExamMonitor: Being prompted for a resume code](#)

v. Testing Accommodations

Testing accommodations for students are handled through the Dean of Students' Disability Support Services. All of the necessary approval forms can be found on their page at:

<https://jicsweb1.dom.edu/ICS/Campus Life/Dean of Students Office/Disability Support Services.jnz>

Any additional information can be obtained by emailing dss@dom.edu or visiting their office in Parmer 010-C.

NCCPA Special Accommodations: <http://www.nccpa.net/specialaccommodations>

ILAO Disability Information: <https://www.illinoislegalaid.org/legal-information/disabilities-recognized-under-ada>

XXII. Satisfactory Performance and Progress

i. Academic Progression Policy

- PAS program is a rigorous program of study with each semester building upon the last. Therefore, all student must successfully complete the Didactic courses of one semester before moving onto the next semester.
- Student Progress Committee will review each student's academic progress at the conclusion of each semester to ensure compliance.
- The Student Progress Committee will review student professionalism each semester and good standing in this core competency will be required for progression.
- Satisfactory academic performance will be judged by the following:
 - All didactic coursework should be "C" or above, maximum one "C" per semester.
 - Demonstrating clinical competence in all 6 NCCPA core competences commensurate to level of training
- Advancement to the clinical year will be recommended by the Student Progress Committee when:
 - All didactic coursework should be "C" or above, maximum one "C" per semester.
 - Student health clearance and insurance verified
 - HIPAA training completed
 - Drug screen and Criminal Background Check clearance
 - Successful completion BLS, ACLS and Bridge Course
- During the Clinical Year, the student must receive a passing evaluation. A grade of Non-Pass (unsatisfactory) requires a Remediation Plan as described in the Remediation Policy.
- During the Clinical Year the Directors of Clinical Education will review the clinical student's progress monthly. Any concerns will be discussed with the Student Progress Committee.

- Student Progress committee will follow all remediation actions/plans to ensure compliance and student forward progress.

ii. Identification of Academic Difficulties

Dominican University PAS program has a robust process in place to identify struggling learners using a public health model of both primary and secondary prevention. Our aim is to prevent academic difficulties before they occur through a commitment to excellence in faculty teaching and student learning (primary intervention). Surveillance of student progress to mitigate difficulties that arise (secondary prevention) includes but is not limited to the following:

- “Student Reflection” (on Canvas) curricular reflections
- Monthly Student Progress Committee (SPC) meetings
- Faculty-student mentoring meetings and portfolio reviews

Academic difficulties will require notification of both student, mentor and Student Progress Committee (SPC) Chair within 48 hours of their identification. After notification of academic difficulty, the student will meet with the Course Director where the remediation plan will be outlined and agreed upon. Both student and Course Director will then submit the appropriate electronic paperwork on Canvas regarding remediation plan (Course Director) and acknowledgement of such (student).

This submission requires the proposal to the approval of the SPC committee. The remediation plan will be discussed at the monthly SPC committee meeting. Depending on the academic difficulty, an emergency SPC meeting may be called and student may be asked to attend. Examples of academic difficulties include:

- Near miss on a test (70 - 72%)
- Recurrent exam failures in once class
- Failure to achieve “C” or higher on a test/in a course
- All didactic coursework should be “C” or above, maximum one “C” per semester.
- Failure to meet attendance requirements
- Failure to demonstrate clinical competency in NCCPA core areas
- Improprieties in academic integrity
- Failure of a clinical rotation, OSCEs, End of Rotation (“EOR”) Exams or Summative Exam

XXIII. Student Evaluation and Remediation

i. Remediation

Remediation of didactic work or clinical rotations will be accomplished by the student and monitored by the course instructor/clinical preceptor/faculty advisor and the Student Progress committee.

- **Failed test:** A test grade < 70% will result in the course instructor notifying the student, the student’s advisor and the Student Progress Committee Chair. A remediation plan will be agreed upon and the student will retest within a maximum of 14 days of the failed test. A test may only be retaken once, for a maximum score of 70% to be recorded in the grade book. If the student fails the retest, the failing grades will be averaged into the final course grade. Failure of a test for a second time, as well as multiple exam failures in one course, results in an Academic Probation Plan and monitoring closely by the Student Progress Committee.

- **Failed course:** A final course grade of < 70% will result in notification of the student, the student's advisor and the Student Progress Committee Chair. Together, they will create a remediation plan. The remediation plan will be completed within 14 days. If successful, the student will progress to the next semester, though remain on Academic Probation and be reviewed closely by the Student Progress committee. If the course is not successfully remediated, the student will be dismissed from the program.
- **Failed Clinical Rotation:** Failure of a clinical rotation will result in a remediation plan being devised by the student, Faculty Mentor, Director of Clinical Education (DCE), Chair of the SPC Committee and the Program Director. The remediation plan may involve repeating the entire month-long failed clinical rotation. The failed rotation and remediation plan must be successfully completed in order for the student to graduate. This may necessitate a later graduation date for the student.

ii. Academic Probation

The goal of our relationship-based learning model is to do all we can to make sure our students succeed. A decision to place a student on Academic Probation is recommended by the Student Progress Committee to the Program Director with the spirit of doing all we can to encourage academic success. This decision will be based on the following:

1. Multiple failed exams (<70) in a course
2. Course Failure
3. Inability to remediate a failed exam

The student will be alerted by the Program Director of this decision in writing, and will be required to meet in person within 7 days of notice with the Program Director, Faculty Mentor and Chair/Members of the Student Progress Committee. At this meeting, mutual goal setting will occur with all members involved. Electronic documentation of the terms of Academic Probation will be submitted to the Canvas Mentoring Course by the Program Director and student independently. The Student Progress Committee will review this documentation and make sure that both parties are in agreement. If this is found to not be the case, a second meeting will be held with the above parties to make sure the student completely understands the seriousness of this academic distinction and a second submission will be required.

Once all parties agree, a tertiary prevention model ensues of frequent academic surveillance and focused faculty tutoring to help the student succeed. While on Academic Probation, the student will meet weekly with the prescribed tutor and grades will be monitored closely by the Student Progress Committee. A mid-semester meeting may be held with the student, faculty mentor, Program Director and Chair of the Student Progress Committee to assess competency and goal achievement. Students will be notified in writing at the conclusion of the semester if the terms of the Academic Probation have been met. Should the student be unable to meet the agreed upon remediation goals, the student will be dismissed from the program.

iii. Deceleration

Deceleration is not possible within the PAS program. The program is full time and builds sequentially by semester. If a student fails one course in a semester and is not able to successfully remediate the course, the student will be dismissed from the PAS program. The student may reapply for admission to the program in the next year and, if readmitted, will be required to repeat the entire program with his/her new class.

iv. Withdrawal

Should a student in satisfactory academic and professional standing wish to voluntarily withdraw from the PAS Program:

- It is initially recommended that the student meet with their program advisor/mentor and Chair of the Student Progress Committee to discuss their situation and possible solutions/alternatives to include, but not limited to, Leave of Absence (LOA) application.
- Should the student wish to continue with withdrawal from the PAS program, he/she must meet with the Program Director to discuss this voluntary withdrawal action.
- Following this meeting, if the withdrawal is to proceed, the Program Director will have the student complete the Registrar's required withdrawal paperwork.
- In addition – it is the student's responsibility to notify the Dominican financial aid office as well as the Dominican Bursar's office to settle any outstanding financial obligations.
- Withdrawal will not be considered final until all of the above steps are completed.
- Should the student at a later date wish to return to the PAS program after voluntary withdrawal, they will be required to reapply through CASPA. If admitted to a new cohort, the student will not receive any credit for prior PAS course work and must complete the entire program (24 months) with the new cohort.

v. Dismissal

Dismissal from the PAS program will be an action recommended by the Student Progress Committee and initiated by the Program Director for grievous situations including, but not limited to the following:

- Failure to successfully remediate an academic course grade of < 70% in a semester
- Failure (grade < 70%) of an academic course in a semester after remediation attempt
- All didactic coursework should be "C" or above, maximum one "C" per semester.
- Earning three final grades of "C" in any yearlong course series, (i.e Diagnostic Methods I – III) will result in the student being referred to the Student Progress Committee for review
- Failure to pass a clinical rotation for the second time, as part of a remediation plan
- Non-Passing grade in two clinical rotations
- Severe breaches of professional behavior and/or persistent unprofessional behavior will result in a letter of Dismissal

Recommendation for dismissal will be forwarded to the Dean of the Borra College of Health Sciences from the PAS Program Director and Student Progress Committee. The letter of dismissal will be personally given to student by the Dean of the Borra College of Health Sciences. If this is not possible, the letter will be sent to the student's address of record.

vi. Student Appeals

Students have the right to appeal all SPC committee decisions which includes, but is not limited to, dismissal from the program. An appeal request should be submitted to the Dean of the Borra College of Health Sciences in writing within seven days of the SPC committee decision. The student may be asked to attend the appeal meeting in person.

The appeal is formally reviewed by the Borra College of Health Sciences Appeals Committee.

XXIV. Summative Evaluation

The Dominican University PAS program conducts a summative evaluation of all PAS students within the last four months of the program. Successful completion of all four elements of the summative evaluation are required to progress to graduation.

The summative evaluation covers both the didactic and clinical components of the PAS program curriculum and measures whether the PAS student has achieved the necessary knowledge, interpersonal skills, patient care skills and professionalism to enter clinical practice.

- The four elements of the summative evaluation are as follows:
 1. Medical knowledge
 2. Interpersonal and communication skills
 3. Patient Care Skills
 4. Professionalism
- The mechanism to test **medical knowledge** is a written exam which is developed in a collaborative effort by members of the curriculum committee with input from the Program Director, Medical Director(s), Director(s) of Clinical Education, and adjunct faculty as needed.
 - The exam will be multiple choice covering both didactic and clinical material
 - The exam will be administered to all students within the last four months of the clinical year
 - A grade of 70% is required to pass the exam.
 - If a student does not pass the exam, they may retake the exam once. If not passed this second time, the student is referred to the Student Progress Committee.
- The mechanism to test **Interpersonal and Communication Skills** will be through an objective structured clinical examination (OSCE).
 - The grade for the OSCE will be a combination of percentage grades assigned by the OSCE standardized patient and PAS Faculty.
 - The ‘patient’ and the PAS Faculty will assign the grade based on observations of the student’s interactions with the ‘patient’ and the student’s interactions with other ‘health care providers’.
 - A grade of 70% is required to pass this section of the evaluation.
 - If a student does not pass this section, they may retake the OSCE for this section once. If not passed this second time, the student is referred to the Student Progress Committee.
- The mechanism to test **Patient Care Skills** will be through an objective structured clinical examination (OSCE):
 - The grade for this section will be a percentage grade derived from the standardized patient checklist and the PAS Faculty as an assessment of the student’s ability to perform a physical exam and elicit an appropriate medical history.
 - A SOAP note will be developed by the student and this note detailing their findings and plan of medical care will be evaluated by an assigned faculty member.
 - A percentage grade for the SOAP note will be given by the assigned faculty member. The mean of these three percentage scores (from Standardized Patient Checklist, PAS Faculty and SOAP note evaluator) will represent the student’s grade for this section of the evaluation.
 - A grade of 70% is required to pass this section of the evaluation.

- If a student does not pass this section, they may retake the SOAP note and OSCE for this section once. If not passed this second time, the student will be referred to the Student Progress Committee.
- The mechanism to test **Professionalism** is twofold.
 1. The standardization patient and the PAS Faculty from the OSCE will assess the student a percentage grade for professionalism. This is an objective grade based on the student's interactions with the patient and the student's interaction with other members of the health care team during the OSCE. These two percentage grades will be averaged.
 2. The student's advisor/program assigned mentor will fill out the Professionalism Evaluation form in collaboration with the Program Director.
 - The score derived from the Professionalism Evaluation form will be averaged with the professionalism OSCE score to produce the student's Professionalism grade.
 - A grade of 70% is required to pass this section of the evaluation.
 - If a student does not pass the professionalism section of the exam, they may retake it once. If not passed the second time the student is referred to the Student Progress Committee.

All four elements of the Summative Evaluation must be completed with a grade of 70% or better in order to progress to graduation.

XXV. Master's Capstone Project

Completion of the yearlong **Evidence-Based Medicine series project/paper (PAS 665, 666, 667)**:

- Each student works throughout the clinical year with an assigned faculty advisor on a project/paper which is due for grading in PAS 667 - Evidence-Based Medicine IV of the clinical year.
- The subject of the project/paper will vary among students, and must be approved by the course director.
- A grade of "Satisfactory" is required for graduation.
- A formal presentation of the student's work to the PAS cohort and Dominican University community will be done during PAS 660 – Senior Seminar.

XXVI. Student Health and Program-Specific Policies

i. Immunization and Student Health Policy

- All PAS program students are required to maintain health insurance, at their own expense, for the duration of the 24-month program.
- Proof of insurance must be on file with the Wellness Center.
- PAS students are required to adhere to the CDC immunization guidelines for health care personnel.
- QuantiFERON testing – students must have baseline screening for TB with a QuantiFERON-TB Gold testing. Testing must have been done within one year of beginning the PAS program and again before beginning clinical rotations. Proof of testing must be on file with Wellness Center. Records from family physician accepted.

- PAS students must be current with the following by the first day of class:
 - Hepatitis B – titer (antigen and antibody) demonstrating immunity done within the past 5 years
 - MMR – titer demonstrating immunity done within the past 5 years
 - Varicella – titer demonstrating immunity done within the past 5 years
 - Diphtheria/Tetanus/Pertussis – Documentation of the completed primary series of immunizations to include boosters every 10 years.
 - If the student has not received Tdap previously, they must get a one-time dose of Tdap prior to the first day of class.
 - Influenza – Flu vaccine will be required of all students annually.
- Proof of immunity by titer level must be on file in the Wellness Center. Records with lab results from family physician accepted.
- TB testing, titer level testing and subsequent needed immunizations are the financial responsibility of each student during their enrollment in the PAS program.
- PAS students are required to have a Physical Examination within one year prior to matriculation. The Physical Form will be provided electronically to all admitted PAS students. Forms from family physician are accepted if they cover the same information solicited by the PAS Physical Form. The Physical Form must be turned in to the Wellness Center before the first day of class. Record of TB testing and results, titer level testing with results and immunization records are kept on file by the Wellness Center.
- PAS Program Director, Medical Director, faculty and/or staff **will not** (except in case of emergency) provide medical treatment to Physician Assistant students.
- The PAS program office staff and/or faculty **will not** keep or have access to student health records.

ii. Infectious and Environmental Hazard Policy

- The PAS program will address Universal Precautions and action required of students in the event of exposure to infectious or environmental hazards. This will be accomplished throughout the Curriculum and will be covered in depth during PAS 600 Bridge Course, which prepares students to enter the clinical setting.
- In the event that a student has an exposure to an infectious agent or an environmental hazard:
 - Flush the area with copious amounts of water; wash the exposed site with soap and water as appropriate.
 - If the exposure occurs on campus (i.e. lab setting), notify supervising faculty immediately and call the Wellness Center (708-524-6229) as soon as possible and seek further direction.
 - If the exposure occurs on campus after hours, follow Wellness Center directions for after-hour care needs.
 - If the exposure occurs at a clinical site (SCPE), notify preceptor immediately and follow their direction for seeking care – the office to contact will vary by site, but is usually Infection Control, Employee/Occupational Health or the Emergency Department.
 - Complete in detail an Incident Report at the site where the exposure occurred. If a form is not available for an Incident Report – write a Memorandum for the Record with the facts of what happened and any action you have taken.
 - Notify the PAS Program Director.
 - Notify Wellness Center so student’s medical record can be updated as appropriate.

- Be aware that the financial costs incurred in the case of an infectious or environmental hazard injury may fall entirely on the student and/or the student’s health insurance.

iii. Wellness Center/Mental Health

A comprehensive view of the services provided by the Dominican University Wellness Center can be obtained at the Wellness Center website at: <http://www.dom.edu/studentlife/wellness>

Location, Hours & Fees

- The Wellness Center is located (downstairs) on the lower level of Coughlin Hall, between the fitness center and the Student Involvement Center. There is an elevator near the entrance; please call security or the Wellness Center (708-524-6229) to access that elevator.
- Monday-Friday
- 9:00 AM to 5:00 PM (closed 12:00 PM to 1:00 PM for lunch)
- Alternate appointment times including evening appointments may be available by prior appointment.
- Same day appointments are usually available and staff will work with your schedule as much as possible. While appointments are not required and you will never be turned away from the Wellness Center in an emergency, we request that you call for an appointment to ensure your comfort, ease and the efficiency in caring for all students requiring care. To make an appointment, call Minerva Bonadonna at 780-488-5233.
- **After Hours Care:** Call 708-524-6229 for after hours contact information for Rush Oak Park Physicians Group. Walk in care is available at the Walgreen’s Take Care Clinic near campus at Harlem and North Avenue. If you feel you need to be seen by a doctor, you may also call Dr. Baraglia’s office at 708-660-390 and speak to the on-call physician
- Other urgent care options are also available. Dominican University partners with Rush Oak Park Hospital located at Madison St. and Harlem in Oak Park. If you visit the Emergency Room, you must identify yourself as a Dominican student and register Dr. James Baraglia as your doctor.

Counseling Services (Counseling, Psychotherapy, Assessment, Referral)	No Charge
Sick Visit	No Charge
School/Sport Physical/Exam	\$25
Comprehensive Travel Health Exam	\$25
General Health Exam	\$65 + depending on lab tests
Gynecological Exam	\$65-120 depending on lab tests (Lab tests are kept at a minimal fee)
Veneral Disease (STD) Screening	\$55 +
Immunizations	Contact the Wellness Center for current pricing information
We can test in the office for Mono, Flu, Strep Throat, and Pregnancy	Price for tests range from \$5-30

Over the counter medicine, ice packs	\$5
All prices are subject to change. All visits to the Wellness Center, whether for sickness or counseling are free of charge. If additional testing, lab work, immunizations or procedures are required, students may be charged a small fee to cover those costs, these will be charged to the student's account	

Basic Services

Health clinic services include, but are not limited to, the following:

- Immunizations and immunization titers
- Assessment of health concerns, patient education and wellness support
- Diagnosis and treatment of coughs, sore throats, colds and flu, injuries
- Chronic disease management - e.g. asthma, diabetes
- Supportive and preventive health education
- Screening for mononucleosis, strep, STDs, anxiety and depression, addictions and other health concerns
- Travel exams and immunizations
- Reproductive health care, education, support and exams
- Referrals to a community-wide network of professional health services
- Preventive medicine
- Treatment and medication management for students with ongoing conditions
- Physical exams

Counseling Services

Counseling Services are an important component of creating a healthy, well campus for students. The Wellness Center offers individual counseling services to help students succeed in and enjoy their Dominican University experience! The counseling staff is part of an interdisciplinary team of licensed health professionals and graduate interns who work together to support optimal health and well-being. Counseling Services include the following:

- Assessment
- Stress management from basic support to intensive intervention
- Supportive and preventive counseling to help students avoid serious mental health problems
- Screening for anxiety and depression, addiction problems and other mental health concerns
- Counseling and psychotherapy to treat students with more serious needs
- Support for establishing healthy relationships and self esteem
- Support groups and workshops
- Referrals to a community-wide network of professional support and mental health services
- Psycho-educational support
- Whole health care: body, mind and spirit
- Medication management with consulting psychiatrists and specialized nurse practitioners

There is no fee for counseling services for Dominican University students. Call before you are overwhelmed. Call the Wellness Center at 708-524-6229 to request an appointment or return a call from a staff member.

The counseling staff reminds students and any individual sending emails, that email communication is not secure, thus confidentiality cannot be guaranteed. Discretion is advised and recommended when sending sensitive information.

Confidentiality at the Wellness Center: Your Privacy is Valued

All Wellness Center health records are confidential and maintained separately from other university records. They are not a part of permanent student records.

Administrators, professors, residence hall staff, parents, friends and roommates cannot obtain information about a student or a student's counseling or health record except in the case of an emergency determined to threaten harm to the student client or others.

Students who choose to verify to others on campus that they have seen a caregiver at the Wellness Center are encouraged to request a “walkout receipt”. Students who request Wellness Center staff to speak with anyone regarding their care are required to provide a written release of information that includes a witness signature.

To provide students with the highest quality, comprehensive care, the Wellness Center staff consults with each other and maintains consultative relationships with external service providers such as consulting physicians and psychiatrists who are required to maintain the same standard for confidentiality.

Wellness Center providers often advise others in the university community about managing relationships with students in general but will never disclose information about a student without written permission except in an emergency.

Wellness Room

Located within the Wellness Center is a new Wellness Room. The Wellness Room is a beautiful, quiet place for comfort and healing, stress relief, private relaxation, meditation, self-care and alternative wellness support. The Wellness Room features a light therapy box for students experiencing seasonal affective disorder (winter blues); relaxation music; and a comfortable, quiet, calm space for solitary healing or reflection.

Call (708) 524-6229 to reserve time in the Wellness Room.

XXVII. Various Physician Assistant Program-Specific Policies

i. Tuition Rate/Estimated Cost of Attendance

The current tuition rate is \$920/credit hour. Students are also assessed a \$150/term technology fee and an \$18/class student fee. The estimated cost of attendance numbers below are based on a student who is living off campus. Living Expenses include allocations for housing, food, transportation and other miscellaneous expenses. This amount is provided by the College Board, a national recognized organization which monitors living expense costs across the country and provides region specific information for schools to use when developing a cost of attendance.

Estimated Spring 2021 Cost of Attendance	Based on 18 credit hours
Tuition	\$16,560 (\$920 per credit hour)
Technology Fee	\$150
Student Fee	\$85
Lab Fee	\$172
Unsubsidized Loan Fee	\$219
Books & Supplies	\$2,500
Living Expenses	\$10,218
*Estimated Total Cost of Attendance	\$29,904

Students are eligible for up to \$9,404 in Federal Direct Graduate PLUS Loan funds for Spring 2020 in addition to the \$20,500 in a Stafford Unsubsidized Loan

2021-22 Estimated Cost of Attendance (Summer, Fall, Spring)	Based on 56 credit hours
Tuition	\$51,520 (\$920/ credit hour)
Technology Fee	\$450
Student Fee	\$255
Lab Fee	\$516
Unsubsidized Loan Fee	\$219
Books & Supplies	\$300
Living Expenses	\$30,654
*Estimated Total Cost of Attendance:	\$83,914

Students are eligible for up to \$63,414 in Federal Direct Graduate PLUS Loan funds in addition to the \$20,500 in a Stafford Unsubsidized Loan

2020 Estimated Cost of Attendance (Summer, Fall)	Based on 32 credit hours
Tuition	\$29,440 (\$920/credit hour)
Technology Fee	\$300
Student Fee	\$170
Lab Fee	\$344
Unsubsidized Loan Fee	\$219
Books & Supplies	\$300
Living Expenses	\$20,436
*Estimated Total Cost of Attendance	\$51,209

Students are eligible for up to \$30,709 in Federal Direct Graduate PLUS Loan funds in addition to the \$20,500 in a Stafford Unsubsidized Loan

**A student's total financial aid may not exceed their cost of attendance for that school year. There are additional loan fees if you borrow a Grad PLUS Loan. These fees will be added to your Total Cost of Attendance so you can receive the maximum in Grad PLUS Loan funds you are eligible for.*

ii. Graduation Requirements Policy

PAS students must meet the following requirements to be eligible for graduation from the Physician Assistant Studies program:

- Demonstrate they have met all PAS program learning outcomes
- Successfully completed all PAS course work
- Achieved a minimum overall 3.0 GPA
- Successfully passed all components of the summative evaluation
- Are in good professional standing
- Have no outstanding financial obligations (including to the Library) with Dominican University
- Have completed a graduation application with the Office of the Registrar, and have paid their graduation fee
- All PAS coursework must be completed within five years of matriculation

iii. Refund Policy

The Physician Assistant Studies program will follow the Dominican University Refund policy and procedure guidelines.

Withdrawal from the program during the following weeks will result in the following:

- 1st week – 100% refund of tuition
- 2nd week – 80% refund of tuition
- 3rd week - 60% refund of tuition
- 4th week - 40% refund of tuition
- 5th week - 20% refund of tuition

After the 5th week – no tuition will be refunded

Program fees will not be refunded.

In order to receive a tuition refund, withdrawal from the Physician Assistant Studies program must be done officially by informing the Program Director in writing of the intent to withdraw.

For additional information please see Dominican University Refund and Requirements for Withdrawal policies at www.dom.edu/about/consumer_information

XXVIII. Dominican University Resources

Academic Enrichment Center

Rebecca Crown Library, 128

The Academic Enrichment Center strives to enhance the quality of formal, informal and experiential learning for all Dominican students (both undergraduate and graduate). Through continuing programs and emerging initiatives, the center provides students with a supportive learning commons where they can step beyond the comfortable routines of the classroom and pursue a more dynamic and intentional role in shaping themselves. A newly reconfigured and growing center, the AEC consists of four units, each intended to encourage students to cultivate intellectual independence, imagine what sort of moral, professional, and publically engaged people they wish to become, and pursue experiences that will help them make that possible.

Stepan Bookstore

Power Hall (Near Student Lounge/Dining Hall)

In addition to textbooks, Stepan Bookstore carries a variety of popular fiction & nonfiction, religious & reference materials, and books by Dominican's own faculty authors. The Bookstore also offers Dominican clothing & gifts, school supplies, computer supplies & other electronics, magazines, candy and snacks, health and hygiene items, postage stamps, greeting cards and restaurant and retail gift cards.

Campus Dining Services

Welcome to first-class cooking and first-class service in the dining service program. There are two dining destinations across campus: Main Campus Dining Hall and the Cyber Café. Students, faculty, staff and guests will experience the Pulse on Dining program based on the "Eat, Learn, Live" philosophy. The dining program will focus on quality, freshness, hospitality, healthy dining alternatives and diverse menu options and delivery platforms.

Campus Safety & Security

Parking Garage, 105

Dominican University is committed to promoting a safe, secure and value-centered educational environment that is conducive to academic and personal development. We achieve this goal through the effective combination of security policies, educational programs, and the timely reporting and communication of campus crime statistics. Safety and security is a shared responsibility of the entire university community. Security's duties include opening and closing buildings, inspecting buildings and grounds for safety hazards and enforcing the Dominican

University parking policy. The staff is trained to assist emergency personnel including police, fire and paramedics in emergency situations. In addition, campus security works closely with the residence life staff in support of the residence halls. The security staff is on duty 24 hours a day, 365 days a year. For non-emergency assistance, call the security dispatcher at **extension 5999** from any on-campus phone.

Financial Aid Office

Lewis Hall, Room 120

Dominican's financial aid program provides assistance to students whose family resources cannot meet the cost of education. Eligibility for financial aid must be established each year by submitting the Free Application for Federal Student Aid (FAFSA).

Students who have questions or concerns about financial aid are encouraged to contact this office. Detailed information is available at www.dom.edu/aidonline.

Help Desk (Information Technology Center)**IT Helpdesk**

Phone: (708) 524-6888 (Voicemail 24 hours a day with a contact number for system-wide emergencies)

Fax: (708) 488-5111

Email: helpme@dom.edu

Helpdesk Location: Lewis Hall, Lower Level Room 050

Helpdesk Office Hours:

Monday through Thursday, 8:00 a.m. to 7:00 p.m.

Friday, 8:00 a.m. to 5:00 p.m.

Saturday, 8:00 a.m. to 12:00 p.m.

The Information Technology Department (IT) is responsible for creating and maintaining a technology environment that supports Dominican University's strategic direction. Our goal is to provide a high-quality infrastructure, along with superior support services to enable our user community to utilize technologies for enhanced teaching, learning and administration. IT provides a wide array of services to the university community ranging from email, to telephone and data networks, cable television on campus, security, support of administrative systems such as registration and financial aid, and software training workshops.

IT Webpage and policies: <http://duit.dom.edu>

Language Learning Center

Lewis Hall, Room 130

The facilities of the center serve classes as well as individuals doing language-related activities as assigned. Students are able to work in an atmosphere conducive to language study and take advantage of access to print and multimedia resources specific to the different languages taught at Dominican. This is a computer-based facility and each of the 21 workstations has both an independent-use computer and connections, via a special headset and microphone, to the LLC server, which has many language programs available to students and classes. Freestanding multi-standard video players are available for individual use; both multi-standard videos and DVDs may be used from the console for class, small groups and occasionally, individuals. A chart outside the room gives the hours that students may drop in to do individual work.

Rebecca Crown Library

If you have any questions regarding the library, hours or services in general, please check the website at www.dom.edu/library or call the library at (708) 524-6875. Reference services are available until

9:00 p.m. Sunday through Thursday and 5:00 p.m. on Friday and Saturday. For specific questions regarding circulation policies, checkout privileges, loans periods, search requests and recalls, please call the circulation desk 708-524-6876. You may also contact Crown

Library reference services through email at reference@dom.edu, the *Ask a Librarian* chat reference service or *Text a Librarian* at (708) 689-9524. Librarians welcome the opportunity for scheduling one-on-one consultations to help with your research needs.

The lower level of the Rebecca Crown Library houses the media center, an information desk, the Cyber Café, and the reference, newspaper and journal collections of the library.

The first floor of the library contains the circulating collection, popular reading collection, librarian offices, library administration, the circulation and reference desk and a library instruction / computer training room. The second floor contains the circulating collection, government documents, the juvenile collection, archives and special collections (in the Lewis Link), four group-study rooms, and the Butler Center Children's Literature Center. The Noonan Reading Room, (Lewis Hall 2nd floor) and all of Crown Library 2nd floor are designated quiet study. The third floor of the library houses five enhanced classrooms, GSLIS faculty offices, a student lounge area, computers, and the Graduate School of Library and Information Sciences offices. Enrolled students are given 1,000 print quotas per semester. Photocopiers are available for student use for 10 cents per page, or students may scan and email documents on any networked printer.

The library also offers classroom instruction services and one-on-one consulting. The library staff and faculty look forward to meeting new students and helping them become familiar with library resources and services.

Mission & Ministry

Rooted in the Catholic Dominican traditions and committed to promoting the mission of Dominican University, Mission and Ministry seeks to foster a relationship-centered community of faith marked by prayer, contemplative study, pastoral concern and commitment to justice.

Student Computer Labs

Lab assistants that monitor lab space can assist with basic network services or printing problems. There is a Computer Science tutoring program, managed by the Academic Enrichment Center. During the fall and spring semesters, their tutors work out of the Technology Center in Lewis. Printing is managed on a quota basis, to prevent waste. Students can print to the network, and release their jobs from lab printers.

Technology Center

Located in Lower Level of Lewis

There are 48 computers located in the Technology Center. Scanner and printer capabilities are available in the lab. The Technology Center does have color and black and white print release stations.

Semester hours: The Technology Center is open 24x7 however; building hours are still followed for external building entry. Lewis building hours, typically open every day 7:00 am through 11:00

pm. Hours will be posted at the lab and IT website. Any updated Holiday hours and final exam hours will also be posted as necessary.

Wellness Center (See *Student Health* pgs. 34 - 35)

XXIX. Professional PA Organizations

American Academy of Physician Assistants (AAPA)

Founded in 1968, the American Academy of PAs is the national professional society for PAs. It represents a profession of more than 140,000 PAs across all medical and surgical specialties in all 50 states, the District of Columbia, U.S. territories, and the uniformed services. AAPA advocates and educates on behalf of the profession and the patients PAs serve. They work to ensure the professional growth, personal excellence and recognition of PAs. They also enhance PAs ability to improve the quality, accessibility and cost-effectiveness of patient-centered healthcare. The official journal of the organization is the *Journal of American Academy of Physician Assistants (JAAPA)*. The associated national student organization is known as the Student Academy of AAPA (SAAPA).

<https://www.aapa.org/>

Physician Assistant Education Association (PAEA)

PAEA is the only national organization representing physician assistant educational programs in the United States. Currently, all of the accredited programs in the country are members of the Association. PAEA provides services for faculty at its member programs, as well as to applicants, students, and other stakeholders. The Association was founded in 1972 as the Association of Physician Assistant Programs. The *Journal of Physician Assistant Education (JPAE)* is dedicated to advancing PA education by publishing ethically produced, scholarly manuscripts germane to PA educators and by providing a forum for the sharing of ideas and innovations that will enhance the education of PA students.

<http://www.paeonline.org/>

National Commission on Certification of Physician Assistants (NCCPA)

The National Commission on Certification of Physician Assistants is the only certifying organization for physician assistants in the United States. Established as a not-for-profit organization in 1974, NCCPA is dedicated to assuring the public that certified PAs meet established standards of clinical knowledge and cognitive skills upon entry into practice and throughout their careers. All U.S. states, the District of Columbia, and the U.S. territories have decided to rely on NCCPA certification as one of the criteria for licensure or regulation of PAs. As of December 31, 2019 there were more than 139,000 certified PAs.

<http://www.nccpa.net/>

Illinois Academy of Pas

<https://www.illinoispa.org/>

Clinical Year Policies

XXX. Clinical Year Policies Acknowledgement

January 4, 2021

TO: Dominican University Physician Assistant Students, Class of 2022
FROM: Eric Johnson, M.S., PA-C
Program Director, Physician Assistant Studies Program

Please review the enclosed Clinical Year policies which will guide your professional interactions for the clinical phase of your PA training. Once you have had a chance to review the policies, please sign below and return it to the Clinical Education Office for your file. Thank you and congratulations on progressing to the next phase of your Physician Assistant education!

I have reviewed the Clinical Year policies for the Dominican University Physician Assistant Studies Program. I have familiarized myself with the policies and procedures that I am expected to abide by throughout the remainder of my training.

I have had the opportunity to obtain additional explanation of the policies which I did not understand, and the explanations were satisfactory.

I agree to remain in compliance with these policies and procedures. I also agree to abide by the DU PAS Clinical Year Code of Professional Conduct.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

XXXI. Code of Professional Conduct

Attendance

I know that attendance is mandatory. I will arrive and be ready to participate in clinical or classroom activities at least ten minutes before the required time. I understand that traffic, weather, and malfunctioned alarm clocks are not valid excuses for tardiness as patients and other health care workers are relying on my presence.

Schedule

I know that my clinical rotation schedule is at the discretion of the DU PAS program faculty. My schedule while on a clinical rotation is at the discretion of the preceptor. I understand that my schedule may require my presence outside of standard business hours and may include early morning, evening, overnight, or weekend involvement.

Electronics

My cell phone will be turned off or silenced and out of sight during the work day. Computers or tablets will be used for academic purposes only and will not be used to surf the internet. If cell phones or tablets are used to access medical resources, I will request permission from my preceptor first. I will not take pictures of any patient or in patient care areas. I will abide by the social medial policy outlined in this handbook.

Attire

I acknowledge and respect that I am a student in a professional program and represent myself, my program, and my future profession at all times. I am aware that my outward appearance should reflect my desire to be perceived as a competent medical professional and promote the positive image of the PA profession, my program, and the clinical site. I will always comply with the professional attire policy outlined in this handbook. My attire will always be neat, clean, and properly fitting.

Professional Behavior

I fully understand that I am representation of myself, the DU PAS program, and the PA profession in general. In clinic, I will abide by the rules of the office or hospital at all times. I acknowledge that I am a guest at the clinical site and have been granted the extraordinary honor of being allowed to participate in patient care. I understand that a physician assistant must also exhibit exemplary personal and professional behavior. This includes, but is not limited to, honesty, integrity, and respect for others.

XXXII. Medical Information Disclosure Authorization

Authorization for Disclosure of Medical Information

Student Name: _____

Date of Birth: _____

I, the above-named student, hereby grant permission to and authorize Dominican University, through its Physician Assistant Program faculty and staff, to maintain and provide copies of any or all of my medical records, (limited to drug screens, immunizations, vaccinations, and titers) to clinical placement facilities at which I will, or may, be placed for evaluation and confirmation.

This information is authorized to be released for purposes related to my studies at Dominican University. This authorization is valid until my graduation date. I agree that a photocopy of this authorization is as valid as the original. My signature hereunder indicates that I have read, fully understand, and agree to the terms contained in this authorization form.

Date Signed

Signature of Student

XXXIII. Clinical Year Calendar

Physician Assistant Studies - Academic Calendar Clinical Year – Program Year 2 – Jan 2021 – Dec 2021				
	Rotation Start	Rotation End	EOR/CAD	Course
Jan-2021	Mon 1/11/2021	Wed 2/24/2021	n/a	Bridge Course/ Boot Camp/ Orientation to Clinical Year & ACLS (2) PAS 600
				Note: Evidence Based Medicine II-IV (3) PAS 665 - 667 runs throughout the year: Jan 18 – Dec 22
Mar-2021	Mon 3/8/2021	Thu 4/1/2021	Fri 4/2/2021	Clinical Rotation #1
Spring Break 4/3- 4/11 (Easter Sunday 4/4)				
Apr-2021	Mon 4/12/2021	Thu 5/6/2021	Fri 5/7/2021	Clinical Rotation #2
May-2021	Mon 5/10/2021	Thu 6/3/2021	Fri 6/4/2021	Clinical Rotation #3
Memorial Day Monday 5/31 which may be day off for some rotations				
Jun-2021	Mon 6/7/2021	Thu 7/1/2021	Fri 7/2/2021	Clinical Rotation #4
**Independence Day Sunday July 4, 2021				
Jul-2021	Mon 7/5/2021	Thu 7/29/2021	Fri 7/30/2021	Clinical Rotation #5
Aug-2021	Mon 8/2/2021	Thu 8/26/2021	Fri 8/27/2021	Clinical Rotation #6
Sep-2021	Mon 8/30/2021	Thu 9/23/2021	Fri 9/24/2021	Clinical Rotation #7
Oct-2021	Mon 9/27/2021	Thu 10/21/2021	Fri 10/22/2021	Clinical Rotation #8
Nov-2021	Mon 10/25/2021	Thu 11/18/2021	Fri 11/19/2021	Clinical Rotation #9
* Thursday Nov 25, 2021 - Thanksgiving				
Dec-2021	Mon 11/22/2021	Thu 12/16/2021	Fri 12/17/2021	Clinical Rotation #10
Jan-2022	Thu 1/6/2022	Fri 1/28/2022	n/a	Senior Seminar (2) PAS 660
	(TENT.)	(TENT.)		Evidence Based Medicine IV (3) PAS 667 concludes
10 Rotations: 8 Core, 2 Elective			Program Notes –	
Behavioral and Mental Health (4) PAS 635			Due date TBD for Masters Capstone Project (PAS 667)	
Emergency Medicine (4) PAS 610				
Family Medicine (4) PAS 630				
General Surgery (4) PAS 640				
Internal Medicine (4) PAS 615				
OB/GYN (4) PAS 620				
Pediatrics (4) PAS 625				
Primary Care Selective (Geriatrics, Family Med, Internal Med or Urgent Care) PAS 645				
Elective #1 (TBD) PAS 650				
Elective #2 (TBD) PAS 655				
			**Year 1 - Credit hours = 59	
			**Year 2 - Credit hours = 47	
			**Days off other than those defined above as "BREAKS" are at the sole discretion of the preceptor and their work schedule. Please note that students are expected to work weekends or holidays if their preceptor is working those days.	

XXXIV. Safety

The DUS PAS Program is committed to safety in the workplace. The DU PAS program will instruct both students and faculty on the importance of personal safety at all clinical sites. The DU PAS Program will provide personal safety training to the students and Occupational Safety and Health Administration (OSHA) training in the Bridge Course (PAS 600). The facility at which the student rotates will be responsible to provide the student access to the OSHA standards and security/safety policies. Safety measures are communicated to Preceptors in the Clinical Rotation Expectations form, and the preceptor must sign off affirming they read and reviewed this information.

The clinical preceptor and/or staff member will also be responsible to discuss safety measures onsite to ensure personal and environmental safety of the student, including but not limited to incident reporting (sharps/needle sticks, blood borne exposure and other environmental exposures), location of fire safety components, and code alerting systems. Within the 1st week of each clinical rotation the student and staff member must complete the DU Clinical Safety Document (Appendix 1) confirming these safety items were discussed. These forms must be completed and submitted to the clinical team within the 1st week of the rotation.

Students should assume responsibility for notifying the program if security or safety concerns arise at their clinical sites.

XXXV. Academic and Administrative Clinical Policies

i. Progression to Clinical Year

The Dominican University PAS program is a rigorous program of study with each semester building on the last. The PA student may not progress to clinical training without first satisfying all academic requirements of the didactic portion of the program. Satisfactory completion of the didactic phase of the program will be judged by the following:

- All didactic coursework completed with a “C” or above, with a maximum of one “C” per semester.
- Student health clearance and insurance verified
- HIPAA and OSHA Blood Borne Pathogens training completed
- Drug screen clearance
- Completed Criminal Background Check
- Successful completion of BLS and ACLS certification
- Successful completion of the Bridge Course

ii. Clinical Education Overview

The PAS Clinical Faculty carry the sole responsibility of developing SCPE sites and the selection for students to be placed within the respective sites. The Director of Clinical Education (DCE) will be responsible for assigning all Supervised Clinical Practice Experiences (SCPE). A tentative SCPE schedule will be provided to each student on a rolling basis. Barring unforeseen events, students should expect rotation information to be available on EXXAT at least 2 weeks prior to each placement.

Whenever possible, students will have confirmation *at least* one full month prior to start of rotation. Each SCPE will be four weeks long. Required core rotations include: Emergency Medicine, Internal Medicine, Women's Health, Pediatrics, Family Medicine, Behavioral Medicine, General Surgery, and a Primary Care Selective. In addition, each student will complete two elective rotations (rotations will be provided by the program).

Students may request specific electives but the ultimate assignment decision is up to the discretion of the DCE based on the availability of specialty rotations. Students **MUST** meet all deadlines set for onboarding procedures (i.e., fingerprinting, signatures, document uploading, orientations, and training). Clinical staff will be responsible to explain all such procedures fully and in a timely fashion. Failure of students to comply with these instructions may result in loss of rotation, loss of elective, or failing rotation grade

The PA student's input is certainly considered in the developed of their SCPE placement schedule, however, the finalized schedule is per the discretion of the clinical year faculty. Refusal of the PAS student to abide by their SCPE placement schedule is not an option if the student wishes to successfully complete the clinical phase of the program.

iii. General Clinical Year Requirements

- Students are expected to be an active participant in the care of patients pursuant to the requirements of the SCPE preceptor.
- Patient care in the clinical setting is not limited to a standard 8-5 time schedule and may require that the student be present early mornings, evenings, nights, and weekends.
- "On-call" assignments are at the discretion of the SCPE preceptor. If the preceptor requires that the student be "on-call", then the "on-call" experience is an expectation for successful completion of the SCPE.
- Attendance in the clinical year is mandatory
- The clinical year schedule does not follow the Dominican University calendar in respect to scheduled breaks and holidays.

iv. Identification and Dress Code in the Clinical Year

- The DU PAS student must be readily identifiable as such at all times while present at SCPE sites.
- The DU PAS program approved Dominican University ID and white coat with program patch and student name must be worn at all times at the SCPE sites and during patient encounters. The coat must be worn with the patch, ID, and student name clearly visible.
- When introducing oneself to a patient or another healthcare worker, the PAS student must clearly state that they are a "Physician Assistant Student".

- A student may not wear the DU PAS white coat, patch, or badge in a setting (i.e. outside employment) that is not directly related to their studies with DU PAS program or program approved SCPE sites.
- Professional attire is mandatory for DU PAS program students in any setting where they will have contact with patients or preceptors.
- Professional dress includes a clean pressed short white lab coat with the DU PAS nametag and patch clearly visible. Male students are to wear dress slacks, long sleeved, pressed dress shirt, and dress shoes with dress socks. Female students will wear a dress of appropriate length or skirts/slacks and blouse and dress shoes. Open-toe shoes are not permitted.
- All students must conceal any visible tattoos. Jewelry should be minimal and earrings are limited to two earrings per ear. Facial or visible body jewelry are not permitted in the classroom or clinical settings.
- Students should have short, clean nails (no artificial nails of any kind) and clean, neat hair. Male beards should be short and neat.
- Student use of perfume or other potent fragrances (aftershave) is not permitted in any setting in which patients are encountered.
- *SCPE sites may have their own specific dress code which will supersede the above.*
- I understand that the following attire is considered inappropriate:
 - Overly revealing clothing (no spaghetti straps, visible cleavage, short skirt/shorts, tight-fitting tops, or skin showing between the shirt and pants)
 - Clothes displaying inappropriate language or graphics
 - Low-riding pants that potentially show underwear
 - Facial/oral piercings
 - Open-toe shoes
 - Visible tattoos

v. Communication

- Email is the preferred method of communication between DU PAS program and students. This is crucial during the clinical year when students are no longer on campus. Students are expected to check email on a daily basis and respond in a timely manner to all communication from DU PAS faculty and staff.
- Clinical faculty and staff will be available to answer questions and solve problems during reasonable business hours by email. In cases of true emergencies, faculty will get back to you as soon as possible. Students must keep contact information (including an emergency contact, current cell phone number, and current address) updated with the PAS program and Director of Clinical Education.

vi. Social Media Policy

- Students are to remain professional in all communications and should remain cognizant that they are a representation of the DU PAS program and SCPE site. Students are expected to be in compliance with all SCPE site policies.
- Students are not to engage in social networking during classroom time or time spent on-site during clinical rotations. Students are not permitted to “check in” or make social media posts from any SCPE site affiliated with the DU PAS program.
- Students are not permitted to extend or accept “friend requests” from any patient encountered while at a DU PAS affiliated SCPE site.

- Student social networking activities should always respect patient privacy. HIPAA standards and laws apply to all social networking sites. No identifiable patient or clinical information should be shared via social media. A good way to avoid to potential breaches of patient confidentiality is to not post about clinical activities at all.
- Student social media activities should not jeopardize the integrity of the DU PAS program coursework. No information regarding exams, answers to assignments, or specifics of SCPE sites should be shared via social media.
- PAS students should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute. Students are responsible for all information on their social media site. Even if privacy settings are in place, the student should assume that all information posted on a social media site is visible to program faculty, patients, SCPE sites/preceptors, and potential future employers.

vii. HIPAA Compliance

All DU PAS students are required to complete HIPAA training and certification during the Bridge Course (PAS 600). Certain SCPE sites may require students to complete additional HIPAA training requirements. Students are expected to abide by HIPAA standards at all times. Any student found to be in breach of the HIPAA standard will go before the Student Progress Committee and is subject to dismissal from the PAS program.

viii. Remediation Policy

Remediation of clinical year coursework will be accomplished by the student and monitored by the course director, faculty advisor, student progress committee, and clinical preceptor when appropriate

- **Failed End of Rotation Exam:** An exam score of 1.5 standard deviations below the national mean for all PAEA test takers will result in the course instructor notifying the student, the student's advisor, and the Student Progress Committee. A remediation plan will be determined which may include retest within 14 days or completion of a written assignment addressing deficient concepts as identified in the PAEA exam score report. A remediation exam or assignment may only be retaken once for a score of the minimum passing grade to be recorded in the course grade book. Failure of a test or remediation assignment for a second time results in an academic probation plan and close monitoring by the Student Progress Committee. Students may only fail **two** End of Rotation Exams on the first attempt; a third failure will result in dismissal from the program.
- **Failed Clinical Rotation:** Failure of a clinical rotation will result in a remediation plan being devised by the Director of Clinical Education, faculty mentor, student, Chair of the student progress committee, and the Program Director. The remediation plan may involve repeating the entire clinical rotation. The failed rotation and remediation plan must be successfully completed in order for the student to graduate. This may necessitate a later graduation date. Failure to successfully complete the remediation plan will result in dismissal from the program. Failing a second clinical rotation will result in dismissal from the program.
- In order to receive a passing grade for the SCPE, the student must pass each individual component of the course grade.
- Students have the right to appeal all SPC committee decisions, which includes, but are not limited to, dismissal from the program. An appeal request should be submitted to the

Program Director and Dean of the College of Health Sciences in writing within 7 days of the SPC committee decision. The student may be asked to attend the appeal meeting in person.

ix. Academic Integrity/Honor Code

PAS Clinical year students are held to the Dominican University Policy on Academic Integrity as outlined in the Dominican University Physician Assistant Studies Program Student Handbook on page 9.

XXXVI. Rotation Evaluation and Grading

Each student will receive a final grade for each required and elective rotation. Grades for SCPEs will be PASS/FAIL. The student must complete all components noted below (including passing the End of Rotation Exam) in order to pass the clinical rotation.

- Preceptor Evaluation of Student
- End of Rotation Exam
- Note/Clinical Documentation submission
- EXXAT patient logging
- Return to Campus Activities
- Professionalism (includes PA student's evaluations of self and preceptor)

i. Components of SCPE Course Grade

Preceptor Evaluation of Student

Preceptor will complete and submit a final evaluation at the end of the clinical rotation. The preceptor may take input from other clinicians with whom the student has interacting during the SCPE, however, the primary preceptor has the ultimate responsibility of completing the final evaluation.

End of Rotation Exams

Students will take a PAEA EOR exam following each core clinical rotation. The exam content will reflect the rotation that the student just completed for required rotations. Following elective rotations, the student will complete a case presentation assignment in lieu of an end of rotation exam.

The content of end of rotation exams for required rotations (Internal Medicine, Family Medicine, Emergency Medicine, Behavioral Medicine, Pediatrics, and General Surgery) is derived from course objectives and a list of topics that is listed in the respective SCPE course syllabus.

Note/Clinical Documentation Submission

Students must submit one example of their clinical documentation for every clinical rotation. The note should not include any protected or identifying patient information (name, date of birth, MRN, SSN, etc.). Notes should not be printed from the EMR, they must be typed in a word document and uploaded to canvas.

By the end of the clinical year, each student must submit at least one example of the following types of patient documentation:

- Admission History and Physical
- Discharge Summary
- Inpatient progress note

- Surgical Note (Operative Note, Pre-op note, or Post-op note)
- SOAP Note – Adult Acute Complaint
- SOAP Note – Pediatric Acute Complaint
- Outpatient Progress Note – Chronic Disease Management
- Note of your Choice (if note does not fit in the above categories, or if you have already fulfilled all the required notes.)

Due to a select few rotations being in the inpatient setting, the student may have to submit more than one note per rotation.

EXXAT Patient Logging

- All patient encounters must be accurately documented *weekly*. Failure to do so will result in failure of the rotation. **Logging for the previous week must be completed by midnight of each Sunday, except for the final week of the rotation when logging is to be completed by midnight of the RTC day.**
- Dominican University's Academic Honesty Policies apply to clinical year logging. Students suspected of falsifying patient encounter logs will be brought before the Student Progress Committee. Lack of exposure will not be held against the student or lower his or her grade. The DCE reserves the right to remedy any gaps in clinical exposure with simulated experiences (online, simulation lab, standardized patients, etc.).

Return to Campus Activities

- Return to campus activities may include OSCEs and case presentations and will be assigned and scheduled in advance.
- Students **must** expect to be on campus for a full day (8:00 AM - 5:00 PM).
- Attendance at Return to Campus days is mandatory and students are not permitted to use "discretionary days" for return to campus activities.

Professionalism

- The professionalism component of the course grade will be awarded in full pending satisfactory completion of the following:
 - Student Evaluation of clinical site and preceptor
 - Student's professional communication with PAS program faculty and staff during the clinical year.
 - Mid-rotation self-evaluation: The student will complete a mid-rotation self-evaluation and discuss the evaluation and any goals for the remainder of the rotation, with the preceptor. The evaluation is completed by the student in Exxat.

Attendance Policy

- Attendance at clinical rotations and Return to Campus days is mandatory.
- Students are expected to be punctual and on-time to all clinical rotations and return to campus days. Conventional wisdom is to plan to arrive 15 minutes early each day so unexpected delays such as weather or traffic are accounted for.
- Students are expected to follow their preceptor's schedule during the respective SCPE. This may include weekends, evenings, overnights, holidays, and on-call time. ***The work schedule will include an expected minimum of 36-40 hours per week.***

- If the student is going to be absent due to illness or emergency, the student must notify the PAS office (708-524-6377), their preceptor, and the Director of Clinical Education (DCE) via email. Simply notifying the above parties of an absence does not automatically mean that the absence is excused.
- Only under certain circumstances will there be excused absences from clinical rotations and these must be approved in advance by the DCE. Missed days from a clinical rotation may need to be repeated at the discretion of the DCE. Unapproved absences are grounds for dismissal from the PAS program. Below are examples of excused and unexcused absences:
 - Excused Absences
 - Student's own personal health condition
 - Immediate family death (parent, spouse, sibling, grandparent, child)
 - Unexcused Absences:
 - Car, traffic, or alarm clock issues
 - Travel arrangements
 - Childcare conflicts
- Any student who misses more than 2 scheduled days of a clinical rotation (excused or unexcused) may result in the student having to repeat the entire SCPE, thus delaying graduation.
- If the program becomes aware of any unreported absence, this will result in review by the Student Progress Committee and may necessitate failure of the rotation and possible dismissal from the program.

XXXVII. Discretionary Day Policy

In recognition of important family, personal, and professional events that may necessitate a student's absence from a SCPE, the DU PAS Program will provide up to FOUR discretionary days of absence which can be used throughout the clinical year with the following qualifications and caveats:

- All discretionary days must be approved at least 7 days in advance by the Director of Clinical Education (requests submitted by email)
- Discretionary days may not be taken in the first or last week of a SCPE
- Discretionary days may not be taken in succession
- No more than one discretionary day may be used in a single SCPE
- Discretionary days are 100% at the discretion of the Director of Clinical Education and they are NOT guaranteed.
- Examples of discretionary day use: weddings, family vacations, interviews, etc.

XXXVIII. Clinical Year Inclement Weather

Students should make every effort possible to be present for clinical rotations, but should not put themselves in unsafe situations. If the university is closed due to inclement weather the student will not be responsible to report to clinical site. It is the student's responsibility to notify the preceptor they will not be in clinic. If the clinical site is closed for inclement weather the DCE and PAS program must be notified. In this case, the DCE may assign a supplemental activity that the student can complete from home to make up for the missed SCPE day. See the didactic year inclement weather policy for information regarding the DU campus closure notification system, which all students are expected to sign up for.

XXXIX. Clinical Year Parking and Transportation

Parking arrangements will vary based on the individual SCPE site. Students are responsible for adhering to the parking rules and regulations that are specific to the respective facility. Dominican University is not responsible for any transportation, travel, or parking costs associated with clinical rotations.

XL. Postponement or Interruption of SCPEs

A student may request postponement or interruption of their SCPE schedule due to a serious personal situation. Written requests must be made to the Program Director and DCE as soon as possible. If the student request is granted, the student should be aware that interrupted and postponed SCPEs will delay the student's program completion and subsequent graduation date. The student should understand that postponement of program completion is subject to the program's ability to arrange make-up SCPEs, which is not guaranteed.

XLI. Health Insurance Requirement

DU PAS students are required to carry personal health insurance for the duration of the program. Students are not covered by Dominican University or a SCPE site's employee health policy in the event of an injury, needle stick, or illness during the clinical year experiences.

Students without health insurance will not be eligible for placement at SCPE sites as all sites stipulate this is a condition of placement.

Health insurance information must be on file with the DU Wellness Center.

Health Maintenance Requirements

- All clinical year PAS students must be up-to-date with health maintenance and immunization requirements. Failure to meet the immunization and health maintenance requirements will result in the inability to attend the SCPE and may ultimately delay graduation.
- All PAS program students are required to maintain health insurance, at their own expense, for the duration of the 24-month program.
- Proof of insurance must be on file with the Wellness Center.
- PAS students are required to adhere to the CDC immunization guidelines for healthcare personnel.
- TB testing – students must have baseline screening for TB with either a tuberculosis skin test (2 part) or Quantiferon testing. Testing must have been done within one year of beginning the PAS program and again before beginning clinical rotations. Proof of testing must be on file with Wellness Center. Records from family physician accepted.
- A 10-panel drug screen is to be completed on an off day during the bridge course prior to starting clinical rotations. As a prerequisite to participating in patient care, students may be required to undergo one or more random urine drug screens. Such randomized testing is necessary in order to adhere to requirements of our clinical affiliates. When required by clinical facilities, students must complete urine drug screening prior to the onset of the given clinical experience. Students are financially responsible for costs related to urine drug screening. Depending on the specific clinical requirements, this may need to be repeated annually or more frequently.
- PAS students must be current with the following:

- Hepatitis B – titer (antigen and antibody) demonstrating immunity done within the past 5 years
- MMR – titer demonstrating immunity done within the past 5 years
- Varicella – titer demonstrating immunity done within the past 5 years
- Diphtheria/Tetanus/Pertussis – Documentation of the completed primary series of immunizations to include boosters every 10 years.
- If the student has not received Tdap previously, they must get a one-time dose of Tdap prior to the first day of class.
- Influenza – Flu vaccine will be required of all students annually.
- Proof of immunity by titer level must be on file in the Wellness Center. Records with lab results from family physician accepted.
- TB testing, titer level testing and subsequent needed immunizations are the financial responsibility of each student during their enrollment in the PAS program.
- PAS students are required to have a Physical Examination within one year prior to matriculation and again before the start of clinical rotations. The Physical Form is available from the Wellness Center or enclosed as an APPENDIX. Forms from family physician are accepted if they cover the same information solicited by the Wellness Center Physical Form. The Physical Form must be turned in to the Wellness Center. Record of TB testing and results, titer level testing with results and immunization records are kept on file by the Wellness Center.
- Students will sign a release of ‘immunization records only’ form with the Wellness Center so that the health center can release to the PAS program office verification that a student has successfully met the TB testing and proof of immunity requirements of the PAS program. This form will be maintained in the PAS program office in the student file.
- PAS Program Director, Medical Director, faculty and/or staff **will not** (except in case of emergency) provide medical treatment to Physician Assistant students.

XLII. Exposure Policy

The PAS program will address Universal Precautions and action required of students in the event of exposure to infectious or environmental hazards. This will be accomplished throughout the Curriculum and will be covered in depth during PAS 600 Bridge Course which prepares students to enter the clinical setting.

In the event that a student has an exposure to an infectious agent or an environmental hazard:

- Flush the area with copious amounts of water; wash the exposed site with soap and water as appropriate.
- If the exposure occurs on campus (i.e. lab setting), notify supervising faculty immediately and call the Wellness Center (708-524-6229) as soon as possible and seek further direction.
- If the exposure occurs on campus after hours, follow Wellness Center directions for after-hour care needs which includes seeking immediate care at the nearest ER, and schedule a follow-up appointment with the Wellness Center.
- If the exposure occurs at a clinical site (SCPE), notify preceptor immediately and follow the hospital/clinical site policy for seeking care – the office to contact will vary by site, but is usually Infection Control, Employee/Occupational Health or the Emergency Department. If you are not evaluated on site, then you must report to the nearest Emergency

Department/Urgent Care immediately after bodily fluid exposure for appropriate evaluation and work-up.

- All students need to be seen in the Emergency Department/Urgent Care after bodily fluid exposure
- Write a Memorandum for the Record via email with the facts of what happened and any action you have taken.
- Notify the PAS Program Director and Director of Clinical Education of exposure.
- If the source blood or student labs are positive, the student must follow up with the Wellness Center and notify the Program Director and Director of Clinical Education.
- Be aware that the financial costs incurred in the case of an infectious or environmental hazard injury may fall entirely on the student and/or the student's health insurance.

XLIII. Responsibilities of the Preceptor, Student, and Program

Supervised Clinical Practice Experiences (SCPEs) are vital to the education of Physician Assistant students. They provide meaningful direct patient care experiences working in a variety of clinical practices environments. The SCPEs give students an opportunity to apply and enhance the depth and breadth of knowledge and skills they have accrued during the preclinical didactic phase of the program while continuing to gain new knowledge and skill sets in a professional clinical setting. We want this experience to be both educational and interesting. Therefore, there are expectations and responsibilities of three key parties involved in the SCPEs as outlined below.

Preceptor's Responsibilities

- To orient the student, at the onset of the rotation, with respect to policies and procedures at all clinical sites where students will accompany the Preceptor and with which students are expected to comply. Review with the students the expectations and objectives for the rotation in an effort to develop a tactical and strategic plan for attainment of these.
- To provide the student with an appropriate clinical environment and a variety of patient encounters which enable the student to meet the program's objectives (as provided by Program and required by the ARC-PA). A minimum of 36 hours per week participation in clinical activities is expected.
- To provide the opportunity and guidance for clinical learning experience and education by allowing students to actively participate in patient care under appropriate supervision and by delegating increasing levels of responsibility for clinical assessment and management as skills develop. However, preceptors must retain full responsibility of the patient's care.
- To recognize that the student is in a "learner" status and to ensure that students do not render patient care beyond the realm of educational value as permitted by professional standards.
- Understand that Physician Assistant Studies students must not be used as a substitute for clinical or administrative staff and must be identified as Dominican University PAS students at all times during their supervised clinical practice experience.
- To review and co-sign all student documentation and charting. If a student is unable to directly document on the patient's chart or enter the data in the electronic health record, Preceptors should require the student to write up their notes on plain paper and review it for accuracy and appropriateness.
- To allow time for teaching activities. This can be accomplished in a variety of ways such as structured teaching rounds, chart review periods, reading assignments or informal consultations between patient encounters and/or recommending specific conferences. It is expected that the Preceptor will model professionalism to students and teach in accordance with current practice guidelines and the accepted standards of care in their specialty.
- To provide the students and program faculty with ongoing constructive feedback regarding clinical performance of the student including but certainly not limited to Mid-rotation evaluation and Final Preceptor evaluation.
- To permit visits of the Program faculty to observe Preceptor's teaching process for purposes of ascertaining that Program learning outcomes for the clinical experiences are being met.
- To be and remain licensed as required by the state of Illinois to practice the Preceptor's profession. To inform the Director of Clinical Education if he/she will be taking a vacation of one week or greater while supervising a student.

- Student supervision may be delegated to another licensed healthcare provider at that site during the period of absence with Program approval.
- To promptly notify the Director of Clinical Education of any significant deficiencies identified or issues of professional conduct that might diminish the overall learning experience.
- To provide emergency medical care to students in the event of injury or illness (but the Preceptor shall not be responsible for the cost of such care).

Program's Responsibilities

- To prepare students academically and clinically for the clinical phase of their education.
- To ensure Criminal Background and Sex Offender (CBSO) checks and drug screens are completed by all students as requested by the clinical rotation sites at a cost incurred by the students.
- To provide and ensure each student has completed training in OSHA and HIPAA prior to beginning clinical rotations and that all students have received instruction regarding risk of exposure and reporting procedures should an exposure occur.
- To identify quality rotation sites and Preceptors dedicated to providing an optimal clinical education experience.
- To develop and maintain affiliation agreements with all clinical rotation sites.
- To orient Preceptors and students to the policies and procedures of the clinical year.
- To ensure that all students have current malpractice liability insurance as well as current health insurance and up-to-date immunizations.
- To ensure all students maintain up-to-date CPR and ACLS certification prior to the start of the clinical phase of the program.
- To forward to Preceptor in a timely manner information regarding number of students scheduled for rotation including rotation beginning/end dates and any documentation they may require.
- To inform the Preceptor of rotation objectives and learning outcomes and supply student evaluation requirement forms and other materials.
- To review all components used for evaluation of clinical rotations and maintain responsibility for the assignment of the final grade for each student for all clinical rotations.
- To maintain open and easily accessible lines of communication between Preceptor and Program faculty in an attempt to anticipate problems before they arise.
- To respond to questions and/or concerns from the Preceptor or student in a timely manner

Student Responsibilities

- Comply with all site-specific requirements and policies regarding all clinical sites the Preceptor works in.
- To maintain open communication with the Preceptor eliciting and accepting feedback regarding clinical performance strengths and weaknesses.
- To successfully complete the requirements of the rotation outlined in the course syllabus. It is not possible nor expected that the student be exposed to each entity or problem listed during their rotations; however, it is the student's responsibility to ensure knowledge about all the objectives for each discipline.

- To act professionally in the clinical setting including wearing proper identification, complying with dress code standards and conducting oneself with professional and ethical demeanor at all times.
- To report to the clinical site early and on time, fully prepared to work with all necessary equipment (i.e. stethoscope, etc.) and ready to learn work with the Preceptor.
- To meet with the Preceptor at the beginning of clinical rotations and periodically throughout rotations to discuss mutual goals and expectations for the rotation.
- To always identify oneself as a Dominican University PA student and elicit permission from the patient to participate in their care.
- To be aware of their limitations as students and of the limitations and regulations pertaining to PA practice. Students at clinical sites must always work under the supervision of a Preceptor. They may not function in the place of an employee or assume primary responsibility for a patient's care.
- To contact the Program immediately with any questions or concerns about the student's role at a site. Students shall not treat and discharge a patient from care without the patient being seen by the clinical Preceptor and the discharge summary or note signed by the Preceptor. All patients must be seen by a licensed provider PRIOR to leaving the facility.
- To accrue the number of hours for each rotation required by the program and to be sensitive to the schedule of the clinical site/Preceptor. Students are expected to work nights, weekends and be on-call if required by the clinical rotation site/Preceptor.
- To attend and participate in all return to campus activities at the end of each rotation. Students must arrive on early and on time and stay for the entire day.
- To report all blood/bodily fluid exposure(s) to their Preceptor and/or any hospital personnel (if instructed by the Preceptor) immediately. Students are to complete any Notice of Incidence report in use at the clinical site as well as the form in use by the Dominican University PAS Program. Students should notify the Director of Clinical Education as soon as possible after the incident has been properly evaluated according to site protocol. Students are expected to adhere to Post-Exposure Protocol and reporting requirements which can be found in the DU PAS Safety and Infection Control Policy.
- To provide the program with current and accurate contact information to include phone numbers. Should the student be in a location where there is limited cell phone or computer access, the student must inform the Program and provide an alternate, reliable contact phone number.

XLIV. Clinical Safety Document

Site Name: _____

Rotation Dates: _____ - _____

The Physician Assistant Program at Dominican University requires that each student is provided orientation and/or training in basic safety measures. Receipt of this signed form is required of each physician assistant student for each clinical rotation.

Dominican University provides all students with the following generalized safety training at the start of the clinical year:

- HIPAA/Security and Privacy Training
- OSHA/Blood-Borne Pathogen and Generalized Safety Training
- Hazard Communications
- Regulated Waste
- Personal Safety Measures

Please provide Information or Instruction on additional *on-site features* (as applicable):

- Incident reporting policy and procedures: i.e., needle stick, theft, dangerous or unprofessional behavior
- MSDS/ Hazardous materials/ Radiation safety (if applicable)
 - o Location of 'red MSDS' book at your facility
 - o Location of eye wash station
- Location of fire safety components: exits, alarms, and fire extinguishers
- Code alerting systems: i.e., Code Color descriptions
- Personal Safety measures as deemed appropriate to situation: i.e., location of safety personnel, parking and request for security escort to parking
- Public Safety as deemed appropriate to situation: i.e., active shooter, extreme weather, unauthorized individuals

Your signature below confirms that safety training in the above areas has been provided/received in accordance with the requirements of the Physician Assistant program at Dominican University. This form should be signed and returned to the student by the close of business the second day of rotation.

Student Name

Student Signature

Date

Staff Name/Title

Staff Signature

Date

XLV. PAS Student Handbook Acknowledgement Form

I, _____ have read, understand and agree to comply with the information and policies presented in the Dominican University Physician Assistant Studies (PAS) Student Handbook.

I further understand that policies may change/be updated when necessary. I understand that I will be alerted via an email when changes/updates have been made and that I can view these changes/updates on the electronic copy of the handbook on Canvas at any time. The hardcopy of the handbook is reviewed, updated, and approved once a year in December. It is printed in December for distribution to the new incoming class matriculating each January.

Student Name [Print]

Signature

Date

Emergency Contact #1 Name: _____

Emergency Contact #1 Relation: _____

Emergency Contact #1 Phone: _____

Emergency Contact #1 Email: _____

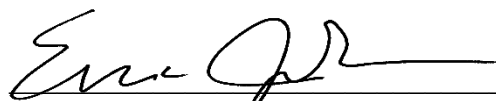
Emergency Contact #2 Name: _____

Emergency Contact #2 Relation: _____

Emergency Contact #2 Phone: _____

Emergency Contact #2 Email: _____

*The Physician Assistant Studies 2021 - 2022 Student Handbook has been reviewed and approved by the Principal Faculty Committee on **12-9-20** with final review and approval conducted by the Program Director on **12-17-20**.*



 Eric Johnson, M.S., PA-C
 PAS Program Director

Our Mission

As a Sinsinawa Dominican-sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.



DOMINICAN UNIVERSITY